

# Historical Reenactment

Creating Retroactive Accession Records

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June 28, 2018

# What is a “retroactive” accession record?

**Accession** - n. ~ 1. Materials physically and legally transferred to a repository as a unit at a single time; an acquisition.

- v. ~ 2. To take legal and physical custody of a group of records or other materials and to formally document their receipt. - 3. To document the transfer of records or materials in a register, database, or other log of the repository's holdings.

## **Notes:**

'Accession' should be distinguished from 'acquisition'. As nouns, they are synonymous. However, the verb 'accession' goes far beyond the sense of 'acquire', connoting the initial steps of processing by establishing rudimentary physical and intellectual control over the materials by entering brief information about those materials in a register, database, or other log of the repository's holdings.

“A Glossary of Archival and Records Terminology,” Society of American Archivists, 2005.

<https://www2.archivists.org/glossary>.

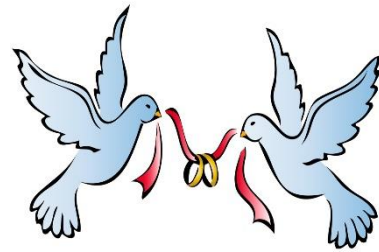
# Some background



# Change in direction



Special Collections and Archives Reading Room, 4<sup>th</sup> floor of the University Library



Foyer of the W.K. Kellogg Arabian Horse Library, 1<sup>st</sup> floor of the University Library

# First steps



“[Why does your filing cabinet have no entry for kibble?](#)” by [Fergus Sullivan](#) is licensed under CC BY-NC-ND 2.0



# What to do with all this stuff?

	A	B	C
1	Accession Number	Title	Date of Accession
50			
51	1998.01	International Arabian Horse Asso. Coloring sheets	4/24/1998
52	1998.02	"Downtown Surprises" VHS	1/1/1998
53	1998.03	Rancho Cucamonga City Archives donation	10/29/1998
54	1998.04	1998 LA County Fair Wine Stomp/Wine Competition VHS	1/1/1998
55	1998.05	Don Galleano Donation (including Guasti photo album and Caterillar Tractor Company Photographs)	8/1/1998
56	1998.06	City of Rancho Cucamonga Oral Histories Transcriptions	9/1/1998
57	1998.07	Photographs of former CPP president Robert Kramer	11/1/1998
58	1998.08	Cal Poly Pomona Women's Club records	12/1/1998
59	1998.09	Student Wives' Club/Poly Annas records	12/1/1998
60	1998.10	Copies of two manuscripts on Cucamonga Valley wine	12/1/1998
61	1998.11	Wines and Vines of the Inland Valley unedited footage	12/1/1998
62	1998.12	Philo Biane oral history interview	8/1/1998
63	1998.13	ITAC Slide and negative collection transferred January 1998	1/1/1998
64	1998.14	Faculty Center for Professional Development Records	7/1/1998
65	1998.15	Rene Biane Oral History Interview Transcript June 26, 1978	9/15/1998
66	1998.16	Primo Scorsatto donation	10/26/1998
67	1998.17	Gertrude Boland Oral History Interview (not saved?)	12/1/1998
68	1998.18	John Williamson Arabian Horse photograph donation	8/24/1998
69			

# ITAC Slide and negative collection transferred January 1998


Accession

## Basic Information

Title	ITAC Slide and negative collection transferred January 1998
Identifier	1998 13
Accession Date	1998-01-01
Content Description	Slides and negatives dating back to the late 1960s documenting campus history
Disposition	Added to University Archives. Deteriorated negatives judged to be in good enough condition to print were printed as positive images in January 2003 and the negative discarded. Deteriorated negatives judged NOT to be in good enough condition to print were discarded without duplicating or printing.
Provenance	Donated by ITAC (Instructional Technology and Academic Computing?)
General Note	This is a retroactive accession record. The documents related to this accession are dated 1998.
Acquisition Type	Transfer
Resource Type	Records
Restrictions Apply?	False
Publish?	False
Access Restrictions?	False
Use Restrictions?	False

Created by amadkins 2017-04-12 14:08:42 -0700, Last Modified by amadkins 2018-06-26 11:46:33 -0700

## Related Resources

Identifier	Title
0017	 Cal Poly Pomona University Archives Photographs Collection

