

## Local Section Archives Issue

National ACS and CAS support of this information management issue.

Proposed by [Kenneth Mattes](#) for discussion by the Local Section Committee

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### ISSUE

The 2012 NERM, held in Rochester NY, recognized three sections (Maine, Rochester and Northeastern sections) for their 100<sup>th</sup> anniversary of being a section in the American Chemical Society.

Many local sections maintain an archive of local section records and materials that represent the history, art and science of chemistry in the United States. These archived materials, and more importantly the information contained in these materials, is at risk of loss and under utilization due to ineffective methods implemented to manage these materials.

Drawing upon the expertise contained in the Chemical Information, History of Chemistry, Computers in Chemistry Divisions and the Chemical Abstract Service, a viable solution with associated costs, could be proposed and endorsed by the Local Sections Committee for consideration by the local sections.

The major parts to this information-focused issue are:

1. Management and storage of the hardcopy materials.
2. Digitization/electronic capture of the hardcopy materials.
3. Storage, searching and retrieval of digitized/electronic information.

### PROPOSAL OBJECTIVE

To investigate the feasibility of CAS to facilitate the digitization, storage and searching of local section archive materials.

### RESPONSIBILITIES

#### Local Sections

1. Local sections identify the materials they need to archive in some electronic/digital format and wish to be searchable and retrievable by the section.

2. Local sections organize their local materials, with the help of a librarian or archivist, to facilitate the quantification of the historical information and define a workflow for future section information.
3. Local section allocates the necessary funds to implement the potential solution.

## ACS Divisions

The Chemical Information, History of Chemistry, and Computers in Chemistry Division representatives read, respond and provide input and ideas to the Implementable NESACS Experiment section described below.

## Chemical Abstracts Service

The Chemical Abstracts Service representatives read respond and provide input and ideas to the Implementable NESACS Experiment section described below.

In particular they should provide current cost estimates for scanning and digitizing of hardcopy material, the preferred means for electronic information formats to be used at CAS, and estimated times for service delivery upon receipt of materials to posting on the CAS search service.

## Local Section Committee

Identify a representative who could function as the broker for communications between the various ACS organizations and the information provided by the responding organizations. The committee representative can provide an independent perspective to the NESACS experiment and assess the potential value to ACS of this activity.

## Implementable Options for the NESACS Project

The Northeastern Section of the American Chemical Society (NESACS), under the auspices of the 2012 Section Chairman Ruth Tanner, has initiated a study to investigate a long term archive approach addressing these information issues.

## Current Status as of 13Dec2012

### Archives

1. The board needs to decide on two issues' and define the NESACS commitment to them:
  - a. Does the board want a local Archives location where individuals can visit and peruse the hard copy materials and awards of NESACS? **YES**
  - b. Does the board want electronic access to the information contained in the Archives? **YES**
  - c. What other need has the board identified around utilization of NESACS archived materials and awards?
  - d. What budget is the board willing to provide for these issues?
    - i. Short Term: **\$2500 for 2013.**
    - ii. Long Term: **TBD**
    - iii. Annually: **TBD**
2. Options:
  - a. Chemical Heritage Foundation (**Not acceptable**)
    - i. (CHF, <http://www.chemheritage.org/> )

- ii. Estimated costs, provided by CHF for both hard copy and electronic information management is ca. \$53,000 (est. \$23,000 to process the hardcopy and est. \$30,000 to digitize the processed materials).
- iii. Details to be defined and resolved but supplied information CHF has been shared with the Chairman and secretary.

1. **The hard copy materials will be owned and housed with the CHF.**

2. Annual contract for continued transfer of hard copy materials to CHF.

**b. Division of the History of the ACS**

- i. (HIST, <http://www.scs.illinois.edu/~mainzv/HIST/> )
- ii. Partner with them to address the sections issues.
- iii. Contact recommended by Lee Latimer is Jan Hayes, the councilor from the Sacramento section and past chair.

1. Jan Hayes

6829 Barbara Lee Circle  
Sacramento, CA 95842

Phone: 916-331-6886 or 916-601-4996 (cell)

Email: [janan.hayes@yahoo.com](mailto:janan.hayes@yahoo.com)

**c. Division of Chemical Information of the ACS**

- i. (CINF, <http://www.acscinf.org/index.php> )
- ii. Partner with them to address the sections issues
- iii. Contact is Antony Williams, chair elect.

