

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 non-profit cultural organizations, government agencies, businesses, and colleges and universities, including:

- Archives and/or records management: policies, procedures, appraisal methodology, benchmarking, cost-benefit analysis, records inventory
- Collections management: policies, procedures, appraisal methodology, best practices
- Records retention schedules for paper, magnetic, electronic records
- Space planning
- Preservation planning
- Disaster preparedness planning
- Training of and supervising staff and/or volunteers; assistance in finding suitable staff

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

- Created centralized records center and library collection for Tax Department
- Oversaw conversion of records and entry into database employing team of part-time staffers

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

- Established Archives, developing policies and procedures, short and long-term goals and priorities
- Designed new archives facility for c. 2,500 cu.ft. of records
- Identified and collected records of permanent value to the Company (textual records, advertising, photographs, publications, artifacts, oral histories)
- Created computerized access to the records
- Provided research and information services to senior management, line and staff departments and offices around the world

- Advised top management in the final disposition of the Archives; supervised donation to Duke University
- Initiated and managed Records Management Program

Consumers Union of the United States, Center for the Study of the Consumer Movement, Mt. Vernon, NY, Assistant Archivist - grant-funded position

Chase Manhattan Bank, NA, New York, NY, Commercial Loan Officer, Assistant Staff Credit Officer

Related Professional / Community Experience

- Mellon/NEH Fellow at Bentley Historical Library, University of Michigan: organizational cultures and information systems
- Institute of Certified Records Managers:
 - Frequent grader of essay section of ICRM certification examinations
- Peer reviewer for National Historical Publications and Records Commission
- Mid-Atlantic Regional Archives Conference:
 - Chair, Task force that created *Guidelines for Archives and Manuscript Repositories*;
 - Task Force for Long Range Planning
- Business Archives Section of Society of American Archivists, author of *Choosing the Right Repository*
- Treasurer and Board Member, Huguenot-Thomas Paine Historical Association
- Representative at large, New Hampshire Archives Group
- North Hampton, NH: Elected member, chair, Budget Committee; appointed member, Municipal Facilities Committee; Highway Facility Committee; Capital Improvements Program Committee; Heritage Commission

Professional Memberships:

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| Academy of Certified Archivists | Maine Archives & Museums [MAM] |
| Association of Records Managers and Administrators [ARMA] | Mid-West Archives Conference |
| Institute of Certified Records Managers [ICRM] | New England Archivists |
| | New Hampshire Archives Group |
| | Society of American Archivists |