

USMS Convention — Jacksonville, Florida 2018

Committee Name:	History and Archives	Session #:	1	City Terrace 5
Committee Chair:	Barbara Dunbar	Vice Chair:	Meegan Wilson	
Minutes recorded by:	Meegan Wilson & B. Dunbar	Date/time of meeting:	9/27/2018 2:00 – 3:00 pm	

Number of committee members present:	10	Absent:	4	Number of other delegates present:	18
Committee members present (list all, including chair and vice chair): Barbara Dunbar, Chair; Meegan Wilson, Vice Chair; Maryanne Barkley; Marcia Benjamin; Kirk Clear; Kathy Gallagher; Gail Roper; Jayne Saint-Amour; Sandy Thatcher;					
Ex Officio: Executive Liaison Chris Colburn, VPLO.					
Committee Members Absent: John Bauman; Betsy Durrant; Anna Lea Matysek; Rick Schumacher					

Minutes

The chair called the meeting to order at 2:00 pm on Thursday September 27, 2018, welcomed attendees and new delegates, and called roll. The History and Archives committee locates, records, collects, and preserves USMS documents to ensure that the achievements of USMS, including its AAU Masters predecessor, and Masters swimmer members will be properly documented, maintained for posterity, and accessible. Committee members and non-committee helpers were thanked for their outstanding efforts. Chris Colburn was thanked for his guidance. The National Office liaisons and staff were thanked for the assistance that they have provided.

The prior year projects and accomplishments were reviewed, and ongoing projects were prioritized as follows:

1. The **project to scan and post all Masters Top 10 lists, booklets, publications, and errata** has been nearly completed. These documents are posted on the USMS web site at <http://www.usms.org/content/top10print>. The 1986 SCY Top 10 Relay listing is missing. One errata update was found recently and is being uploaded. There are possibly 18 more missing errata although some may never have existed. Missing errata may include 1980 SCY, 1983 SCY, 1983 LCM, 1985 SCY, 1985 LCM, 1986 SCY, 1986 LCM, 1986 SCM, 1987 SCM, 1988 SCY, 1988 SCM, 1989 LCM, 1990 SCM, 1992 SCY, 1992 LCM, 1993 SCY, 1993 LCM, and 2002 SCM errata. Updates or more legible Top 10 or errata documents will be uploaded.
2. The **project to locate, scan, and post Open Water and Long Distance National Championship results** from 1974 through 1997 is ongoing. Review of the Open Water and Long Distance National Championship results that are posted on the USMS website has just begun. The project is similar to the successful History and Archives project to locate and post all pool National Championship results from 1970 onward. This project will be a major focus for the coming year. A number of the results have been located and scanned. Additional documents have been received from several sources, and they are being examined, indexed, scanned, and archived. The list of missing results is posted on the USMS web site at https://www.usms.org/hist/missing_ld-ow_results_1974_1991.pdf. Long Distance and Open Water National Championship results from 1998 & onward are on the USMS website and need to be reviewed. Some link problems have been reported to the National Office, and missing results for 1998 onward have been located, scanned, and posted. H&A needs to locate and upload as many of the pre-1998 missing results as possible.
3. **Olympians who are USMS Members Project** – Following research and verification by committee members earlier this year, additional Olympians and Olympic events and results information have been located and verified. Anna Lea Matysek recently updated the “Olympians who are USMS members” list (<http://www.usms.org/hist/oly/>) with the new information.
4. The “**History and Archiving 101, A Guide to Preserving USMS History**” document was created in April 2018 by Meegan Wilson. It lists basic guidelines; archiving problems such as mold, insects, rodents, temperature, humidity, and light; archiving solutions; procedures for handling, preserving, and archiving documents; and more.
5. The **Deceased Member Project** is another long-term project. The USMS registration database continues to be updated as more deceased members are identified and dates of death are located and verified.
6. **Identifying current and former USMS members with multiple Permanent Swimmer IDs** is another long-term project. The permanent Swimmer ID is the unique 5 alpha-numerical end portion of a USMS membership registration number and does not change from year to year. Current and former USMS members with multiple IDs have been located and reported to the National Office so that the IDs can be merged into a single ID for the swimmer. Issues with recently assigned permanent IDs and the use of previously prohibited letters have caused confusion and have been discussed among the National Swims coordinator, Records and Tabulations, History and Archives, Registration, and the National Office. Since individual and relay top 10 swims, meet results, event rankings, National Records, and other data and information on the USMS web site are all linked to a particular member via the member’s permanent ID, it is critical that all duplicate IDs be found and merged into a single ID for the member. This includes checking whether any legacy IDs were assigned to members who were listed on the older Top 10 lists and who have more recently returned to USMS and been assigned new IDs.

