NEH Application Cover Sheet (PW-253761)
Humanities Collections and Reference Resources

PROJECT DIRECTOR

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INSTITUTION

Go For Broke National Education Center
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APPLICATION INFORMATION

Title: *The Segregated Japanese American Military Units of World War II: Digitization, Indexing, and Access to Veteran Moving Image Oral Histories*

Grant period: From 2017-05-01 to 2018-10-31
Project field(s):   U.S. History; Military History; Asian American Studies

Description of project: This is an 18-month project for digitization and segment level indexing of 800 moving image oral history interviews of Japanese American veterans who served in segregated units during World War II, while many had families imprisoned in War Relocation Authority incarceration camps. The broadcast-quality interviews, collected across the US beginning in 1998, capture the experiences of JA veterans who served throughout the European and Pacific Theaters.   The videotapes will be digitized to archival standards at the University of Southern California Digital Repository. GFB has implemented a highly-searchable web-based digital platform that integrates University of Kentucky's Oral History Metadata Synchronizer and open source Omeka web publishing platform. Segment level indexing will allow researchers to search by topic and keyword and be connected to specific moments in an interview, thus eliminating research time sitting through playback to locate relevant video

BUDGET

Outright Request	193,080.00	**Cost Sharing**	157,975.00
Matching Request	0.00	**Total Budget**	351,055.00
Total NEH	193,080.00		

GRANT ADMINISTRATOR

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1. PROJECT DESCRIPTION

Go For Broke National Education Center (GFB) proposes an 18-month project for preservation-quality digitization and segment-level indexing of 800 moving image oral history interviews of Japanese American (JA) veterans who served in segregated units during World War II, while many had families imprisoned in War Relocation Authority (WRA) incarceration camps. The infantry unit is recognized - to this day - as the most highly decorated by unit size and length of service in the 240-year history of the US Army. Their battlefield record of giving their all for their country are reflected in their motto of "go for broke" and nickname of "The Purple Heart Battalion."

There are many touch points between the JA World War II (WWII) experience and issues facing our nation today, including questions of national security vs. individual freedoms, the treatment of immigrants, and the rights of their American-born children. Indeed, the violence erupting in Europe indicate that these sames types of issues loom as an ever-growing global concern.

Over the past decade, community-specific studies have framed research in political science, sociology, and economics with conclusions that are informing public policy. Possible areas of research inspired by this community collection include: What are the lessons on inclusiveness to be drawn from the actions of certain non-Japanese communities that rallied in support of JA families during WWII while so many other communities posted "not welcomed here" signs? What leadership lessons can we teach emerging generations through the kindness of an impoverished Hispanic community in Truchas, New Mexico that exchanged its chickens and vegetables to buy gifts for JA children spending Christmas in the Heart Mountain, Wyoming WRA camp?

The 800 oral histories, representing approximately 2,000 hours of moving image playback, will be selected from GFB's collection of almost 1,200 veteran interviews that were recorded on Betacam, DVCAM and miniDVCAM magnetic tape throughout the US beginning in 1998. The collection represents the largest compilation of interviews of the WWII JA soldiers who served in segregated infantry and military intelligence units in the European and Pacific Theaters. The interviews were recorded with broadcast-quality equipment, and span the subjects' lives, beginning with their parents and siblings, childhood, wartime imprisonment in WRA camps, Army enlistment, military service, discharge, and post-war career and family life. The recordings have been used by the Smithsonian Institution, National Park Service, Museum of Tolerance, Japanese American National Museum, many independent film documentaries, and other library and museum exhibitions.

Item level cataloging funded through the Council on Library and Information Resources will provide the metadata to select the 800 interviews to ensure a broad cross section of veteran experiences. The videotapes will be digitized to archival preservation standards at the University of Southern California Digital Repository (USCDR).

GFB has developed a highly-searchable web-based digital collection platform that integrates University of Kentucky's Oral History Metadata Synchronizer (OHMS) and the open source Omeka web publishing platform. The segment level indexing will make it possible for researchers to efficiently search for topics and keywords and be connected to specific moments in an interview, thus significantly reducing research time sitting through hundreds of hours of running time playback.

The web-based accessibility and extensive searchability made possible through this grant will give researchers around the world unmatched visibility into the life experiences of these veterans, a little known but remarkable part of our nation's Greatest Generation.

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3. NARRATIVE

SIGNIFICANCE

    There are many touch points between the Japanese American World War II experience and issues facing our nation today, including questions of national security *vs.* individual freedom, racial profiling, the treatment of immigrants, and the rights of their American-born children.

    The moving image oral histories for this project are from Go For Broke National Education Center's (GFB) efforts, beginning in 1998, to capture the recollections of *Nisei* (Japanese for second generation Japanese American) veterans who served in segregated units in World War II. The arc of the lives of these veterans is remarkable for its span: going from spit upon and barred from military service following Japan's bombing of Pearl Harbor in December 1941 to receiving the US Congress' highest civilian honor, the Congressional Gold Medal, in November 2011 for their bravery and service to country. Their segregated infantry units are recognized - to this day - as the most highly decorated by unit size and length of service in the 240-year history of the US Army. Their motto of "go for broke" epitomizes their battlefield record of giving their all for their country.

    Today Americans of Muslim faith are caught in similar crosshairs to Japanese Americans 75 years ago. In late 2015 a Republican presidential candidate cited Franklin Roosevelt's wartime orders targeting Japanese as historical precedence for his call to ban Muslims from entering the US. With violence erupting across Europe, racial stereotyping looms ever larger as a global concern. After the mass shooting in Paris last year that killed 130 people was linked to Islamic radicalism, Roanoke, Virginia Mayor David Bowers noted, "I'm reminded that Franklin D. Roosevelt felt compelled to sequester Japanese foreign nationals after the bombing of Pearl Harbor, and it appears that the threat of harm to America from ISIS now is just as real and serious a threat as that from our enemies then." (Bowers later apologized for his comments.)

    Over the past decade, community-specific studies have framed research in political science, sociology, and economics with conclusions that are informing public policy. With respect to this collection, pertinent question include:

- In the early 1940s, 68% of California agriculture was grown on Japanese family farms. How did this influence the actions of California agribusiness and lawmakers regarding the forced removal of JA families from the West coast? What were the short and long term social and political impacts?
- How does word choice influence perception of an action? When President Franklin Roosevelt first announced the forced relocation of the JA community, he referred to them as "concentration camps." This was quickly replaced with "internment camps," but this term is not legally correct as it applies to the legally permissible detention of enemy aliens in time of war. About two-thirds of those held in WRA camps were not enemy aliens; they were US citizens.
- Beginning in the 1920s, the Territory of Hawaii had petitioned for admission into the US, but had been blocked by a coalition of Southern Democrats because of the territory's majority non-white population. Did the 442nd RCT's recognition as "Honorary Texans" for their rescue of a surrounded Texas Battalion influence then-Speaker of the House Lyndon Johnson's to line up sufficient votes from Southern Democrats?
- Why did some non-Japanese communities rally in support of Japanese American families during WWII while many other communities posted "not welcomed here" signs? For example, what

inspired some Swedish farming families – but not others – in Kingsburg, California to continue to farm the land of their ethnic Japanese neighbors who had been sent to WRA camps, even returning the net profits from those lands to the Japanese families upon their return after the war?

- What were the long term, multi-generational effects on JA families forced from a nuclear family (dining as a family) to a communal (teenagers ate together) structure while held in incarceration camps?
- What traditional cultural values and early childhood experiences propelled many injured JA soldiers to "go AWOL (Absent Without Official Leave)" – in the "wrong direction" – from battlefield hospitals to return to their unit on the front line?

Preservation through digitization and indexing of the rich content embedded in this oral history collection will allow sociology, anthropology, psychology, political science and history researchers to examine the Nisei soldier experience in the aggregate, beyond anecdotes and individual life stories. Providing advanced searching tools in a digital repository will allow researchers to efficiently cull through thousands of hours of oral histories to analyze experiences in the aggregate, beyond the anecdotal and individual life histories that have heretofore been available.

Collection Overview

The 1,200 recordings were recorded on Betacam, DVCAM and miniDVCAM magnetic tape, and are part of the most extensive oral history collection about the segregated JA infantry and military intelligence units that served in the European and Pacific Theaters, respectively, in WWII.

The interviews were recorded with broadcast-quality equipment, and span the subjects' lives, beginning with their parents and siblings, childhood, wartime imprisonment in WRA camps, Army enlistment, military service, discharge, and post-war career and family life.

The recordings have been used by the Smithsonian Institution, National Park Service, Museum of Tolerance, Japanese American National Museum, many independent film documentaries, and other library and museum exhibitions.

GFB oral history volunteers conducted extensive research to locate Nisei veterans throughout the United States whose recollections would add significantly to understanding of the segregated units' experiences. In some cases the interview subjects were involved in crucial battles, such as decisive battles at Monte Cassino, the Vosges Mountains and the Gothic Line. Others were eyewitnesses to historic events, such as the three MIS soldiers who were onboard the USS Missouri and witnessed Japan's surrender, thus bringing WWII to a close. In other cases, they were assigned to little-known units such as the CIC (Counterintelligence Corps), an early Cold War intelligence agency within the US Army and the OSS (Office of Strategic Services) that was the predecessor to the Central Intelligence Agency. And in still other cases their experiences in the field were unique and compelling, such as Military Intelligence Service soldiers assigned to use their language fluency to coax Okinawan soldiers and civilians out of caves.

The men emerged from seven major campaigns in France and Italy with eight presidential unit citations, 9,486 Purple Hearts and 18,143 individual decorations, including 52 Distinguished Service Crosses, the second-highest award for valor.

The collection also contains interviews of their contemporaries to provide context, such as Caucasian officers who led the units, as Nisei were not permitted to be officers; Jewish survivors of the

Landsberg-Kaufering Dachau death march and sub-camps who were rescued by Nisei soldiers in April 1945; and government and military leaders who provide perspective on the unique contribution of the Nisei soldiers to American history.

Retired four-star General David Bramlett, whose oral history is also part of this collection, has noted, "In World War II there were 8,300,000 men serving in the Army. There were 16,000 Nisei – 2/10 of one percent of the American Army. No smaller group had such a profound effect on the American Army than the Nisei veterans. Their sacrifice is legendary. The number of wounds, the number of losses. No mission was too difficult to be taken."

A sample of the moving image oral histories in this collection:
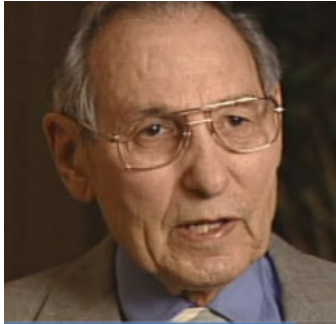
Virgil Westdale (January 8, 1918 – present) was born on a farm in Indiana to a Japanese father who had emigrated from Japan as a 16-year old orphan, and an American mother of English and German ancestry. Soon after the bombing of Pearl Harbor he was stripped of his pilot's license because of his father's ethnicity.

In 1942, hoping to avoid further trouble, Westdale changed his last name from Nishimura to Westdale (*Nishi*: west; *Mura*: village), joined the Army Air Corps and by October 1942 was a commercial instrument flight instructor. Soon thereafter he was transferred to the segregated Japanese American 442nd Regimental Combat Team (RCT), and later to its artillery unit, the 522nd Field Artillery Battalion (FAB). In his oral history interview he recounts the 522nd FAB being the first Allied forces to encounter concentration camp prisoners in an April 1945 death march towards a Dachau sub-camp in the Landsberg-Kaufering region of Germany.

