



NATIONAL ARCHIVES

NATIONAL HISTORICAL
PUBLICATIONS
& RECORDS COMMISSION

The attached document contains the Grant Narrative of a previously funded grant application. It is not intended to serve as a model, but to give you a sense of how a successful application may be crafted. Be aware that minor changes may have been made to the plan of work and other portions of the proposed project in response to comments made during the review process. Every successful application is different, and each applicant is urged to prepare a proposal that reflects its unique project and aspirations.

Prospective applicants should consult the NHPRC's application guidelines at <https://www.archives.gov/nhprc/apply> for instructions. Applicants are also strongly encouraged to consult with the NHPRC staff member listed in the grant announcement well before a grant deadline. Prospective applicants are also strongly encouraged to submit a draft application by the deadline listed in the grant announcement.

The Commission welcomes collaborations that target institutional advancement for small and underserved local archives and repositories, **especially those with collections that focus on the voices and perspectives of Black, Indigenous, and People of Color.**

Project Title: CSU Japanese American Digitization Project

Institution: California State University, Dominguez Hills

Project Director: Gregory Williams

Grant Program: Major Collaborative Archival Initiatives

CSU JAPANESE AMERICAN DIGITIZATION PROJECT

Overview

The personal testimony, letters, images, business records, property leases and overall history of Japanese Americans in the 20th century—their migration to this country, the Alien Land laws under which they lived, their incarceration during World War II and their resettlement across the country after the war—is a complex local and state topic as well as a national subject of great historical impact. The accumulation of archival materials telling these stories, now being delivered through online portals, including the California State University Japanese American Digitization Project (<http://csujad.com>), has proven to be a valuable asset for students, scholars, and wider audiences in the U.S and beyond.

In the months that followed the December 7, 1941 attack on Pearl Harbor by Japanese forces, a wave of hysteria merged with anti-Asian xenophobia enveloped the West Coast of the U.S. The ensuing fear opened the door for an attack on the civil and political rights of Japanese Americans, not only by local, state and national politicians, but also by the military brass and commercial interests. President Roosevelt signed Executive Order 9066 on Feb. 19, 1942, the net result of which was the incarceration of 120,000 Japanese Americans who were banned from coastal regions, sent to assembly centers, and then to inland incarceration camps operated by the War Relocation Authority. The camps were isolated in out-of-the-way locations in deserts, mountain country, or swamps. This egregious violation of basic human rights lasted for three years; in early 1945, the camps began to close. While formerly imprisoned Japanese Americans worked to rebuild their lives in the late 1940s and 1950s, many citizens in the 1960s

started to rally for redress. In 1989 and 1990 a long-awaited apology came from the President and formerly incarcerated survivors were paid \$20,000 to partially compensate them for their losses.

A consortium of eight California institutions is requesting NHPRC funding to start a new phase of the California State University Japanese American Digitization Project (CSUJAD). A state-wide project directed and operated by the California State University Dominguez Hills Archives since 2014, CSUJAD has created a virtual collection of Japanese American history consisting of documents, photographs, audio, and video from 22 California institutions. Eight of these institutions will be active for this NHPRC project (most are new partners) and each institution is fully committed to the success of the project. Collaborating institutions for this project include: CSU Dominguez Hills, CSU Fullerton, CSU Stanislaus, the Claremont Colleges Libraries, the Eastern California Museum (closest county museum to the Manzanar Camp), Go For Broke National Educational Center, the Historical Society of Long Beach, and the Palos Verdes Public Library. Currently, there are over 10,000 records in CSUJAD as a result of NEH and National Park Service funding—this NHPRC proposal plans to double that number. While the early partners were mostly California State University (CSU) archives, this NHPRC proposal provides a new opportunity to partner with several community organizations. This significantly expands the depth of CSUJAD and allows these smaller organizations to make their content accessible to a broader audience.

By unifying 20th century Japanese American archival collections, CSUJAD has built a substantial database allowing scholars and others to see the extent to which such a collaboration can allow broad access to this particular topic. For example, digitized

family documents from CSU Sacramento complement oral histories at CSU Fullerton's collections. The correspondence of Tule Lake Superintendent Raymond Best (at San Jose State) has been previously digitized will present an opportunity for comparative analysis in the administration of the WRA camps when the Eastern California Museum's papers of Manzanar's director, Ralph Merritt, are added to this project.

