

### Assignment description

You have recently finished a survey of non-current records managed by the Division of Rehabilitation Services (DRES) at The University of Illinois. A brief history of the unit is available under the biographical note at the following web site:

<http://www.library.illinois.edu/archives/archon/index.php?p=collections/findingaid&id=1871&disabletheme=1>

The unit holds approximately 500 cubic feet of records and has expressed an interest in either discarding them or transferring them to the archives. You must provide a recommendation for 22 different records series identified during the records survey.

In a 3-6 page report you must:

Provide a one to two paragraph description of your appraisal criteria, using one or more of the strategies discussed in your readings in class (e.g., black box appraisal theory, sampling techniques, etc.). You should also include a list of the people you consulted in developing the recommendations. Finally, provide recommendations for disposition of each set of files, justifying your decisions as appropriate.

Be sure to recommend specific actions to take for the records series identified during the records survey and give comments explaining the factors you considered while making your recommendation. Please use the table (below) adding your comments and recommendations. This table format will force you to be thorough, precise, and clear; this kind of report is also easy for others to read and understand and is thus a recommended format when doing appraisals.

As background information, it may be helpful to know that the following materials from DRES were held by the University Archives at the time the survey was completed (see next page, **Background Information**):

### Background Information

Record Series Title, Dates, Volume	Description
Scrapbooks, 1947-86; 3.5 cubic feet	Scrapbooks, including newspaper clippings and photographs of the Rehabilitation Education Center, wheelchair sports, Gizz kids basketball tournaments and trips, Director Timothy Nugent; Delta Sigma Omicron awards (1959-60, 1965-66, 1970-71), World Wheelchair Games (1982-84), and related activities.
Rehabilitation - Education Center Publications, 1956, 1966, 1977-80, 1984-96, 2003-04; .3 cubic feet	Rehabilitation - Education Center Publications including a program description (1956), dedication pamphlet for Rehabilitation - Education Center (1966), booklet on William Thomson Wakeman award, Gizz Kids home wheelchair basketball games schedule (1977), Proceedings of the National Consortium on Physical Education and Recreation for the handicapped (1979-80), brochure on the Guy M. Beckwith Living Center, organization chart for the Division of Rehabilitation Education Center, brochures on VII World Wheelchair Games (1984), brochure on the program for disabled students (1986), Sigma Signs: journal of Delta Sigma Omicron (1995-96) and program with DVD on Breaking Barriers: Adapted Sports Athletic Banquet (2003-04).

## Report

Before initiating an appraisal plan for the Division of Rehabilitation Services (DRES) archive collections, I would form an Advisory Committee whom I could consult. The committee might include five members comprising current University of Illinois staff, a former student, and external advisor who specializes in Accessibility and Archives: Beth Sheehan, The University Library's subject specialist for Anthropology; Maureen Gilbert, Campus Life Coordinator for the Rehabilitation Education Center; Pat Malik, Director of Division of Rehabilitation Services; Jean Driscoll (MS, Rehabilitation Administration, University of Illinois at Urbana-Champaign, 1993, Member of Women's Wheelchair Track Team 1987-1991, currently Executive Director Of Development at North Carolina State University; and Sara White, Co-Chair, SAA Task Force to Revise Best Practices on Accessibility. The variety of perspective that these professionals offer will help me to create a proposal that serves a broad range of users. Additionally, by having an alumna of the DRES program involved my choices will have a direct guidance that I hope could enhance the authority and value of my proposal.

The appraisal plan that I am proposing for the following collections is based on a functional approach that is informed by complex-embodiment framework. My goals include: supporting the record series already in the University's collection, retaining records that describe the function of DRES, and maintaining records that will be helpful for researchers to understand the relationships that the DRES students had with their own personal and social identities. My end goal with this proposal is to make smart decisions that will document DRES's history to the fullest, preserve DRES's historic and cultural relevance, provide valuable records that are accessible to researchers, and conserve University resources.

Influenced by the writings of Helen Samuels, the appraisal's institutional-functional approach helped us to identify what the core missions and

functions of DRES were/are. Retention decisions were then made with the intention to document how DRES worked through these functions.<sup>1</sup>

Going beyond Theodore R. Schellenberg's appraisal theory, this appraisal (and the arrangement plans that will follow) does not prioritize intrinsic value in total, nor does it prioritize the creators' original order. Frank Boles and Julia Marks Young's "black box" diagrams were used to determine the collections' use value in relation to the cost of retention (which was helpful in aiding us to decide to dispose of 65 cubic feet of invoices and receipts that were summarized in budget reports elsewhere in the collection). I also considered the University's current holdings, which informed decisions to retain some records that might otherwise be seen as temporary facilitative records but none-the-less supplement or complete record series that have been previously acquired by for the DRES' archives that are housed at the University.