After the war, Westdale earned two university degrees and received 25 patents for his work in printing and office machine automation.

The Honorable Daniel K. Inouye (September 7, 1924 – December 17, 2012) was a member of the 442nd RCT, a Medal of Honor recipient, United States Senator from Hawaii, and President pro tempore of the US Senate from 2010 until his death in 2012, making him the highest-ranking Asian American elected official in US history.

Ever mindful of the ill treatment of the JA community during WWII, Inouye was a watchdog against the corruption of power throughout his five decades in the Senate. In 1987 as chair of the Senate committee investigating the Iran-Contra affair, he repudiated the national security claims of Oliver North and John Poindexter, noting, "Vigilance abroad does not require us to abandon our ideals or the rule of law at home. On the contrary, without our principles and without our ideals, we have little that is special or worthy to defend."

Inouye's heroism on April 21, 1945, is part of the official US Army record of Medal of Honor recipients. Less well known are memories he shares in our oral history about the hours following his evacuation to a field hospital where he received 17 blood transfusions. At the time of this battle, the 442nd was attached to the 92nd Division, one of two segregated African American divisions. "It's safe for me to

say that I had 17 transfusions of African American blood, and that played a part in my life thereafter," says Inouye.

Yeiichi "Kelly" Kuwayama (June 1, 1918 - June 29, 2014) might have become a footnote in history if not for his intellect, moral character and perseverance.

In April 1945 as a medic with the 442nd RCT, Kuwayama applied a tourniquet to the severed arm of 2nd Lt Daniel K. Inouye, described above, who would become a congressman and senator from the State of Hawaii.

It was not uncommon for German snipers to target unarmed US Army medics, even with the Red Cross insignia conspicuously painted on their helmets and Kuwayama's comrades wanted to retaliate. He told the men that shooting any unarmed medics with the Red Cross insignia violated the Geneva Convention. "Two wrongs don't make a right," he argued. They listened.

After the war, Kuwayama used the GI Bill to attend Harvard Business School and earned an MBA in 1947. Unable to secure a position with an American company, Kuwayama took a job with a Japanese investment banking firm. Later, he worked for the US government and the now-defunct Civil Liberties Public Education Fund, which was created to educate the public about the incarceration of Japanese Americans during World War II.

Ben Kuroki (May 16, 1917 - September 1, 2015) is the only American of Japanese descent to serve with the US Army Air Force in combat operations in the Pacific Theater. Kuroki flew a total of 58 combat missions over North Africa, Europe and Japan during World War II.

Kuroki faced many roadblocks along the way: he and his brother, Fred, were rejected by Army recruiters in Grand Island, Nebraska, so they drove to North Platte, Nebraska to enlist. Assigned to a bombardment group in Florida, he was told ethnic Japanese were not allowed to fly, but with bombardiers in short supply in England, he became a dorsal turret gunner on the B-24 Liberator.

After completing 30 missions in Europe, Kuroki was sent back to the US for rest and recovery, during which time he was directed by the Army to visit WRA camps to encourage able-bodied Japanese American males to enlist.

Kuroki attended the University of Nebraska, earned a bachelor's degree in journalism in 1950 and became a publisher, editor and reporter for small newspapers in several states, retiring in 1984.

Medal of Honor recipients. On June 21, 2000 – almost sixty years after their wartime service – President Bill Clinton awarded our nation's highest military award for bravery, the Medal of Honor (MOH), to 19 Japanese Americans.

This delayed recognition was the result of Congressional action in 1996 directing the Pentagon to review the actions of 104 soldiers of Asian and Pacific ancestry who were awarded the Distinguished Service Cross, our nation's second highest military award, because of possible systemic and persistent downgrading of MOH nominations. After a three-year review, the Army recommended that 21 soldiers – 19 Japanese Americans, one Filipino American and one Chinese American – be awarded the Medal of Honor.

In presenting the award, Clinton remarked, "Rarely has a nation been so well served by a people it has so ill treated. They risked their lives, above and beyond the call of duty. And in so doing, they did more than defend America; in the face of painful prejudice, they helped to define America at its best."

The GFB oral history collection includes the recollections of all six Medal of Honor recipients who were still alive in 2000 to receive their recognition (nine were killed during the war and five passed away in the decades following the war). Pvt Barney Hajiro (above), Pvt Shizuya Hayashi, 2nd Lt. Daniel Inouye, Tech Sgt Yeiki Kobashigawa, Tech Sgt Yukio Okutsu and Pvt George Sakato. All six have since passed away.

Selection

GFB archival staff have extensive knowledge of the collection and JA WWII history. They will develop a selection list which will be reviewed by our Scholar Advisory Board comprised of experts in history, oral history, Asian American history and education. Through this process 400 standard definition (SD) and 400 high definition (HD) interviews will be selected. The project proposes a mix of interviews recorded in SD and HD format as the earliest interviews were recorded in SD, however HD tapes, which were adopted for use in 2006, are now known to have a shorter shelf life.

Through this selection process, the material to be digitized will represent the broadest possible cross section of veteran experiences, including childhood and enlistment location(s) (Hawaii and its plantation economy and martial law, West coast where families were removed under Executive Order 9066, the Midwest and Eastern seaboard), military unit (100th Infantry Battalion, 442nd RCT, Military Intelligence Service, 1399th Engineer Construction Battalion), military rank (from enlisteds to lieutenants, the highest rank awarded to JA soldiers during WWII), combat experiences and major battles, post-war relocation and career.

Reference Resource: Creating a Tool for Efficient Oral History Research

In the days of analog tapes, the contents of oral histories were generally made known through textual representations because audio and moving image playback were not as readily available as in today's digital environment. These textual representations were usually summaries, although in some cases labor-intensive verbatim transcripts were also created. Over time, summaries and transcripts became the norm by which researchers gained access to oral history recording content.

The advent of the World Wide Web has made it possible for researchers around the globe to once again experience the richness of human facial expressions and voices, and the unsaid thoughts expressed through pauses, smiles and tears.

But for large oral history holdings such as this one, there remains a final stumbling block in providing functional accessibility to a collection: the impracticality of sitting through thousands of hours of realtime playback to locate relevant minutes of interest.

Just as reference books contain indexes to quickly inform researchers as to the content of the volume, and the indexes provide page numbers to easily locate relevant passages, segment level indexing of the oral histories will allow researchers to efficiently locate relevant interview segments.

Furthermore, when coupled with GFB's implementation of the University of Kentucky's Oral History Metadata Synchronizer, researchers now be brought to within moments of that discussion, thus significantly reducing the hours that would otherwise be required to sit through real time playback of entire oral history interviews. The indexing builds upon the catalog records, workflow and procedures developed under a Council on Library and Information Resources (CLIR) grant, discussed in more detail in History, Scope and Duration.

Related Collections

GFB is working closely with California State University Dominguez Hills (CSUDH), which is leading the effort to catalog documents, oral histories, photographs and other materials relating to the incarceration of Japanese Americans during WWII from across the California State University system. Two GFB staff members, including the PI for this project, serve as consultants to the CSUDH project.

Our cataloging efforts are building on the vocabularies being developed by the systemwide CSU project, as well as previous work done by Densho, a Japanese American legacy project, and the University of Kentucky's WWII subject headings. The collaborative effort hopes the vocabulary will one day be adopted by the Library of Congress.

GFB also working closely with the National Veterans Network which has developed a permanent exhibit in the Smithsonian's National Museum of American History about the Congressional Gold Medal awarded to the Nisei units of WWII. The online exhibition (http://cgm.smithsonianapa.org/) includes oral history clips from and linkages to the GFB collection.

This collection is part of the broader Japanese American experience shared by institutions such as the Japanese American National Museum (Los Angeles), The Smithsonian Asian Pacific American Center (Washington, DC), and the National Japanese American Historical Society (San Francisco).

Audiences and Uses

Video clips from GFB's collection have been incorporated into many projects, including the Smithsonian's National Museum of American History exhibit about the Congressional Gold Medal awarded to the Nisei Soldiers of World War II, noted above, which was unveiled in April 2016. Other clips are in use at the Los Angeles Museum of Tolerance in a display about the 522nd FAB being the first Allied unit to enter a Dachau subcamp, in the Heart Mountain Wyoming Foundation interpretive center at the Heart Mountain WRA camp, and in multiple exhibits at the Japanese American National Museum.

One of the newest uses of the oral histories is in GFB's permanent $4 million exhibition that opened in May 2016 which examines the JA WWII experience through an innovative, active-learning experience. A partnership with the ABC7 News, the ABC TV affiliate in Los Angeles, provides newsfeeds to GFB.

GFB exhibition staff curate pertinent news stories for display in the exhibition and draw from our oral histories to illustrate parallels between these news stories and the JA WWII experience. Visitors to the exhibition examine the JA WWII experience through the lens of current events as they grapple with personal and constitutional issues faced by Japanese Americans at that time, and issues in our nation and world today.

Curriculum has been developed to accompany the exhibition that utilizes the same active-inquiry model of learning. In particular, students do not just read history text, but engage in that history as they see and hear veterans sharing their thoughts and experiences. The lesson plans guide exploration of the relevance of WWII to issues our country is wrestling with today. The curriculum is available online at no cost, and can be implemented without visiting the GFB exhibition (http://goforbroke.org/learn/classroom/teachers/index.php)

Given GFB's primary focus on education, students comprise a significant portion of our audience. Each spring GFB experiences a sharp spike in web visitors as middle and high school students develop History Day projects. The significantly improved access to materials about the Nisei veterans will ensure that their WWII experiences are part of the history that is researched and shared each May. The 2017 theme, "Taking a Stand in History," seems particularly appropriate to the JA WWII experience.

Over the years we have also engaged with scholars in a variety of disciplines. Currently, Kristine Dennehy, Professor of History at California State University, Fullerton, is using the collection to examine the repatriation of Japanese soldiers and civilians after August 1945. She notes, "This is an understudied area of research and the Go For Broke MIS interviews include rare glimpses into the informal negotiations and strategies employed by Japanese Americans in places ranging from former colonies like Taiwan to the repatriation ports of Maizuru in western Japan."

Documentary filmmakers from the US, Europe and Japan have approached GFB on a range of topics related to the JA WWII experience. Some are looking to relate the Nisei soldier contribution to the war effort, but others have taken novel approaches to the larger story. For example, last year we were approached by a film producer who was aware that Japanese Americans were allowed to leave WRA camps if they could secure work outside the exclusion zone. By war's end, 20,000 Japanese Americans were living in Chicago. What ensued after the war was an uneasy dynamic on the city's South Side as young Japanese men – considered neither white nor black – formed gangs to stake their territory and protect themselves. The descriptive indexing proposed in this grant will make it possible for independent film projects such as these, with limited financial resources for research, to bring to light the complex and varied experiences of the Japanese American community during and immediately after World War II.

HISTORY, SCOPE AND DURATION

This project is part of a larger initiative to create the National Digital Archives of Japanese American Military Service (NDAJAMS), a collaborative effort with other JA veteran organizations to build the definitive online collection of first-person materials about the WWII Nisei soldier experience, including moving image and sound recording oral histories, photos, letters home from the battlefield, and other related personal and military documents.

Throughout their life, GFB's moving image oral history tapes have been held in temperature and humidity controlled storage, but moving image preservation experts estimate that magnetic tapes have a shelf life of 10-15 years; the oldest of the tapes in this collection are approaching 20 years. In 2015, 305 oral history recordings were digitized at the University of Southern California Digital Repository. These

tapes are of the same vintage (the earliest recorded in 1998) and tape formats (Betacam, DVCAM and miniDVCAM) as those proposed in this grant request. While some tapes were fragile, none were deteriorated beyond recovery.