The project's intended audience consists of American and international scholars, K-16 students, and the general public. The project has engaged the public through online access to hidden collections, physical and online exhibitions, film series, symposia, teaching guides, and other activities. This NHPRC project will further engage the public by: 1) continuing to expand the digital collections, 2) further developing the interpretive materials, and 3) holding community events to highlight the project, scan family archives for inclusion, and demonstrate how the public can contribute descriptive information. An expanded CSUJAD can broaden the public's understanding of the Japanese American mass incarceration during World War II, provide access to records that have been isolated from public view for decades, and show connections to current immigration controversies and threats to civil rights and democracy.

The California State University was brought together as a system in 1960 and now consists of 23 universities. With almost 460,000 students, taught by 47,000 faculty, the system awards about half of the bachelor's degrees and a third of the master's degrees conferred in California. CSU Dominguez Hills (CSUDH), located near Los Angeles in the city of Carson, provides education, scholarship and services that are, by design, accessible and transformative. CSUDH is among the most ethnically diverse universities

in the United States and the campus offers 43 undergraduate majors and 19 master's degree areas to nearly 15,000 students with about 1,100 teaching faculty.

The CSUDH [Library](#) has nearly half a million volumes and e-books along with a host of scholarly databases. The [Archives and Special Collections Department](#) is charged with enhancing access to primary sources and holds nearly 3,000 linear feet of archival objects (dating from the 1700s to 2000s) as well as [200,000 photographs and/or digital collections](#). The CSUDH Archives and the CSU System Archives (located at CSUDH) has about [240 finding aids in the Online Archives of California](#). The Archives has a full range of [user and other policies](#). The Archives Reading Room (open M-F 8-5) provides a venue for accessing the primary material collections and averages about 600 visitors each year. At least 30 CSUDH classes visit the Archives each semester. The Archives curate campus-wide archival exhibitions each year. “[And Then They Came For Us...](#)” opened in February 2017 to mark the 75th anniversary of Executive Order 9066 and the [Watts Then and Now](#) exhibition focused on the 1965 Watts Riots in 2016. Both exhibitions had multi-day symposia and associated events to engage the public.

Description of Collections

Collections. This NHPRC proposal will result in 10,400 digital records being produced from archival objects, selected from approximately 60 linear feet, and 30-40 hours of oral histories. CSUDH has been collecting archival materials on Japanese American history for over 45 years. Community outreach has resulted in recent acquisitions that are part of this project. These new collections have added important archival items that cover the Japanese American incarceration as well as the post-war era resettlement.

| CSUJAD | Topical Matters | Extent/Formats (NHPRC items) | Dates | Historical Significance |
|---|---|--|--------------------------|---|
| <i>CSU Dominguez Hills</i> | Noahara, Iahida, Kumia/Takano, South Bay Collections & Ninomiya Photo collections. Items related to Pomona Assembly Center, Manzanar, Poston, Rowher, Tule Lake, & Gila River WWII incarceration camps. Little Tokyo photo studio collection of postwar life. | 80 linear feet (5,200+ archival items, including 10 oral histories recorded in the 1970s) | 1941-2017 | Japanese American memorabilia including maps, documents, photographs (Ishida was able to take picture at Rohwer & Tule Lake) of WWII incarceration camps. Oral histories from South Bay residents who were incarcerated in WWII. Little Tokyo photo studio collection documenting postwar resettlement and daily life in Los Angeles. |
| <i>CSU Fullerton Center for Oral & Public History</i> | Interviews with incarcerated & employees & nearby residents at various WRA camps, internees in Department of Justice camps. | 30+ oral history audio files, cataloging & associated transcripts CSUF has several 100 oral histories on the topic | 1968-1990 | First-hand accounts of wartime camp experience its aftermath in the words of those who experienced or were affected by them. Special emphasis on the Argentinean and Peruvian diasporas of Japanese Americans. |
| <i>CSU Stanislaus</i> | Japanese Americans in CA's Central Valley. Aibara Collection with Turlock Social Club materials. | 3 linear feet total (500 archival items) | 1939-1970 | Documentation of Japanese American experience in the agricultural Central Valley of California from farmer cooperatives to community activities. Club communicated WWII mass removal procedures. |
| <i>Claremont University Consortium Library Special Collections</i> | McWilliams, Iwanaga, Koike, Kruska, Tamura, and Yamano papers & collections. | 20 linear feet (2,000 archival items) | 1942-1946 | Photographs and documents of prominent journalist (Carey McWilliams), who was one of the first to cover the WRA camps, and important Japanese American WWII images and letters. |
| <i>Eastern California Museum</i> | Nomura, Merritt, Wells Collection. Manzanar-focused, including Superintendent Ralph Merritt's & others' papers | 5 linear feet total (1,340 archival items) | 1940-1950 | Photo collections of daily life at Manzanar during WWII, from arrival to departure. Little-known documents, photographs, and ephemera (camp tags, passes, leave cards, IDs, etc.) that accumulated because of the museum's proximity to Manzanar. Important to make accessible online. |
| <i>Go For Broke National Education Center</i> | Interviews with American WWII veterans of Japanese ancestry & associated archival collections | 1,245 oral histories & 14 scrapbooks (1,000 archival items) | 1998 to 2017 (1942-1946) | Record of experiences of WWII Nisei veterans. Scrapbooks with pictures, letters, news clippings, reminiscences, etc. of soldiers and family in the incarceration camps. |
| <i>Historical Society of Long Beach</i> | Yuki Tatsumi and Sugiyama Collections. | 3 linear feet total (150 items) oral histories, photographs, & textual archival items | 1942-1990 | Japanese American life in Long Beach area, including the Terminal Island Japanese American fishing village eliminated because of WWII incarceration. |
| <i>Palos Verdes Library District</i> | 40 Families Special Collection. | 200 archival items | 1920-1950 | Farm families of Japanese descent who lived and worked on the Palos Verdes Peninsula in Los Angeles County. Books, photographs, maps, clippings, family files, oral histories, videos, etc. |

