

## Historian

### MISSION STATEMENT:

The Office of the Kingdom Historian shall be responsible for overseeing the compilation, preservation, and maintenance of historical information pertaining to the Kingdom of Æthelmearc, and facilitate means, including working in coordination with other Kingdom Officers and their duly designated deputies, of making said information accessible to the public. The Office shall also coordinate, promote, and foster Kingdom-related research, projects, events, and displays at the Kingdom, Regional and Local levels.

### I REQUIREMENTS FOR THE OFFICE OF KINGDOM HISTORIAN

The Kingdom Historian is a Kingdom-Level Deputy reporting to the Kingdom Seneschal. [S]He must meet the requirements of a Deputy to the Kingdom Seneschal as contained in the Kingdom Seneschal's Policies.

### II MATERIALS FOR COMPILATION AND PRESERVATION

The Historian's Office shall compile, maintain and preserve a concise history of the Kingdom of Æthelmearc, including [a] its pre-history prior to its Investiture as a Principality on 12/2/1989, [b] its history as a Principality through its elevation to Kingdom Status effective 9/20/1997, and [c] its history since becoming a Kingdom.

The Office shall also seek the assistance of the Kingdom's Offices and Local Branches, including Households, Clans, Guilds, etc. to facilitate in the preservation of their histories as they are part of the Kingdom, and

shall offer assistance to them in the preservation of their histories as deemed necessary.

A. Materials for compilation and preservation shall include, but not be limited to:

1. Kingdom, Principality, and Local Branch Newsletters; 2. Photographs, Video and Audio recordings; 3. Interviews, Anecdotes, and other personal recollections of Æthelmearc's history and development from individuals of historic importance.

B. Means of preservation shall include:

1. Storing copies of Kingdom, Principality, and Local newsletters in their original paper form; 2. Compiling photo albums; 3. Compiling audio and video archives; 4. Copying and converting newsletters, photographs, audio and video recording to digital media for preservation

a. In the case of older photographs, audio and video recordings, restore their original coloration and sound utilizing digital software adequate to the task.

C. The following is the procedure for the publication and presentation of historic materials to the public.

1. Project determination shall be done in coordination between the Crown, Kingdom Seneschal, the Historian, and other such Kingdom Officers as deemed necessary by the Crown.

2. All historical documents, including audio-visual materials, published via the Historian's office shall undergo a review by the Kingdom Seneschal and the Kingdom Chronicler in order to ensure compliance with Society and Kingdom Law and Policy. The review process shall not exceed thirty (30) days.

a. Additionally, before publication, a bona fide effort must be made to identify all key persons in the materials to be published so that they may have the opportunity to review,

edit, and release the use of their recorded voices, images, interviews, etc. prior to publication.

3. All documents published via the Kingdom Historian's office, in whatever format, remains the property of the SCA, Inc.--Kingdom of Æthelmearc. The Historian will take all reasonable care to ensure that all documents produced by the office comply with modern copyright law.

D. Personal interviews should be conducted either by means of electronic recordings of oral interviews, non-electronic recordings of oral interviews, or by questionnaire.

1. Electronically recorded oral interviews must be recorded on standard audio or video tape, or in the current standard for digital media [i.e., digital camera storage].

2. Non-Electronically recorded oral interviews are acceptable in certain cases, such as personal biographies intended for newsletter or electronic publication.

3. Questionnaires may be used by the Historian to conduct interviews. These may be in either in a hard-copy or electronic format, such as email.

a. If the questions are presented in electronic format, both the questions and answers must be printed in a hardcopy format for publication.

4. All electronically recorded interviews shall be transcribed into hardcopy format.

5. For all interview formats, interviewees have the right to review and edit all recordings, transcriptions, and articles, unless [s]he has waived the right to review in writing.

6. For all interview formats, the interviewee's hardcopy signature is required to release the finalized edition of their information for use, and must accompany all editions from original to final, at which time it becomes the property of the Kingdom.