Over the past 18 months, GFB archival staff have inventoried materials related to the oral history interviews and organized them by interviewee and interview date, including master and submaster magnetic tapes, tape count and format of tapes including Betacam, DVCAM and miniDVCAM formats, MP4 files, DVDs, scanned pre-interview questionnaire forms, born-digital unedited and edited transcriptions, and born-digital field notes. All master magnetic tapes are now housed at the California State University Dominguez Hills archival storage facility.

An award from the John Randolph Haynes Foundation funded the digitization of 305 oral histories at USCDR. Through this process, GFB archival staff worked closely with moving image digital experts to define archival-quality, video production and online streaming digital file formats, and to refine the procedures described in this grant.

This project builds upon a 2014 CLIR Hidden Special Collections grant that is funding the cataloging of 1,300 oral histories from GFB and four Nisei veteran organizations using a Dublin Core metadata schema and item-type metadata in our Omeka web-publishing platform. To date, 500 moving image oral histories have been cataloged with subject descriptions (personal, geographic and military topics). Additionally 1,500 photographic and manuscript materials are currently being processed for cataloging. The project is on schedule to complete the cataloging work by March 2017.

METHODOLOGY AND STANDARDS

GFB has completed the infrastructure and system models for this project, including website and portal design in Omeka, collection and item architecture, and curation standards, and has documentation for cataloging including workflows, metadata guidelines, controlled vocabularies, file naming, and file directory architecture.

This grant request is for digitization and segment level indexing of 800 GFB oral histories. GFB archival staff has indexed 100 oral histories representing a broad cross section of Nisei soldier experiences, from which we were able to derive the time and manpower requirements specified in the grant budget.

Digitization and Preservation

Magnetic tape is not considered a reliable long-term storage medium, both because of deterioration of the tape medium and the rapid obsolescence of tape formats and equipment. Thus, digitization is now regarded as the most reliable method of ensuring long term access to recorded contents. However creating digital surrogates of the magnetic tape invites a new set of challenges: digital file corruption and digital obsolescence caused by migration to new digital file formats.

USCDR was selected to process the tape-to-digital conversion because its procedures address these two significant challenges through archival-level monitoring for file degradation and automatic migration of the collection as new digital video standards are adopted.

In addition, it is the vendor of choice because of: 1) Favorable cost comparisons vis-a-vis other analog-to-digital vendors, 2) Staff experience in handling audio and video cultural heritage collections and compliance with stringent preservation standards developed at the National Audio-Visual Conservation Center at the Library of Congress, 3) Robustness of quality control and quality assurance

processes during the analog-to-digital conversion process, and 4) File redundancy and off-site mirroring capabilities for disaster recovery.

Equipment, Resources, Metadata Standards: USCDR will capture video output from Betacam, DVCAM, and miniDVCAM recordings using archival-quality playback decks for each type of media. USCDR's SAMMA system will write files in multiple digital formats:

- Archival-quality format is MFX wrapped JPEG 2000 with lossless compression
- MP2 for video production projects
- MP4 files for online streaming and web devices through GFB's Omeka-based portal

The technical specifications for each digital format are as follows:

- JPEG 2000 – Container: Media Exchange Format (.mxf); Resolution: 640x480 px (for original 4:3 aspect ratio), 1280 x720 px (for original HD/16:9 aspect ratio); Sampling Scheme: 4:4:4; Sampling: 30-bit; Frame rate: 30 fps; Scanning: Progressive; Rate: 30 MBps.
- MP2 – Container: QuickTime File Format (.mov); Codec: H.264/MPEG-4 AVC (compressed); Resolution: 640x480 px (for original 4:3 aspect ratio), 1280 x720 px (for original HD/16:9 aspect ratio); Sampling Scheme: 4:2:2; Sampling: 30-bit; Frame rate: 30 fps; Scanning: Progressive; Rate: 30 MBps.
- MP4 – Container: MPEG- 4 Part 14 (.mp4); Codec: H.264/MPEG-4; Resolution: 640 x 480 px (for original 4:3 aspect ratio), 720 x 450 px (for original HD/16:9 aspect ratio); Frame rate: 30fps; Scanning: Progressive; Rate: 30 MBps.

Quality Control. USCDR staff service decks and clean playback heads regularly to ensure capture of the complete audio and video signal from original source recordings. Staff clean heads every 50 hours and perform preventative maintenance on decks every 500 hours. USCDR monitors equipment using Sony Device Monitor and test decks using SAMMA calibration software.

For each JPEG 2000 video file, an automated routine will check for common errors (e.g. relating to aspect ratios, video codecs, frame rates, bit-rates, duration, resolution, audio codecs, number of audio channels, etc.) or blanks or blips. The systems log time codes for all errors, and USCDR staff manually review problems to verify whether they existed in original source recordings or were introduced during the conversion process. If errors are detected, USCDR staff will correct the issues or restart the capture process using the original tape recordings, as appropriate.

Storage. The JPEG 2000 files will be stored in the USCDR SL8500 Oracle data tape robotic archive. The SHA-1 checksum value for each file will be registered with the USCDR preservation system as it is loaded into the SL8500s. Every 24 hours, the SHA-1 checksum values of the files will be checked to ensure there is no bit-rot in the files over time. Also, USCDR will refresh all data media every three years or if errors are detected. Storage and storage cost are outside the scope of this proposal.

Storage of the work products will be maintained and stored on archives network drive with external hard drive backup, and as an added layer of protection on Amazon S3 Simple Storage Service.

Workflow

Digitization, metadata creation, metadata file ingest to the Oral History Metadata Synchronizer installation for viewing in our portal, and quality control will be completed in batches, as depicted in the project Work Plan. Prior to delivering the tapes to USCDR, GFB staff will audit the batch and determine the duration of the interviews (some tapes may run less than the full 30- or 60-minute capacity) in order to develop progress benchmarks for the indexing process.

Oral History Directory Architecture: The project team will build oral history directories to include local oral history video derivatives and other files, including field notes, summary notes, and any transcripts that may exist.

File Naming Structure. GFB archives staff will assign each oral history file a unique number that captures the collection number (interview number), item in the collection (interview part) and interviewee last name.

Metadata Repurposing: Item Level Cataloging. GFB will repurpose catalog records that were developed for the oral histories which use Dublin Core as the schema, following the content standards in Describing Archives: A Content Standard (DACS).

Item Level Metadata: Title, Accession Number, Interviewee, Interviewer, Interview Date, Media Format, Media Host and Media URL. (Media format and media host are related to functionality with media URL.)

Metadata Creation: Indexing for Segment Level Metadata. The project team will define Segment Titles which are high-level, conceptual descriptions of the segment, and identify 5-8 Segment Keywords to reflect key identifiers in the segment.

Segment Level Metadata: Segment Title, Segment Keyword (limit 5-8 keywords).

Once indexing is complete, the following Dublin Core Metadata is created to complete the full record:

Dublin Core Metadata: Title, Creator, Description, Subject, Type, Format, Extent, Language, Date, Spatial Coverage, Source, Identifier.

Oral History Item Type Metadata: Location of Birth, War or Conflict, Branch of Service, Entrance into Service, Location of Basic Training, Unit of Service, Campaigns/Battles, Files, Collection, Tags, Citation.

Quality Control: GFB has developed a digital file workflow log to track the progress of cataloging and indexing for each oral history interview. Once all parts of an oral history interview have been marked as indexing complete, a second staff member or project manager will check the segment level metadata for any grammatical issues, segment level in-points and appropriate capture of themes and concepts of each segment in the Segment Title and Segment Keyword Field.

XML File Export and Ingest: After all of the parts of the oral history interview have been approved by quality assurance, the XML file is exported from the OHMS application to the OHMS user interface software and to the Omeka record. Additionally, it is copied to GFB's account on Amazon S3 storage, and an archives network drive with an external hard drive backup.

Intellectual Property

GFB is the intellectual and property rights owner of the oral history recordings. We require all interviewees sign both a recorded life history and deed of gift and consent form prior to beginning the interview process. We are not aware of any restrictions on use.

Before they begin cataloging an oral history, GFB archival staff confirm that there is a recorded life history and deed of gift document. Thus far, there have been approximately 25 for which sufficient documentation could not be located. Efforts are being made to reconnect with the veteran if he is still alive, and if not, his next-of-kin to acquire necessary approval. In the event that we cannot obtain approval, these oral histories will be excluded from the digital archive.

GFB will grant access to streaming quality video by digital download at no cost for noncommercial, educational, scholarly purposes. Any requests for physical media will incur an at-cost service charge for cost for media (DVD) and staff time.

Reuse for commercial purposes will require use of higher resolution video (MP2 digital format) and will incur a charge for physical media, staff time, and a for-fee icensing agreement between the commercial user and GFB following industry accepted rates for length of segment.

Conditions of use: Oral histories provide a window into a person's past, not all of which casts the person or others mentioned by name, in a favorable light. For example, a veteran might speak disparagingly of another when recounting actions in the heat of battle. Moreover, comments can be interpreted in a variety of ways. For example, veteran might make light of a horrific event that can be misinterpreted if taken out of context.

As part of our current web-publishing project, we are exploring ways to inform users of the appropriate and inappropriate uses of repository content, including possibly implementing a "click wrap" user agreement. Another possibility is to include a user registration process or a simple page on the repository website with these same conditions of use.

Ethical Considerations: Our deed of gift form includes liability statement for libelous and defamatory remarks, a point of contention for publishing oral history interviews. We are also aware that our future use clause in the earliest stages of our oral history collecting (in the late 1990s) may be too ambiguous or outdated given the significantly increased access and searchability available today.

We are prepared to consider individual take down requests if we receive such requests from interviewees and their heirs.

SUSTAINABILITY

The digital files created through this project will be stored on USCDR's preservation systems that detect bit-variance in digital files and restore the original files from backup copies to ensure no information is lost. USCDR systems automatically migrate files to new data tapes every three years or whenever errors are detected on any individual piece of storage media. More information about USCDR's preservation systems is available at http://repository.usc.edu.

USCDR maintains multiple, mirrored copies of digital files to aid with disaster recovery and to ensure the long-term preservation of the digital files. In addition, USCDR's data center is housed in a secure, alarmed, and monitored facility with optimized environmental conditions, a two-stage fire suppression system, and backup power to assure continuity of operations and to prevent data loss.

Succession Planning: As part of its long range planning, the GFB board has begun developing a succession plan for its collections of materials in the event that the organization is forced to close its doors in the future. As of March 2016, all magnetic tapes are being housed at California State University Dominguez Hills. With support from the National Endowment for the Humanities, CSUDH is currently managing a system-wide organization of materials related to the incarceration of Japanese Americans in WRA camps during World War II, and the campus has deep roots in the Japanese American community that settled in the region around the campus.

In addition to CSUDH, discussions have been initiated with a major California university in the Los Angeles area with a nationally recognized Asian American studies department and associated digital library, and a major private Southern California university with a strong tradition in oral histories and its associated digital library.

Additionally, the GFB board has begun exploring potential online portals that would be willing to ingest its collections website so that access to our digital repository would be maintained in perpetuity in the event that the organization closes. Potential candidates include a large veterans oral history project in

Washington, DC, and a California state university campus with a center for oral and public history. Other potential receiving entities are currently being explored.