1. VP Strategic Development  
ChemSpider, Royal Society of Chemistry  
(919) 201-1516 (voice)

2. Email: [williamsa@rsc.org](mailto:williamsa@rsc.org)

**d. Chemical Abstracts Division of the ACS**

- i. No named contact.
- ii. General contact information
- iii. **General CAS number:**

Phone: 800-848-6538 (North America)

614-447-3600 (worldwide)

Fax: 614-447-3713

E-mail: [help@cas.org](mailto:help@cas.org)

Website: [Feedback Form](#)

**e. Local Effort by NESACS**

- i. Create a local office/site that is leased for a specified time period and move materials there to initiate an archiving project. Costs to be determined.
  - 1. Purchase scanner and computer to manage digitized information.
  - 2. Initiate a local activity to organize and enlist local membership to help in organizing and capturing the information.
  - 3. Currently investigating if CAS could provide support for this effort. Shipping of materials back and forth to CAS could be substantial.
  - 4. Open ended time frame for completion
- ii. Continue with the current status of archive materials at Regis College and section awards at Northeastern University.

1. Establish some type of contractual arrangement with the institutions with a specified time period for renewal or relocation.
  2. May involve some type of financial agreement of support to the institution.
  3. Use Iron Mountain as a service provider for storage of physical archive materials. Estimated at \$1700/yr for 240 x 1.2 cubic ft boxes of materials at 2012 costs. Costs to be higher
- iii. Discussion with Mike F. identified PDF files as the currently preferred electronic format for local access via the website

### **CAS support of information searching**

Assuming CAS can support the digitization of the hard copy materials or at least store the electronic formats of the NESACS information, the material could be searched using a “focused” application of Scifinder.

#### **“Focused” Scifinder Application**

When an ACS member wishes to search the *Local Section Archives*, one would log into the ACS website, with the appropriate credentials. Under the CAS tab you would be taken to the CAS webpage and under the Contents tab you would see Section Archives tab, where you would then be taken to the search screen in Scifinder where you would type in the subject matter of interest like any other search, using Scifinder technology and information relationships.

This form of access to the Archives information can be considered a member benefit and may encourage increased membership. It should also be restricted to Section Archive information only. This type of access would also allow for “humanization” of the chemistry endeavor by sections and their contributions to science.

## **SUMMARY**

This proposal facilitates the integration of ACS Division capabilities with a focus on delivering historical perspective to the American Chemical Society, based upon a service to the local sections that may lead to increased membership and perceived value to ones membership in the ACS.

## Appendix 1: Iron Mountain

**From:** "Michael Mattia via DocuSign" <[dse@docusign.net](mailto:dse@docusign.net)>  
**Date:** November 29, 2012, 10:30:55 EST  
**To:** "Ken Mattes" <[matteskc@aol.com](mailto:matteskc@aol.com)>  
**Subject:** Northeastern Section of the American Chemical Society - Here is the Iron Mountain Storage informatio  
**Reply-To:** Michael Mattia via DocuSign <[michael.mattia@ironmountain.com](mailto:michael.mattia@ironmountain.com)>



Please review & sign your document

Sent on behalf of [Michael Mattia](#) at Iron Mountain Inc..

Ken Mattes ([matteskc@aol.com](mailto:matteskc@aol.com)),

Thank you for choosing Iron Mountain for your records management needs. I have attached your contract to initiate our services to this email for your review.

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DocuSign's electronic signatures have the same legal effect as pen-and-ink signatures, clearly establishing the intent to sign and ensuring all legal elements of proof. And, signatures obtained through DocuSign are legally binding. Click link <http://bit.ly/legalityofesign> for more information on how DocuSign complies with to legal compliance standards.

Please review the contract and follow the DocuSign execution process. Once the contract is executed, it will be sent directly to Iron Mountain for counter signature. The contract will be processed immediately, and soon after you will hear from our Iron Mountain on-boarding team.

If you have any questions, please contact me.

Regards,

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P.S. To learn more about how Iron Mountain can assist you with all your information management needs, visit us at <http://www.ironmountain.com>.

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