



The Society of
American Archivists

Archival Outlook

March 1993



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NEW NAME, NEW LOGO

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SAA Annual Meeting

A Stitch In Time

The American sewing company, Singer, was very successful in pre-revolutionary Russia, where they had approximately 31,000 employees and estimated sales of 800,000 sewing machines. This image of a traditional Russian woman sewing on a Singer machine was used in an advertisement in 1914. For almost 15 years, these machines were manufactured in a factory at Padol'sk, 30 miles south of Moscow. (*Courtesy of the Hoover Institution Archives. This photograph, from the Central State Archives for Cinema, Photographic and Phonographic Documents of Saint Petersburg, is one item in a joint Hoover Institution-Russian archives exhibit, called "Making Things Work: Russian-American Economic Relations, 1900-1930" and opening March 23, 1993, at the Hoover Institution.*)

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*"If we are
successful as
archivists, the
historical record
will speak for this
past in a full and
truthful voice.
And, as a society,
we will be wiser
for understanding
who and where
we have been."*

JOHN A. FLECKNER
Presidential Address
1990

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Archival Outlook

ISSN 0091-5971

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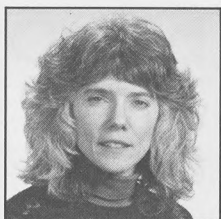
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from the President's Desk

by Anne R. Kenney

Many in the archival profession have been following recent events at the National Archives with growing concern. In the past several years, NARA policy has come under criticism by the press, congressional committees, the archival profession, the user community, and by the judiciary. As the accompanying chronology indicates, SAA has monitored the situation and offered response on a number of occasions. For example, when the Senate report on serious management problems at the National Archives was made public, the Society expressed concern over the charges raised therein by issuing a press release, which was printed in the last issue of this newsletter.

The month of December saw a steady increase in SAA involvement. On the 7th, the nominations of three SAA members—Elsie Freeman Finch, Larry Hackman, and William Joyce—were submitted to President Bush for consideration as members of the legislatively-mandated John F. Kennedy Assassination Review Board. Three days later, Ray Mosley, Acting Deputy Archivist, and Donn Neal, Director of Constituent Relations, met with me in Ithaca, New York, where we engaged in a frank discussion of SAA-NARA relations. On December 18, Karen Paul, chair of the Legislative and Legal Affairs Committee, represented SAA on a panel of representatives from archival associations that was called by the NARA strategic planning group. Also in December, SAA Council member Brenda Banks was invited to lead the Clinton Transition Team review of the National Archives. She asked Executive Director Anne Diffendal and me to assist her in this evaluation, and we spent the better part of a week in Washington preparing the first draft of our report.

January was an equally busy month. The NARA strategic planning team decided to hold two more meetings with a number of outside constituents. Past SAA President John Fleckner agreed to attend these on behalf of the Society. Meanwhile Karen Paul and her committee prepared background information on the Nixon Tapes and White House Computer Files cases for Council's review. SAA also

received an invitation from the Archivist of the United States to assist in formulating a charter for a National Archives Advisory Council and to nominate up to three individuals to serve on this body. SAA Council met January 29-31 in Chicago. The NARA situation was discussed three separate times throughout the course of that meeting. Council met with Ray Mosley and a synopsis of that meeting is reflected in the accompanying "Questions and Answers on NARA" article on page 7.

On the final day of the meeting, Council considered and passed two resolutions. The first called for NARA to establish an archival advisory board comprised of representatives from major archival and records management organizations. The second more sweeping resolution called for Congress to consider authorization legislation and to hold broad public hearings on the National Archives. It also called for the executive branch to increase support for NARA programs and for NARA to establish and maintain better communication with its constituencies. This resolution is presented on page 4. In early February copies of the resolution were broadly distributed for review and comment. As Mary Janzen's "Op-Ed" piece on page 5 makes clear, the adoption of this resolution was a momentous decision on the part of SAA Council, which just nine years ago fought so vigorously for NARA independence.

SAA will continue to monitor the situation. We await the independence report on the role of the NARA Inspector General; we will continue to participate in the strategic planning process; and we are prepared to provide testimony should Congress decide to hold hearings on authorization legislation.

As we go to press, Don Wilson has announced his resignation. The SAA Executive Committee is working with the leadership of NAGARA to develop a statement of criteria that both associations will recommend be used in evaluating candidates for the next Archivist of the United States. We welcome comments from SAA members on Council's actions and will keep you informed of future events.

Chronology of Recent NARA Events and SAA's Response

SEPTEMBER

25th - Congressman Wise letter requesting information on management and reorganization issues at NARA

OCTOBER

26th - Bush signs JFK Assassination Materials Disclosure Act

NOVEMBER

2nd - Senate Report on Serious Management Problems at NARA released

18th - SAA press release

23rd - Wilson announces comprehensive plan: "details" staff, independent inspector review, strategic plan, advisory council

DECEMBER

Bush White House counsel approves destruction of computer files after paper copies made; NARA expresses hope that this won't happen

7th - SAA nominates Elsie Finch, Larry Hackman, William Joyce for JFK Review Board (appointments deferred to Clinton administration)

8th - Brenda Banks invited to lead Clinton Transition Team review of NARA

10th - Ray Mosley and Donn Neal visit Cornell and discuss NARA situation

14th - Hersh article in *New Yorker* re: Nixon Tapes

16-19th - Transition Team review of NARA: Banks, Diffendal, Kenney

17th - Wilson/Burke response to Hersh article

18th - NARA strategic planning panel with archival constituents, SAA represented by Karen Paul

18th - NAGARA Statement on Future of NARA submitted to Transition Team

21st - Bridges/Hackman framework paper submitted to Transition Team

continued on page 5



The Society of
American Archivists

SAA Resolution on the National Archives and Records Administration

Whereas the National Archives and Records Administration (NARA) is responsible for

- protecting the rights of citizens by ensuring the identification, preservation, and accessibility of federal records of enduring value;
- managing, in an efficient and professional manner, the life cycle of records and information;
- addressing the changing nature of documentation and communication; and
- providing leadership in defining, articulating, and resolving archival issues affecting society and the profession;

and whereas in executing these responsibilities, NARA lacks

- sufficient legislative authority to act and the structure to cope with the changing nature of documentation;
- adequate resources to fulfill its mission and responsibilities;
- effective mechanisms for ongoing communication and consultation with oversight and constituent bodies; and
- decisive leadership and initiative in responding to the current archival challenges;

and whereas NARA has not

- aggressively exercised the authority it does have to ensure the preservation of important federal records;
- provided leadership in the development and implementation of a federal information policy; and
- established close working relationships with its federal, professional, and user constituencies and with congressional oversight bodies;

Whereas the Society of American Archivists, as North America's oldest and largest archival association, has a professional stake in the well-being of NARA,

Therefore be it resolved that the Society of American Archivists calls for

- introduction of authorization legislation to reaffirm NARA's status as an independent federal agency; provide NARA with the authority and resources necessary to meet its responsibilities to federal agencies and citizens; establish an oversight structure that will ensure continuing review and support for NARA's ability to fulfill its mission;
- legislative hearings to: review NARA's mission and its ability to respond to significant challenges posed by the changing nature of documentation, the increasing volume of federal records, and the ineffectiveness of the current classification/declassification policy; assess the adequacy of NARA's resources to address such challenges; review NARA's legislative mandate to fulfill its mission and make recommendations for change in its statutory authority; investigate NARA's performance in areas noted in recent reports, publicity, and judicial rulings;
- increased executive branch support, through the Office of Management and Budget, for NARA programs and activities;
- NARA to develop structures for enhanced communication and cooperation with constituent and professional groups;

Be it further resolved that the Society of American Archivists stands ready to provide testimony and make recommendations relating to NARA on behalf of the archival profession.