DISSEMINATION

GFB has begun promoting its online digital archive initiative through presentations at local and national conferences, including the 2015 Society of California Archivists Mini-Conference in San Diego, California; 2016 Arts Library Society/Visual Resource Association joint conference in Seattle, Washington; 2016 National Diversity in Libraries Conference in Los Angeles and the 2016 Oral History Association Annual Meeting in Long Beach. GFB Scholar Advisory Board member Linda Tamura, EdD, Professor Emerita of Education, Willamette University, presented at the National Council on Public History 2016 Conference in Baltimore. In July 2015 the GFB archives team unveiled its NDAJAMS blog at https://goforbrokearchives.wordpress.com/.

GFB is planning to submit proposals for presentations at the Society of American Archivists in 2017 and the Society of California Archivists General Meeting 2017. GFB is an active member of the LA As Subject Archives Bazaar, Los Angeles Archivist Collective, and California AudioVisual Preservation Project.

Indexing of the oral histories will make it possible for GFB exhibition and education staff to efficiently locate relevant material to post on the organization's website and Facebook page. For example, a January posting might include video clips that shares how the 100th Infantry Battalion, an infantry unit comprised of Nisei soldiers from Hawaii, became known throughout the US Army as the "The Purple Heart Battalion" because of its extraordinary actions at the Battle of Monte Cassino in January 1944. Similarly, students from around the country participating in the annual National History Day Contest will be able to efficiently locate relevant material. And finally, each year the month of May offers tremendous opportunity to promote our highly searchable digital repository as the Library of Congress celebrates Asian Pacific American Heritage Month. May is also the culminating month for the National History Day Contest.

One of the exciting new avenues to raise awareness about our online digital archives is through the new permanent exhibition discussed earlier. This highly engaging exhibition uses excerpts from our oral history collection as it explores contemporary issues such as individual rights vs. national security, racial profiling, and immigration rights while educating students about the legacy of the JA soldiers of WWII.

In 2017 we will launch a nationwide traveling exhibit, sponsored in part by the National Park Service, in partnership with 10 communities across the country that demonstrated compassion and courage during and immediately after World War II. First person accounts for this traveling exhibit will be drawn from the GFB oral history collection, such as 442nd RCT veteran Robert Yano's memories of how Swedish farmers in his hometown of Kingsburg, California continued to farm the lands of Japanese families during the war, and in many instances, gave the returning families the profits from their portion of the cultivated land. Each community will rediscover their towns' heroes and heroines and develop a community profile to augment the traveling exhibit, learn about the segregation and intolerance inflicted upon the JA community during WWII, explore the relevance of those experiences to American life now, and consider how those lessons learned can guide our nation's conscience today.

The GFB website currently receives over 250,000 annual page views, with 65% being new visitors, primarily from the US, but an additional 6% from Japan, UK, France, Brazil and Canada. GFB will leverage media relations it has developed for national and international coverage during outreach for its

events. For example, the recent annual tribute at the Go For Broke Monument drew coverage from a broad cross section of media, including KPCC Southern California Public Radio, one of two full National Public Radio stations in Southern California; Voice of America, the official external broadcast institution of the US; and UTB, the first and largest US-based Japanese-language TV station.

GFB has developed many relationships within the film industry and will promote this significantly larger and more searchable collection with film schools, including notables in our community such as the University of Southern California School of Cinematic Arts and the UCLA School of Theater, Film and Television.

WORK PLAN

The proposed grant products are:
- Preservation-quality digitization of 800 JA veteran oral histories (along with MP2 and MP4 digital files for video production and online streaming applications, respectively).
- Segment level indexing of 800 JA veteran oral histories.
- Final test/implementation of Oral History Metadata Synchronizer software application database access on Omeka hosted server.
- Implementation of Google Analytics' plug-in to Omeka hosted server to track website traffic and usage.

The work will be completed in phases, as outlined in the Work Plan on the following page. Prior to the start of the grant, GFB archival staff will select the initial batch of 300 oral histories and consult with scholar advisors on the breadth and depth of the selected materials. This process will be repeated in months 6 and 12. The batch will be audited and sent to USCDR for digitization.

In the first two months of the grant, indexing benchmarks will be 30/month in order to refine any procedures and processes. During this same period GFB information technology personnel will finalize implementation of the hosted Omeka server with OHMS software. Additionally, our goal is to install the Google Analytics plug-in for Omeka hosted servers in order to monitor usage and users' navigation through the website.

Beginning in Month 3 and thereafter, the archives team will index 45+ oral histories each month.

We plan to conduct three user surveys over the 18-month grant period to elicit feedback on the user experience, and will discuss the results with our archives technical advisor.

GFB will engage its media relations firm, which has significant experience in the nonprofit industry, to raise awareness about NDAJAMS with major outreach scheduled for January 2018. The firm will begin its outreach to long lead-time publications in fall 2017, and will continue to promote stories through the end of the grant period.

GFB archival staff and scholar advisors will submit proposals for presentations at national and regional conferences to raise awareness of NDAJAMS. Some of these conferences have already been identified and are noted on the Work Plan.

Digitizing and Providing Access to Japanese American Veteran Oral Histories: WORK PLAN

Legend:
- GFB, GFB Archivist Team
- GFB IT Resource
- USC Digital Repository
- GFB Scholar Advisory Board
- Technical and Historical Con
- AGK Media Group (public rel)

Activity	0 Prior to grant start	1 April 2017	2 May 2017	3 June 2017	4 July 2017	5 August 2017	6 Sept 2017	7 Oct 2017	8 Nov 2017	9 Dec 2017	10 Jan 2018	11 Feb 2018	12 March 2018	13 April 2018	14 May 2018	15 June 2018	16 July 2018	17 August 2018	18 Sept 2018
Select oral histories and prep for USCDR	Select 300						Select 250						Select 250						
Digitization of Oral Histories																			
University of Southern California Digital Repository		Digitize 300						Digitize 250						Digitize 250					
Indexing of Oral Histories																			
Complete implementation on hosted Omeka platform including final test/release of OHMS on Omeka, Google Analytics' plug-in to Omeka hosted server				▓															
Review and refine indexing procedures			▓	▓															
Index oral histories by GFB archivists		Index 30	Index 30	Index 45			Index 140; cumulative 245			Index 140; cumulative 385			Index 140; cumulative 525			Index 140; cumulative 665			Index 140, Cumulative 800+
User Survey via Constant Contact						▓					▓						▓		
Adjust/refine based on user feedback				▓		▓					▓						▓		
Archival Consultant		▓					▓						▓						
Scholar Advisory Consultation																			
Publicity/Marketing/Outreach																			
Press release											▓								
Media outreach										Pre-release outreach	Ongoing, beginning with long-lead time publications →								
Conferences (submitting proposals to present)																			
Society of American Archivists Annual Meeting					▓			▓						▓			▓		
LA As Subject Archives Bazaar																			
Nat'l Conf for the Social Studies - invited to present									▓										
Society of California Archivists Annual General Mtg														▓					
National Council on Public History													▓						
GFB Newsletter																			
GFB e-Newsletter --> FB posts <--> NDAJAMS blog		▓		▓		▓	▓	▓	▓	▓		▓	▓			▓	▓	▓	

STAFF

GFB Staff

The work defined in this grant will be completed by the GFB Archives Team as a whole, with each member participating in the various steps from indexing through the final quality assurance process. The principal investigator is responsible for workflow, overall quality assurance, updating of procedures, subject matter expertise as required for meetings with foundations, donors and the media, and completion of benchmarks as per the Work Plan.

Summer Espinoza, MARA, Director, Archives and Special Collections, is principal investigator and project manager. Espinoza led the first phase of the 2014 CLIR Hidden Collections grant. She is building the organization's institutional knowledge related to archives, including collection policies, intellectual and physical control of all institutional archives and special collections. Previous to her work at GFB, she was employed as a digital archivist at California State University Dominguez Hills where she cataloged items for a Japanese American digitization project.

Gavin Do, MLIS, associate archivist, has worked alongside the project manager and is helping establish intellectual and physical control of oral history materials including transcriptions and field notes as well as ancillary materials collected during the oral history interviews. His experience with processing collections and also creating EAD finding aids in previous positions has led to his work to create finding aids for publication in the Online Archive of California and also an initiative to collect military yearbooks of the segregated Japanese American military units.

Erin Sato, assistant archivist, has been the primary staff resource working on segment level indexing of 100 oral histories from which the time estimation for this grant were derived. She has extensive knowledge of our collections' content and led the NDAJAMS blog initiative to share stories from GFB archives as the repository has begun to take shape (https://goforbrokearchives.wordpress.com/).

Archives Advisor

Thomas Philo, MLIS, has been the technical consultant since the launch of the 2014 CLIR grant. He has been involved with the organization for many years and has extensive knowledge about our work and the Japanese American soldier experience. He has established his career as an archivist and cataloger and is currently employed at California State University Dominguez Hills in its archives and special collections division.

Scholar Advisors

Advisors to the project will review the selection of oral histories to ensure a breadth and depth of critical subject matter related to the JA WWII soldier experience.
- Kristine Dennehy, PhD, Professor of History, California State University at Fullerton
- Arthur Hansen, PhD, Professor Emeritus of History and Asian American Studies, California State University at Fullerton
- Lane Ryo Hirabayashi, PhD, Professor and Aratani Endowed Chair, Asian American Studies, UCLA

Additionally, scholar advisors will make presentations at professional history and educational conferences to further awareness about the digital archive. In addition to the scholars noted above, Linda Tamura, EdD, Professor of Education Emerita, Willamette University, and author of "Nisei Soldiers Break Their Silence: Coming Home to Hood River," will be sharing her knowledge of the collection.

4. HISTORY OF GRANTS

The John Randolph Haynes Foundation awarded $34,260 to GFB for the digital preservation and cataloging of 305 videotaped oral histories of Japanese American veterans from Southern California. The earliest of these oral histories were recorded almost 20 ago, and a significant portion of the videotapes were approaching their end-of-life, so there was an urgent need to create preservation-quality digital recordings from the original tape masters.

In 2015 GFB secured a two-year grant of $261,000 from the Council on Library and Information Resources to develop its National Digital Archives of Japanese American Military Service. Materials in this digital collection, which includes GFB's holdings and those of Japanese American veterans organizations in Hawaii, Seattle and Chicago, include veterans' oral histories, photos, letters home from the battlefield, and other relevant first-person materials. GFB intends to continue this work to expand the collection to include materials from other Japanese American veteran organizations.

5. PROJECT DELIVERABLES

- Total number to be digitized: **800 moving image oral histories.**
    - Each of the oral histories will be digitized in three formats:
        - JPEG 2000 lossless compression file format for archival quality preservation
        - MP2 file format for video production projects - available at no cost for education and research projects
        - MP4 file format for online streaming and web devices - downloadable through the GFB web-based Omeka portal

- The 800 oral histories represent approximately **2,000 hours of recording time.**

- **Approximately 24,000 segment level indexed entries**: This estimate is derived from segment level indexing completed to date that summarize segments that are generally 3-12 minutes in length, with an average duration of about five minutes. The segment lengths vary greatly, depending on the complexity of the subject(s), and the extent to which they are explored. Each segment level index will have a one-sentence summary of the content and approximately 5-10 keywords that are most relevant to that section.

