

**Carolyn K. Collings**

Retired, Archivist, Missouri State Archives, Local Records Preservation Program

**EDUCATION**

University of Missouri-Columbia

Master of Education, Art Education and Museum Studies 1990

Master of Arts in Library Science, Archival Administration 1985

Columbia College, Columbia, Missouri

Bachelor of Arts, Art History 1978

Associate of Arts 1977

**CONTINUING EDUCATION**

Academy of Certified Archivists

Certified Archivist, November 15, 1999, renewed 2005, 2010, 2015, Retired Status, 2016-2018

Society of American Archivists

Archives, Personal Papers and Manuscripts, workshop

Chicago, Illinois, May 12-13, 1993

National Archives and Records Administration

Modern Archives Institute, class

Washington, D. C., January 27–February 7, 1992

**PROFESSIONAL EXPERIENCE**

**Archivist (Field)**, Records Services, Local Records Preservation Program, July 1990–May 1, 2016

The position combined responsibilities for inventories, processing projects, appraisal of records, remedial conservation work, provision of service as courier for records transport, consultations with public officials and civic groups, assistance with the grant program, and conducting workshops as needed. Specific assignments have included:

Supervisor, for practicum students: University of Missouri-Columbia, School of Library and Information Science, 1992-1994; for interns, Department of History, 1995-2000, 2010. Trained new employees as requested

Special Projects, Assistant, for the Missouri State Archives. National Historic Publications and Records Commission Archives Automation Grant Project, National Archives and Records Administration, cataloging, January 1, 1994–December 31, 1995

Completed: processing and indexing of large Circuit Court projects in Saline County, Howard County, Cooper County; processing and database for the Sturgeon Court of Common Pleas, Boone County; inventory project for Callaway County, which resulted in microfilming of important early records, inventories of other counties and cities; time and motion study for Boone County; various research assignments including review of retention manuals for the offices of collector and assessor, 2001

Attended professional conferences and workshops, with recent emphasis on digitization, (included Society of American Archivists, Midwest Archives Conference, Missouri Conference on History, Archives and Records Management, Missouri State Archives), meetings of civic organizations, and maintained membership in professional organizations, 1990-2016 (select organizations continued including the Academy of Certified Archivists)

Served as exhibit committee member and as exhibit consultant for the Missouri State Archives. Appointed by the State Archivist to initialize the design of the exhibit area and workshop for the new building, the James Kirkpatrick State Information Center. Directed installation of permanent exhibit for offices of Secretary of State at the Missouri State Capitol and State Information Center, 1991-1995

Projects from 2016 included processing of road petitions for the Howard County Clerk in Fayette, processing of re-filming project for Howard County Circuit Court following discovery of oldest records, and an inventory of public records housed in the Boone County Historical Society vaults

**Reference Specialist**, State Historical Society of Missouri, April 1988–June 1990. Completed first automated inventory for the Society's art collection, and created format for data. Assistant to the Curator, Sidney Larson, for preparation and installation of exhibits

## **SERVICE**

**Boone County History and Culture Center/ Boone County Historical Society** Volunteer Associate Curator, Supervisor for interns, University of Missouri, 2017-2018; Supervisor for volunteers, 2017-2018; Acquisitions Committee member, 2016; Acquisition Committee Chair, 2017-2018  
Participation in Missouri State Archives workshop with Shelly Croteau, Assistant State Archivist: "Consolidation of Deterioration of Leather on Bound Volumes", July 2016

**Genealogical Society of Boone County and Central Missouri** for processing and assistance in library, 2016

Judge, for **History Day in Missouri**. Sponsored by the National Endowment for the Humanities and Missouri Humanities Council, and implemented by Western Historical Manuscripts Collection. Served since 1989 as judge for exhibits, performance, and media; for Local History Special Prize, April 2012. Served as Regional Judge to 2015

Committee member, **Retrospective Art Faculty Exhibition Committee for the Sesquicentennial Year 1989** University of Missouri-Columbia, September 1988 to September 1989. Appointed by the chairman of the department of art

Chair, **Task Force on Organization for Preservation, Cooperative Ventures, and Preservation Resources** One of four task forces created for the Preservation Planning Program managed by the Association of Research Libraries Office of Management Studies. Appointed by the director of the University of Missouri-Columbia Libraries 1985-1988 while employed in reference department

## **PUBLICATIONS**

Boone's Lick Heritage. "Howard County Historical Records Project", Vol. II, No. 2, September-October 2012, p. 13 [www.boonslickhistoricalsociety.org](http://www.boonslickhistoricalsociety.org)

By editor, Don C. Cullimore, State Undertakes Historical Records Project with Howard County Court, 19<sup>th</sup>-century Documents May Be Placed at CMU for Scholarly Research.

Missouri State Archives, Newsletter. "Archives Afield! Mary Simpson Dobbins" Winter 2009, p. 3  
Developments in the life of an English emigrant to the Boonslick area, 1819-1855, as found in court documents in Howard, Cooper and Saline Counties

Christensen, Lawrence O., and William E. Foley, Gary R. Kremer, Kenneth H. Winn, editors. Dictionary of Missouri Biography, "Gerald R. Massie", "Clifton C. Edom". University of Missouri Press, 1999

Drewes, Jeanne M. and Julie A. Page, editors. Promoting Preservation Awareness in Libraries: A Sourcebook for Academic, Public, School and Special Collections. Greenwood Publishing Group, Greenwood Library Management Collection, July 1997  
Case study, Chapter 7, "Local Records Management: One-on-One Preservation Education", p. 300-305

Morrow, Lynn and Carolyn Collings. "Missouri's Gerald Massie". The White River Valley Historical Quarterly, Volume 32, Number 1 (Fall 1992): p. 3-8

University of Missouri-Columbia, Department of Art. Faculty Artist, 1989.  
Exhibition catalog for "A Retrospective: Faculty Artist. Works by Former Members of the Art Faculty at MU, 1877 to Present", August 28, 1989 to September 24, 1989

Missouri State Archives. Archival Preservation Practices and Attitudes Survey for the State of Missouri, November 1985  
Designed preliminary survey to determine the extent and interest of preservation activity in Missouri. The survey was sponsored by the Missouri State Archives in cooperation with the University of Missouri-Columbia School of Library and Information Science, Archives Administration class