Of high value were press clippings and photographs that described the facilities on campus, the activities of the DRES program, and details of the DRES student life. These images provide remarkable and valuable details that will also be useful in creating exhibitions, publications, and will be attractive features of digital collections.

Some of my decisions to retain records were influenced by an interest in including multiple definitions that future researchers could use to understand how the DRES program and its students defined "disability." Though initially I suggested to not retain the scholarships and applications,

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<sup>1</sup> See Marcus C. Robyn and Jason Woolman, "Institutional Functional Analysis at Northern Michigan University: A New Process of Appraisal and Arrangement of Archival Records," *American Archivist* 74.1 (2011) and Helen Samuels, *Varsity Letters: Documenting Modern Colleges and Universities* (Society of American Archivists and Scarecrow Press, Inc., 1992), 1-18.

for example, I realized that these documents created by the students themselves might be more illuminating even than the sports photographs that these writings by the students might help researchers high value to researchers to how the students defined their own disabilities, how they presented them to others, and exploring their personal ambitions that led them to this program and that thrived alongside or despite their disabilities. Medical reports of the students were not retained due to privacy and legal restrictions to access that would inhibit use by future researchers. Additionally, I was concerned in not only thinking about how the records might illuminate medical disabilities, but how they serve to document the everyday lives of the students, who participated in campus-wide activities. My decisions in these regards were achieved as a result of system of priorities based on a complex-embodiment framework.<sup>2</sup>

Though "sampling" was a considered possibility, it was determined that the collections recommended for retention are small enough in cubic feet to not sparse space nor necessitate thinning.

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<sup>2</sup> See Sara White, "Crippling the Archives: Negotiating Notions of Disability in Appraisal and Arrangement and Description," *The American Archivist* 75.1 (Spring/Summer 2012), 109-124.

Appraisal Assignment Table

Series Number	Title, dates; volume	Description	Comments	Recommendations
1	Students Statistical Report, 1993-2001; .6 cubic feet	Computer generated reports showing names of students in DRES programs, nature of disability, and their parent college	High research value (identifying "disability" through institution)	Retain
2	Payroll Records, 1990-?; 10 cubic feet	Payroll reports, student timesheets	Minimal enduring research value	Do not retain
3	Financial Records, 1970-2000; 65 cubic feet	Invoices, account statements, vouchers, reports of money received, requisitions, photo stores vouchers, travel vouchers, UI foundation accounting forms, institutional cost recovery reports, consultant contracts, and budgets	Facilitative (operating and administrative) value, limited enduring research value, duplicated information (financial reports are already archived in Division of Rehabilitation Education Services Subject File, 1948-2004)	Do not retain
4	Prairie State Games File, 1986-91; 1 cubic foot	Scoring sheets, schedules and correspondence relating to Prairie State Games	Enduring value	Retain
5	National Organizations File, 1978-2000; 15-20 cubic feet	Tournament programs, correspondence, newspaper clippings, press releases, financial records, and promotional materials related to the National Wheelchair Basketball Association, Quad/Wheelchair Rugby, National Veterans Wheelchair Athletics, and 1975 Pan American Games and the 1984 Paralympic games. This material is not well organized and is in 10 or 12 different locations around the room. The bulk of the records, and that most well organized, relates to the National Wheelchair	High research value (bulk arrange)	Retain

Series Number	Title, dates; volume	Description	Comments	Recommendations
		BB association. In addition to the above, this section of the file includes bylaws, a complete run of newsletters, officer lists, team reports, and schedules		
6	Assistant Director's Administrative File, 1978-91; 5 cubic feet	File kept by Assist. Director of DRES concerning personnel, graduate assistant, interns and including raw survey data (questionnaires) and student applications for employment.	Low research value, duplicates information already in archived (Division of Rehabilitation Education Services Subject File, 1948-2004)	Do not retain
7	Wheelchair Athletics Subject/Administrative File, 1950-2000; 15 cubic feet	File documents history of the DRES basketball programs, including correspondence, account statements, budgets, event lists, expense reports, ticket sale reports, team rosters, statistics, press releases, basketball shot charts, business correspondence, and reports from the early history of the program	Enduring value	Retain
8	Accessibility Standards Project File, 1940s-60s, 6-7 cubic feet	Includes blueprints for accessible housing, correspondence, and meeting minutes relating to the development of standards (ASA American Standards for Accessibility) regarding for accessible homes and public locations. Standards were developed by Tim Nugent, founder and former director of DRES. According to current DRES staff, most of the materials relating to this project, are stored in Nugent's home. Apparently the materials had	High value of enduring historical significance	Retain