Adopted by the Council of the Society of American Archivists, January 31, 1993.

Politics, Professionalism, and Public Accountability: SAA's Council Resolution on NARA

by Mary E. Janzen

On January 31, 1993, by a vote of 8 for, 1 against, with 1 abstaining, the Society of American Archivists' Council passed a resolution calling for, among other things, the introduction of authorization legislation for the National Archives and Records Administration. I was the single "nay" vote, despite my support for the every other part of this document and my great respect for the judgement and opinions of my fellow SAA officers. But to me it appeared that, with its call for authorization legislation, this resolution placed the National Archives squarely in the the midst of the "politics" that we had struggled so hard to separate it from, first in the fight for NARA independence, achieved in 1984, and then again in 1986, to prevent the confirmation of a political appointee as Archivist of the United States.

A National Archives subject to authorization would have to face Congress periodically and, in effect, justify its continued existence. In this it would be no different from National Endowments for the Arts and the Humanities or the State Department. The agency charged with the perpetual care of official federal records of enduring value could be abolished, if the National Archives receives what parents sometimes call "bad attention" from Congress of the kind that recently buffeted the National Endowment for the Arts, and which threatened the very concept of federal support for the arts.

Recently, NARA's leadership has received much "bad attention" from Congress and the press, with charges of improprieties in the appointment and conduct of the agency's first Inspector General, the processing of the Nixon tapes, and the handling of the presidential electronic records during the recent transition in office. Because the specifics of these cases—currently under investigation within the executive branch, in the courts, and in Congress—are complex, we should consider them carefully, not rush to judgement. But SAA Council's resolution of January 31 reflects many of my colleagues' opinion that the charges are symptomatic of long-standing problems at the National Archives, in part due to a mind-set that serves the short-term interests of the executive branch at the expense of the public and the long-term needs of government. Owing to this mind-set, NARA has failed to exercise "decisive leadership in responding to current archival challenges" facing society and the profession. The resolution comes after nine years of unsatisfactory attempts to communicate our concerns and to offer our help.

The National Archives has had no Congressional oversight hearings since achieving independence from the General Services Administration. Clearly, NARA needs oversight and a hard look. But, as the January 31 resolution asserts, NARA also needs additional authority and resources to carry out its mandate of "protecting the rights of citizens by ensuring the identification, preservation, and accessibility of federal records of enduring value."

The elected officers of SAA—including government archivists, university archivists, manuscripts curators, and an archival educator—are broadly representative of the archival profession nationwide. Their overwhelming support for this resolution speaks for the degree of concern felt by the profession over the serious issues that have been raised. It should be noted that the resolution takes no position on any current or proposed authorization legislation. I personally would support an amendment to the Federal Records Act to address NARA's problems, but without courting the risks that accompany authorization. The organized archival profession has advocated the cause of the National Archives long and vigorously before Congress, but we must always remember that, because our numbers are small, our powers and influence are limited. If politicians can do nothing else well, they can count. We need to help strengthen the National Archives—not place ourselves in a position where we must fight hard every couple of years at reauthorization time to hold on to NARA's piece of a shrinking pie.

Chronology of Recent NARA Events and SAA's Response - continued from page 3

DECEMBER

- 28th - NCC statement on the National Archives
- 29th - final Transition Team report on NARA submitted

JANUARY

- 4th - Sprehe Op-Ed article calling for new NARA leadership
- 6th - Richey decision announced, orders NARA to prevent White House and NSC destruction of computer records until new guidelines developed
- 8th - Wilson letter requesting nominees for Advisory Council
- 13th - *Chronicle of Higher Education* article on NARA; NARA strategic planning body holds second session with outside constituents, John Fleckner represents SAA
- 14th - SAA Committee on Legislative and Legal Affairs distributes background information on Nixon tapes and PROF notes cases
- 15th - Federal appeals court orders White House and NSC officials to make portable backup copies of records on PCs before deleting files
- 20 - Bush-Wilson agreement on White House computer back-up tapes
- 28-31 - SAA Council meets: holds question and answer session with Moseley; passes two resolutions

FEBRUARY

- 1st - Revised NAGARA draft on future of NARA
- 2nd - outside constituents meeting with NARA Senior Management, John Fleckner represents SAA
- 3rd - *Chronicle of Higher Education* article by Page Miller on preservation of electronic records
- 9th - SAA letter in regard to proposed NARA Advisory Board
- 12th - Wilson announces resignation as U.S. Archivist



Washington Beat

by Page Putnam Miller

Controversy Continues Over Status of National Security Council Electronic Records

In the final weeks of the Bush Administration, the White House made several unsuccessful attempts to destroy the computer records frequently called PROFS, because the electronic mail system used by the National Security Council was the IBM's Professional Office System (PROFS).

The background for these events goes back to January 1989, when the American Historical Association, along with the American Library Association, joined the Public Citizen Litigation group as co-plaintiffs in a lawsuit to prevent the White House and the National Security Council officials from destroying computer records, including electronic mail communications. Documents from the National Security Council's backup tapes of the 1986 and 1987 PROFS system provided significant evidence in the Iran-Contra hearings. However, the government argued that the use of PROFS by Oliver North, John Poindexter, and Robert McFarlane to conduct agency business was the rare exception and that all other historically significant records on the PROFS system were printed and are in the permanent file of the National Security Council.

After more than four years of moving slowly through the legal labyrinth of appeals and complaints, Judge Charles R. Richey of the Federal District Court for the District of Columbia ruled on January 6, 1993, that the Reagan and Bush Administration's attempts to destroy valuable electronic records were unlawful. The Court also found that the Archivist of the United States, Don W. Wilson, breached his statutory duty to prevent the destruction of such records and has ordered the Archivist immediately "to take all necessary steps to preserve, without erasure, all electronic federal records generated by the National Security Council."

The government's position throughout the case has been that the PROFS was an electronic mail system which was not used for substantive memos but instead for brief messages, the equivalent of tele-

phone slips. Although a 1991 National Academy of Public Administration report for the National Archives urged NARA to establish a position on the preservation of electronic mail, NARA has been basically silent on this subject.

Thus the National Security Council, with the consent of the National Archives, denied that these records were of historical value. Yet the National Security Council in 1991 searched the PROFS tapes from the Reagan years, preserved under this lawsuit, to produce for the Justice Department documents to assist in the investigation of Manuel Noriega and to aid in preparation of the confirmation hearings of Robert Gates as Director of the Central Intelligence Agency.

In his opinion, Judge Richey states that the key issues of this case are whether the National Archives has provided guidelines that are reasonable or sufficiently clear as to provide adequate guidance to National Security Council personnel in their maintenance and preservation of federal records and whether the United States Archivist has fulfilled his statutory duties under the Federal Records Act. As Judge Richey put it, "the threshold issue before the Court is whether the material created or saved on the defendants' computer systems falls under the Federal Records Act's definition of federal records. The Court concludes that some of the material stored on these computer systems do meet the definition of records and must be saved, regardless of whether a paper or hard copy of the material has been printed out. Paper copies from the PROFS system do not contain all of the notations included in the electronic version, which contains notations about the circulation of information. Judge Richey notes in his decision that "such information can be of tremendous historical value in demonstrating what agency personnel were involved in making a particular policy decision and what officials knew, and when they knew it."

