

# STEVEN DE' JUAN BOOTH

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## EXPERIENCE

*U.S. National Archives and Records Administration (NARA)*

2017 – Archivist, Barack Obama Presidential Library, Hoffman Estates, IL  
*Grade Level: GS 1420-12/6; Hours per Week: 40*

- Established and manages the archival program for the Obama audiovisual collection consisting of approximately 3.2 million born-digital photographs and over 650 cubic ft. of analog and digital video and audio recordings.
- Creates and implements policies and procedures for the appraisal, arrangement and description, reference and access, digitization, and preservation of materials. Develops and manages audiovisual projects and cross training opportunities for graduate interns, Library archivists, and NARA staff. Works closely with other NARA Presidential Libraries and offices to develop best practices and workflow processes.
- Provides reference and information services to myriad user communities including media and production companies, academic scholars, independent researchers, cultural heritage museums, Obama supporters, former White House staff, the Obama Foundation, and the Office of Barack and Michelle Obama. Generates revenue from the reproduction of audiovisual materials in accordance with NARA's fee schedule.
- Participates in public engagement activities and contributes content to NARA blogs and social media. Serves on the Library's Electronic Records Working Group, Social Media Committee, and the Continuity of Operations Program (COOP) team.
- Identifies records responsive to special access requests received from the White House, Congress, and the courts for unclassified and classified records. Prepares documents for production review. Maintains thorough documentation of workflow processes completed for requests.

2016 – 2017 Archivist, Office of Presidential Libraries, College Park, MD  
*Grade Level: GS 1420-12/5; Hours per Week: 40*

- Detailed to the White House and served as team lead of transition operations for the Office of Records Management (ORM). Coordinated the transfer of classified and unclassified Obama presidential records from ORM and the President's Intelligence Advisory Board (PIAB) to NARA. Supervised and trained two FTE archivists on records retrieval, preparation, and transfer procedures.

- Surveyed White House offices and conducted staff interviews to identify and capture an approximate volume of paper records to be transferred. Collected information about the recordkeeping practices and systems used by ORM, the White House Photo Office, and the White House Communications Agency.
- Described 10 cubic ft. of chronological files from the Office of the Chief of Staff at the item-level for inclusion in a proprietary electronic database for search and retrieval purposes. Processed and proofread outgoing correspondence written on behalf of the President. Described and assigned subject codes to approximately 300 letters and messages, and prepared the records for digitization.

2009 – 2016 Archivist, Presidential Materials Division, Washington, DC

*Grade Level: GS 1420-12/4; Hours per Week: 40*

- Processed Al Gore and Dick Cheney vice presidential records in accordance with the Presidential Records Act (PRA) and Freedom of Information Act (FOIA). Reviewed 66.36 linear ft. of Gore records, as well as 8,728 electronic records and 1,003 born-digital photos from the Cheney collection. Assisted with the mandatory declassification review (MDR) of Harry S. Truman presidential records through the Remote Archives Capture (RAC) project in compliance with Executive Order 13526. Prepared finding aids for four classified FOIA requests and four unclassified FOIA requests, and six systematic review projects.
- Led an internal digitization pilot project and created folder-level descriptions for approximately 3,600 digitized pages of Gore records for inclusion in the National Archives Catalog. Created and served as lead content editor for the Archives.gov vice presidential records webpage. Created item-level descriptions of 1,201 Cheney photographs for the online release of images related to September 11 through NARA's Flickr Photostream.
- Detailed to the Office of General Counsel for 90 days in 2016. Reviewed over 60 FOIA requests for operational and administrative agency records. Collaborated with other NARA units to identify and retrieve responsive records. Maintained electronic databases and tracking systems including FOIAonline. Revised the Archives.gov electronic FOIA reading room to improve access to operational records released under the FOIA.
- Detailed to the Office of the Chief Operating Officer as an Electronic Records Lifecycle Analyst for 120 days in 2012. Analyzed electronic records issues across the agency by conducting 32 interviews with internal stakeholders. Produced recommendations and action items based on findings. Planned meeting logistics for a prospective FY13 electronic records summit.

*JPMorgan Chase – Technology for Social Good*

2008 – 2009 Consultant, the King Center Imaging Project, Remote  
*Hours per Week: 20*

- Researched and verified the authenticity of handwritten sermons, speech drafts, notes, and correspondence files. Fact checked, reviewed and edited abstracts for historical accuracy using primary and secondary electronic and print resources. Assisted with indexing metadata for over one million digitized documents of the King Center Archive Collection.

*Boston University*

2008 – 2009 Project Archivist, Howard Gotlieb Archival Research Center, Boston, MA  
*Hours per Week: 40*

- Processed the Martin Luther King, Jr. Papers consisting of 83,000 documents including manuscripts, speeches, correspondence, subject files and photographs. Described and cataloged materials using Archivists' Toolkit to produce an electronic finding aid. Researched and identified organizations, individuals, and events referenced throughout the collection using the *King Papers Project* electronic database and printed volumes. Wrote biographical sketches of Civil Rights leaders and other notable and unsung figures.

