



PRESERVATION OF KPV MARIANA ISLANDS COLLECTION

NMHC Community Grant Final Report

June 20, 2016

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Preservation of the KPV Mariana Islands Collection

Grant Number: GPH 16-00249

16 November 2015 to 27 May 2016

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This project was made possible by support from the Northern Marianas Humanities Council (NMHC), a nonprofit, private corporation funded in part by the National Endowment for the Humanities.

ONE PAGE SUMMARY

With the support of the Northern Marianas Humanities Council (NMHC) materials collected related to the Northern Mariana Islands (NMI) primarily between 1967-1969 (Rota) and 1975-1983 (NMI) have been identified, inventoried/labeled, partially arranged and selectively digitized based on available time.

These materials have been saved because they: 1) detail a two year period on Rota with pictures, audio recording and documents from almost 50 years ago, 2) document aspects of the transition of the NMI from being a district in the US Trust Territory of the Pacific Islands to being a Commonwealth of the US, 3) preserve history concerning Chamorro and Carolinian language and culture and the role Title VII bilingual bicultural education in the Commonwealth of the Northern Mariana Islands (CNMI) , and 4) detail the development of higher education and Northern Marianas College (NMC) between 1975 and 1983 particularly as it relates to teachers, nurses and government employees. Without the 2015-2016 support of the NMHC, these materials would have been thrown away.

The following has been accomplished as of May 27, 2016--the end of the grant period:

- A research assistant, Michael Sousa (MS), was hired to design methods of sharing inventories and digitized content of materials Kit Porter Van Meter (KVM) sorted and arranged and he digitized.
- The contents of over 100 boxes/file drawers were narrowed to **54 (more to be added)** related to the NMI/Pacific. Those damaged and duplicates were removed. These were grouped by topics and moved from the shed to the house where each box was further arranged.
- The contents of **33** boxes were inventoried with the summary and inventory developed and stored online through Cloud based storage. To date, selected contents of **199** documents from **7** boxes have been digitized--a time consuming process. Remaining boxes were labeled and identified for future work.
- Audio cassette and reel-to-reel tapes were inventoried. **92** audio cassette recordings were arranged by KPV, digitized by MS. KPV provided initial descriptions from the written content on the tapes and some listening. An additional **61** tapes and **87** reels were digitized by a 3rd party paid by KPV. These will be listened to, permissions obtained and then made available.
- Pictures and slides were sorted by content and date (if known) with **~250** pictures, **1822** 35mm slides and **308** 35mm film strip images digitized. Work was started on grouping these by date and topic and written descriptions. Images will continue to be arranged and identified.
- Contact was made with individuals in the CNMI identified by the NMHC to advise on the disposition of materials now inventoried.
- **218** books related to the NMI were arranged and inventoried with the inventory available on Google Docs.
- Work was started on labeling and making digital files of related materials encountered during the sorting but not detailed in the proposal--letters, academic papers, items and handicrafts, and LP albums, for example.

REVIEW OF GOALS

- (1) To make available historical materials related to the Commonwealth and indigenous cultures and languages of the Northern Mariana Islands that have been collected and saved by Kit Porter Van Meter and are currently located in Massachusetts;
- (2) To identify exactly what these materials are,
- (3) To determine what is not currently available in any other forms easily available to the people of the NMI,
- (4) To form KPV Historical Documents Preservation group to advise,
- (5) To interact with interested people to determine which items should be made digital,
- (6) To prepare and make these materials (printed, visual, audio) digital,
- (7) To provide Northern Marianas Humanities Council and thus the people of the NMI Commonwealth with digital materials.
- (8) To preserve the content of these materials of unique interest to the NMI before they are discarded.

PERSONAL COMMENT

A heartfelt thank you to the Northern Marianas Humanities Council for supporting this work. I did not realize how difficult the job would be and that there was a reason I had left everything in boxes for 30 and more years. Without your support all this material would never have been made available to the NMI. On one level, it helped greatly to know that a group of people cared about preserving and having access to this material. On another level, I did not have the skills to design and do the technical/computer work. Michael Sousa proved to be the perfect person to teach and assist me.