Additionally Judge Richey points out that "when left to themselves agencies have a built-in incentive to dispose of records relating to their mistakes or simply do not think about preserving information." But as the opinion makes clear the

Federal Records Act specifically addresses this problem by requiring the Archivist to establish standards for the retention of records of continuing value and to assist agencies in applying the standards. Emphasizing the fact that the 1984 amendments to the Federal Records Act enhanced the Archivist's authority to ensure the preservation of records of historical value, the decision stresses that under this law, the Archivist is required to notify Congress and independently request that the Attorney General initiate an action to prevent the unlawful removal or destruction of records.

Despite the ruling on January 6 by Judge Richey requiring the preservation of electronic records of the National Security Council and Executive Office of the President, the Administration asserted in documents attached to the January 11 appeal of the case that it planned, prior to President Clinton's inauguration, to destroy some of the backup data of Bush Administration records stored at each of the National Security Council's computer work stations. Lawyers for the Justice Department argued that Richey's order to preserve all electronic records could result in a breakdown within days of the White House computer system making it difficult for the Clinton administration to begin its work. Judge Richey rejected the Justice Department's arguments. On January 14 Judge Richey issued a second opinion in this case in which he stated that "one does not have to know much about computers to know that saving this information is not going to bring the government to its knees."

In addition to appealing the merits of the case, the Justice Department sought an immediate emergency stay of Judge Richey's order, arguing that the government would suffer "irreparable harm" in complying with the order. On January 15 Chief Judge Abner J. Mikva, Judge Stephen F. Williams, and Judge David B. Sentelle of the United States Court of Appeals for the District of Columbia Circuit reaffirmed Judge Richey's opinion, asserting that the government had to preserve all of the National Security Council

Continued on page 25

Questions & Answers on NARA

On Friday, January 28, 1993, SAA Council met with Raymond Mosley, Acting Deputy Archivist of the United States. The following questions were raised by Council members and the answers provided here represent a synopsis of the ensuing discussion

Mosley: I welcome the opportunity to respond to SAA's questions about what the National Archives has done to implement the "Action Plan" the Archivist announced on November 23. We are expecting additional developments between the time I am submitting this and the publication of the March issue of the SAA newsletter, and thereafter as well, but I will summarize what has been done since November 23.

SAA: In response to the Senate Report on Management Problems at the National Archives, Don Wilson promised an independent investigation of the Inspector General. Could you tell us how the review is going and when it will be released?

Mosley: The Archivist has reassigned the agency's Inspector General, and we have initiated a model search for a permanent replacement. Meanwhile, we are borrowing the deputy Inspector General and two investigators from Amtrak so that we have qualified staffing in our Inspector General's office until the new Inspector General is on board. At Dr. Wilson's request, the President's Council on Integrity and Efficiency assigned the assistant Inspector General for Evaluation of the Department of Health and Human Services (HHS) to conduct an impartial review of the allegations in the Senate report. Three HHS investigators are examining the evidence related to the Senate committee inquiry and will recommend any further actions that the Archivist should take to resolve the matters in the report. The HHS staff members, who are receiving legal and technical direction from their own Inspector General at HHS, expect to complete their work by March 1. Dr. Wilson has said that he will act promptly once he has received and studied their report.

SAA: It is our understanding that your and Claudine Weiher's temporary details will come to an end in late February. What will happen then?

Mosley: Our appointments continue in effect, pending a decision by the Archivist

in late February (*Editor's note: Mosley was appointed Deputy Archivist by Don Wilson, effective March 7*); beyond that date, the Archivist may continue the details or make the assignments permanent. On a related matter, the new National Archives internal management council has met frequently since November 23, and both Dr. Wilson and I believe that it will strengthen the administrative management of the agency.

SAA: Can you report on how the strategic planning process is going?

Mosley: The strategic planning initiative, begun last summer, is nearing fruition. The planning process has been broadened to encompass the entire agency, has engaged a professional expert in strategic planning for advice and assistance, and has involved dozens of National Archives employees—among the best and the brightest in the agency—and others in a thoroughgoing reassessment of the agency and its mission. Some thirty-five employees from all over the country have been responsible for the planning process, with the guidance of the senior management of the National Archives. We have written a new mission statement for the agency. We have crafted goals and objectives that take it and our external environment into account. And we have sketched out what the National Archives must do during the next three to five years to be successful in accomplishing its mission. We are now putting specific requirements and definite steps together with the goals and objectives. By early March, we should be able to share the detailed plan with those outside the agency who are interested in seeing it. The next—and difficult—challenge will be tying the strategic plan with resource allocations. We seek and anticipate considerable external involvement in and scrutiny of our actions during the next few years as we move toward systematic implementation of the strategic plan.

SAA: On January 6, Judge Richey presented his opinion on the so-called PROFS case in which he called upon the National Archives to prevent the White House and the National Security Council from destroying computerized records until strict new guidelines could be written. What is NARA's reaction to the Richey decision?

Mosley: I do not have the space here to respond in full to the PROFS case, which is very complex and involves a history going back at least to 1976. We are preparing a full response, and perhaps a future issue of the newsletter can carry that response. In summary, the National Archives acted promptly to comply by reaching agreements with Bush Administration officials, offices of independent counsel, and others regarding the White House computer materials that were the subject of the PROFS litigation. In addition, we sent a team of ten NARA archivists, systems specialists, and assistants to the White House to take possession of over 5,000 tapes and disks and to move them to secure space in the National Archives Building. NARA archivists will now carefully preserve them until the legal issues are resolved.

In conclusion, let me emphasize that Dr. Wilson and I know how vitally interested members of the national archival profession are in what is happening at the National Archives. We will do our best to keep you informed.

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U.S. Archivist Resigns

The Archivist of the United States, Don W. Wilson, announced his resignation on February 12 as head of the National Archives and Records Administration to become Research Professor of Presidential Studies and Executive Director of the George Bush Center at Texas A&M University. The center will sponsor education and research programs in conjunction with the Bush Presidential Library, also at Texas A&M University. Wilson will step down from his post as U.S. Archivist on March 31. Wilson's last column for this newsletter is below.

From the Archivist of the United States

When you read this, I will be in the final days of my five and one-half years as Archivist of the United States. During the past five years, the National Archives has begun to address the many challenges it faced at the time it regained its independence as an agency. We have not solved all our problems, but we have made substantial progress in most of the areas I cited in my ten-point program in 1987.

My vision of what the National Archives can become in the years ahead may well dovetail with changes that are coming within the federal government itself. The new administration will surely place more emphasis on "information" issues. How will the nature of information itself change in the light of new tech-

nologies? How can the National Archives maintain its traditional functions while it takes on new ones related to those information issues? What is the proper role of an archives—any archives—in an "information age"? These are issues all of us in the profession must consider in the years ahead, and I am eager to have the National Archives participate in discussions of them; I know my successor will feel the same way.

How my own vision has been implemented since 1987 and external forces are not the only things that will be shaping the National Archives of the future: the National Archives is engaged in an energetic and ambitious strategic planning process that will surely alter how it tackles the next five years and beyond. Both internal and external forces, therefore, will help make our vision for the National Archives a reality in the years ahead.