6. PROJECT PARTICIPANTS

- DENNEHY, Kristine, PhD, Professor of History, California State University at Fullerton
- HANSEN, Arthur, PhD, Professor Emeritus of History and Asian American Studies, California State University at Fullerton
- HIRABAYASHI, Lane Ryo, PhD, Professor and Aratani Endowed Chair, Asian American Studies, UCLA
- MAKI, Mitchell, PhD, Vice Provost of Academic Affairs, California State University, Dominguez Hills, GFB Board Member
- ODO, Franklin, PhD, Founding Director, Smithsonian Institution Asian Pacific American Center, Visiting Professor of American Institutions and International Diplomacy, Amherst College
- PHILO, Thomas, MLIS, Archivist/Cataloguer, Archives and Special Collections, California State University, Dominguez Hills
- TAMURA, Linda, EdD, Professor of Education Emerita, Willamette University, and author of "Nisei Soldiers Break Their Silence: Coming Home to Hood River," National Conference for the Social Studies
- WILLIAMS, Gregory, Director, Archives and Special Collections, California State University, Dominguez Hills

Budget Form

NATIONAL ENDOWMENT FOR THE HUMANITIES

Applicant Institution: *Go For Broke National Education Center*
Project Director: *Summer Espinoza, MARA*
Project Grant Period: *05/01/2017 through 10/31/2018*

click for Budget Instructions

	Computational Details/Notes	(notes)	Year 1	(notes)	Year 2	(notes)	Year 3	Project Total
			05/01/2017-04/30/2018		05/01/2018-10/31/2018		01/01/20__-12/31/20__	
1. Salaries & Wages								
Project Director: Summer Espinoza, MARA	Annual Salary: $(b) (6)	33%	$(b) (6)	33%	$(b) (6)	%		$(b) (6)
Assoc Archivist: Gavin Do, MLIS	Annual Salary: $(b) (6)	100%	$(b) (6)	100%	$(b) (6)	%		$(b) (6)
Asst Archivist: Erin Sato	Annual Salary: $(b) (6)	100%	$(b) (6)	100%	$(b) (6)	%		$(b) (6)
Web/IT: Ken Ito	Annual Salary: $(b) (6)	10%	$(b) (6)	10%	$	%		$(b) (6)
		%		%		%		$0
		%		%		%		$0
2. Fringe Benefits								
Full time staff	15%		$16,236		$8,280			$24,516
								$0
3. Consultant Fees								
Scholar Honoraria	$1,000/day x 3 scholars x 3 days		$6,000		$3,000			$9,000
Technical Advisory Consulting	$80/hour x 50 hours		$2,500		$1,500			$4,000
4. Travel								
								$0
								$0
5. Supplies & Materials								
								$0

6. Services							
Digitize 400 High Definition Oral Histories	400 @ 2.5 hours/interview @ $85/hour		$85,000				$85,000
Digitization 400 Standard Definition Oral Histories	400 @ 2.5 hours/interview @ $45/hour		$45,000				$45,000
7. Other Costs							
							$0
8. Total Direct Costs	**Per Year**		**$262,976**	**$67,983**		**$0**	**$330,959**
9. Total Indirect Costs							
10% rate	**Per Year**		$13,298	$6,798		$0	**$20,096**
10. Total Project Costs		(Direct and Indirect costs for entire project)					**$351,055**

11. Project Funding	a. Requested from NEH		
		Outright:	$193,080
		Federal Matching Funds:	$0
		TOTAL REQUESTED FROM NEH:	**$193,080**
	b. Cost Sharing	Applicant's Contributions:	$157,975
		Third-Party Contributions:	$0
		Project Income:	$0
		Other Federal Agencies:	$0
		TOTAL COST SHARING:	**$157,975**
12. Total Project Funding			**$351,055**

Total Project Costs must be equal to Total Project Funding ---->   ($351,055   = $351,055   ?)

Third-Party Contributions must be
greater than or equal to Requested Federal Matching Funds ---->   ($0   ≥ $0   ?)

Appendix A
Workflow for description and indexing

Following is an excerpt from Version 3.0 of the NDAJAMS workflow for descriptive procedures including standards for item level cataloging and indexing.

Step 2

Create OHMS Interview Record by selecting the "+New" button on the Interview Manager Dashboard.

Create **OHMS Interview-level** Metadata.

NOTE: When an interviewee/narrator has a nickname that serves as the primary name throughout the course of the interview, please reflect that in the metadata in the following manner:

> In OHMS:
> In the "Title" field that is formatted this way:
> [First Name Last Name] oral history interview, Part [#] of [#], [MM-DD-YYYY]
> Please make the following amendment:
> [First name "Nickname" Last Name] oral history interview, Part [#] of [#], [MM-DD-YYYY]
> In the "Interviewee" field, omit the nickname and use only the given first and last name.
>
> In Omeka:
> Match the "Title" field to the corresponding field in OHMS. (This is for both individual segment titles along with the collection title)
> In the "Creator" field, omit the nickname and use only the given first and last name in the correct format. The correct format is outlined in the metadata table.

In the "Description" field, feel free to use the nickname in free text as long as the nickname is in quotation marks. Keep in mind, however, that interviewees are normally referred to by their last names in the description field aside from introductions.

Include the media format (video), media host (host) and insert the URL identified from Step 1. See the table in this step for all required metadata fields.

Repeat this step for **all** parts of the interview. This will avoid breaking the continuity of the interview in the Dashboard view.

Appendix B
Oral History controlled vocabulary

Following is an example of controlled vocabulary developed during our basic catalog record process. This controlled vocabulary is hyperlink searchable in the "Military Unit" field for each oral history item in the digital repository.

Military Unit

100th Infantry Battalion (Separate)
100th Infantry Battalion/442nd Regimental Combat Team (Combined)
1399th Engineer Construction Battalion
1800th Engineering Battalion
232nd Combat Engineer Company
442nd Regimental Combat Team
522nd Field Artillery Battalion
5307 Composite Unit, Provisional (Merrill's Marauders)
Counter Intelligence Corps Linguists
Mars Task Force
Military Intelligence Service (MIS)
Varisty Victory Volunteers (VVV)
Women's Army Corps
2nd Armored Division
Counter Intelligence Corps (CIC)
141st Infantry Regiment
Civil Intelligence Section
Civil Intelligence Section, Operations Branch
Civil Intelligence Section, 441st Counter Intelligence Corps
Civil Intelligence Section, Civil Censorship Detachment
Civil Intelligence Section, Public Safety Division
555th Military Police Battalion
171st Cadre Training Battalion
1st Cavalry Division
Office of Strategic Services (OSS)
106th Infantry Division
332nd Fighter Group
3rd Engineer Battalion
31st Engineer Battalion
477th Medium Bombardment Group
503rd Parachute Infantry Regiment
507th Parachute Infantry Regiment
143rd Infantry Regiment
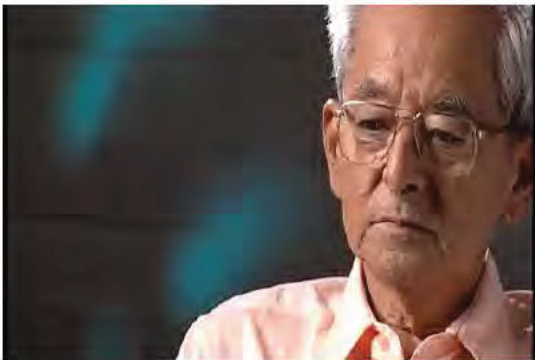
Following is an example of an indexed oral history.

NATIONAL DIGITAL ARCHIVES OF JAPANESE AMERICAN MILITARY SERVICE

Browse Exhibits   Browse Items   Browse Collections   Collection Tree   About   Help   Research

TAKEJIRO HIGA ORAL HISTORY INTERVIEW, PART 4 OF 5, SEPTEMBER 25, 1999

play
stop
mute
max volume
0:00:00

TRANSCRIPT   INDEX

Search this Index
Keyword
Search

0:00 - Coaxed natives out of caves by speaking Okinawan language

1:42 - Caught a Japanese Colonel's bluff during an interrogation / Identified Japanese school teacher (Sensei) at a Prisoner of War Camp / Emotional reunion with Okinawan classmates

13:09 - Grateful to have been sent to the Pacific Theater to help his native people

14:25 - Visited Aunt in Shimabuku who was housing 300 Okinawan evacuees

19:24 - On the way to Philippines for R&R when Pacific War ended — Assigned to Korea to interrogate Japanese evacuees / Returned home to Hawaii — Continued education, worked as a butcher, job as internal revenue agent

25:01 - Discharged from the Army in January 1946 / Happy to be reunited with family in Hawaii

The item record also includes the following fields for descriptive metadata utilizing DACS (Describing Archives: A Content Standard). Fields with an * have a controlled vocabulary.

Dublin Core Metadata
Title
Creator
Description
Subject(s)*
Type
Format
Extent
Language*
Date
Spatial Coverage
Source
Identifier

Oral History Item Type Metadata
Location of Birth
War or Conflict*
Branch of Service*
Entrance into Service*
Location of Basic Training*
Unit of Service*
Campaigns/Battles*
Files
Collection
Citation

Appendix D
File Management

Following is our file schema for files related to indexing and cataloging oral histories. OHMS refers to files created during indexing and BCP are files created during the basic catalog process.

OHMS CSV File:	1998OH0001_K_Kagawa_01.csv
OHMS XML File:	1998OH0001_K_Kagawa_01.xml
BCP CSV File:	1998OH0001_B_Kagawa.csv
BCP Excel Catalog Sheet:	0001-C-Kagawa-Noboru.xlsx
BCP PDF Catalog Sheet:	0001-C-Kagawa-Noboru.pdf
Word Transcript:	1998OH0001_T_Kagawa.docx
PDF Transcript:	1998OH0001_T_Kagawa.pdf

Appendix E
Metadata Creation and Application

Following are the title field instructions to our Metadata Creation and Application Guidelines using Dublin Core and DACS (Describing Archives: A Content Standard).

TITLE

This field is mandatory.

Definition: The name given to the resource. The title may be given by the creator or publisher. If a title is not present, the cataloger will supply the title.

Usage: Transcribe the title from the resource, if available. If not available, supply a title. Place supplied titles within square brackets. ([ ]).

Omit initial articles
Be descriptive and concise
Capitalize only the initial letter of the first word and proper nouns
Use the full form of words [Street for St.] when first referenced
Do not place punctuation at the end of the title

Letters, Memos, and Other Correspondence. Letters should be named in the following basic format. Use this format also for memos and other forms of correspondence.

Letter from [First name] [Last name], [Title], [Organization] to [First name] [Last name], [Title], [Organization], [Month day, year]

Example: *Letter from Yuki Akaki, Technical Sargent, United States Army to Miss Hatsume Akaki, July 8, 1945*

Photographs. Photographs without a name should be named according to what is represented in the image. Do not include "Photograph of" in the title.