*Simmons College*

2008 – 2009 Graduate Assistant, Graduate School of Library and Information Science, Boston, MA  
*Hours per Week: 20*

- Collected data from prison records housed at the New York State Archives of African American women incarcerated from 1955-1960. Compiled statistics of minority students in the archives management program at Simmons College. Prepared PowerPoint slides, reading lists and lecture materials for Dr. Tywana Whorley.

2007 – 2008 Graduate Intern, Simmons College Archives, Boston, MA  
*Hours per Week: 20*

- Inventoried and arranged 222 advertisements of the Poster Collection. Developed a work plan to arrange 85 linear ft. of the Presidents' Collection. Researched and prepared two small exhibits and one large exhibit. Answered reference requests received from students, faculty and staff.

*New England Conservatory of Music (NEC)*

2007 Graduate Intern, Spaulding Library Archives, Boston, MA  
*Hours per Week: 10*

- Processed 3.75 linear ft. addenda collection of the NEC Chorus and prepared DACS finding aid. Inventoried photograph collection of composer Silvio Coscia, and research and identified individuals

using the Metropolitan Opera Archives database. Processed 2.5 linear ft. manuscript collection of New England composer and music educator Victoria Glaser and prepared DACS finding aid.

### *Columbia College Chicago*

2007 Intern, Center for Black Music Research, Chicago, IL  
*Hours per Week: 20*

- Processed 10 linear ft. collection of opera singer William A. Brown and prepared finding aid. Created Machine Readable Cataloging (MARC) records for dissertations and sheet music using Anglo American Cataloging Rules, Edition 2. Produced Dewey Decimal numbers for sheet music and sound recordings. Inventoried the Gordon R. Ewing Collection of Duke Ellington itineraries and discographies. Enhanced the New Black Music Repertory Ensemble database for potential preservation projects.

### **PROJECTS AND INITIATIVES**

2018 – Co-Founder, Blackivists Collective

- Provide professional expertise on cultural heritage archiving and preservation practices to document historically under-documented communities. Client roster include: Honey Pot Performance, Illinois Chapter of the Black Panther Party, and the Chicago Torture Justice Memorial.

2015 – 2017 Co-founder, Archivists of Metro D.C.

- Co-led a volunteer collective of archivists and allied professionals in the metropolitan D.C. area.
- Partnered with So Others Might Eat (SOME) to help establish a self-sustaining archival program. Identified and inventoried paper, audiovisual, and networked electronic records. Developed DIY workflows and procedures for staff. Organized 25 volunteers for a “Great Day of Service,” event.
- Hosted a forum highlighting community archiving initiatives occurring outside traditional repositories. Forum speakers included leaders from the Filipino American Community Archives, Latino GLBT History Project, and Preserve the Baltimore Uprising.

### **EDUCATION**

2009 Master of Science – Library Science, Simmons College

2007 Bachelor of Arts – Music, Morehouse College

### **TRAININGS AND WORKSHOPS**

2018 – Digital Archives Specialist Certification, Society of American Archivists

2018 Digital Humanities Summer Institute (DHSI), Victoria, BC, Canada

2015 The Archives Leadership Institute (ALI), Decorah, IA

## PROFESSIONAL SERVICE

### *Governance and Leadership*

- 2017 – 2020 Council, Society of American Archivists
- Liaison for the Membership Committee, Business Archives Section, Diverse Sexuality and Gender Section, Human Rights Archives Section, Military Archives Section, Performing Arts Section, Tragedy Response Initiative Task Force, and Fellows Selection Task Force
  - Code of Conduct and Equal Opportunity/Non-Discrimination Policy Review Committee
  - Statement on Diversity, Equity, and Inclusion Review Committee
  - 2020 Nominating Committee
  - Leadership Forum and Orientation 2017 Planning Committee
- 2017 – 2018 Program Committee, Midwest Archives Conference
- 2014 – 2015 Spectrum Scholarship Advisory Committee, American Library Association
- 2013 – 2015 Co-Chair, Awards Committee, Society of American Archivists
- 2011 – 2013 Co-Chair, Archivists & Archives of Color Roundtable, Society of American Archivists

### *Grants and Scholarships Review*

- 2020 Archival Workers Emergency Fund, Society of American Archivists Foundation
- 2016 National Diversity in Libraries Conference Travel Award, Association of Research Libraries
- 2014 Laura Bush 21<sup>st</sup> Century Librarian Program, Institute for Museum and Library Services
- 2013 Documenting Democracy Grant, National Historical Publications and Records Commission
- 2011 / 2013 Spectrum Scholarship Program, American Library Association

### *Editorial*

- 2012 – 2015 Copy Editor, *Archival Practice* (peer-reviewed journal)

### *Community Outreach*

- 2015 – 2017 Archives and History Committee, Foundry United Methodist Church
- 2011 – 2015 Field Recruiter, Knowledge Alliance