Looking back over the past five and one-half years, it is clear that a great deal of our effort has been put into developing the "infrastructure" of the National Archives. Much of this activity is not obvious outside the agency (although we certainly hope the results will be visible). This work on our infrastructure has included:

- clarifying internal lines of communication;
- realigning the National Archives so it can better accomplish its mission and serve its many constituencies;
- recruiting some vigorous new administrators from outside the agency, and promoting others from within;
- developing new training mechanisms for National Archives staff;
- evaluating existing authorities and policies of the National Archives, and proposing and instituting changes to strengthen both;
- determining what facilities and other material needs the National Archives will require for success in the future;
- laying the foundation—literally—for increased private support by creating a National Archives Foundation that will solicit outside funds.

Meanwhile, the appropriation of the National Archives has doubled since independence (in real dollars, the increase has been about 40%, twice the rate of inflation). In addition, we have returned in staff FTEs to where we were before the reductions of the early 1980s. We have increased substantially our expenditures for the core archival functions of the National Archives. We have made a major commitment to accessioning electronic records and to understanding the implications of emerging technologies for the archival record. We have greatly expanded our efforts in education and outreach. We have built our research staff and capability into the best of its kind in the world. We have strengthened our guidance to federal agencies, our training services for them, and our audits of their programs. We have become increasingly active in the development of national and

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international archival standards. We have begun to develop a new Archival Information System that will vastly extend the ability of archivists and researchers to access our holdings. We have made the National Archives and its role more visible—within the federal government, within the national and international archival communities, and within the American public. And we have developed an impressive long-range plan for the National Historical Publications and Records Commission. All of this has taken place, moreover, even as we have undertaken a massive building project second to none in the world.

We have been positioning the National Archives so it can be more effective than it has been, and we have begun to make the National Archives a more effective advocate of our nation's documentary heritage. We know that the challenges of the next five years will be even greater. Our capabilities and our resources have increased, but so have the needs. Although on the whole we have not only preserved our base but expanded in some areas, the National Archives must do much more.

Archives II in particular is a major accomplishment, but it too is most important primarily for what it will make possible. Archives II is not just a huge building—it is a significant archival achievement. It will have the best space for records, researchers, laboratories, and staff in the world. It will hold more records,

more efficiently, than any other. It will enable the National Archives to achieve economies in organization and service that will benefit all our users. It will revolutionize and revitalize our archival programs. Our researchers will be delighted by how we can serve them, our staff will find working there a joy, and the archival profession will have a flagship facility we can all be proud of. Archives II will revolutionize and revitalize the National Archives itself.

Despite the attention and resources that Archives II has taken, I am proud that we have achieved significant progress in other areas as well. Once Archives II is put into service, we can focus on extending that beginning and taking on new challenges. That is why I am so excited about the strategic planning process underway, and about the kind of counsel that the National Archives Advisory Council will provide. Even as I begin to look back on my own time at the National Archives, then, I am also looking forward to the further progress that it will make in building upon this foundation. I have valued the dialogue the National Archives and SAA have been able to establish over the past several years, and I know that my successor will benefit from a continuation of that dialogue. I extend to you my best wishes, and my thanks, for the opportunity to have been a part of the archival profession during this important time.

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Short Subjects

New Name, New Logo!

The newsletter of the Society of American Archivists is christened *Archival Outlook* with this issue. The naming of the newsletter is part of the Society's efforts to enhance its graphic image. The new title reflects the many purposes of this bimonthly communication. By definition, an outlook is a place where something can be viewed; the view from such a place; a point of view; a prospect or expectation. So, too, with this newsletter. It's the outlook on your professional association, the archival field, and opportunities available to you. *Archival Outlook* will continue to report on profession-wide, national, and international archival news.

Also a part of this graphic image enhancement, the SAA logo has been transformed into a bold and dynamic symbol for the Society. The new black background with white lettering represents the progressive nature of archives and archivists. The distinct black and white lines that encompass the logo embody the broader sphere within which SAA exists.

SAA is proud to present this new graphic image.

Your Contributions are Appreciated

The response to the Society's fourth annual giving campaign was very positive. As of February 5th, eighty-one members—about three percent of the total individual membership—contributed \$6,705 to the Education Endowment and the Publications Revolving Fund.

The overwhelming majority of the gifts—seventy percent—were earmarked for the Education Endowment. Income from the endowment helps to offset the ongoing expenditures of SAA's continuing education program. The remaining gifts received were for the Publications Revolving Fund, which is used to underwrite new publications.

Contributors to the 1992 annual giving campaign included the following:

Patron: Anne R. Kenney.

Supporters: Michelle Aldrich, Marie B. Allen, Brenda S. Banks, Nicholas Burckel, Virginia Cain, Paul Chestnut, Maygene Daniels, Anne P. Diffendal, Digi-

press Inc., John F. Fleckner, Margaret Hedstrom, Sue Holbert, Mary Janzen, Rand Jimerson, Lucille Kane, Virginia M. Krumholz, Raymond Mosley, Harold T. Pinkett, James B. Rhoads, Joseph A. Setani, Robert Sink, Joan Warnow-Blewett, and Daniel T. Williams.

Donors: Elizabeth Adkins, Frank G. Burke, Capuchin Provincial Archives, Richard A. Cameron, Faith Coleman, Miriam Crawford, Richard J. Cox, Roger M. Dahl, Josephine Darling, Frank B. Evans, Shonnie Finnegan, Karen Garlick, David B. Gracy, Larry Hackman, Edie Hedlin, Linda Henry, Sr. Mary-Joanna Huegle, H.G. Jones, Hillary A. Kaplan, John D. Kendall, Eva Moseley, Archie Motley, Michelle F. Pacifico, Marguerite Pease, Trudy H. Peterson, Nancy Sahli, Charles Schultz, William F. Sherman, Jane F. Smith, Anne Van Camp, Mark Van Hyning, Edward Weldon, Wilda Logan Willis, and Beth Yakel.

Other contributors included: William E. Bigglestone, Stuart Campbell, Elizabeth Carroll-Horrocks, Antoinette Ciolli, Daria D'Arienzo, Esperanza de Varona, Bro. Larry Eberhardt, Peter Meyer Filarado, Meyer H. Fishbein, Eduardo Leon Guzman, Charles R. Kent, William J. Maher, Jeannine M. Mark, Caroline Moseley, Mary Ann Pickard, Michael J. Robinson, Mary Margaret Switlik, Joan Van der Slice, Sr. Mary Alma Vandervest, Sr. Carolyn Weindel, Elaine Wheeler, John Cotton Wright, and George Younklin.

In addition, many SAA members also donated to the Society with their regular dues payments. The Society thanks everyone for their kind generosity, which will aid the Society's activities throughout the year and for years to come.

Authors Wanted for CART Technical Leaflet Series

The SAA Committee on Automated Records and Techniques (CART) is soliciting authors for a series of technical leaflets that will provide archivists with basic information on specific topics in the area of automated records and techniques. The series will address topics in three areas:

(1) *Management/planning for automated records and techniques:* This area will provide archivists with background

and information useful for developing programs to address issues associated with electronic records and techniques, to understand the requirements of these programs, and to identify the key success factors of programs.

(2) *Applying technology in managing and preserving archival records:* This area will provide archivists with specific, relevant technical and non-technical advice for the application of various technologies to managing and preserving records. Potential authors in this area are strongly urged to insure that material is written to be relevant to needs of archivists.