To understand the full extent of the project, CSUJAD partners currently consist of 22 universities, museums, historical societies, and libraries (listed in the supplement). During previously funded projects some archives completed their contribution of records to CSUJAD, while others have such extensive collections (CSU Fullerton and CSUDH, for example) that more work needs to be done. Six of the eight partners in the NHPRC project are new to the project.

CSUJAD partners have also connected with individuals, who were in camps, or individuals whose family members were in camps. These connections have led to more collections—CSUDH has doubled its holdings since the beginning of the project. The timing is right to build Japanese American family collections, not imaginable in the 1950s or 1960s when generally no one was talking about the camps. Family collections tend to be small collections; they consist of pre-war passport information, camp scrapbooks, photos, bureaucratic forms from the War Relocation Authority, and scattered ephemera that together continue to reveal more aspects of the history of the WRA camps. CSUDH received three of these collections in early 2017 and they are part of this proposed project. Because CSUDH is located in the South Bay of Los Angeles, the children of those in the camps live nearby and the combination of the CSUJAD database, exhibitions and symposia have generated good-will and knowledge among the community that this project is working to further research and awareness of this topic. See Supplement for more detailed collection descriptions.

Collection Usage

Traditionally, faculty, students, and visiting scholars use campus archives for research, course assignments, and class visits to introduce students to the concept of primary source research and to demonstrate collection use. The Asian Pacific Collection at CSUDH (both analog and digital surrogates) is part of the introduction to archives courses where archival objects are made available for class use. Students in classes such as History 301: “The Individual, Family and Community in Historic Perspective” at CSUDH analyze documents from various Japanese American-related collections. Students in History/Research 490 have submitted articles on CSUJAD materials to the *Toro Historical Review* (student e-journal). Once the CSUJAD materials started reaching a critical mass, the use of the collections in courses and presentations expanded exponentially. With many of the students being immigrants or the children of immigrants, there is often an immediate connection to the letters, lease agreements (most Japanese Americans could not own land because of Alien Land Laws) and birth certificates (required for Japanese Americans to work) in the collections. These materials are often the first primary documents the students have seen or used in an academic setting.

The 2017 large scale exhibition, “[And Then They Came For Us ...](#)” with an associated symposium at CSUDH, has resulted in hundreds of campus visitors and 30+ class tours. Most classes touring the exhibition were given assignments to locate primary resources in the exhibition and contextualize those archival objects within the history of the Japanese American incarceration. Three classes traveled to Manzanar (4 hours from Los Angeles) and were required to visit the exhibition and use the CSUJAD website for assignments. At CSU Long Beach a class of 125 history students was given an assignment to explore and report on the CSUJAD database. To further extend the reach

of this project, [a digital exhibition](#) was developed using CSUJAD archival materials and exhibition resources.