Series Number	Title, dates; volume	Description	Comments	Recommendations
		an effect on the Americans with Disability Act requirements		
9	Inventory and Key Records, 1980-??, 1 cubic foot	Copies of moveable equipment inventories (showing date, description of equipment, tag number, purchase date, cost, purchase order number, and transaction code reflecting type of acquisition and missing status), lists of keys and persons authorized to have keys to department office space	Low enduring value	Do not retain
10	Student File, 1948-1999; ~100 cubic feet; 1999-present; 32 cubic feet. Altogether 132 cubic feet	Alphabetically arranged file of all students who have used DRES services from its founding in 1948, includes registration forms, consultation requests, medical histories, letters of reference, academic tests, transcripts, applicant test profiles, counseling records, vocational interests tests, general correspondence, and academic correspondence, relating to progress of students through the University.	Low research access due to privacy of medical records, Low enduring research value of the rest	Do not retain
11	Delta Sigma Omicron Records, 1950s-present, 10 cubic feet	Records of the Alpha chapter of the student organization DSO, including early history files, correspondence, photographs, internal correspondence relating to DSO. See <a href="http://www.disability.uiuc.edu/services/dso/">http://www.disability.uiuc.edu/services/dso/</a>	High potential PR value, and good enduring research value, supplements Omicron journal already in University archives	Retain

Series Number	Title, dates; volume	Description	Comments	Recommendations
12	Individual Event Records, 1950s-, 30 cubic feet	Scoring sheets and other statistical information relating to specific events such as track and fields events	Collection size does not support value, Duplicates event information located elsewhere	Do not retain
13	Student Medical Records, 1960-?, 20 cubic feet	Treatment records, injury report and other information; appears to duplicate materials in record series #10.	Low research access due to privacy of medical records	Do not retain
14	Personnel Files, 1948- present; 50 cubic feet	Employment applications, personal histories, vitae, letters of recommendation and correspondence relating to DRES academic and professional staff, civil service employees, and student workers; also includes departmental copies of contracts with Board of Trustees, notification of appointment, and change of status forms.	Duplicates records in other University departments	Do not retain
15	Scholarships File, 1990-2000, 1.5 cubic feet	Scholarship applications, correspondence, award notifications, and recommendations.	High research value (for working definitions of "disabilities")	Retain
16	Gizz Kids File, 1950-1970; 5 cubic feet	Contracts signed between DRES/UIUC and organizations hosting "Gizz Kids" exhibition basketball games in the 1950s'Also includes significant amount of publicity material, correspondence and clippings relating to the games, which were held though the Midwest.	High PR and potential research value	Retain
17	Publicity File, 1980-1999; 1.6 cubic feet	News clippings relating to recreation and wheelchair athletics, organized	High PR and potential research value	Retain

Series Number	Title, dates; volume	Description	Comments	Recommendations
		chronologically, significant amount relates to Jean Driscoll, locally and nationally famous wheelchair athlete		
18	Long Distance Racing Committee Correspondence, 1980s; 1 cubic foot	Records of internal DRES committee relating to wheelchair marathons	Low research value, duplicates records already in collections	Do not retain
19	Eligibility Reports File, 1990s, 1 cubic foot	Mandated reports files with University administration for eligibility compliance, providing student GPA and other information indicating academic standing.	Low research value, likely duplicated elsewhere in University archives	Do not retain
20	Activity and Participation Reports, 1970s-90s , 1 cubic foot	Filed by students show what non-DRES campus activities they were involved in. The information here may be partially duplicated in record series #10, Student File	High research value (expands definitions of "disabilities" through relationships across campus)	Retain
21	Director's Office (Nugent) Photograph File, 1950s'-60, 1 cubic foot	Black and white, generally 8-10 photos of DRES buildings, people, and other campus facilities relating to accessibility; accessible tubs and showers, accessible landscapes.	High research value, supports brochure on Living Center already in collection (Division of Rehabilitation Education Services Subject File, 1948-2004)	Retain
22	Sports Photographs File, 1950-1970; 8 cubic feet	Photos of DRES teams and sporting events, arranged by sporting event and alphabetically thereunder.	High PR and potential research value (and already arranged!)	Retain