

The Indiana County Historian Program

Training Module 1: Program Overview

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County Historian Program Overview



- The County Historian program Logic Model
- The County Historian Guide
- The Job Description and Key Responsibilities
- Standards of Conduct and Code of Ethics
- Appointment and Retirement Procedures
- County Historian Mentors
- Recording Contacts
- Surveys and Reports
- Additional Resources

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A Brief History

In 1981, through an effort to improve the historical communication network in the state, the Indiana Historical Society and the Indiana Historical Bureau established the Indiana County Historian Program.



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The Logic Model

| Resources (IHS and IHB) | Activities (IHS and IHB) | Outputs <i>(What did we do?)</i> | Outcomes <i>(What effect did we have?)</i> | Impacts <i>(What difference did we make?)</i> |
|--|--|--|--|--|
| Staffing Funding Resources and office supplies Web and e-newsletter service platforms | Appointments and Retirements Training Roundtable and meetings News updates Supplies provided Guide and requirements Additional support as needed | County historians: <ul style="list-style-type: none"> • Have the training and resources they need to do the work. • Attend meetings when able to share ideas. • Are encouraged to undertake county-wide collaborative activities. • Are tracking contacts regularly. IHS and IHB are in regular contact with county historians, and measure the success and impact of the program. | County historians: <ul style="list-style-type: none"> • Occupy a position of trust in each county. • Are regularly helping individuals to connect with local and statewide history resources. • Are working to preserve and share local history. • Are aware of trends in the field. • Are actively helping local history organizations to network and collaborate. • Provide resources and updates for IHS and IHB. | The program is stable and showing clear impact across the state. Knowledge of local history and available resources is broadly disseminated throughout each county. Local history organizations in each county are strong, networked, and collaborative. Strong ties exist between IHS/IHB and local history communities. |

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The County Historian Guide



Printing Press, 1908 (Indiana Historical Society)

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The Job Description

Why we need a job description:

- Define the purpose of the program.
- Clarify roles and responsibilities.
- Share details about the position.
- Information for new nominees.



Collecting History (Indianapolis Recorder Collection, Indiana Historical Society)

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Key Responsibilities

- Respond to inquiries.
- Maintain connections with all local history organizations in your county.
- Research as needed (but not required to fulfill research requests from the public).
- Maintain connections with IHS and IHB.
- Attend meetings when possible.
- Keep records.
- Other duties.



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Key Responsibilities: Responding to Inquiries

Providing customer service and connecting people with resources.

Some Tips:

- Keep an eye on your spam/junk mail.
- Respond promptly; if you need some time to find an answer, give the person an approximate idea of when you will respond.
- Listen and take notes.
- Be honest if you don't know the answer.



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Key Responsibilities: Connecting with Your Community

- Get to know all of the history organizations in your county, as well as libraries and archives.
- Keep up with what is happening in your area and network with local government, businesses, etc.
- Consider what resources you can provide and what your community might need from you.



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Key Responsibilities: Promoting Communication

Encourage the history organizations in your county to connect.

Tips for promoting communication:

- Be patient and build trust over time.
- Consider common goals, shared values, and audience needs.
- Demonstrate the benefits of communication.



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The Job Description

Qualifications:

- Well-acquainted with and interested in local history.
- Available for contact and travel within the county.
- Willing to learn.
- Courteous and professional.



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The Job Description

Term of Appointment:

- 3 years; may be reappointed.

Time Commitment:

- Minimum 1 hour per week. (approximate)

Support and Benefits:

- Resources available.



*Indiana Black Expo Citizens Multi-Service Center Booth
(Indianapolis Recorder Collection, Indiana Historical Society)*



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The Standards of Conduct

- Aligns with our HR practices and volunteer guidelines.
- The elements of customer service and commitment to the program.



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The Code of Ethics

- Aligns with national standards for the practice of history.
- Serving the public trust.
- Shared values of trust and integrity, how to navigate sensitive issues, and avoiding conflicts of interest.