7. **Swimmer Stories/Biographies** – Navigational problems on the Swimmer Stories page (<https://www.usms.org/hist/sto/>), in which some story titles were not viewable, were reported earlier this year and remains to be corrected. A major project accomplished this year was the proofing of posted Swimmer Stories to check for link and other errors. Stories will need to be re-checked to verify that no new link problems have occurred. Some swimmer stories have been updated.
8. **Relay Top 10s Online Posting Project** - Relay Top 10s are being converted into the proper format by Mary Beth Windrath and Walt Reid for upload into the USMS Top 10 Relay online database. Mary Beth and Walt finished converting the 1993 and 1994 LCM Top 10 Relays, and Mary Beth added them to the USMS Top 10 Relay database. Remaining to be done are the 1971-1987 SCY Relays, 1972-1992 LCM Relays, and 1986-1997 SCM Relays. For Relay Top 10s prior to 1988, a digital file in the proper format needs to be created from paper copies, and permanent IDs need to be added. In some cases, legacy IDs will need to be assigned and added. Mary Beth and Walt have done a fabulous job on this labor-intensive project.
9. A lot of progress was made on the **project to locate and scan USMS documents** and to identify the dates for existing USMS convention documents. Convention documents are posted at <https://www.usms.org/admin/conv/>. Old Swimming Worlds, Swim Swim magazines, Swim magazines, and other Masters publications are being searched for relevant Masters documents.
10. **USMS National Record Chronology Project** – Committee members have made more progress on the project to locate missing National Record chronology dates. Committee members and USMS members are now able to search the posted Swim-Masters for some of the missing National Record dates. Others can help with this project as well. The search can be done by an individual name or for an entire age group or by event. Unfortunately, there is no complete list of swimmers who set National Records in the 1970s through 1990s which are missing dates. So, it is necessary to figure out which ones are missing and then locate the dates. There are two approaches, 1) look for individual swimmers with missing dates, or 2) search through the posted National Record lists by age group for ones missing dates; then locate the dates, either by contacting the person for information or by searching through old results or old Swim-Masters or old LMSC event records.
11. The **SWIM-MASTER Index Project**. Meegan Wilson created an index for all 181 Swim-Masters to enhance content searches. The indexes were uploaded by the office staff at <http://www.usms.org/content/swimmaster>.
12. Missing documents, bad links, and other website issues were reported. Replacement documents have been provided.
13. Copies of missing USAS convention booklet covers were located and scanned. Some old ASCA Newsletters and other historical documents that were sent to the History and Archives committee were forwarded to John Leonard at the American Swimming Coaches Association in November 2017.
14. Other History and Archives Projects include: a) Identifying swimmers on the USMS 1970-1992 Top 10 lists who have not been assigned IDs and assigning a legacy ID once the swimmer is identified and a date of birth is found; b) converting old registration hardcopy data into digital format; c) proofing swimmer stories; d) fact-checking, and completing special research requests; and e) helping to locate missing LMSC designations for Individual and Relay All American listings.

Tasks for the Upcoming Year

1. The 3 highest priority tasks include: a) the Open Water/Long Distance National Championship results project, b) the USMS Records Chronology project, and c) the Relay Top 10 project. The remaining other projects or tasks are equally important.
2. Locate and upload the 1986 SCY Relay Top 10 booklet/list. Locate and upload as many of the remaining Top 10 errata as possible. As many as 18 may exist. Locate clearer copies of existing documents already posted.
3. Scan and post Open Water and Long Distance National Championship results from 1974 through 1997 and locate missing ones. Review currently posted Open Water and Long Distance National Championship results for content and link problems.
4. Add names, events, and results to the “Olympians in USMS” list.
5. Update the deceased members and dates of death in the registration database.
6. Identify current and former USMS members with multiple Permanent Swimmer IDs and request that IDs be merged.
7. Follow up to re-check the Swimmer Stories to verify that no new link problems have occurred during the web-site update.
8. Continue Relay Top 10s conversions for upload into the online Relay Top 10 database and add Permanent Swimmer IDs.
9. Locate, scan, and upload AAU Masters and USMS documents, particularly convention minutes, agendas, etc.
10. Locate as many missing National Record dates as possible and add dates to USMS National Records.
11. Scan and upload clearer copies of Swim-Master if clearer copies are located.
12. Identify USMS swimmers on the pre-1993 Top 10 lists who are missing IDs and dates of birth and assign IDs to them.
13. Continue to perform various fact-checking, research, and story update tasks.

The meeting was adjourned at 3:00 pm.