It was my privilege to live on Rota and Saipan and to be part of those communities and their histories. My hope is that friends and families will enjoy seeing this slice of history.

-Kit Porter Van Meter

REVIEW OF GRANT OBJECTIVES WITH EVALUATION AS OF MAY 27, 2016

The proposal for *Preservation of the KPV Mariana Islands Collection* detailed 16 objectives. Following, each of these objectives are listed followed by an evaluation of the status of each. Most content is on Cloud based storage, which is easily shared with any number of individuals and groups. In addition a copy of content as of 27 May 2016 has been prepared and sent to NMHC on a USB hard drive. As the Cloud based storage affords us the opportunity to continue to add to the project, while sharing what is already available, work will continue on the project full time until 30 June 2016 (not a grant expense). As possible, work will continue after that date. Numbers provided in this report are as of the end of the grant period, May 27, 2016, and may have changed on the Cloud-based storage as we continue to work.

The grant objectives have been met by organizing and identifying content through inventories and providing as much digitized content as time allowed. During this work it became clear that the digitized content needed to be further identified and organized to be interesting and accessible. Work has been started on this and will continue.

Obj. 1	To rearrange estimated 75 boxes and 14 file drawers of printed/audio/visual materials so the content matches labels. Evaluation: New list of 2016 KPV historical documents boxes and files will be prepared.
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- Printed documents, audio and visual materials were rearranged so content matched new labels. New lists were prepared and made available to NMHC and KPV Historical Documents Preservation Group via Cloud-based storage.

Obj. 2	To eliminate damaged, duplicated and non-NMI materials from the boxes and files. Evaluation: These items to be eliminated from new boxes and files. A selected list of duplicates will be listed.
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- Damaged and non-NMI materials were eliminated from the boxes and files. Most duplicates were books and reports. These have been boxed or discarded with some kept in boxes for easier digitization. Duplicates have been identified on inventories with a list of duplicate books prepared.

Obj. 3	To inventory each newly arranged box/file using spreadsheet approved by NMHC. Evaluation: Inventory will be provided in electronic form to NMHC
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- The inventory of **33** boxes was completed. In addition boxes 28 through 48 are described but not inventoried because they contain mostly correspondence, monthly reports, and short documents that need further arranging. After the inventory was completed, additional documents were located. These are being arranged in new boxes and may be inventoried in the future. Inventories were provided to NMHC and KPV Historical Documents Preservation

Group via email with a link to the content. As the inventory was updated, the updated version was automatically available.

Obj. 4	To arrange and inventory NMI related books. Evaluation: Inventory will be provided in electronic form to NMHC
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- The inventory of **218** books was completed and provided to NMHC and KPV Historical Documents Preservation Group via email with a link to Google Docs.

Obj. 5	To arrange and label audio tapes as possible. Evaluation: Audiotapes will be made available for the inventory of these tapes.
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- Audio tapes have been arranged and labeled with what was on them. Some had very little or nothing written on the tapes to identify them. In general, they were not dated. Listening to the tapes will be necessary to further group/inventory. This is time consuming and in some cases difficult.

Obj. 6	To inventory audio tapes before listening. Evaluation: Inventory will be provided in electronic form to NMHC.
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- **144** tapes have been inventoried with the inventory for those made between 1967 and 1969 made available via Cloud based storage. Ones from the 1970s clearly identifiable as related to the NMI have also been inventoried. Others, not identifiable, need to be listened to in order to identify those related to the NMI.

Obj. 7	To sort and arrange slides and photographs in categories. Evaluation: Categories will be provided in electronic form to NMHC
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- Slides and photographs have been sorted. It took weeks to sort and select because the slides and photographs of a lifetime were all mixed. This was a much more difficult job than anticipated. KPV threw away roughly 500 poor quality slides, separated out those related to Micronesia and the NMI and then put them into categories. Categories available on Google Docs.

