

CYNTHIA G. SWANK

Education & Professional Credentials

Certified Archivist, Academy of Certified Archivists

Certified Records Manager, Institute of Certified Records Managers

New York University, M.A., history and Certificate in Archives Management and Historical Editing; Muhlenberg College, B.A., history, *m.c.l.*

Professional Experience

Inlook Group, Portsmouth, NH (Since 1989)

Assessment, planning and implementation services to municipalities, non-profit cultural organizations, businesses, and colleges and universities, including:

- Archives, collections, and records management: policies, procedures, appraisal, cost-benefit analysis, records inventory, best practices
- Space planning
- Preservation planning
- Disaster preparedness planning
- Training of and supervising staff and/or volunteers; finding suitable staff

Unisys Corporation, Blue Bell, PA, Manager, Corporate Tax Information Center

- Created records center and library for Tax Department
- Oversaw records conversion

J. Walter Thompson Company, New York, NY, Archivist and Records Manager

- Established Archives, developing policies and procedures, short and long-term goals and priorities; Initiated and managed Records Management Program
- Designed new archives facility for c. 2,500 cu.ft. of records
- Identified and collected records of permanent value to the Company
- Set processing priorities, selected items requiring conservation treatment, created computerized access to the records
- Provided research and information services to senior management, line and staff departments and offices around the world

Chase Manhattan Bank, NA, New York, NY, Commercial Loan Officer

Related Professional / Community Experience

- Mellon/NEH Fellow at Bentley Historical Library, University of Michigan
- Mid-Atlantic Regional Archives Conference: Chair, Task force for *Guidelines for Archives and Manuscript Repositories*
- North Hampton, NH: Budget Committee, chair; Capital Improvements Plan Committee, chair; Municipal Facilities Committee, Highway Facility Committee,

Heritage Commission, North Hampton Historical Society board member.

Professional Memberships:

Academy of Certified Archivists

Association of Records Managers and
Administrators [ARMA]

Institute of Certified Records Managers
[ICRM]

Maine Archives & Museums [MAM]

Mid-West Archives Conference

New England Archivists

New Hampshire Archives Group

Society of American Archivists