Similar [exhibitions and public programming](#) by CSUJAD partners marking the 75th anniversary of Executive Order 9066, has increased student use of the materials and visitors to various campuses. A set of [10 posters](#) developed by CSUJAD staff has become the cornerstone of 15 exhibitions at ten [CSU](#) and five [community college](#) campuses. We expect this extended usage to continue to grow with the additional 10,400 records from this proposed project.

Archival Methodologies

The CSUJAD project has developed the infrastructure, procedures, and interest to build upon previous experiences and seeks an opportunity to capitalize on these precedents by both continuing expansion of archival content and increased project resources. With the assistance of a scholars' advisory committee, archivists, associated staff, and consultants, this project will continue to significantly enhance research and the online archive. Project activities have been formulated through practical experience and collaboration, including: visits to participating archives, partner meetings, conference calls, online communication through a project management system (Basecamp), symposia, scholarly articles, conference presentations, exhibitions, and assessment. The archival methodologies used to process the NHPRC project content will follow the technical specifications and metadata standards that have been developed, vetted, and formulated for the CSUJAD project over the last three years. Clear guidelines have been developed to support the workflow of partners and enhance the uniformity and accessibility of the digital objects. There is a [growing suite of instructions](#) for adding

archival materials to the project, which includes: technical specifications for digitization, a dictionary of data elements, a CSUJAD Excel template mapped to CONTENTdm (the project's digital asset management software) for ingest, metadata guidelines for catalogers, a subject thesaurus to control vocabulary, and a user guide, in which the project's use of terminology is explained. This toolbox continues to be refined based upon project experience, allowing new partners to seamlessly add content, and it has also inspired other institutions to inquire about replicating aspects of the project.

The archival objects in the project will include a variety of textual documents (TIFF, JPEG 2000, or PDF/A), photographs (TIFF or JPEG 2000), audio and oral history files (WAV and MP3), and video (MXF and MPEG-4). All digitization will follow the previously developed CSUJAD Technical Reference Guide (with ongoing refinements as needed).

The technical reference guide provides pertinent information to control the quality of the digital objects and insure project workflow consistency, whether materials will be scanned in-house or outsourced to vendors. The guide synthesizes the work of the *Still Image Working Group of the Federal Agencies Digitization Guidelines Initiative* in Technical Guidelines for Digitizing Cultural Heritage Materials (2015 Draft, updated to 2016 approved version) and the California Digital Library's Digital File Format Recommendations (2011). It also provides the minimum specifications for the preservation scanning and reformatting of CSUJAD archival objects and includes advice for the creation of preservation master files, access derivatives, and embedded metadata for still images, text, audio, and video. File naming conventions are also included along with technical specifications for compound objects and documentation for using

CONTENTdm. Selected publications will be digitized as PDF/A documents and will undergo an optical character recognition process (OCR) to provide a machine-readable document suitable for accessibility and full text search capabilities.

CONTENTdm allows for the upload, description, management, and access of digital collections and works well with standards, such as the Dublin Core and the newly developed AES X098B/C for oral history recordings. CONTENTdm also enables the harvesting of metadata into WorldCat Sync and Internet Service Providers (IPOs) through the Open Archives Initiative (OAI) protocol. This ensures that users will more easily discover these materials through search engines, but has also allowed CSUJAD to share project metadata more widely. Partner archives are asked to use the CSUJAD data dictionary, cataloging guidelines, and controlled vocabulary to guide their descriptive work. The data dictionary is used to describe the contents, format, and structure of the CSUDH CONTENTdm database. The cataloging guidelines explain how each of the metadata elements should be used and a mapped model Excel spreadsheet is provided for use by the catalogers, which facilitates the successful ingest of metadata centrally. The project's controlled vocabulary is based on Densho's terminology, steeped in current academic thought, and enhanced by the Library of Congress authorities. It provides controlled terms for catalogers allowing them to get up to speed quickly and grows with the collections, requiring regular updates and maintenance. Because each institution has different concerns about handling its collections, each partner will incorporate a schedule for scanning their materials using a professional/experienced scanner or outsource to a reliable vendor. For example, the CSUDH Digitization Center consists of six desktop

computers loaded with CONTENTdm, three smaller flatbed scanners, one Bookeye scanner and three Epson 11000XL scanners.