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Appointment and Retirement Procedures

- Established three-year terms.
- New County Historian Emeritus program.
- New County Historian Mentors program.

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County Historian Resources

- Materials
- IHS Membership
- E-Newsletters
- The County Historian Facebook Group
- Lending Resource Center
- Trainings



*Indiana Railroad, car no. 375, U.S. Mail, 1935
(Bass Photo Co. Collection, Indiana Historical Society)*

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Indiana Statewide Organizations

- Organized alphabetically by organization.
- Organization type and description.
- Links to important pages.

Indiana Archives and Records Administration (State Agency)

www.in.gov/iara

Manages the **Indiana State Archives**, along with Records and Forms Management and the State Imaging and Microfilm Laboratory; also find information on the Oversight Committee on Public Records and the Indiana State Historic Records Advisory Board.

- ⇒ Indiana records for marriages, births and deaths, adoptions, naturalization, military, court, department of correction, land, government, and other topics – www.in.gov/iara/3197.htm
- ⇒ Conservation Lab provides on-site disaster assistance and training – www.in.gov/iara/2354.htm
- ⇒ Records Retention Schedules – www.in.gov/iara/3266.htm

Indiana Arts Commission (State Agency)

www.in.gov/arts

Provides leadership for & public stewardship of artistic resources for Indiana's citizens and communities.



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Online Directory

<https://indianahistory.org/across-indiana/hometown-resources/find-who-you-need-by-county/>



Allen County

Allen County Historian
 Thomas E. Castaldi
 13707 Brook Hollow Court
 Fort Wayne, IN 46814-9740
 (260) 675-3804
tcastalid@yahso.com

African/African-American Historical Museum (Fort Wayne)
<https://www.facebook.com/OfficialAAAHSM/>
 436 E. Douglas Ave.
 Fort Wayne, IN 46802-3539
 (260) 420-0765
officialaaahsm@gmail.com
 Contact: Mana L. Seikh, Curator
 President: Brigitte Brown

Allen County Genealogical Society of Indiana
www.acgsi.org

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Research and History Resources by Topic

- Appraisals
- Archives and Public Records
- Building Preservation and Historic Sites
- Cemeteries
- Collections Preservation
- DEAI
- Folklore
- Funding Sources
- Genealogy
- Historical Markers
- History and Research
- Museum and Historical Society Resources
- NAGPRA
- Newspapers
- Oral History

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Research and History Resources by Topic

Native American Graves Protection and Repatriation Act (NAGPRA)

Indiana: **Indiana Archaeology Mandates & Laws** – the DHPA's Archaeology Team administers programs for protecting and preserving Indiana's prehistoric and historic archaeological sites and the valuable information that they contain.
www.in.gov/dnr/historic/2833.htm

Indiana Native American Indian Affairs Commission – studies and makes recommendations to appropriate federal, state and local governmental agencies in areas of concern to our state's Native and non-Native people.
www.in.gov/inaiac

National: **Native American Graves Protection and Repatriation Act** – Federal law has provided for the repatriation and disposition of certain Native American human remains, funerary objects, sacred objects, and objects of cultural patrimony.
www.nps.gov/subjects/nagpra

Association on American Indian Affairs – the oldest non-profit serving Indian Country protecting sovereignty, preserving culture, educating youth and building capacity.
www.aaia.org

National Congress of American Indians – serves the broad interests of tribal governments and communities. Contains a tribal directory.
www.ncai.org

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Thank you!



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Questions?

Indiana Historical Society (IHS)

A private nonprofit organization.

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Director, Local History Services

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Indiana Historical Bureau (IHB)

Division of the Indiana State Library, a state agency.

Dr. Michella M. Marino

Deputy Director, Indiana Historical Bureau

(317) 233-8940 | mmarino@library.IN.gov



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