(3) *Information technology updates:* This topic area will provide archivists with sufficient information to understand new information technologies so that they can understand the implications of these technologies for records or to identify the opportunities to provide better services using new technologies. Leaflets in this area may consist of annotated bibliographies, product reviews, or general overview essays.

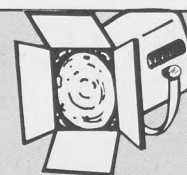
Potential authors may wish to consult *Automating the Archives: A Beginner's Guide*, by Richard Kesner and Lisa B. Weber—available from the Society of American Archivists—as an example of the scope and content of a leaflet from the management/planning topical area.

The audience for this series of leaflets is archivists. Topics for leaflets will be selected based on their potential usefulness to archivists in a variety of institutional settings.

Potential authors who would like more information and detailed guidelines should contact Tom Ruller, New York State Archives and Records Administration, Room 9C71, Albany, NY 12230. (518) 474-6771, fax (518) 473-7573, e-mail USERGZEQ@RPITSMTS.BITNET.

Cast Your Vote

The 1993 SAA Ballot was mailed in late February to all *Individual Members of the Society*. It also includes the SAA Continuing Education Survey and SAA Membership Survey. Please complete the ballot and both surveys, and return in the envelope provided, postmarked by April 1, 1993.



Spotlight

E-Mail Number for Vice President Hedlin

SAA Vice President Edie Hedlin can now be reached in England at the following e-mail number: 100116.2341@compuserv.com.

Leadership List Update

ELECTRONIC RECORDS ROUNDTABLE

NANCY Y. MCGOVERN, CHAIR
National Archives and Records
Administration
Machine-Readable Branch (NNSR)
Washington, D.C. 20408
(202) 501-5565

TOM RULLER, CO-CHAIR
New York State Archives and Records
Administration, Room 9C71
Albany, NY 12230
(518) 474-6771

Corrections to the 1993-94 SAA Directory of Consultants

The following two entries in the "Archivists" section of the 1993-94 SAA *Directory of Consultants* contained errors.

Note corrected e-mail number for this entry:

BOOTH & ASSOCIATES, CA
Nancy L. Boothe
2135 University Boulevard
Houston, Texas 77030
(713) 667-1916 Fax: (713) 285-5258
E-Mail: boothe@ricevm1.(bitnet)
boothe@ricevm1.rice.edu (internet)

The word "Naval" was misspelled in the description of services for this entry:

KOVAN, FLORICE W.
Owner & Consultant
Public and Private Research
325 Pennsylvania Avenue, S.E.
Washington, D.C. 20003
(202) 547-0132 Fax: (202) 547-4964

We regret these errors.

Alamo Rent A Car

SAA members will receive a special association discount rate when they use Alamo Rent A Car. Alamo's toll-free number is 1-800-354-2322. In order to receive the discount, members must cite the following information:

- (1) ID# 190673
- (2) Rate Code: BY

LEE C. FOSBURGH, a recent graduate of the University of Wisconsin-Milwaukee, has accepted a position in Chicago with Jenner & Block Law Associates as corporate archivist.

AUGUST R. SUELFLOW, Director of Concordia Historical Institute, was recently reelected to a two-year term as president of the Lutheran Historical Conference. The Conference also elected the REV. MARVIN A. HUGGINS, Assistant Director for Archives and Library at the Institute, to a six-year term on the Board of Directors.

JOHN DAVID SMITH has recently been appointed Alumni Distinguished Professor of the Archival Management program at North Carolina State University.

STACY B. GOULD has been appointed University Records Archivist in the Michigan State University Archives and Historical Collections. She is a graduate of Indiana and Wright State Universities and has worked in the archives of the Cincinnati Art Museum and the Biltmore Estate.

SUSAN ROSENFELD, who taught U.S. Constitutional History at American University last summer, resigned in August as the official historian at the FBI to move to New Orleans, Louisiana, where she is consulting, lecturing, editing, and writing a book.

DENNIS D. MADDEN, curator and head, Arizona Historical Foundation, Tempe, Arizona, presented a paper, "Historical Editing and the Practical Application of Archival Skills: Surveying Common Ground," at the Association for Documentary Editing Annual Meeting, last October, in Williamsburg, Virginia.

The American Heritage Center at the University of Wyoming announces the following staff changes: GLENN S. COOK, formerly of the George C. Marshall Research Center, has joined the Center as the Manager/International Archive of Economic Geology. MARK SHELSTAD, a recent graduate of the University of Wisconsin-Milwaukee, has been appointed as archivist, and three persons have been employed as part of the NHPRC Retrospective Cataloging Project: CAROL COLLIER, from the University of Wyoming Libraries, and LORALEE BLOOM, from the Iowa Historical society, as cataloging archivists and BILL HOPKINS, a recent University of Wyoming graduate, as archives technician.

THOMAS CONNORS has recently been appointed Archivist for the National Public Broadcasting Archives, University of Maryland at College Park.

DIANE VOGT-O'CONNOR, formerly a supervisory archivist at the Smithsonian Institution Archives, has been named archivist of the National Park Service.

Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held June 7-18, 1993, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers up to \$1,200 of the total tuition, travel, and housing expenses at the Institute (tuition is now \$475). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted to Frank C. Mevers, New Hampshire State Archives, 71 S. Fruit Street, Concord, New Hampshire 03301, by April 1, 1993. If you have any questions, contact Frank Mevers at (603) 271-2236.

What Council Did ♦ ♦ ♦

At its January 29-31 meeting in Chicago, Council:

- ♦ Adopted a process, timetable, and budget for the upcoming SAA Executive Director search. The process will be directed by a Search Committee including the SAA Treasurer (William J. Maher), a member chosen by each Council class (William K. Wallach, Mary E. Janzen, and Margaret L. Hedstrom), a past President of SAA (J. Frank Cook), and a member of the Society's staff (Teresa Brinati). Cook and Wallach will co-chair the committee.
- ♦ Following the Council resolution of June 1990 which calls for a review of dues every three years, established a committee for that purpose consisting of the Treasurer (William J. Maher), the Executive Director (Anne P. Diffendal), a past Treasurer (Linda Henry), and a member of Council (Mary E. Janzen).
- ♦ Received information about and considered the current situation of the National Archives and Records Administration: met with Raymond Mosley, Acting Deputy Archivist of the United States, whose answers to a number of questions are found on page 7; heard SAA President Anne Kenney review the activities of the Society regarding the NARA situation during the past months as summarized on pages 3, 5; considered materials prepared by the SAA Committee on Legal and Legislative Issues on NARA's role as an advocate for records policies in regard to litigation on the Nixon tapes, litigation on the White House e-mail tapes, and the administration of the Presidential Records Act.
- ♦ Passed a resolution in support of authorization legislation for NARA, legislative hearings to review NARA's ability to fulfill its mission and meet its challenges, increased executive branch support for NARA programs and activities, and the development of structures to enhance communication with NARA's constituents (see page 4).
- ♦ Passed a resolution calling for NARA to establish an archival advisory board comprised of representatives from major archival and records management organizations.
- ♦ Received a Strategic Plan for the Society from the Committee on Goals and Priorities, accepting the document as the final product of this group to use as a framework for Council's planning in June.
- ♦ Decided to engage the services of a planning consultant to facilitate a Planning Day, part of the June Council meeting.
- ♦ Approved the audit of finances for FY91-92.
- ♦ Changed the staff retirement system from a Profit-Sharing Plan to a Simplified Employee Pension Plan.
- ♦ Adopted guidelines for childcare at annual meetings to preclude the need for yearly Council involvement in pricing, based upon the principle that SAA will continue to subsidize this service through an assessment upon all meeting registrants and that participating parents will pay the balance.
- ♦ Endorsed a Latin American initiative for the 1993 Annual Meeting to consist of special mailings to Latin American archivists, simultaneous translations at selected sessions, and special assistance to Spanish-speaking attendees.
- ♦ Approved a grant proposal to the National Historical Publications and Records Commission to write and publish case studies in the archival administration of automated records and techniques, to be used as curriculum materials in graduate and continuing education.
- ♦ Created a new award to recognize publications in preservation at the request of the Preservation Section and the Awards Committee.
- ♦ Revised the guidelines for Sections to allow Institutional Members of SAA to receive newsletters from up to two Sections and to make clear that only Individual Members of SAA may be members of Sections and serve as Section leaders.
- ♦ Approved a request from the leadership of the Archivists for Congregations of Women Religious Roundtable to change its name to the Women Religious Archives Roundtable.
- ♦ Granted a request from the Architectural Records Roundtable to co-sponsor a North American Conference on the Appraisal of Architectural Records with the Joint Committee for Canadian Architectural Records and Research.
- ♦ Approved requests from the Electronic Records Roundtable to co-sponsor a special issue of the American Society for Information Science (ASIS) *Bulletin* and a session at the ASIS Annual Meeting.
- ♦ Approved guidelines for the SAA representative to the National Information Standards Organization (NISO).
- ♦ Decided to delay implementation of a mentoring program until the needs and interests of the membership can be ascertained and questions about its administration answered.
- ♦ Upon the recommendation of the Standards Board, endorsed three guidelines submitted by the Rare Books and Manuscripts Section of the Association of College and Research Libraries: "Guidelines Regarding Thefts in Libraries"; "Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections"; and "Guidelines for Borrowing Special Collections Materials for Exhibition."
- ♦ Selected Fellows J. Frank Cook, Elsie Freeman Finch, and Victoria Irons Walch to serve one-year terms on the Committee on Professional Standards.
- ♦ Established student chapters of the Society, decided that the student archival organizations at the Universities of Michigan and Pittsburgh be recognized as co-Alpha Chapters, and directed that specific chapter guidelines be developed for approval at the June meeting.
- ♦ Set the next meeting of Council for June 10-13 in Chicago.

New Member Roster

The following new members joined the Society of American Archivists during December and January.

Welcome aboard!

Individual Members:

Adams, Laura
History Associates Incorporated
Alam, E. Ann
Albinski, Dr. Nan
Australia-New Zealand
Anthony, Denise
Student
Avery, Susan K.
Student
Barrie, Diane
Bilyeau, Amy M.
Student
Black, Samuel W.
Western Reserve Historical Society
Bolton, Elizabeth A.
Student
Bonner-Ganter, Deanna S.
Bost, Laura L.
Student
Breitenstein, Mikel P.
Long Island University
Calvi, Elise Thall
Carpenter, Art
Caughlin, William Donald
Student
Cavataro, Richard
Student
Cornell, Bryan
Student
Dansereau, Wendy J.
Student
De Young, Susan
Dordt College Archives
Diaz, Xaire M.
Driscoll, Timothy
Harvard Divinity School
Eden, Brad
NASA Johnson Space Center
Eimmermann, Jamie
Student
Falzini, Mark W.
New Jersey State Police Museum
Fisher, Steven
Fitzhugh, Kathryn C.
University of Arkansas
Fleming, Katherine L.
Forshaw, Natalie C.
Student
Frazza, Christian
Gampfer, Scott Louis
Cincinnati Historical Society
Goff, Jennifer L.
Student

Guptill, Robert V.
Hill, David
Student
Hodges, Holly
Records Conservation Project
Holzer, Judith
Hoover, Terry
Student
Howland, Margaret E.C.
Retired
Jochem, S. Christine
Student
Johnston, Caryl
Kayne, Nika
Student
Keene, Lee P.
Student
Kelsey, Deborah
Student
Kibler, John R.
Norfolk Southern Corporation
King, Jennifer
Student
Konicek, James
Student
Kreamer, Todd
Student
Krinsky, Sharon
Student
Kushigian, Nancy
Student
Kuttner, Sr. Mary Ann
School Sisters of Notre Dame
Lach Jr., Edward L.
North Carolina State University
Lewis, Cynthia
Lipfert, Nathan
Maine Maritime Museum
Mackowick, Kathleen
Marchi, Joseph
Matusic, Danielle C.
Student
McBride, Peggy Waller
Student
McDonald, Paula
Student
Metzmeier, Clara L.
Campbellsville College
Moore, Mary Elizabeth
Moser, Dennis J.
Student
Neal, Jacqueline Paige, *Student*
Nytes-Baron, Barbara
O'Connor, Sr. M. Consolata
Saint Joseph College
Olguin, John A.
Los Angeles Dodgers
Paterczyk, Catherine E.
Sandia National Laboratories
Poterala, Christopher Andrew
Student

Riippa, Timo
University of Minnesota
Robbins, Marcus C.
Rusch, Stacy J.
Virginia Historical Society
Sallee, Gary
Sanford, John D.
Michigan State University
Schlegel, Brenda
Saint Louis Public Schools
Schlesinger, Kenneth
Time Incorporated Archives
Scott, Joseph D.
Historic New Orleans Collection
Silverman, Emily S.
Amherst College
Sofianos, Kathryn A.
Student
Spence, Theresa S.
Michigan Technological University
Sperber, Linda C.
Student
Stachura, Irene A.
Stephenson, H.P.
Student
Strackbein, Mrs. Davidde
Strawn SNJM, Carole
Marylhurst College

Stuart, Elisabeth A.
Duchy of Cornwall
Tobias, Carla Z.
Travis, Betsy L.
Potsdam Public Museum
Vidlak, Amy L.
Student
Wainwright, Irene
New Orleans Public Library
Walters, Gloria J.
New York City Department of Records
Waterstreet, Darlene E.
Badger Infosearch
Wier, Georgia
Folk Art Center
Wispelwey, B.
Wrest, Renee, *Student*

Institutional Members:

Concordia College
Glaxo Incorporated
Mississippi Department of Archives & History
Mr. Hiroyuki Nakae
Our Lady of the Lake University
Staatsbibliothek Berlin

When it's time to automate, the best archivists are eloquent

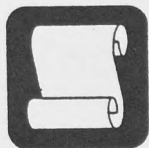


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Education Notes

by Jane Kenamore

New Orleans Pre-Conference Workshops Scheduled

SAA will sponsor the following pre-conference workshops in conjunction with the 1993 annual meeting in New Orleans:

AUGUST 30

Training the Trainer: Teaching Techniques and the Adult Learner

This course is designed for graduate archival educators and continuing education instructors interested in teaching on the regional or national level. Using discussion, lecture, and exercises, the instructor will introduce participants to the following: an analysis of teaching and learning experiences; theory and practice of teaching adults; learning styles; role of the facilitator; assessment, evaluation, and learning; presentations and teaching techniques; integrating audiovisual materials; timing and time limitations; leading discussions; and using case studies and group work.

The instructor will be Jack Prosko, Ph.D., Associate Director of the Center for Teaching and Learning at Stanford University. One of the first programs of its kind in the United States, the Center for Teaching and Learning works with regular faculty at Stanford to expand and improve teaching methods.