Obj. 8	To select slides and photographs to be digitized. Evaluation: Will be done in consultation with NMHC and advisory group.
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- KPV selected slides and photographs for digitization. The NMHC & advisory group were asked for some advice, but without seeing the slides and photographs could not really help.

Obj. 9	To establish KPV Historical Documents Preservation Group. Evaluation: List will be compiled of people identified.
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- NMHC recommended people to be part of the group and they were contacted in February, 2016 when we had initial information ready to share with them. These people are: Chris Todd (NMC Librarian and head of the NMI Archives), Robert Hunter, the director of the CNMI Museum of History and Culture (now in a different job), Scott Russell (SR) Executive Director, NMHC and NMHC board member Don Farrell. The inventory of box 20 (newsletters) was sent to them to try out how well systems would work. They were asked to select items to be digitized. In April, 2016 the inventories for the boxes, audio tapes, books were sent.

Obj. 10	To compare inventory with selected other relevant databases and identify what has already been scanned and is available in the NMI. Evaluation: Availability of items at other locations will be identified in the inventory list.
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- A preliminary check was done for some reports and some newsletters in box 20. This was time consuming and we found that places checked online in CNMI, Guam and Hawaii had only a few copies listed and none of these were digitized. We decided that the time spent doing this could be better spent digitizing and starting to have content available.

Obj. 11	To explore and determine best ways to electronically distribute completed database. Evaluation: Select best methods and use them to distribute database and invite discussion of use of materials
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- SR was contacted for advice on NMHC web resources and we looked at the NMHC site. We purchased cloud space to help with digital distribution and an external hard drive to backup all digitized content. Google Drive (online, Cloud based storage) was selected as the most accessible format to use.

Obj. 12	To distribute completed inventories and ask for input as to which items should be scanned. Evaluation: Distribution list will be maintained as well as a list of scanning requests.
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- The completed inventory was sent electronically to the KPV Historical Documents Preservation Group. The members did not have recommendations as to what should be scanned.

Obj. 13	To scan items identified by KPV Historical Documents Preservation Group as needing to be available and not currently available. Evaluation: Scanned items will be provided electronically to NMHC.
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- KPV selected items from boxes: 3, 5, 17, 20, 23, 51, & 52 to be digitized. Access to these was made available to the Historical Documents Preservation Group through the inventory. Making scans perfect proved to be very time consuming. We decided to spend our time scanning/digitizing as many documents as possible and to delay editing the documents scanned. Some of the digitized content could use post processing, for example, correcting colors and image orientation. MS could do this but there was not enough time.

Obj. 14	To digitize audiotapes. Evaluation: Digitized audio material will be provided to NMHC.
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- KPV and MS decided upon the best equipment, software, and method to digitize cassette audiotapes. MS digitized cassette tapes KPV selected. He prepared an inventory of these, however, information was meager on many of the tapes. ~152 cassette & reel to reel were taken to Audio Visual Recovery Systems, Natick, MA to be digitized (not part of the grant). These were almost 50 years old and fragile. MS prepared an inventory of these. TOTAL AUDIO: ~260 items. Audio digitized by MS is available, although it has not been listened to yet and needs better identification, if possible. Audio digitized by Audio Visual Recovery Systems is not being made available yet. These need to be listed to and permission needs to be obtained to share them.

Obj. 15	To have selected slides and photographs digitized (as finances allow). Evaluation: Disks of digitized visual materials will be provided to NMHC
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- ~250 pictures, 1822 35mm slides and 308 35mm film strip images were sent to Scancafe.com to be digitized. As of 27 May 2016 the first batch (paid for by the grant) had been completed and the second batch (paid for by the grantee) will be ready in June. In addition, MS has digitized some. When the digitization is complete, this new content will be combined with the ones SR had done earlier and regrouped. Digitized visual content will be provided to NMHC.

Obj. 16	To prepare a final report. Evaluation: Will be provided to NMHC
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- Final report is completed with the submission of this document in hard copy and electronically.

