

MARVIN H. KABAKOFF
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EDUCATION

- Ph.D., Modern European History, Washington University in St. Louis, 1975. Dissertation investigated the French anti-war movement in World War I; minors in modern Russian history and American labor history.
- M.A., History, Washington University in St. Louis, 1971
- B.A., History, cum Laude with honors in history, Brandeis University, Waltham, MA, 1968

EXPERIENCE

- **Senior Records Analyst**, National Archives and Records Administration, Records Management, Waltham, MA, 1999 – Present
Serve as liaison between NARA and regional Federal agency officials to provide guidance on the management of paper and electronic records and the application of computer technology to records management. Participate in activities aimed at identifying, scheduling, and transferring paper and electronic records to NARA, with emphasis on the retirement of permanent materials. Assist in the writing and updating of national records schedules, which involves the identification and appraisal of historically valuable Federal records. Teach a variety of courses relating to records management, and tailor classes to specific agencies as needed. Served as a subject matter expert for the creation of the scheduling class for the national records management curriculum. Currently a team leader of a national task force developing a methodology to identify historically valuable cases from some 600,000 cubic feet of Federal non-trial civil court case files; this has involved working closely with national Court personnel as well as scholars in the legal profession.
- **Appraisal and Disposition Branch Chief**, National Archives and Records Administration, Waltham, MA: 1987-1999.
Oversaw all temporary and pre-archival records coming into Federal Records Center, as well as all disposition activities, consisting of destruction of those records that had met their approved retention period, and legal transfer to the Regional Archives of those records appraised as permanent. Assured accuracy of existing Federal agency records schedules and worked to update those schedules that no longer accurately described current records or whose disposition guidelines were no longer valid. Identified and appraised series of records in records center holdings that were not covered by existing schedules. Worked closely with a variety of Federal agencies to ensure accurate records management activities and to identify unscheduled materials. Taught records and files management classes, as well as beginning classes in electronic recordkeeping and proper email practices, to Federal agency staff. Assisted with reference services on wide range of topics.
- **Appraisal Archivist**, National Archives and Records Administration – National Personnel Records Center, St. Louis, MO, 1977-87
Appraised Federal records (primarily military records) for historical or evidential values; studied creating organizations and evaluated records for determination of proper retention period; applied authorized disposition standards to Federal records; developed working plans for analysis, organization, arrangement, and description of records; developed finding aids; worked on preservation of damaged records; provided reference service requiring extensive research into large volumes of records; wrote appraisal reports describing particular series of records, their provenance, and their research uses. Major projects included the appraisal of some 50,000 cubic feet of Army field Command records, generally dating from the late 1940's to the early 1960's, and the appraisal of World War II Army, POW, and guerrilla records from the Philippines.
- **Part-Time Instructor, St. Louis Community College at Forest Park, 1975-1977**

Developed and implemented syllabus and teaching techniques for courses in Western Civilization, American Civilization, and United States history, aimed at students of various ability levels. All courses were aimed at teaching students to learn to think critically and historically. Class format was lecture and class discussion.

- **Part-time Instructor , Washington University in St. Louis, 1974-76**

Developed and implemented syllabus and teaching techniques for courses in Western Civilization. Courses were aimed at teaching students to learn to think critically and historically, and to impart basic knowledge of the development of ideas, culture, and events in Western Civilization. Standard format was lecture and class discussion. Also taught class in 20th century pacifist thought.

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HONORS AND AWARDS

- The Archivist's Special Achievement Award for commitment to honor and provide exceptional service to our nation's veterans and their next of kin, November 27, 2007
- The Archivist's Special Achievement Award for groundbreaking efforts on the Records Management Initiatives Resource Allocation Project, December 4, 2003

PUBLICATIONS

NARA Appraisal and Disposition Policies for Federal Civil Court Records: Alternate Approaches, *UMKC Law Review*, Vol. 75, No. 1, Fall, 2006

PROFESSIONAL AFFILIATIONS

- Association for Records Management Administrators
- Boston Knowledge Management Forum
- New England Archivists
- Society of American Archivists,