Examples: *Japanese American Soldiers in trenches*
                     Two vehicles crossing a bridge in mountainous area

Oral History Videos. There should not be any format variation in the titles of videos. Follow this format:

[First Name] [Last Name] oral history interview, part [# of #], [Month Day, Year]

Examples: *Noboru Kagawa oral history interview, part 1 of 2, June 28, 1998*
                     Noboru Kagawa oral history interview, part 2 of 2, June 28, 1998

Repeatable: Yes, if a qualifier is used	Search: Yes
Field Label: Title	Hide: No
DC Mapping: title	Vocab: No

Appendix F
Oral History Tapelog

Sub # / Sub Ext	Total Reel	Name	Serial No.	100	442	522	232	206	MIS	CIC	1399	VVV	171	Other	Place where grew up	Non-Vet or Non-Japanese	Address	City	ST	Zip	Phone	Film Date	Location	Interviewer	Camera	Audio	Format Shot	3/4" dub	Photo In
001	5	KAGAWA, Noboru		X	X								X									06/27/98	LA	C. Yahata	J. Inouye	P. Kikuchi	BetaSP	X	GFB-c001 4977807 c001-035
002	7	FURUMOTO, Howard							X													07/06/98	HAW	C. Yahata	I. Kawata	N. Izumi?	BetaSP	X	GFB-c001 4977807 c001-035.6
003	6	OHIRA, Ted (deceased) 3.25.07			X		X															08/01/98	LA	A. Hashisaka	J. Inouye	P. Kikuchi	BetaSP	X	GFB-c001 4977807 c001-036
004	5	SETO, Frank			X																	08/02/98	LA	R. Nakaishi	C. Yahata	K. Luster	BetaSP	X	GFB-c001 4977807 c001-036.7
005	8	NISHIJIMA, Victor (deceased)							X													08/28/98	SFO	I. Kawata	J. Inouye	J. Okura	BetaSP	X	GFB-c001 4977807 c001-037
006	7	TOGASHI, Hachiro John (deceased)			X																	08/29/98	SFO	I. Kawata	J. Inouye	J. Okura	BetaSP	X	GFB-c001 4977807 c001-038
007	7	TOMINAGA, Mitsuo (Mel) (deceased)			X																	08/30/98	SFO	J. Okura	J. Inouye	I. Kawata	BetaSP	X	GFB-c001 4977807 c001-039
008	3	MATSUI, George							X													09/11/98	SEA	C. Sato	I. Kawata	S. Uchida	BetaSP	X	GFB-c002 4977808 c002-010
009	5	SAKAGAMI, Masao (deceased)		X	X																	09/12/98	SEA	I. Kawata	C. Yahata	C. Sato	BetaSP	X	GFB-c002 4977808 c002-007
010	5	NARASAKI, Richard			X																	09/12/98	SEA	S. Tanaka	C. Yahata	I. Kawata	BetaSP	X	GFB-c002 4977808 c002-007
011	9	MORIHIRO, George			X																	09/13/98	SEA	C. Sato	I. Kawata	C. Yahata	BetaSP	X	GFB-c002 4977808 c002-011
012	5	MITA, Masaomi Jim							X													09/26/98	LA	R. Nakaishi	J. Inouye	C. Ige	BetaSP	X	GFB-c002 4977808 c002-010
013	6	TAKABAYASHI, Kiyo (deceased)			X																	10/03/98	LA	A. Hashisaka	C. Yahata	P. Kikuchi	BetaSP	X	GFB-c002 4977808 c002-008
014 A	7	FUJIMORI, George																				11/29/02	LA	R. Hawkins	S. Wasserman	R. Horsting	BetaSP	X	GFB-c035
014 B	1*	FUJIMORI, George																				05/03/02	LA				BetaSP		GFB-c061
014	6	FUJIMORI, George							X													10/11/98	LA	R. Nakaishi	S. Tamura	Tanaka	BetaSP	X	GFB-c002 4977808 c002-009
014 C	2	FUJIMORI, George							X						MIS-JO							03/28/09	Torrance	R. Hawkins	N. Odani	K. Dennehy	HDV		GFB-c200 4977814 c200-0134
015	5	TANAKA, Motoyoshi		X																		10/19/98	NEV	R. Nakaishi	J. Inouye	A. Hashisaka	BetaSP	X	GFB-c002 4977808 c002-009
016 A	3	NOSAKA, Ray		x																		06/29/08	Honolulu	T. Yuge	A. Lagamo	C. Chen	HDV		GFB-c200 4977814 c200-0134
016	6	NOSAKA, Raymond		X																		10/19/98	NEV	C. Sato	J. Inouye	C. Ige	BetaSP	X	GFB-c003 4977809 c003-218
017 A	1	OBA, Ron			X																	04/05/07	Las Vegas	T. Yuge	J. Leivici	J. Leivici	HDV		GFB-c200 4977814 c200-0134
017	5	OBA, Ronald			X																	10/20/98	NEV	A. Hashisaka	J. Inouye	R. Nakaishi	BetaSP	X	GFB-c017 144630LDH c017-290-2
018	6	AKAMINE, Seitoku		X																		10/20/98	NEV	D. Tanaka	J. Inouye	C. Ige	BetaSP	X	GFB-c003 4977809 c003-221
019	5	KODAMA, Larry		X																		10/21/98	NEV	D. Tanaka	J. Inouye	C. Ige	BetaSP	X	GFB-c003 4977809 c003-218
020	5	SUMIDA, Leighton Goro		X																		10/21/98	NEV	C. Sato	J. Inouye	D. Tanaka	BetaSP	X	GFB-c003 4977809 c003-220.1
021	9	SATO, Kazuo (deceased)		X	X																	11/01/98	LA	C. Yahata	J. Inouye	R. Nakaishi	BetaSP	X	GFB-c003 4977809 c003-219
022	*	ITO, Kow (deceased)		X	X																	11/01/98	LA	C. Yahata	J. Inouye	R. Nakaishi	BetaSP	X	GFB-c003
023	*	WADA, Frank		X	X																	11/01/98	LA	C. Yahata	J. Inouye	R. Nakaishi	BetaSP	X	GFB-c003
024		MAKINO, Jim			X																	11/07/98	LA	D. Tanaka	K. Luster	S. Tamura	BetaSP	X	GFB-c003 4977809 c003-220
024 R	6	MAKINO, Jim (reshoot)																				09/29/01	LA	D. Tanaka	R. Lim	H. Ota	BetaSP		
025	7	TAKAHASHI, Albert		X	X																	11/08/98	LA	S. Uchida	J. Inouye	K. Luster	BetaSP		GFB-c004 144622LDH c004-222
025 A	5	TAKAHASHI, Albert																				09/28/04	LA	M. Yee	G. Yee	M. Mallare	BetaSP		GFB-c073 marked 025
026	7	INOUYE, Isamu		X																		11/28/98	HAW	I. Kawata	S. Perez	D. Takamoto	BetaSP	X	GFB-c004 144622LDH c004-221.2
027	6	SAKODA, Larry (deceased)		X																		11/29/98	HAW	C. Sato	S. Perez	S. Uchida	BetaSP	X	GFB-c004 144622LDH c004-221

GO FOR BROKE
NATIONAL EDUCATION CENTER

Informed Consent

(b) (4)

National Headquarters
355 E. First Street, Los Angeles, CA 90012
Phone: (310)328-0907 / Fax: (310) 222-5700
www.goforbroke.org

Go for Broke National Education Center Digitization, Indexing and Access to Veteran Moving Image Oral Histories   *Page A-9*
Consent Form Page 1

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Consent Form Page 2
Go for Broke National Education Center Digitization, Indexing and Access to Veteran Moving Image Oral Histories   *Page A-10*

GO FOR BROKE
NATIONAL EDUCATION CENTER

RECORDED LIFE HISTORY AND DEED OF GIFT

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Go for Broke National Education Center Digitization, Indexing and Access to Veteran Moving Image Oral Histories   *Page A-11*

Appendix H
Quote for Digitization

<p style="text-align:center">

USC Digital Repository Proposal
for the Go For Broke National Education Center

</p>

This quote below is for the digitization of the following video assets to be provided by the Go For Broke National Education Center.

TAPE FORMAT AND COUNT
- 400 oral histories @ 2.5 hours, SD video
- 400 oral histories @ 2.5 hours, HD video

USC Digital Repository will digitize the material and, for each video, provide a JPEG2000 preservation file, one mezzanine MP2 file, one proxy MP4 file.

Digitization Costs: $52,000
- SD: $45 x 400 oral histories x 2.5 hours = $45,000
- HD: $85 x 400 oral histories x 2.5 hours = $85,000

Cost to create multiple file formats: included in digitization (future requests to be billed at rate of $25/hour)

Summer Espinoza
(b) (6)

(b) (6)

Education
MARA, Archives and Records Administration, 2013
San Jose State University, School of Library and Information Sciences, Web-based instruction

BA, "Exploring the Ethnic Self through Creative Writing", 2003
University of Redlands, Johnston Center for Integrated Studies, Redlands, CA

Employment History
Digital Collections Manager/Project Manager
Go For Broke National Education Center, Los Angeles, CA (March 2015-present)

- Effectively manage a two-year $300,000 collaborative digital dissemination project with major deliverables for cataloging and indexing oral histories and cataloging special collections related to Japanese American military service in World War Two.

- Hire, train and supervise full-time staff, part-time contract employees and graduate student interns.

- Develop documentation for best practices and standards related to the project including workflows, policies and procedures and archival digital project guidelines in compliance with archival industry standards and best practices.

- Collaborate with technical and scholarly consultants for major project development including web-platform selection, metadata schema development and thesauri development.

- Design content management system for the description, curation and dissemination of materials in the online environment using archival tools, systems and standards.

- Develop and manage archival program to include policies for ingest, accession, reproduction and duplication, use and licensing fee structures, deaccession and future collection development.

- Cooperatively plan workflow and processes for the organization's oral history program for improved management and ingest of the organization's archival materials.

- Assess administrative, physical and intellectual control of organizational archives and special collections.

- Engage in collection advocacy activities including presentations at local and national conferences and participation in local library and archivist groups.

Collections Manager and Archivist
Claremont Heritage, Claremont, CA (October 2014-March 2015)

- Strategically developed programmatic tools, standards and processes for administrative, intellectual and physical control of archives and special collections within an underdeveloped program.

- Successfully planned, created and implemented archival practices such as collection accessions and deaccession, recording researcher activity, collections security, archival collection arrangement and description and museum object description.

- Strategically assessed programmatic priorities and activities against limited human and fiscal resources.

Go for Broke National Education Center Digitization, Indexing and Access to Veteran Moving Image Oral Histories   *Page A-13*

Aligned collaborative projects with local university and public repositories.

● Aligned program development with the mission and vision of the larger organization to preserve the architectural, artistic, cultural and natural heritage of the city.

Digital Archivist
California State University, Dominguez Hills, Archives and Special Collections, Carson, CA (August 2014-February 2015)

● Digitized and cataloged 1,500 items of the repository's collections relating to Japanese Americans in the 20th Century in ContentDM using appropriate controlled vocabularies and other local authoritative sources.

● Contributed to the subject heading thesaurus of the CSU Japanese American Digitization Project.

● Processed papers of the Tradeswomen Collection at the repository.

Processing Intern
California Museum of Photography, University of California at Riverside, Riverside, CA (July 2014-October 2014)

● Arranged and described photographic collections; published finding aid on the Online Archive of California.

Presidential Aide (Confidential Employee)
Fresno State, Office of the President, Fresno, CA (July 2013-June 2014)

● Provided staff support for major advisory committees chaired by the university president; provided staff support for national executive/academic searches.

● Initiated and composed correspondence individually and on behalf of the president. Evaluated priorities and disseminated information from the president to others as needed.

● Functioned at a high level of tact in managing and referring sensitive inquiries from university constituents, university supporters and the general public.

● Conducted research for the president's use as necessary; managed office filing systems; supervised student assistants; trained staff.

● Instrumental in facilitating a smooth presidential transition.

● Assisted executive events coordinator with event management; organized meetings and on-campus events.

● Managed office records disposition schedule, California State University Executive Orders filing systems and Office website management. Oversight of president's schedule and travel as needed.

● Maintained working knowledge of applicable policies, procedures and regulations affecting the Office of the President.

Administrative Support Coordinator I
Fresno State, Office of the President, Fresno, CA (February 2007-July 2013)

● Effectively coordinated multiple projects including but not limited to records disposition and office website redesign and content management.

● Functioned at a high level of tact, efficiency and accuracy as the president's schedule manager and travel coordinator.   Independently responded to meeting requests, event invitations and speech requests directed

to the president. Conducted research and provided meeting briefing materials to the president.

- Coordinated on-campus meetings and events at a high standard of execution.

- Maintained knowledge of current meeting requirements and university travel policies and procedures.