AUGUST 30-31

Managing Electronic Records

This course will provide participants with an overview of the types of electronic records they may encounter in their institutions and will introduce practices and procedures for managing the records in a traditional or data archives. The instructors will focus on three general subject areas: pre-transfer archival activities (inventorying, scheduling, and appraisal); immediate post-transfer archival activities (identification, decisions about data collection policies, transfer and storage media, processing levels, and processing steps); and reference services.

The instructors will be Margaret O. Adams and Nancy Y. McGovern, both of the National Archives and Records Administration, and Alan Kowlowitz of the New York State Archives and Records Administration.

Archives, Personal Papers, and Manuscripts

This course is designed for archivists and librarians responsible for cataloging archival materials. Using the publication *Archives, Personal Papers, and Manuscripts* by Steven L. Hensen (Chicago: Society of American Archivists, 1989) as a basis for instruction, the instructor will cover the following topics: archival cataloging in general; bibliographic components and record types; determining sources of information; choice of headings and other access points; archival titles and dates; physical description and statements of extent; archival cataloging notes in general; principal notes; and USMARC AMC format considerations.

The instructor will be Steven L. Hensen, Assistant Director of Special Collections, Duke University Library.

Photographic Collections Management

Photographic records are generally the most heavily used documents in archives and manuscript repositories. This one-and-a-half-day course will present ways to administer photographic collections effectively, to allow maximum access, while preserving the photographs for future users. Using advance readings, lecture, discussion, and exercises, the instructors will cover the following subjects: Identification and dating of materials; special problems of graphic materials; gaining control of large quantities of materials; arrangement; description; preservation; and reference and access.

The instructors will be Richard Pearce-Moses, Curator of Photographs at Arizona State University, and Laurie Baty, Grants Analyst for the National Historical Publications and Records Commission.

Oral History in Archives

An oral history project can provide invaluable information to the researcher, provided the administrator understands all the potential pitfalls and can carefully plan and implement the project. This two-day workshop will provide an overview of the fundamentals of oral history and ways to integrate the oral record into archives and manuscript collections. The instructors will present participants with information on the following: background research and fram-

ing the interview; conducting the interview; working with narrators; transcription; recordkeeping; legal and ethical issues; project publicity; videotaping oral history; taping equipment; and preservation.

The instructors will be James E. Fogerty, Head, Acquisitions and Curatorial Department of the Minnesota Historical Society, and William J. Marshall, Head of Special Collections of the University of Kentucky.

Disaster Preparedness and Recovery

No repository, regardless of location, is immune to disaster. The list of catastrophes that have befallen archives in the past decade alone gives impetus to the need to address the issue of disaster preparedness and response; thorough planning and effective salvage efforts may make the difference between total loss and the continued accessibility of valuable holdings. This two-day workshop will cover the fundamentals of disaster planning and recovery. Participants will become familiar with ways to minimize risk, develop a plan, take action in the event of an emergency, and develop strategies for prioritization and salvage. The focus will be on paper-based materials, with reference also to photographic images and magnetic media.

Instructors will be Judith Fortson, Head Librarian of the Western Languages Collection of the Hoover Institution, and Hilary A. Kaplan, Conservator for the Georgia Department of Archives and History. Ms. Fortson is the author of *Disaster Planning and Recovery* (New York: Neal Schuman, 1992).

AUGUST 30-SEPTEMBER 1

Archives: An Introduction

This two-and-a-half-day course is designed for archivists, archives technicians, and resource allocators, who have archival responsibilities, but little or no training in archival theory and practice. Using advance readings, lectures, discussion, and case studies, the instructors will introduce participants to elements of archival theory and practice. Subjects will include accessioning, appraisal, arrangement, description, reference, copyright, ethics, and standards.

Instructors will be Megan F. Desnoyers,

Supervisory Archivist and Curator of the Ernest Hemingway Collection of the John F. Kennedy Library, and David E. Horn, Corporate Archivist of Boston Edison.

AUGUST 31

Case Teaching and Case Writing in Archival Education

This course stems from the findings of an SAA project funded by the National Historical Publications and Records Commission to develop a curriculum addressing automated records and techniques in archival administration. The final report of that study advocates expanding the use of case studies in archival education through training and published cases. The workshop will introduce educators, managers, potential case authors and other interested parties to the case study, how it is created, and how it is employed in teaching. The session will then concentrate on how educators can create case studies of their own—from a research process. Finally, session participants will consider the role and implications of using case studies in archival education.

Instructors for the course will be Richard M. Kesner, Chief Information Officer of Babson College, and James M. O'Toole, Associate Professor of History at the University of Massachusetts at Boston.

Security in Archives and Manuscript Repositories

In recent years, the theft of archives and manuscripts has become an all-too-common news event. This course will examine the big business of archival theft: What is stolen? Who steals? What is the psychology of theft? How can archivists fight back? Through lectures, case studies, advance readings, and discussion, the instructor will present ways to avoid theft or loss: through security policies and procedures that cover staff and researchers, storage and reading room design, techniques of processing, collection management, and secure exhibition policies.

The instructors will be Richard Strassberg, Director and Archivist of the Labor and Management Documentation Center of Cornell University, and Mary B. Bowling, Curator of Manuscripts at The New York Public Library.

Managing Public Programs: Planning for Products

According to a recently published career handbook, archivists "generally work at desks in quiet offices." Unfortunately, this quaint view is frequently the public perception of the profession. As successful archival administrators are aware, however, they must spend a significant portion of their time reaching out to their communities for support that influences collecting, use, and funding for their repositories; and one of the most effective forms of outreach is public programming.

Using lecture, readings, and a case study, the instructor will introduce participants to a seven-step planning process that will facilitate public programming: identifying the audience or audiences for their programs; choosing among techniques for assessing the needs and wants of the audience; identifying a product or products that meet those interests; assessing their own institutional and personal resources; developing objectives for the product and for their own institution; identifying marketing techniques that fit the audience; and evaluating the success of the product.

The instructor will be Elsie Freeman Finch, consultant. Ms. Finch was for many years Head of the National Archives Education Branch, where she developed national teacher training programs designed to encourage use of the National Archives resources.

Donor Relations

Archivists and curators depend on donors for the bulk of their collections. All too often, however, professionals do not take adequate control of the acquisitions process. As a result, they not only miss collections that would complement or enhance their holdings, but also accept material they do not really want.

Through advance readings, lecture, discussion, and case studies, the instructor will present a method of developing a cohesive collecting strategy that will enable the participant to: delineate a collecting policy; identify donors; market one's repository; negotiate effectively; be legal and ethical; and say "No" to collections that do not enhance one's holdings.

The instructor will be David J. Murrah, Director of the Southwest Collection, Texas Tech University.

Dealing with People on the Job: Leadership and Teamwork in Archives and Manuscript Repositories

Over the last ten years, old theories of "personnel management" have given way to a broader view of human relations on the job. Instead of concentrating on the relations of supervisors to subordinates, human resource management now deals with a wider set of rules that include peer relationships, communicating from the bottom up; leadership versus direction; and teamwork versus hierarchy.

Making extensive use of case studies and discussion, this one-day course will explore these new directions in human resource management. The course is designed not only for managers, but for anyone who seeks to be a more effective voice in his or her work environment.

The instructor will be William M. Nolte, Chief of Publications and Broadcast Services of the National Security Agency. Mr. Nolte is the co-author with Thomas Wilsted of *Managing Archives and Manuscript Repositories* (Chicago: Society of American Archivists, 1990.)

