

From: Louis M. Taverna  
Sent: Wednesday, April 09, 2014 1:29 PM  
To: Alice Ingerson  
Cc: Darrell Azure; Nancy V. Kougeas  
Subject: grant [for City Archives Strategic Plan]

Engineering Division is aware of this and will participate in this grant (attached).

Lou Taverna



Setti D. Warren  
Mayor

**Newton, Massachusetts Community Preservation Program  
FUNDING REQUEST**

PRE-PROPOSAL

PROPOSAL

(For staff use)  
date rec'd:  
4:20 pm, 14  
November 2013

Form last updated September 2013.

For full instructions, see [www.newtonma.gov/cpa](http://www.newtonma.gov/cpa) or contact:

Community Preservation Program Manager,  
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459  
[aingerson@newtonma.gov](mailto:aingerson@newtonma.gov) 617.796.1144

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

<b>Project TITLE</b>	<b>A Strategic Plan for Newton's Archives and Records</b>			
<b>Project LOCATION</b>	Full street address (with zip code), or other precise location. 1000 Commonwealth Avenue, Newton Centre, MA 0-2159			
<b>Project CONTACTS</b>	Name & title or organization	Email	Phone	Mailing address
<b>Project Manager</b>	David Olson City Clerk	<a href="mailto:dolson@newtonma.gov">dolson@newtonma.gov</a>	617-796-1203	1000 Commonwealth Ave., Newton Centre, MA 02459
<b>Other Contacts</b>	Nancy Kougeas City Archivist	<a href="mailto:nkougeas@minlib.net">nkougeas@minlib.net</a>	617-796-1399	330 Homer Street Newton, MA 02159
<b>Project FUNDING</b>	CPA funds requested: \$20,000	Other funds to be used:	Total project cost: \$20,000	
<b>Project SUMMARY</b>	Summarize the project's scope of work (how CPA funds will be used), and why you believe it is eligible for CPA funds. You may provide more information in attachments, but your SUMMARY MUST FIT IN THE SPACE BELOW.			

Archives and records are currently held at locations throughout the City. Major collections are held by the Fire, Police & School departments; the Newton Free Library; the Jackson Homestead; the City Archives; and in various storage rooms and vaults in City Hall. With few exceptions, historical materials and records crucial to understanding the past or necessary for functioning are being stored in areas that are not climate controlled and do not have appropriate security and fire alarm or suppression systems. These materials are stored on many media including paper, digital, audio tapes and CDs and in formats that range from standard size paper documents to oversize books and maps. A strategic plan is needed to determine the needs of these departments and the options available to meet these needs.

A consulting archivist will be hired to meet with representatives of the archives and records repositories named above and with a representative of the Building Department. The consultants will work with the core group of department heads that hold significant archival material, and meet with smaller departments with archival material to gather information in order to develop a plan for the care and housing of archival material across the city. The consultant will assess possible locations to use as archival storage area/s, and meet with the City's Archivist to obtain an update on progress that has been made since the *The City of Newton: A Survey and Inventory of its Historical Records* was completed.

email to  
↓  
You're aware of grant + will be  
participation

1 sentence