

CITY OF PROVIDENCE, RHODE ISLAND . MAYOR VINCENT A. CIANCI, JR.

Rose M. Mendonca  
City Clerk

Clerk of Council

Clerk of Committees

Michael R. Clement  
First DeputyGrace Nobrega  
Second DeputyDEPARTMENT OF CITY CLERK  
CITY HALL

January 10, 1983

TO THE HONORABLE CITY COUNCIL OF  
THE CITY OF PROVIDENCE, RHODE ISLAND

Honorable Members:

In accordance with the provisions of Section 601 (b) of the Providence Home Rule Charter of 1980, entitled: "Division of Archives and History," I have this date appointed Susan Ann Chapdelaine, 840 Atwells Avenue, Providence, as City Archivist.

Very sincerely yours,

A handwritten signature in cursive script that reads "Rose M. Mendonca".

Rose M. Mendonca,  
City Clerk of Providence.

RMM/jma

IN CITY COUNCIL

JAN 20 1983

READ:

WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED.

 A handwritten signature in cursive script that reads "Rose M. Mendonca".
   
CLERK

Resume of  
Susan A. Chapdelaine

Address

840 Atwells Avenue  
Providence, Rhode Island 02909  
Home: (401) 274-6401  
Office: (401) 421-7740 ext. 314

Archival Experience

September 1981 - present: City Archivist and Records Manager  
Providence City Archives  
Providence, Rhode Island

Responsible for the administration of the Providence City Archives, which encompasses both an archives and records management program.

Responsibilities include:

- \* Maintain custody, management, and preservation of all historical records of the city and such non-current records as are transferred to the department.
- \* Survey, inventory and schedule city records.
- \* Compile inventories, accession list, indices, and guides to provide access to historical material.
- \* Make provisions for the proper use of the materials.
- \* Locate and furnish historical material on request, to professional historians, researchers, and various departments and officials of city government.
- \* Responsible for the operation and maintenance of a records management system of government.
- \* Ensure the proper disposal of inactive records.
- \* Promote and advise city officials on better records management practices in city government.
- \* Plan and make recommendations for future innovations which will provide for an efficient and cost effective archive and records management program.
- \* Supervise professional, clerical and volunteer staff.

Resume of Susan A. Chapdelaine - Page 2

November 1979 - September 1981: Assistant Archivist  
Providence City Archives  
Providence, Rhode Island

Under the direction of the City Archivist, assisted in the operation of the Providence City Archives. Responsibilities included:

- \* Arrangement and description of the City's archival records.
- \* Conducted surveys of inactive and active city records.
- \* Served as a liaison between city offices and the City Archives in the transfer of records.
- \* Serviced the holdings of the archives for public reference inquiries.
- \* Planned exhibits and cultural events relating to Providence history.
- \* In the absense of the archivist, assumed full responsibility for the department.

Related Experience

June 1981 - present: Veritas Inc.  
Providence, Rhode Island

Historical research for a private research firm. Work includes primary and secondary research as well as historical writing.

Summer 1978: Research Intern  
Rhode Island Historical Preservation Commission  
Providence, Rhode Island

Assisted in the preparation of Warwick, Rhode Island architectural preservation survey; researched deeds and tax lists for sixty-one houses in Warwick; performed library research on selected topics; compiled biographical material on prominent personages.

Summers 1976, 1977: Intern  
Rhode Island Historical Society  
Providence, Rhode Island

Duties included various aspects of museum work including: interpretation of adult, school and handicapped tours; completed a research project on the colonial government of Rhode Island; designed a hanger to be used for the preservation and storage of the historic textile collection.

School years 1977, 1978: Curator, Tour Guide  
Watson House Museum  
University of Rhode Island  
Kingston, Rhode Island

Responsible for interpretation; composed a guiding manual to be used by other interpreters; completed an inventory and some cataloging.

School year 1976: Library Aid  
University of Rhode Island Library  
Kingston, Rhode Island

#### Education

Certificate in Archives Administration, National Archives and Records Service, 1981.  
B.A. in History, University of Rhode Island, 1979.  
Candidate for an M.A. in History at Providence College.  
Candidate for a Masters in Library Science at the University of Rhode Island.

#### Related Course Work

"Introduction to Microforms", The Society of American Archivists  
"Introduction to Geneological Research", Rhode Island Historical Society.  
"Managing Your Organizations Records", Iron Mountain Group, Inc.,  
Institute for Records Management.  
"Administration of Special Collections", University of Rhode Island  
Graduate Library School.  
"Photographic Access" Seminar sponsored by the Society of Indiana  
Archivists and the Society of Ohio Archivists.  
"Archival Security", Seminar sponsored by the New England Archivists.  
"The Preservation of Library and Archival Materials on Microforms",  
The Essex Institute, Salem, Massachusetts.  
"Introduction to Historical Society Administration", University of  
Rhode Island History Department in conjunction with the Rhode Island  
Historical Society.  
"Records Management Correspondence Course" (in progress), Association  
of Records Managers and Administrators, Inc.

#### Publications

"The Development of Municipal Archives." Current Studies in Librarianship.  
University of Rhode Island (forthcomming in 1983).  
The United Brotherhood of Carpenters and Joiners of America - A  
Centennial Observance. Providence: Local 94 of the United  
Brotherhood of Carpenters and Joiners of America, 1981.

Awards, Honors

Colonial Dames of America Scholarship to the Modern Archives Institute, 1981  
Dean's List, University of Rhode Island  
Rhode Island Honor Society  
Herbert and Claiborne Pell Medal for American History  
Who's Who Among American High School Students, 1974, 1975

Professional Associations

Society of American Archivists  
New England Archivists, candidate for Representative at Large, 1983  
Rhode Island Archivists  
Boston Archivists Group  
Association of Records Managers and Administrators - Ocean State Chapter,  
Secretary, 1981-82; Treasurer, 1982-83.  
Rhode Island Historical Society  
Rhode Island Library Association

Personal Data

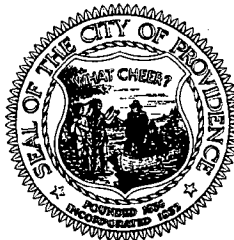
Age: 25 years      Marital Status: Single      Height: 5'8"      Weight: 120 lbs

References

Will be furnished on request.

# State of Rhode Island and Providence Plantations

THE CITY OF



PROVIDENCE

I, Susan Ann Chapdelaine, do solemnly swear that  
I will support the Constitution of the United States and of the State  
of Rhode Island and the Providence Home Rule Charter and that  
I will faithfully discharge the duties of the office of

City Archivist

to the best of my ability.

Susan A. Chapdelaine

I, Rose M. Mendonca, City Clerk  
do hereby certify that on the 21st day of January, A.D. 19 83,  
I did administer unto Susan Ann Chapdelaine

duly appointed to the office of

City Archivist

the above subscribed oath.

Rose M. Mendonca