## Related Accessions

Relator	Relator Type	Accession
Sibling of	"Bound with" Relationship	 ITAC transfer October 2002
Sibling of	"Bound with" Relationship	 ITAC transfer May 2001 of Rose Float and Kellogg Ranch films
Sibling of	"Bound with" Relationship	 Indexes to campus slide and negative collection
Sibling of	"Bound with" Relationship	 Instructional Technology and Academic Computing (ITC or ITAC) transfer of historical photographs, negatives, and other items to the WKKAHL

## External Documents

Title	see Special Collections Monthly Report January 1998 (acquisition); see Special Collections Monthly Report January 2003 (duplication); email from Kimberley Erickson regarding duplication
Location	Special Collections and Archives Central File
Publish?	False

## Assessments

[Go to Search Results](#)

No records found

**Special Collections**  
**Monthly Report for January 2003**

**Exhibit:**

Special Collections has now been put in charge of all 6 pedestal cases and the four flat exhibit cases in the Library first floor lobby. They will be used to showcase Library and University collections. This month we installed an exhibit featuring the Cal Poly Rose Float Collection. Cheryl Meaux is gathering sample exhibit policies for use in creating our own exhibit policy later this year.

**Visitors:**

**Therese Mahoney**, curator of the University Art Collection, visited to take possession of the 8 serigraphs by Sister Corita Kent, that were donated by Kenneth Bennett and Richard Wagner.

**Patty Lindberg**, library school student SJSU/CSUF and volunteer in Special Collections, spent 49 hours this month working on our archival negatives preservation project.

Student **Andrew Leung** continues to bring in materials for the University Archives Collection.

**Bill Stone**, from the Covina Valley Historical Society, visited to try to identify a large photo mural on the ground floor.

**Donations/Acquisitions:**

Special Collections received a little over \$500 from **East Side Mario's** restaurants in Canada for use of 12 wine photos in 2 of their restaurants.

The **College of Arts** donated a promotional video to the University Archives. 2003.14

**Audrey Cilurzo** (from Cilurzo Winery in Temecula) donated archival files documenting the South Coast Vintner's Association. 2003.15

We received from the **Escondido Historical Society** an oral history video of Gaspar Ferrera, Sr., copies of articles relating to the Ferrara Winery, and 6 photos relating to Escondido grape history and Grape Day festivities. 2003.16

**Gail Unzelman** (wine historian and collector from the Santa Rosa area) donated the following: photocopies from the 1861 *Horticulturalist* and the 1904 Yearbook of the Dept. of Agriculture, *Pierce's Disease of Grapevines* (1942), *Jose el Inglis: the Romantic Story of Joseph Chapman...* (1929), Italian Vineyard Company Souvenir booklet (1915), *Correct Service of Madera Wines and Brandies*, Romolo and Brookside wine labels, Buena Vista itemized bill form, imprinted envelopes dating from the late-1800s for DeBarth Shorb and Bichowsky. 2003.17



## Gail Unzelman Collection of Historic Winery Photographs, Stationery, and Postcards Resource

### Basic Information

Title Gail Unzelman Collection of Historic Winery Photographs, Stationery, and Postcards  
 Identifier 0027  
 Level of Description Collection  
 Language English  
 Publish? False  
 Restrictions False  
 Apply?

Created by amadkins 2017-07-10 08:14:10 -0700, Last Modified by amadkins 2017-07-10 08:14:10 -0700

### Dates

> Creation 1900-2010

### Extents

> 1 box

### Related Accessions

Identifier	Title
2015-04	<a href="#">Gail Unzelman wine memorabilia donation</a>
2015-03	<a href="#">Gail Unzelman winery photographs donation</a>
2001-22	<a href="#">Gail Unzelman wine poster donation June 2001</a>
2011-26	<a href="#">Gail Unzelman Donation July 2011</a>