SECONDARY ACTIVITIES RELATED TO GRANT OBJECTIVES

# 17	Found and arranged personal letters that KPV wrote to family between 1967-1969 while in the Peace Corps on Rota. Began an inventory of these letters and selected four for MS to scan and link. There are more to be read, inventoried and scanned. Will work on these as time and technical assistance is available.
# 18	MS began the design of a website for easier access to digitized content and future focus on NMI events/activities 1967-69 and 1975-83.
# 19	Began listening to the digitized audio, enhancing the descriptions, and arranging for future use. KPV found it emotional to listen to her voice from 49 years ago and relate to activities then. Will work on these as time and technical assistance is available.
# 20	Pictures were taken of LP album covers for 25 Chamorro/Carolinian/Micronesian record albums. Some of these albums are in original plastic seals.
# 21	Items, handicraft, and art from the NMI and Micronesia were collected and MS began taking pictures of these for future use.
# 22	Began combining related audio, visual, items, documents, press into stories.
# 23	Arranged temporary storage for boxes, slides, photos, audio tapes with locations on the master list.

RECOMMENDED FUTURE ACTIVITIES

Depending on time and technical assistance, KPV will continue to do some of the following work. MS may be able to help from a distance and when he returns to the US in 2017.

# 24	Further share what has been completed as part of this NMHC project now that there is content to share.
# 25	Complete post-processing (image editing) of scanned documents. This could be done now with everything that has been digitized and will enhance the quality.
# 26	Edit and arrange digitized audio for easier accessibility. This could be done now that the digitizing is complete; it could not be done earlier with the old, fragile tapes.
# 27	Interact with NMHC and NMC about web site possibilities and best ways to store and share digitized content.
# 28	Arrange for selecting and sending materials to NMI.
# 29	Complete "story" of Peace Corps training experience bringing together, images, audio, letters, items and memories for sharing at 50th NMI PC reunion 2017.
# 30	Complete "story" of Rota/Peace Corps experience bringing together, images, audio, letters, items and memories, for example, Typhoon Gilda experience. Possibly for sharing at a 50 year return visit to Rota.
# 31	Complete locating, inventorying and digitizing 1967-69 Rota/Peace Corps letters.
# 32	Locate, inventory and digitize other NMI letters of historic interest from between 1975-1983.

# 33	Document and identify slides and photos that have been digitized and arranged.
# 34	Further sort Bilingual/ Bicultural boxes and digitize selected content. Arrange to tell the story of the development of the Chamorro and Carolinian Bilingual Bicultural Programs.
# 35	Bringing together, images, audio, letters, items and memories around KPV experiences directing Chamorro and Carolinian Bilingual/bicultural education during NMI transition to being a Commonwealth.
# 36	Further sort Northern Marianas College boxes and digitize selected content.
# 37	Bringing together, images, audio, letters, items and memories around KPV experiences shepherding higher education for teachers to establishing Northern Marianas College. Have talked with Don Smith who did this before KPV and he is willing to help.
# 38	Translate selected documents, manuals, teaching materials from Chamorro and Carolinian to English.
# 39	Translate digitized audio tapes from Chamorro and Carolinian to English.
# 40	Could have record albums that were photographed digitized if permission could be obtained.

Final Financial Report

FORM: NMHC-3 PART A

Grant Number: GPH 16-00249 Project Title: Preservation of the KPV Marli

Budget Items by Category	Grantee Cost-Share	NMHC Share	Total Funds
1. Personnel	\$34,710	\$11,250	\$45,960
a. Salaries/wages	\$33,650	\$11,250	\$44,900
b. Fringe Benefits	\$1,060		\$1,060
c. Stipends/honorarium			
2. Travel			
3. Supplies	\$312		\$312
4. Printing/Duplication	\$917		\$917
5. Postage/Telephone			
6. Equipment Rental			
7. Facilities Rental			
8. Advertising			
9. Other (specify)	\$60	\$550	\$610
Totals	\$35,999	\$11,800	\$47,799
<i>Kel Pastor Van Meter</i> Signature of Project Director	05/27/16 Date		

FINANCIAL FINAL REPORT & NARRATIVE

1. Salaries and Wages – Grantee costs consist of the donated time of KPV conservatively estimated in the proposal at 20 hours per week for 25 weeks. At the \$50 per hour rate, working 598 hours during the grant period brought KPV's total in-kind donation to \$29,900, \$4,900 over the \$25,000 proposed. KPV paid 25% of MS's salary equalling \$3,750. Fringe benefits paid to Michael cover half of the expected self-employment tax Michael will pay when filing for 2016: rate of 6.2% for FICA and 1.45% for Medicare & Social Security after deductions.

