

Memorandum

To: Steven A. Preston
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Subject: Gift-funded project plan aimed at processing and disseminating the American Planning Association, California Chapter (APACC) archival collection, held at Special Collections and Archives, Delmar T. Oviatt Library, California State University, Northridge.

Current Status of Collection

The first two installments of the American Planning Association, California Chapter (APACC) Collection were donated in 1998 through the efforts of John Bridges, then President of the AICP, and Tim Dagodag, then Coordinator of the Urban Studies and Planning Program at CSUN. Frank Wein also played an instrumental role in bringing the collection to the University. The APACC Director of Administration, Tom Stefan, and the Chapter Historian, Betty Croly, aided in the initial transfer, re-boxing, and compilation of a rough inventory. Subsequent donations were made in 2001 by Norman Lind, Melville C. Branch Jr., William Fraley, Simon Eisner, Betty Croly, and Duncan & Jones Associates.

This material consists of approximately 89 feet of papers and publications, a small amount of audio visual material, and seventeen oversized boxes containing maps, drawings and other oversized items. This part of the collection was physically and intellectually processed with a gift of \$10,000 from APACC. As was the standard practice at that time, a Word document finding aid was produced and made available to researchers in the Special Collections and Archives

Reading Room in May 2001. A collection record was added to the Oviatt Library's online catalog, and the material was opened to the research community.

Subsequent donations were made in May 2004, June 2012, February 2015, August 2016, and March 2018, totaling approximately 59 linear feet of unprocessed material. These accessions also consist of papers, publications, audio visual material, and oversized items such as maps, drawings, and other large items. Archivists accessioned each accession, evaluated them for preservation issues, rehoused them in archival containers, and inventoried them at the time of accessioning.

Project Plan

Overall Goals

The two major goals of this project are to apply preservation practices to ensure the physical well-being of the APACC Collection, and to provide consistent, reliable, and improved methods of access to the material. With appropriate preservation and improved access, we are able to meet our mission and objectives, namely to serve the curricular needs of students, faculty, and staff, and the research needs of the larger scholarly and professional community.

Phase one ~8 months

The first phase of the project consists of intellectual and physical processing of the material. We will review the portion of the APACC Collection that staff completed in 2001 with an eye to adjusting the finding aid to meet current descriptive best practices. We will then process the 2004, 2012, 2015, 2016, and 2018 accessions as an additional series to the collection. Any published material will be searchable in the CSU libraries catalog, which now enables access to materials across the 23 CSU libraries.

Following arrangement and physical preservation, archivists will describe this information in a finding aid published in the Oviatt Library's [Finding Aid Database](#) and in the [Online Archive of California](#). The Online Archive of California provides free public access to detailed descriptions of primary resource collections contributed by more than 200 archival repositories throughout California. The finding aid will also appear as a collection level record, not only in the Oviatt Library catalog, but searchable across the entire CSU library system which has recently been upgraded to a unified system of resource discovery.

Two student assistants will be hired to assist with the following Phase One tasks:

- Review of processed and unprocessed material
- Physical processing of unprocessed material, including: photocopying of fragile or at risk items, removal of duplicates, removal of corrosive material, sleeving of photographic material, titling and and permanent foldering, and boxing into acid free containers.
- Data entry into the Finding aid database

Phase Two ~2 months

The second phase of this project will be the creation of an online database (digital collection) in which APACC's *California Planner* will be the cornerstone of the digital project. For examples, please see the [Oviatt Library Digital Collections](#) page. We will digitize all issues of the newsletter made available to us, and place them online with open access to researchers, students, and the public at large. The newsletter issues will have fully searchable text to assist researchers using the database. Links to the newsletters online will also appear in the finding aid so that two points of access will be available.

Following the completion of the APACC content, we will append the digital collection by incorporating related urban planning and development items from the following collections: Margarita Piel McCoy Collection, Los Angeles City Planning Commission Collection, and League of Women Voters, as well as relevant items from other collections that fit into the scope of the digital project.

Student assistants hired for Phase One will continue on for Phase Two, to complete digitizing and create metadata records for the online content.

Concluding Remarks

We are very excited about the opportunity to work with your organization on this project. We value CSUN's long partnership with APACC, and hope to continue the relationship well into the future. Please feel free to contact us with any questions or remarks regarding the Project Plan.