

## Call for Consultants

The New Mexico Historical Records Advisory Board (NMHRAB) is conducting a search for qualified archivists and records managers to do consulting work with historical records repositories. The NMHRAB intends to compile a list of qualified consultants for publication in conjunction with a call for grant proposals to be issued in November 2011. The purpose of the list is to provide potential applicants for NMHRAB grants with an available pool of professional archivists and records managers who might render consultant services for grant projects. Grants awarded will span the period from July 1, 2012 through June 15, 2013, although the nature of each project will determine the extent of consultation, if any, required. Not appearing on the list will not preclude a consultant from being hired onto a project or being included in a project proposal. However, the NMHRAB's acquaintance with consultants' qualifications will facilitate the evaluation of proposals received.

To be considered for inclusion on the list, individuals must have the minimum qualifications described below. The NMHRAB will determine consultants to be included based on an evaluation of applicant qualifications.

### Archivist

Bachelor's degree from an accredited university with a major in History, Anthropology or Political Science, or a Master's degree in Library Science, with an emphasis in Archival Management or relevant training in Special Collections management, supplemented by at least five (5) years of experience applying accepted principles of sound archival practice. (Describe type of activities performed.) Certified Archivist desirable. Provide at least three professional references.

### Records Manager

Bachelor's degree from an accredited university in any subject area supplemented with at least five years of experience (describe type of activities performed) applying accepted principles of sound records management. Additional records management experience can substitute for degree – two years per year of college. Certified Records Manager desirable. Provide at least three professional references.

The following organizations are sources of information on qualifications and credentials:

Academy of Certified Archivists, Secretariat  
48 Howard St.  
Albany, NY 12207

Institute of Certified Records Managers  
P.O. Box 8188  
Prairie Village, KS 66208

New Mexico State Records Center and Archives  
1205 Camino Carlos Rey  
Santa Fe, NM 87507

New Mexico State Library  
1209 Camino Carlos Rey  
Santa Fe, NM 87507

Responses to this Call for Consultants should be submitted no later than November 15, 2011 to:

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