MS had 75% of his salary paid by the NMHC Community Grant. He was budgeted at 30 hours a week for 25 weeks at an hourly rate of \$20. Of this NMHC paid \$15 an hour. MS worked the expected 750 hours for the grant period. KPV will continue to employ MS to work on further goals related to this project.

3. Supplies – Grantee purchased a scanner for digitizing documents and photographs and provided use of this as an in-kind donation. In addition, the grantee purchased an external hard drive to help store and back-up all digitized materials. A USB drive was purchased to make small file transfer easier when dealing with 3rd parties.

4. Printing/Duplication – Most pieces of audio were digitized and processed by MS. However, due to the high volume of tapes and age of reel to reel items, a 3rd party was contracted to digitize and process the remaining material. A portion of the material digitized by the 3rd party did not relate directly to the grant's focus, so only the portion of the contracted lot was included in the grantee's in-kind donation.

9. Other – The grantee paid for six months of online, Cloud-based storage at \$10.00 a month. This was necessary because the volume exceeded free storage. In addition to more storage space, we now have the capability to easily share all content while allowing for additional digitized content to be added at a later time. KPV will continue to pay for reliable online, Cloud-based storage as well as continue to back up content.

Itemized Expenses: Grantee Costs

1. \$ 29900 in-kind grantee's time donation
1. \$ 3750 wages paid to MS
1. \$ 1060 fringe benefits paid to MS
3. \$ 155 – Flatbed/Feeder Scanner use (KPV)
3. \$ 150 – 4TB external Hard Drive
3. \$ 7 – 16GB USB drive
4. \$ \$917 -- grant related audio (total bill \$2790 for Reel to Reel & Cassette tape digitization (KPV)
9. \$ 10/m (6m = \$60) – Cloud based storage space (KPV)

Links to Inventories and Digitized Content

Clicking the links below will redirect you to the online Cloud-based storage where all content is stored. You may preview all material there or download. A USB drive with all digitized content was sent to NMHC with the mailed copy of the final report. Instructions for navigating the inventories can be found on the first tab (labeled Grant Credit & Instructions) at the bottom of each Excel workbook.

For further instructions on how to navigate the digitized content, please email kpvcollection@gmail.com.

[Box Content Inventory](#) (includes links to scanned documents)
[Scanned Documents](#) (Directory)

[Audio Inventory](#)
[Audio Files](#) (Directory)

[Book Inventory](#)

[35mm Slides/Photos](#) (Directory)
[Album Pictures](#)

This project was made possible by support from the Northern Marianas Humanities Council (NMHC), a nonprofit, private corporation funded in part by the National Endowment for the Humanities.

Categories for Digitized Slides (In Process)

- 0000_Backup (Slides)
- 000_ For Website
- 00_TO BE SORTED (Slides)
- 0_Difficult to Identify
- 0_Discard
- Bilingual Class
- Culture Day, Rota
- Culture Day - Gatherings Saipan, 1977
- Dancers, NMI
- Department of Education, Central
- DOE Conferences
- Governor Carlos Camacho inauguration, 1978
- Mount Carmel
- NMI Inauguration
- Northern Islands
- Northern Marianas College
- Oleai School Culture Day, 1976
- Pacific
- Pacific Conferences
- Palau
- PC Training, 1967
- Post Typhoon
- Receiving Higher Ed Certificates
- Rota
- Saipan
- Saipan Bilingual
- Saipan Girls Scouts in Parade, 1983
- Saipan Liberation Day, July 1983
- Tinian
- Trust Territory
- Yap

Categories contain further subdivisions.