7. Unless expressly released in writing by the interviewee, only the finalized edition of an interview that has been approved and released in writing by the interviewee may be used for publication and distribution.

8. The Historian's notes, audio/video/digital recordings, other interview, and/or other research materials remain the property of the Kingdom regardless of whether the interviewee grants the release of the material for use/publication/distribution.

### III DEPUTIES TO THE KINGDOM HISTORIAN:

A. There shall be a "Drop-Dead" Deputy Kingdom Historian who shall meet all requirements for the Office of Kingdom Historian, and take over the Office if the current Historian is unable to continue in or is removed from that post, provided [s]he is ready, willing and able to do so.

1. The "Drop Dead" shall assist the Kingdom Historian in the overall oversight and development of the Kingdom History.

2. The "Drop Dead" shall also assist the Kingdom Historian by facilitating communication with the Kingdom's Guilds in an effort to develop a more comprehensive Kingdom History.

3. The Kingdom Historian shall copy all reports and proposed changes/revisions to policies for review prior to submitting them to the Crown and Kingdom Seneschal.

B. There shall be a "Deputy for the Conduct of Historic Interviews." This deputy shall be responsible for assisting the Kingdom Historian in coordinating and overseeing the interviewing of persons of historic import to Æthelmearc.

1. [S]He will also be responsible for advising the Kingdom Historian of needed changes to the interview process currently stated in II.D. of this Policy.

C. There shall also be a "Deputy for the Development of the Historic Syllabus." This deputy shall be responsible for assisting the Kingdom Historian in the developing the overall outline of Kingdom History from Pre-Æthelmearc to the Present for presentation to the public.

1. The Kingdom History may be presented to the public in either [a] Hardcopy [i.e., books, newsletters, etc.], [b] Class-Rooms [i.e., at Societal scholas, universities, or academies], [c] Electronic Format [i.e., Web-Sites with links], and other formats as acceptable under Societal and Kingdom Laws and Policies.

2. The Outline should be prepared so that it may be presented to all levels of Societal experience, from newcomer to venerable peer, and all ages of student from child to adult.

D. There shall be Regional Deputies who shall assist the Kingdom Historian in coordinating and presentation of the Kingdom's History as reflected in their respective Regions, which shall correspond with those of the Kingdom Seneschallate.

1. They shall also be responsible for facilitating and fostering cooperation and assistance between Local Branch Historians, including those existing within Households based in their respective Regions, and the Kingdom in an effort to develop a more comprehensive Kingdom History.

E. Wherever feasible, Local Branches, as well as Households and Guilds, are encouraged to have a Historian who shall compile, maintain, and present that Branch's/House's/Guild's history, as they are part of the tapestry quilt that is a Kingdom.

F. There shall be "Historians-At-Large," who shall assist the Kingdom Historian's Office in compiling the Kingdom History by either taking photographs or audio/video recordings of the happenings at events [i.e., processions, tournaments, Courts] and sharing said-same materials with the Kingdom Historian's Office, as well as the Kingdom Chronicler's Office for publication in accordance with their duly stated policies.

#### IV REPORTING:

1. The Kingdom Historian is required to report to the Kingdom Seneschal in writing on the activities of his/her Office twice a year, by May 31st and November 30th, and will be asked to provide a report as needed for Curia. [S]He may report to the Kingdom Seneschal on a quarterly or more frequent basis as needed.

2. The "Drop Dead," "Interview," "Historic Syllabus," and Regional Deputies shall report to the Kingdom Historian in writing by May 15th and November 15th.

3. Local Historians shall send a copy of their report to their Local Seneschal in writing, in accordance with their Branch's Policies and Customs, and shall provide a courtesy copy of the same to the Regional Historian.

4. Household Historians are encouraged to report to their Regional Historians in writing a least twice a year by May 15th and November 15th