- Assisted and directed office visitors, answered telephone inquiries and referred calls to appropriate areas. Provided committee and staff support as needed.

- Temporarily assigned travel coordinator functions for the vice president for administration and chief financial officer (May 2009-June 2010). Periodically arranged schedules for off-campus visitors.

- Promoted from support assistant II to support coordinator I, July 2010.

Faculty Recruitment Coordinator/Faculty Assistant
Pitzer College, Dean of Faculty's Office, Claremont CA (July 2005-February 2007)

- Successfully coordinated the search and hiring processes for ten tenure-track faculty including: advertising, committee support, application data processing and management, interview schedules, and budget management.

- Assisted in planning and coordinating special events and conferences for faculty.

- Provided faculty assistance organizing classroom materials, database management and other administrative and faculty support functions. Hired, trained and supervised student assistants. Promoted from secretary III to administrative assistant II.

Professional Skills
- Understand concepts and principles used to identify, evaluate, select, organize, maintain and provide access to records of current and enduring value.

- Understand concepts and principles for professional records management including security, retention and disposition.

- Thorough knowledge and understanding of structure and organization in the university setting.

- Thorough knowledge and understanding of modern office procedures including utilizing organization's authoritative policies and best practices.

- Effective employee and student employee management; project management and planning.

Professional Development and Presentations
- Council on Library and Information Resources, Cataloging Hidden Special Collections and Archives Symposium (March 2015)
- Atlanta History Center, Interpreting and Preserving Oral Histories (May 2015)
- Presentation. Society of California Archivists Mini-Conference (August 2015)
- Presentation. Art Libraries Society of North America/Visual Resource Association Conference (March 2016)
- Presentation. National Diversity in Libraries Conference (August 2016)
- Presentation. Oral History Association Conference (October 2016)

Linh Gavin Hoai Do

EDUCATION:

INDIANA UNIVERSITY, Bloomington, IN   May 2015
Master of Library Science
Specialization in Archives and Records Management

UNIVERSITY OF NOTRE DAME, Notre Dame, IN   May 2012
Bachelor of Arts in American Studies

WORK EXPERIENCE:

Go For Broke National Education Center, Los Angeles, CA   9/2015-Present
Associate Archivist
- Index oral history interview videos using the Oral History Metadata Synchronizer
- Catalog items using an open source web-publishing platform
- Accession, process, describe and rehouse collections according to current industry standards
- Assist with development of a collections inventory; assist with development of processing plans, appraisal evaluations and finding aids
- Supervise student interns

Indiana University Archives, Bloomington, IN   1/2015-8/2015
EAD Graduate Assistant
- Encoded archival finding aids using Oxygen XML Editor software for both the University Archives and the Lilly Library on IU's campus
- Utilized MARC records to ensure that metadata in the encoded finding aid is correct
- Prepared encoded finding aids to be published to the web
- Contributed to the ongoing IU EAD Manual with updates on best practices

Lilly Library, Bloomington, IN   1/2015-8/2015
Intern
- Worked under the supervision of Cherry Williams, Curator of Manuscripts at the Lilly Library
- Accessioned incoming collections and additions to existing collections
- Identified potential conservation concerns in incoming collections
- Gained experience working in additional areas in the Lilly, such as technical services, public services, and conservation

Indiana University Archives, Bloomington, IN   8/2013-8/2015
Processor
- Worked on Modern Political Papers Collection, specifically Richard G. Lugar papers
- Performed item-level description on Senator Lugar's audiovisual collection
- Arranged items in Senator Lugar's press clippings series
- Encoded IU archival finding aids using Encoded Archival Description (EAD) in Oxygen XML Editor software.

Maurer Law School Library, Bloomington, IN   8/2013-1/2015
Archives Technician
- Digitized and rehoused photograph prints and accompanying negatives
- Cataloged photographic prints using PastPerfect Museum Software
- Performed basic photograph editing with Adobe Photoshop

IU Department of Information and Library Science, Bloomington, IN
Graduate Assistant   Summer 2014
- Digitized publications from the Department of Information and Library Sciences
- Created long-term preservation copies of periodicals in TIFF format as well as access copies in PDFA format
- Prepared materials to be included in the IU Archives of Institutional Memory (AIM)

William J. Clinton Presidential Library and Museum, Little Rock, AR   6/2011-8/2011
Audiovisual Archives Intern
- Awarded internship by National Archives and Records Administration (NARA) through competitive process
- Fulfilled patron requests for access copies of photographs and audiovisual materials
- Designed a template for an online exhibit on President Clinton and the Oklahoma City Bombing for the Presidential Timeline project
- (Link: http://www.presidentialtimeline.org/#/exhibit/42/03)
- Compiled primary resource materials for possible future exhibits through research in the research room

University of Notre Dame, Notre Dame, IN   8/2010-5/2012
Undergraduate Teaching Assistant
- Aided undergraduate students in their understanding of the principles and concepts of a course in the Applied Mathematics and Statistics Department titled, "Elements of Statistics"
- Conducted homework sessions to assist students work homework assignments while also reinforcing class concepts two evenings per week
- Collaborate with the course professor to optimize tutoring sessions and ensure retention of class material

PROFESSIONAL DEVELOPMENT:

Arrangement and Description of Electronic Records - Part I [DAS]   6/11/15
Arrangement and Description of Electronic Records - Part II [DAS]   6/12/15

AWARDS:

Association of Research Libraries' Initiative to Recruit a Diverse Workforce (IRDW)
Diversity Scholar, 2014-2016

PROFESSIONAL ASSOCIATIONS AND SERVICE:

Society of American Archivists
American Library Association
Indiana University Society of American Archivists-Student Chapter: Treasurer and Secretary
Indiana University American Library Association-Student Chapter: Treasurer
Society of Indiana Archivists

Erin Sato

████████████████████████ – erin@goforbroke.org

Education:

University of California, Santa Barbara   **March 2014**
Bachelor of Arts in Asian American Studies
Minor in History

Experience:

Go For Broke National Education Center
Assistant Archivist   **March 2015-present**
- Create catalog records for Go For Broke National Education Center (GFBNEC) oral histories, photos, related documents
- Index oral history interview videos using the Oral History Metadata Synchronizer (OHMS)
- Scan and digitize photo collections
- Assist with inventory and rehousing of collections
- Manage GFBNEC Archives Blog
- Supervise student interns
- Perform basic video editing for various exhibits and patron requests

Intern   **November 2014-March 2015**
- Scanned and digitized photo collections
- Researched Nisei soldier history for GFBNEC website project

University of California, Santa Barbara Bookstore   **June 2012-July 2014**
Sales Associate
- Worked as a sales representative to greet and to answer any customer inquiries.
- Directed customers toward their desired product area.
- Ensured that all stock on the floor was consistently replenished.
- Proactively cleaned and organized the sales floor to allow for a better customer experience.
- Worked with the Emblematic database to check the availability of stock.
- Operated register to assist customers with their purchases.

Warehouse
- Responsible for continuously restocking and inventorying the sales floor, as well as distributing any new merchandise.
- Completed various projects assigned by my supervisor.
- Responsible for retrieving shipments of new merchandise from the Receiving Department and labeling merchandise with correct price tags (included SKU number, price, and barcode).
- Accountable for inventory of new shipments, back stock, and warehouse using Emblematic database.

EMPLOYMENT HISTORY

California State University, Dominguez Hills, 2006-Present
Archivist/Cataloger
Tenure-track position with rank of Senior Assistant Librarian. Responsible for appraisal, arrangement and description of archival materials, creation of digitized finding aids, and cataloging archival materials through OCLC and Innovative Interfaces Millennium. Assumed responsibility for digitizing archival collections and maintaining the Archives website. Coordinate database management in the Archives. Participate in the management of the development and faculty liaison responsibilities; and assist in program assessment and special projects. Supervise students, interns, and support staff. Cataloged over 500 books for the Glen Schwendemann Rare Book Collection and the Ludwig Lauerhass Multicultural Book Collection.

California State University, Dominguez Hills, 2005-2006
Project Archivist
Helped manage NHPRC-funded project to process and describe historic Rancho San Pedro Collection and related Dominguez family collections. Helped monitor workflow to ensure completion of project during grant period. Made description and design decisions to bring consistency to all collections related to the project. Worked with Assistant Project Archivist to process and arrange project's largest collection, the Rancho San Pedro Collection, then worked as sole processor on next largest collection, the Del Amo Estate Company Collection. Created registers for collections in Microsoft Access program, then customized reports to export information to finding aids in Word and XML. Wrote the finding aids for these collections and created the electronic (EAD) versions of finding aids for display on the Internet. Attached indexing terms and subject authority headings according to LOC, AACR2, and DACS rules. Created electronic finding aid template to facilitate creation of new EAD finding aids or conversion of old finding aids to electronic format. Assessed and inventoried papers belonging to potential donor for possible accession into collection. Assisted with archive reference throughout term of project, and provided spot relief at College Reference Desk in emergency situations.

Getty Research Institute, 2005
EAD Editor, Special Collections
Edited archival finding aids in electronic EAD (Encoded Archival Description) format to meet   Online Archive of California (OAC) Best Practices. Brought editorial consistency and clarity to finding aids. Added abstracts and scope and content notes, and established indexing terms to make finding aids more accessible in online environment. Used LC, AAT, Voyager, and other resources to add authority and subject heading information.

EDUCATION

Master of Library and Information Science
San Jose State University (Fullerton Campus)
Focus on studies in the archival track, with classes in archives and manuscripts, book and library history, preservation of archival materials, and collection development. Supplemented core archival classes with Special Topics study in developing the encoded archival document (EAD). First cataloging class dealt with application of AACR2R principles, MARC standards, LCSH and LCC to books, non-book materials, and serials. Advanced cataloging class covered description and bibliographic control of complex serials and mixed media items, as well as cataloging policy development and evolving developments in FRBR and other information structures. Attended first class school offered on digitization of library, archival, and museum materials (taught by Robin Dale of the RLG).

Master of Fine Arts, Professional Writing Program
University of Southern California, Los Angeles
Attended nationally-noted program that emphasizes professional approach to writing career as well as writing techniques. Focused on film and fiction writing. Novel *Judgment by Fire* written as a master's thesis later accepted for publication by Bantam Books.

Bachelor of Arts, Mass Communication
Wayne State University, Detroit
Major concentration was on Film History and Criticism.

PUBLICATIONS/WEBSITES

Online Archive of California (OAC)
Created and published electronic finding aids for the following collections:
- ***Robert Detweiler Papers***. Subject-file finding aid representing tenure of CSUDH President from 1989-1998. Finding aid may be viewed at http://www.oac.cdlib.org/findaid/ark:/13030/kt2h4nf1w9/
- ***Glenn Dumke Papers***. Finding aid for papers of CSU Chancellor from 1962-1982. Finding aid may be viewed at http://www.oac.cdlib.org/findaid/ark:/13030/tf5779n77w/.
- ***Glenn Anderson Papers***. Papers of South Bay politician who served as Hawthorne mayor, State Assemblyman, Lieutenant Governor, and US Congressman. Finding aid may be viewed at http://www.oac.cdlib.org/findaid/ark:/13030/kt4x0nd9xg/.
- ***Kenneth Cloke Papers***. Papers of key figure in development in field of conflict resolution and negotiation, and peacemaking. Finding aid may be viewed at http://www.oac.cdlib.org/findaid/ark:/13030/kt796nd4ft/.
- ***Del Amo Estate Company Collection***. Papers of Dominguez family company, key in development of land and industrial use in South Bay of Los Angeles region. Finding aid may be viewed at http://www.oac.cdlib.org/findaid/ark:/13030/kt3c60201s/.
- ***Rancho San Pedro Collection***. Papers and photographs of region owned by Dominguez family from time of Spanish land grant in 1784 to current day. Papers deal with family matters as well as business dealings of many companies formed by family members. Finding aid may be viewed at: http://www.oac.cdlib.org/findaid/ark:/13030/kt109nc51t/.