Preservation

CSU Dominguez Hills and the project partners are committed to the ongoing support of the CSU Japanese American Digitization Project well beyond the grant period. The partner archives house and conserve the original archival materials and maintain the preservation files, digital objects, and metadata records at each institution where localized system backups and/or offsite storage procedures are in place. The CSUDH Archives is the project's primary contact point and custodian since the majority of the digital material is being added to this campus' instance of CONTENTdm. CSUDH and CSUJAD [Digital Preservation Policies](#) have been developed.

A collaboration with the [California Digital Library](#) provides an additional margin of security and sustainability through the harvesting of CSUJAD metadata into their systems and public delivery in [Calisphere](#). The CDL's gateway to primary sources online at CDL exposes CSU metadata to the [Digital Public Library of America](#). The materials are also being ingested into the [Densho Digital Repository](#) for another avenue of access/delivery connecting CSUJAD with this important community organization and its constituents. As part of the National Park Service grant, the CSU preservation master files and metadata were ingested by Densho and they have committed to preserving the content in perpetuity. Densho will bring more of their resources and expertise to the NHPRC project. Not only does this provide redundancy for sustained access, it is another search access point for locating the CSUJAD materials.

This proposal provides an opportunity to ensure that a CSU preservation workflow is in place to provide the project with extended operational support, reliability and scalability. Working with the California State University's Office of the Chancellor, the CSUJAD digital archive will be stored in Amazon Glacier, a cloud storage service. A maintenance regimen of initial and subsequent integrity checks (checksums), and preservation metadata creation will be considered to identify corrupt files, prevent format obsolescence, and provide a current record of provenance, rights, and file maintenance as well as a plan for future reformatting. These technological tasks will largely be overseen by the project Digital Archivist with the guidance of the technological consultants.

Project Products

The project products will include the following:

- 10,400+ digitized archival items, including 30+ oral histories from 8 partner institutions.
- To improve the collections and user experience, the CSUJAD website will be updated and enhanced. Meetings between the project team and Advisory Committee of scholars are planned to further assess and interpret the archival materials. The Advisory Committee scholars will be asked to provide updates on current research efforts and to contribute information for the website.
- The CSUJAD Advisory Committee expertise will be sought to develop a tutorial guide for student use of the CSUJAD collections, involving some usability testing of the database. Archivists will work with instructors, for example Sean Smith from CSULB has already provided feedback, to better understand existing class assignments and ways to provide guidance to student users.

- To improve access to the newly digitized archival collections, new methods will be developed to describe the Ninomiya Photo Studio Collection, which has a high percentage of portraiture and minimal descriptive metadata. Nearly every adult and many children photographed in the Ninomiya Collection had been incarcerated during WWII and returned to Los Angeles. This is especially important because there is a great interest in better understanding the post-war lives of Japanese Americans as they returned from the WWII incarceration. Densho is at work building a Names Registry <https://densho.org/names> of the people in the WRA incarceration camps. The Densho Names Registry is an online, searchable version of the War Relocation Authority (WRA) Form 26 register and the Final Accountability Rosters (FAR). These records contain the names, family ties, birth dates, countries, education, languages, religion, military service, Assembly Centers/WRA Camps with dates of detention, and other relevant information. Within the grant period, Densho has plans to enhance and provide even more data through this resource. Not only will the CSUJAD partner catalogers benefit from the additional descriptive information that can be obtained in the Names Registry, but the possibility of creating a photographic directory, in which the Ninomiya portraits can be associated with the Names Registry records, will be explored in collaboration with Densho. They have plans to link their extensive oral/video history narrator images too and will continue to enhance the functionality of the tools. Densho has permalinks for the individual registry name nodes as well, so CSUJAD can add URLs to their CONTENTdm records when matches between the Ninomiya portraits and Densho Names Registry are found.

Experimentation with other online tools to add to the descriptive metadata will also occur, such as Ancestry.com.

- To connect with K-12 schools, this project will also collaborate with a local arts group (the [Praxis Program](#)) to incorporate the images and documents of CSUJAD including the Ninomiya Photo Studio Collection into student workshops. One local high school and one CSUDH art class will develop collages, zines and artist books based on the collection items digitized for this grant. Noted educator/artist [Alan Nakagawa](#) will lead an effort to use CSUJAD materials creatively and develop an exhibition that expresses student's reactions to the World War II incarceration. The project will fund the artists' participation and supplies.

