

# 2019 Tennessee Archives Institute

## Tennessee State Library & Archives



**Nov. 5-Nov. 7**  
**Nashville, TN**



### **Registration fee: \$85**

Fee includes instructional materials and single room accommodations for 2 nights, if needed. TSLA staff will make the room reservations.

### **Questions?**

Contact Sara Baxter at  
(615) 741-2083 or  
[sara.baxter@tn.gov](mailto:sara.baxter@tn.gov).

### **For more information:**

[http://sos.tn.gov/  
products/tsla/archival-  
training](http://sos.tn.gov/products/tsla/archival-training)

Archivists, librarians, and records custodians are invited to participate in a two and one-half day series of workshops on archival principles and techniques. The Tennessee Archives Institute (TAI) is an introduction to some of the issues most essential to basic archival management. Participants will have the opportunity to interact and exchange ideas with archival staff from around the state.

Participants who complete the three-year cycle of courses will receive certification as Archives Manager from the Department of State and the Tennessee State Library and Archives.

Enrollment is limited. Returning participants and those eligible for the three-year certification will receive first priority. Registration may be limited to one person per institution.

### **Application deadline: Friday, August 23, 2019**

Applicants will be notified of their acceptance status within 30 days after the application deadline. **Please do not submit the registration fee with your application. Wait until after you receive admission confirmation.**

Send completed applications to: TN Archives Institute, 403 7th Avenue North, Nashville, TN 37243 or [sara.baxter@tn.gov](mailto:sara.baxter@tn.gov)



The Tennessee Archives Institute is sponsored by the Tennessee Secretary of State's Office with funding assistance provided by a grant from the National Historical Publications and Records Commission.



# Tennessee Archives Institute 2019 Application

Name: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you applied for the Tennessee Archives Institute before? Yes No

If yes, were you accepted? Yes No If yes, what year(s) did you attend? \_\_\_\_\_

Date of TAI: November 5-7, 2019

**Statement to attend:** If you are a first time applicant or were previously unsuccessful in your application, please attach a brief (no more than one typed page) statement explaining why you wish to attend the Tennessee Archives Institute. You must be an employee of or volunteer with an organization that holds archival materials. A letter of recommendation from the organization's director is required for first time applicants. [Second and third year attendees may disregard the statement requirement.]

**Fees:** Successful applicants will be required to pay an \$85.00 registration fee. Fee includes workshop materials, some meals, snacks and single room accommodations for two nights (if needed). TSLA staff will make your room reservations.

**Please DO NOT submit your registration fee with your application. Wait until after you have received confirmation of your acceptance to the Archives Institute!**

If accepted, will you require hotel accommodation? Yes No

Will anyone else be staying in your room? Yes No

If yes, please provide name: \_\_\_\_\_



**Application Deadline:** Friday, August 23, 2019

**Send Completed Application to:** Tennessee Archives Institute, 403 7<sup>th</sup> Ave. North, Nashville, TN 37243, or by email to Sara Baxter at [sara.baxter@tn.gov](mailto:sara.baxter@tn.gov)

Applicants will be notified of application status by either regular mail or email within fifteen days of the application deadline.