***Saving the Day*: Preserving Your Family Photos**
Wrote article based on successful family photo preservation presentation at Torrance Public Library. Article ran in Fall 2010 issue of Torrance Historical Society Newsletter.

Campus-Wide Directory of Awards, Scholarly Work, and Creative Activities
With Library Reference Director Naomi Moy, co-authored interactive online directory of publications, presentations, grants, awards, and other activities of participating CSUDH administrators, faculty, emeriti, staff, and student researchers. Directory resides on the University Library Website (http://library.csudh.edu/DHScholarDirectory) and it has been used by the University Administration as an outreach tool on a national basis. 2008.

The Play of Light
Novel published by Mercury House. 1989.

Judgment By Fire
Novel published by Bantam Books. 1985

CALIFORNIA STATE UNIVERSITY, FULLERTON

College of Humanities and Social Sciences
Department of History
P.O. Box 6846, Fullerton, California 92834-6846   T (657) 278-3474   F (657) 278-2101

July 9, 2016

To whom it may concern,

Since 2008 I have worked closely with the Go For Broke National Education Center (GFBNEC) in my capacity as a specialist in modern Japanese history and Professor of History at California State University Fullerton (CSUF). My involvement in creating and using their collection of veteran oral histories has been a highlight of my research, teaching, and involvement with the community in the field of Asian studies since 1994. Today I write to express my utmost support for their application for the NEH Humanities Collections and Reference Resources grant, for their project "The Segregated Japanese American Military Units of World War II: Preservation and Access to Veteran Oral Histories."

While on sabbatical this past semester (Spring 2016), I found there to be great interest in the GFBNEC oral history collection among students, scholars and community members in places as far afield as Munich, Shanghai, and several locations across the United States and Japan, including provincial areas like Fukui prefecture on the Japan Sea coast. For example, in my lectures when I talked about the childhood of a Japanese American (second generation, or Nisei) soldier whose parents had emigrated from Hiroshima to California in the early 20th century, Chinese students of immigration history wanted to know more about other soldiers with similar family trajectories.

At the Annual Meeting of the Association for Asian Studies (AAS) in Seattle where I presented my work on Nisei soldiers in April 2016, a graduate student from Toronto inquired about rations given to Japanese American soldiers in France and Italy, as these topics connected to his dissertation related the history of food during World War II. One prominent professor of Translation and Interpretation Studies at Rikkyo University in Tokyo, Dr. Kayoko Takeda, was eager to learn more about soldiers in military intelligence units who talked about particular aspects of their language training and interrogation techniques in the Pacific. After sharing some of the transcripts with her related to Nisei interpreters, we are now working together to submit a proposal to present at AAS in Toronto in March 2017, on a panel focused on the role of Nisei in the proceedings of the International Military Tribunal for the Far East (also known as the Tokyo War Crimes Trials). This digitization and indexing project would allow for wider, more efficient, global access to this kind of specific information to serve the needs of scholars and students in a range of academic disciplines.

The GFBNEC collection is particularly useful because of the way the interviews are structured to capture a range of information about the narrator's personal background, their military history and the connections to broader topics like the history of racism. As a participant in many interviews, I was impressed by the way the GFBNEC team created a comfortable, professional environment where veterans could speak openly, even about painful memories like the humiliation of being imprisoned by their own government after 1942. These emotional moments are oftentimes the segments that my students identify with the most, and are then an entrée into a deeper investigation of historical trends like the segregation and unjust treatment of Americans based on their race and ethnicity. At Kyoto University, I recently spoke with a renowned scholar
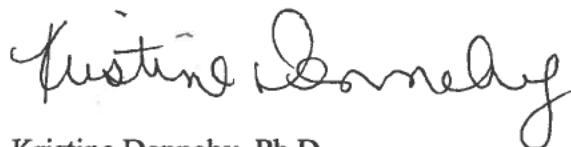
THE CALIFORNIA STATE UNIVERSITY

Bakersfield / Channel Islands / Chico / Dominguez Hills / East Bay / Fresno / Fullerton / Humboldt / Long Beach / Los Angeles / Maritime Academy

of Korean history who would like to use segments from the GFBNEC oral histories to do a comparative study of Japanese attitudes toward the Korean minority in Japan. As with the interviews, I can also attest to the productive nature of meetings with GFBNEC staff including Project Director Summer Espinoza who has invited me to participate in compiling a list of keyword terms that would be useful for future research. She deftly facilitated a discussion with experts from a range of fields to incorporate topics ranging from the psychological effects of incarceration mentioned above to global phenomena such as racial discrimination.

At CSUF, our two most recent hires in the History Department were in the field of Digital Humanities. We prioritized this emerging field because of the relevance and importance of digital media and resources in the lives of our 38,000 students campus-wide, all of whom take two semesters of world history and one semester each of American history and American politics. The preservation and digitization of 800 Nisei veteran oral histories resulting from this grant would be a model product to introduce to students at CSUF for use in their classes, including the increasingly popular online class, a forum particularly suited to the incorporation of digital materials like these oral histories.

For all the reasons stated above, I strongly support this digitization and indexing project and look forward to being able to introduce these developments to a vast network of faculty, students, and global citizens around the world in the years ahead. Thank you for your consideration of this letter of support.

Sincerely,

Kristine Dennehy, Ph.D.
California State University Fullerton
Professor, Department of History
Vice Chair and Credential Adviser
kdennehy@fullerton.edu/tel. 657-278-5253

July 10, 2016

Grant Request to:

National Endowment for the Humanities
Humanities Collections and Reference Resources

From:
Go For Broke National Education Center

Project:

The Segregated Japanese American Military Units of World War Two: Preservation and Access to Veteran Oral Histories

Dear Commission Members:

The project proposal before you has been carefully prepared and fits very well within the context of numerous studies and ventures dealing with the segregated Japanese American military units that performed with such outstanding valor during WWII. There now exists a considerable library of books, articles, documentaries, oral histories, websites, and even works of fiction, chronicling the extraordinary exploits of men [and some women] from Japanese American communities who served, largely in the US Army although there were individuals in the Navy and Army Air Force as well. Go For Broke National Education Center [GFBNEC] is one of perhaps a dozen museums, historical societies, and volunteer organizations focusing on this subject. So it behooves us to look carefully at proposals to determine whether there will be value added to the record already amassed before allocating scarce resources. In this particular case, digitizing and indexing 800 Nisei veteran oral histories, makes excellent sense because it builds on an enormous repository of expertly researched and conducted video historieswhich will become raw material for countless student as well as professional educational products into the foreseeable future.

The basic outlines of the stories themselves are well-known within the narrow confines of the ethnic community of Japanese Americans as well as an even narrower slice of scholars and teachers. For these groups, these digitized and indexed oral histories will allow expedited and focused research into the lived experiences of veterans from the fabled 100th Infantry Battalion, the 442nd Regimental Combat Team, the 1399th Engineer Battalion, and the Military Intelligence Service. For countless others beyond these select groups, the entire narrative remains little known or entirely unknown and there remains much work to be done to make the stories accessible. Fortunately, as noted, there exist organizations whose mission it is to educate the public about this military history which leads quickly and directly to social, cultural, economic, and political histories as well.

Some of these organizations are well known in information science or museological circles; Densho, for example, is an award-winning electronic repository of enormous amounts of video histories [also

digitized and indexed], articles in an encyclopedia containing nearly one thousand entries, and thousands of photographs and other primary materials relating to Japanese Americans during WWII. The Japanese American National Museum based in Los Angeles, CA, has a broader reach, including the entire history of the ethnic group from its beginnings in the later nineteenth century to the present while the National Japanese American Historical Society in San Francisco, CA and the Wing Luke Museum in Seattle, WA as well as the Hawaii Japanese Cultural Center in Honolulu, HI do similar projects.

This particular project, therefore, fits nicely within what constitutes a national effort to preserve and make accessible the historical record of this modest community of fewer than 300,000 souls effectively sentenced to purgatory when the nation of its heritage attacked the nation of its destiny. When Japan attacked Pearl Harbor and other American military installations, it forced the United States into World War Two, directly confronting the Axis Powers, including Germany and Italy. Largely because Japanese Americans were regarded as "inscrutable" and untrustworthy, all 120,000 on the West Coast of America were forcibly removed from their homes, businesses and communities and forced into concentration camps, some beyond the duration of the war itself. The record of valor left by these Japanese American troops, against the backdrop of this unconstitutional, traumatic, and unnecessary upheaval, created an historic example of jettisoning civil and human liberties and rights in the name of national security.

This, then, is the historical context which makes access to the 800 oral history videos so vitally important not only to Japanese American communities but to all who seek to probe the individual and collective paradoxes of American history. Finally, I might add that I write from Amherst College where John J. McCloy '16 matriculated and eventually became Assistant Secretary of War in FDR's administration. McCloy was the point person crafting the entire incarceration project in concert with Army officials. He went to his grave defending the policy.

Sincerely,

Franklin S. Odo [signed]

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July 6, 2016

Barbara Watanabe
Go For Broke
Los Angeles CA

Dear Ms. Watanabe:

I have reviewed your NEH Humanities Collection and Reference Resources proposal and whole-heartedly endorse the project. The Go For Broke proposal not only digitizes and indexes 800 Japanese American Veterans' oral histories, but also allows for access and preservation of extremely important personal testimonies of World War II vets. The quality of the oral history collection at Go For Broke is unsurpassed in not only the stories of Japanese American veterans, but also in the stories of World War II soldiers in general.
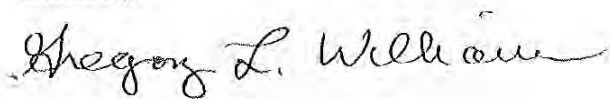
The 18-month Go For Broke National Education Center project will digitize and index 800 broadcast-quality videotape oral history interviews of Japanese American veterans who served in segregated units during World War II, while many had families imprisoned in War Relocation Authority camps. The oral histories will be drawn from a collection of almost 1,200 veteran interviews. The collection represents the largest compilation of veteran interviews about the segregated Japanese American infantry and military intelligence units that served in the European and Pacific Theaters.

With the videotapes being processed by the University of Southern California Digital Repository (USCDR) and the materials being made accessible via the highly-searchable web-based digital collection platform that integrates the University of Kentucky's Oral History Metadata Synchronizer (OHMS) and the Omeka web-publishing environment, indexing of the oral histories will allow researchers to search within hundreds of hours of veteran recollections and be connected to specific moments in an interview. This, I think is key. Access to oral histories has often been time consuming. This project seeks to correct that.

I direct the archives at CSU Dominguez Hills. Over my 35 years in the archival profession I have received four NEH grants, six NHPRC grants, and several other grants. More recently my work in creating the NEH CSU Japanese American

Digitization Project with NEH and National Parks Service funding (csujad.com) has allowed me an extensive view of the landscape relating to Japanese American history projects throughout the West and the Nation. The goals of the CSUJAD project (digitizing 15,000 items from nearly 20 different institutions) connects quite nicely with Go For Broke's project goals. The CSUDH Archives has worked closely with Go For Broke. The consultant is a faculty member at CSUDH. The Project Director received her early archival training at CSUDH. The software architecture that the Go For Broke team have developed allows users to search on key words and connect quickly with specific video segments, rather than sitting through an entire oral history recording.

Sincerely,

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