These activities will be coordinated and/or performed by the project director, consultants, and staff in order to provide contextual information specific to the CSUJAD archival collections. Scholars, students, and the general public will then be able to find, use, and experience a greatly enhanced online archival collection, updated website references/links, a tutorial guide, workshop and student exhibition, as well as participatory community events.

Project Publicity

The CSUJAD project has already been the focus of, or mentioned, in many newspaper articles, newsletters, blog posts, social media blasts, and even television segments across the state of California. For this project, we will continue to announce milestones and publicize the project through news media and further develop social media outlets, as follows:

- The tutorial guide developed in conjunction with the Advisory Committee of scholars will be made available on the CSUJAD website and an online CSUDH LibGuide will also be developed to share information and lead students to additional research resources.
- A student art workshop will generate creative work, such as collages, zines and artist books, inspired by the archival collection items digitized for this grant. There will be an exhibition of these art works that will be publicized and provide an additional opportunity to call attention to the CSUJAD project.
- With the public's interest in genealogy and current events increasing the significance of the Japanese American experience, the Ninomiya Collection provides another opportunity to innovate and collaborate with the Japanese American community through crowdsourcing. Two public events are being planned to connect with the Japanese American Community to leverage the knowledge and family interest of online volunteers, one at Go For Broke or the Little Tokyo Historical Society in Los Angeles and one at CSU Dominguez Hills. At both events, attendees will be able to bring in any applicable archival materials for scanning, learn about the CSUJAD collections from archivists, view and discuss these archival objects, tour the website and online exhibit, search the online collections in CONTENTdm, and find out how they can contribute to the descriptive information. They will be asked to enhance the descriptive metadata and add value through tagging and commenting on the digitized photographs directly in the online system.

- Information on the project and lessons learned will be available through project reports and the website where interested colleagues can access the technical reference guide, data dictionary, metadata guidelines, terminology statement, and controlled vocabulary. CSUJAD standards and procedures will be revised and can be replicated as project models.
- To further share the best practices developed for CSUJAD with information professionals, an article was published in the [Visual Resources Association Bulletin](#) and additional publishing opportunities will be sought during the course of the NHPRC project.
- Professional presentation opportunities will continue to publicize the project and welcome new partners; in the last two years, project participants have presented at the Society of American Archivists annual meeting, Society of California Archivist meetings, the Visual Resources Association meeting, and elsewhere.

Plan of Work

The objective of this grant is to add a substantial amount of new archival material to the CSUJAD portal presenting teachers, students and the public with efficient and functional discovery tools (the database and the website) and to explore Japanese American history and the broader issues related to civil and political liberties. By combining digital curation at multiple institutions, simultaneous digitization, standardized metadata creation, and transcript production for selected oral histories, the main goal of this project is to make 10,400 archival items accessible. This proposal consists of five major steps:

1) digitizing the materials,

- 2) creating descriptive metadata for those digital objects,
- 3) providing access through the project portal for online discoverability,
- 4) enhancing usability through technological innovation, and
- 5) contextualizing archival materials through public events and resource development.

The work will consist of collaboration between the central hub (CSU Dominguez Hills), where a Digital Archivist will be headquartered, and the other partner archives. Many of the collections will be digitized at various partner sites and at CSUDH, using grant funds to hire staff for digitization, metadata creation, oral history transcriptions, and to contribute to project expansion and sustainability. Partner content will be sent to CSUDH where the Digital Archivist will upload all records into CONTENTdm. The Digital Archivist and CSUDH staff will also catalog 4,000 records from the Ninomiya Collection and another 1200 records from other CSUDH collections as well as being responsible for ingesting partner collections into CONTENTdm. The Ninomiya Collection will be physically processed and digitized using CSUDH funds. The California Digital Library (CDL) will harvest CSUJAD metadata and make it available in both Calisphere and the Digital Public Library of America. The Densho preservation partnership, begun during previous grants, will continue for the NHPRC project and the CSU Chancellor's Office will also preserve the project materials. The Project Director and Technical Consultant will travel to Manzanar, the Eastern California Museum, and other incarceration or partner sites.

CSUJAD started as a demonstration project to show the strength and depth of CSU Archives. Three years of the project has revealed that the CSU has stronger and more vibrant collections than expected. Each new funding source has lead to new

collections and added partners making the collections more expansive, valuable, and accessible. This NHPRC proposal is the first experiment to move beyond the CSU Archives, indicating that word is out about CSUJAD and the project has reached a maturity that will allow for additional institutions and grantors to become stakeholders.