## CURATORIAL PROJECTS

- 2021 **(forthcoming)** *Not Work: Art and Leisure, Archives of American Art Journal*, Washington, D.C.
- 2011 *A Century of Song*, Glee Club Centennial Celebration at Morehouse College, Atlanta, GA
- 2009 *Pin His Ear to the Wisdom Post*, Mugar Memorial Library, Boston University, Boston, MA
- 2008 *To Acquire an Independent Livelihood*, Beatley Library, Simmons College, Boston, MA

## **PRESENTATIONS**

### *Guest Talks*

- 2020      Archive Your Story with Sixty Inches From Center  
Today at Apple, Chicago, IL
- 2019      Escorting a Presidency into History: From Roosevelt to Obama  
Bentley Historical Library, University of Michigan, Ann Arbor, MI
- 2017      Escorting a Presidency into History: NARA, Presidential Libraries and Transitions  
Archives Forum, Library of Congress, Washington, DC

### *Invited Panels*

- 2019      Back Down Memory Lane: Reliving Moments with the President through Reference  
Society of American Archivists, Austin, TX
- 2017      Archiving in Color: Reflections on the History and Future of the AAC  
Society of American Archivists, Portland, OR
- 2017      It Takes a Village: Building Professional Capacity through Informal Peer Networks  
Midwest Archives Conference, Omaha, NE
- 2016      Managing Your Career: A Conversation about Hiring, Salaries, and Everything in Between  
Society of American Archivists, Atlanta, GA
- 2013      Career Opportunities in Archives, Panel  
Recruiting Tomorrow's Library Leaders 2013 Summer Institute, Atlanta, GA
- 2011      Fostering a Diverse Profession: Mentoring and Internship Programs  
Society of American Archivists, Chicago, IL

### *Panels Organized*

- 2014      Passions, Actions, and Goals: Obtaining a Successful Career in the Arts and Humanities  
Smithsonian Institution Awareness Workshop, Howard University, Washington, DC
- 2014      Young, Black, Brown and Yellow: Diversity Recruitment Practices from the Field  
Society of American Archivists, Washington, DC
- 2014      Rebranding Librarianship: Building a Knowledge Alliance  
American Libraries Association, Las Vegas, NV
- 2014      Networking in LIS Professional Organizations and Beyond  
Essential Information Conference, Georgia Perimeter College, Atlanta, GA

### *Posters*

- 2012      A Labor of Love: Documenting the Morehouse House College Glee Club  
Int'l Association of Music Libraries, Archives, and Documentation Centres,  
Montréal, Canada

## **PUBLICATIONS**

### *Editorial Projects*

2020           **(forthcoming)** *Loss/Capture, Sixty Inches From Center*, Chicago, IL

### *Book Chapters*

- 2019           “Practice What You Preach: Diversity in Action.” *Archival Values: Essays in Honor of Mark A. Greene*. Eds. Mary Caldera and Christine Weideman. Chicago: Society of American Archivists.
- 2016           “Discovering Librarianship: Personalizing the Recruitment Process for Underrepresented Students,” with Jovanni Williams, Emily Chan, Holly A. Smith. *Where are All the Librarians of Color? The Experiences of People of Color in America*. Eds. Rebecca Hankins and Miguel Juarez. Los Angeles: Litwin Books. 11-30.
- 2012           “A Charge to Keep I Have.” *The 21<sup>st</sup> Century Black Librarian in America: Issues and Challenges*. Eds. P. Jackson, Julius C. Jefferson, Jr., and Akilah S. Nosakhere. Lanham: Scarecrow, 147-150.

### *Articles*

- 2014           “6 Steps for Crafting an Awards Nomination.” *Archival Outlook*.
- 2014           “Diversifying the Library and Information Science Profession: ALA’s Knowledge Alliance Program,” with Holly Smith, Hannah Lee, and Deena Smith. *Archival Outlook*.
- 2013           “Nurturing Community Inclusion: Project RIGHT Now Preserves African American History in the Carolinas.” *Archival Outlook*.
- 2012           “Bridge over Troubled Water: Archivists of Color Create Change.” *Archival Outlook*.
- 2011           “Brothers in Song, Sing On!” *Archives and Archivists of Color Newsletter*.

### *Linear Notes*

2007           *Morehouse College Glee Club presents A Legacy Continued*. Allgood Productions. CD.

## **AWARDS AND HONORS**

- 2020           Recipient, Outstanding Achievement Group Award, U.S. National Archives
- 2019           Recipient, Outstanding Achievement Group Award, U.S. National Archives
- 2018           Recipient, DLF Cross-Pollinator Tuition Award, Digital Humanities Summer Institute
- 2018           Recipient, Outstanding Achievement Group Award, U.S. National Archives
- 2015           Received the distinguished honor of Emeritus Co-Chair of the SAA Awards Committee
- 2015           Recipient, Special Act Award, U.S. National Archives
- 2015           Featured in SAA’s “Archives Change Lives” Campaign promotional YouTube video
- 2012           Recipient, Gordon Conable Scholarship, Freedom to Read Foundation

- 2008 Recipient, Spectrum Scholarship, American Library Association
- 2007 Recipient, Diversity Grant, Simmons College School of Library and Information Science
- 2007 Recipient, Annual Scholarship, Mellon Librarian Recruitment Program