2011-33	<a href="#">Garrett Winery postcard</a>
2011-38	<a href="#">Gail Unzelman Donation October 2011</a>
2002-36	<a href="#">File of early 20th century wine advertisements</a>
2001-28	<a href="#">Gail Unzelman publication and ephemera donation July 2001</a>
2000-27	<a href="#">Gail Unzelman book and ephemera donation November 2, 2000</a>
2001-43	<a href="#">Gail Unzelman wine poster and book donation October 2001</a>
2003-44	<a href="#">Gail Unzelman postcard donation October 2003</a>
2003-46	<a href="#">Virginia Dare jigsaw puzzle</a>
2003-17	<a href="#">Gail Unzelman donation January 2003</a>
2003-29	<a href="#">Gail Unzelman donation April 2003</a>
2003-52	<a href="#">Gail Unzelman manuscript donation December 2003</a>
2007-23	<a href="#">Gail Unzelman donation February 2007</a>
2007-24	<a href="#">Gail Unzelman postcard collection and "La Parra Grande" book purchase</a>
2007-25	<a href="#">Gail Unzelman photograph donation March 2007</a>
2007-27	<a href="#">Gail Unzelman donation July 2007</a>
2007-30	<a href="#">Gail Unzelman donation August 2007</a>
2007-31	<a href="#">Gail Unzelman donation September 2007</a>
2008-22	<a href="#">Gail Unzelman donation February 2008</a>
2008-24	<a href="#">Gail Unzelman postcard donation July 2008</a>
2008-26	<a href="#">Gail Unzelman donation November 2008</a>

2004-25	<a href="#">Gail Unzelman June 2004 postcard and publication donation</a>
2005-10	<a href="#">"1011 - Giant Grapevine" postcard donation</a>
2017-30	<a href="#">Gail Unzelman Donation September 2017</a>
2008-21	<a href="#">Gail Unzelman donation May 2008</a>
2008-67	<a href="#">Padres Elixir label</a>
2009-07	<a href="#">Gail Unzelman Donation January 2009</a>
2018-05	<a href="#">Gail Unzelman Donation February 2018</a>
2010-08	<a href="#">Gail Unzelman February 2010 donation of publications and deck of Virginia Dare playing cards</a>
2010-10	<a href="#">Book Club of California Keepsake for book "La Parra Grande"</a>
2010-36	<a href="#">Gail Unzelman donation of matchbooks August 2010</a>
2012-08	<a href="#">Gail Unzelman donation January 2012</a>
2012-10	<a href="#">Gail Unzelman donation December 2012</a>
2014-08	<a href="#">Gail Unzelman donation May 2014</a>
2005-39	<a href="#">Gail Unzelman donation October 2005</a>

### Assessments

[Go to Search Results](#)

No records found

# Lessons learned, takeaways, etc.

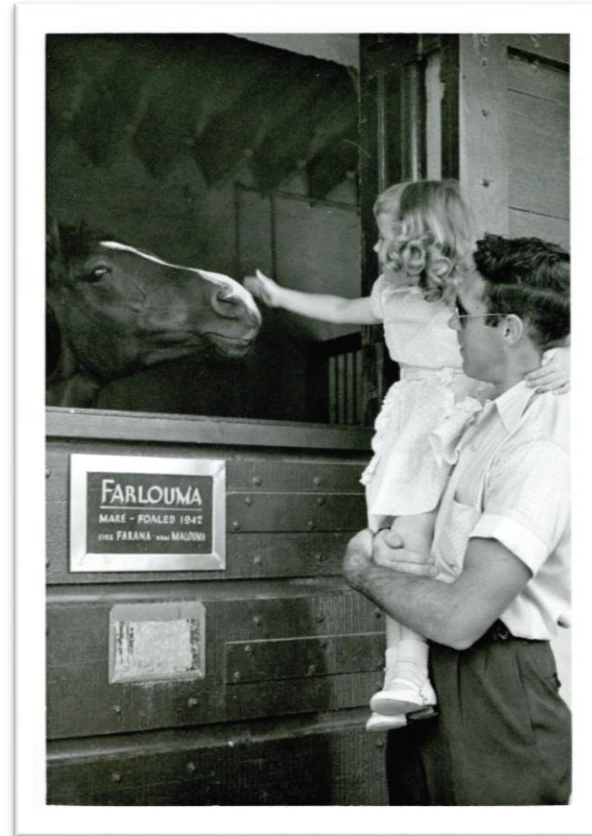
- ▶ Be descriptive as reasonably possible
- ▶ Be consistent
- ▶ Keep it simple

# Reach Out

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Cal Poly Pomona  
Special Collections and Archives  
<https://www.cpp.edu/~library/special-collections/index.shtml>

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Farlouma, W.K. Kellogg Arabian Horse Center Records, Collection no. 0062, W.K. Kellogg Arabian Horse Library, Special Collections and Archives, University Library, California State Polytechnic University, Pomona.