Staff Qualifications

The core project team consists of a project director, a chief technical consultant, other consultants, and a digital archivist—all of whom have the educational background, skills, and experience of recently working together and participating in other grants.

| CSUJAD | NHPRC | Key | Personnel |
|-------------------------|---|--------------|------------------------|
| NAME | ROLE | PHONE | E-MAIL |
| Gregory Williams | Project Director CSUDH | 310-243-3013 | gwilliams@csudh.edu |
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| Sean Smith | Web Master CSULB | 562-985-4419 | sean.smith@csulb.edu |
| Ryoko Onishi | Japanese Translator | 310-291-5022 | ryokoonisi@aol.com |
| Yoko Okunishi | Digital Archivist | 310-243-2431 | yokunishi@csudh.edu |

Project Director Greg Williams will implement the proposed plan and oversee the day-to-day management ensuring that deadlines are met, and encouraging creative collaboration. Williams has been an archivist for 36 years and established the CSUJAD project. He has extensive grant implementation experience having received six NHPRC grants (1995-2006), five NEH grants (2007-2016), and other national, statewide, and foundation grants. Maureen Burns, Ed.D., the chief technical consultant, will provide project management (timelines, reality checks, quality control); meeting planning; terminology

and metadata advice (crowdsourcing, connecting with Densho's Names Registry). The digital consultant, Stephen Kutay, MLIS, will focus on a variety of complex IT systems, technological specifications, and issues as they arise. He is the Digital Services Librarian at CSU Northridge. Sean Smith is a historian teaching at CSU Long Beach. He will continue to focus on updates to the CSUJAD project website, encourage his students to use CSUJAD, and advise on the development of the tutorial guide. Ryoko Onishi, MLIS, will serve as a consultant to translate text that is in Japanese to English. This project will fund a Digital Archivist, Yoko Okunishi, MA, MLIS, who is currently serving in this capacity at CSUDH and will continue to do so during the course of the NHPRC project. She will supervise the digitization of materials, conduct metadata creation, maintain the project metadata standards, normalize metadata sent from the partners, and manage the CONTENTdm system. Okunishi has been a book and archival cataloger for 20 years at UCLA, USC, and the Japanese American National Museum.

Other project staff include the following: Karen Clemons, MLIS, Thomas Philo MFA, MLIS, Summer Espinoza, MLIS, Stella Castillo, MLIS, Alexandra Cauley, MLIS, and Christina Pappous, MA. They will assist with the implementation of the work plan. All of these CSUDH staff members have had extensive experience with CSUJAD as well as CSUDH archival practices and the use of CONTENTdm.

Archivists from each of the eight key partner institutions have extensive experience digitizing and describing archival collections. The NHPRC project partner leaders are: Lisa Crane, Claremont Colleges; Natalie Navar, CSU Fullerton; Laura French, CSU Stanislaus; Gavin Do, Go For Broke; Roberta Harlan, Eastern California Museum; Julie Bartolotto, Historical Society of Long Beach; and Monique Sugimoto,

Palos Verdes Public Library. They will use NHPRC funds to hire temporary scanning technicians, metadata specialists, translators (Japanese to English), and oral history transcribers. In addition, the CSUJAD project has an esteemed group of scholars possessing some of the most extensive experience on the topic in U.S., providing [advisory services](#), evaluating the resources developed, using the CSUJAD primary sources, sharing their research, and helping to engage students and the community.

Performance Objectives

1. Digitize 10,400+ archival items for the CSU Japanese American Digitization Project.
2. Create metadata for 10,400+ items to describe the archival materials and make them more discoverable online.
3. Use CONTENTdm to unify and manage partner archive records allowing users access to a centralized resource.
4. Harvest the digital objects into the California Digital Library's Calisphere project and also share through their hub with the Digital Public Library of America.
5. Engage the public, K-16 students, scholars, and information professionals through news articles, social media blasts, website updates, the development of a tutorial guide, an artist workshop and exhibition, public programming, professional meeting presentations, publications, and other interpretive materials and outreach.
6. Connect the records of the Ninomiya Collection to the Densho Names Registry project and explore crowdsourcing to obtain more information from the community to enhance the descriptive metadata.
7. Preserve the digital records generated through ingest by Densho and the CSU Chancellor's Office while updating the preservation protocol for the CSUJAD project.