1994 Pre-Conference Proposals Requested

The SAA Education Office Advisory Board and the Education Office are accepting proposals for pre-conference workshops to be held in conjunction with the SAA Annual Meeting in Indianapolis, September 5-11, 1994. Elements of a successful proposal should include a brief description of the workshop, goals of the course, intended audience, a detailed outline in the form of a schedule, a list of advance readings, case studies and exercises, budget, and names and vitas of proposed instructors.

For a workshop proposal form, please contact Jane Kenamore, SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140 or fax (312) 347-1452. The deadline for submission of proposals is July 15, 1993.

Standards Activity Report

by Linda Matthews

As of February 5, 1993:

SAA Standards Development Projects

SAA Committee on Institutional Evaluation (CIED)

- *SAA Principles of Institutional Evaluation*

Published in the July 1992 *SAA Newsletter* for review and comment.

Comment period concluded. A revised draft will be submitted to the Standards Board.

For additional information contact Mary Bowling, Chair, CIED, New York Public Library, 5th Ave. and 42nd St., Room #324, New York, New York 10018.

SAA Committee on Education and Professional Development (CEPD)

- *Guidelines for Master's Degree in Archival Studies*

Draft prepared at mid-year meeting and will be submitted to Standards Board for coordination of review and comment process.

For additional information contact CEPD Chair Frank Boles, Clarke Historical Library, Central Michigan University, Mt. Pleasant, Michigan 48859.

Received by SAA from Other Organizations

International Council on Archives (ICA)

- *ICA Statement of Principles Regarding Archival Description*, 1st version, revision

- *ISAD(G): General International Standard Archival Description*

Received from the International Council on Archives, Ad Hoc Commission on Descriptive Standards for review and comment.

CAIE prepared response for SAA at its meeting on 9/14/92 and SAA transmitted this response to ICA.

To obtain copies of the documents and SAA's response, send \$7.50 to cover copying/handling to SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605, ATTN: Standards.

For additional information contact CAIE Chair Sharon Thibodeau, National Archives and Records Administration, Washington, D.C. 20408.

National Information Standards Organization (NISO)

Received by SAA's voting representative (Chris Ward) and alternate (Lynn Bellardo) who circulate proposed NISO standards to appropriate subgroups and individuals within SAA.

Recent votes/comments on NISO standards:

- *ANSI Z39.19 Construction Format and Management of Monolingual Thesauri*

Revision of 1980 standards. SAA voted yes, with comments.

Does your group have a standard under development or is it considering starting such a project? To obtain further information on how to make it an official SAA standards development project, contact Linda Matthews, Special Collections, Woodruff Library, Emory University, Atlanta, Georgia 30322-2870.

- *ANSI Z39.7 Library Statistics*

Revision of 1983 standard. SAA voted yes, with comments.

For additional information contact SAA's NISO Representative Christine Ward, New York State Archives, Cultural Education Center, Albany, NY 12230.

NOTE: Beginning this year, NISO will have a listserve on INTERNET through which information will be circulated about standards under development or being balloted. No information has been received as yet.

ALA/SAA Joint Committee on Archives and Library Relationships

- *ALA/SAA Joint Statement on Access*

Received from the ALA/SAA Joint Committee for SAA approval.

Activity since last report in January 1993 *SAA Newsletter*: ALA/SAA Joint Committee discussed a revised draft based on comments received, at the ALA mid-winter conference in Denver. Draft, if approved, will be returned to Standards Board with documentation of comment and revisions.

For additional information contact Tom Hickerson, SAA chair, ALA/SAA Joint Committee, Special Collections, Cornell University, 2B Kroch Library, Ithaca, NY 14853-5301.

ALA/ACRL Rare Books and Manuscripts Section

- *RBMS Guidelines Regarding Thefts in Libraries*

- *RBMS Guidelines for Borrowing Special Collections Materials for Exhibition*

- *ACRL Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections*

Received from RBMS for consideration for SAA endorsement.

Activity since last report in January 1993 *SAA Newsletter*: Standards Board reviewed documentation from review and comment period and submitted recommendation for SAA endorsement to Council at January 1993 Council meeting. Council voted to endorse.

All three statements have been published in *C&RL News* (March 1988, May 1990, and March 1990).

Academy of Certified Archivists Newsletter

March 1993

ACA Welcome 68 New Members

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continued on p. 2

APPLICATIONS and CANDIDATE HANDBOOKS

are now available for the
1993 ACA CERTIFICATION EXAM
Call Tara Shimandle at (312) 922-0140

ACA New Members

continued from p.1

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PRESERVING HISTORY'S FUTURE

Nationwide Goals for the Preservation and Use of the Archival Record

All archivists agree that the preservation of permanently valuable historical records is among the highest priorities of the profession. What is in contention, however, is how to proceed with this fundamental task as we approach a new century.

To encourage a professionwide consensus on preservation priorities, the Society of American Archivists' (SAA) Task Force on Preservation has formulated the following goals and objectives. "Preserving History's Future" is the product of discussion and debate among a cross-section of the archival profession as well as among members of the Task Force and the SAA Council. All who have participated in this process share the common belief that the following goals and objectives articulate the most *significant* issues to be addressed by individual archivists, their institutions, their professional organizations, and others who share the responsibility for the preservation of important research resources.

"Preserving History's Future" is a call to action. Its drafters hope that archivists — both individually and collectively — will review the objectives, identify those in which they place highest priority, and incorporate them in their planning efforts and ongoing work. As an association, the Society of American Archivists already is addressing a number of the objectives below, including the development of standards and the education of preservation administrators, and will continue to provide national leadership in archival preservation. Within SAA, the Preservation Section has taken responsibility for promoting these objectives and for working with other SAA units to coordinate their implementation. In the broader preservation arena, where partnerships with allied organizations will play a critical role in moving the preservation agenda forward, the Commission on Preservation and Access has undertaken several projects to address issues of importance to archivists, including the selection of materials for preservation and the development of a scientific research agenda. Individual repositories and archivists also will find objectives that they alone or in cooperation with other concerned organizations and institutions can achieve, thereby fulfilling their vital roles in the preservation of our nation's documentary heritage.

Members of the SAA Task Force on Preservation

Christine Ward, co-chair
*New York State Archives and
Records Administration*

Howard Lowell, co-chair
Delaware State Archives

Margaret Child
Consultant

Paul Conway
Yale University Library

Lisa Fox
*Southeast Library Network
(SOLINET)*

Karen Garlick
Smithsonian Institution

Anne R. Kenney
Cornell University Library

Paul McCarthy
University of Alaska, Fairbanks

Anne Diffendal, Executive Director of SAA, and Trudy Peterson, past president of SAA, sat in on, and substantially contributed to, the meetings of the Task Force.

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OVERVIEW

This document is presented as a guide for the archival profession generally and for archivists individually. It proposes goals and objectives for archivists to pursue in these last years of the twentieth century in order to ensure the preservation of the nation's documentary heritage. Four assumptions underlie this agenda:

- that preservation of and access to archival information are fundamentally linked,
- that advances in archival preservation cannot occur without active leadership from the Society of American Archivists in alliance with other professional organizations concerned with the nation's documentary heritage,
- that cooperative approaches to the preservation challenge are vital to address these goals,
- that the archival profession must move beyond traditional approaches that focus on physical treatment of materials to incorporate preservation management as a basic component of archival management.

PUBLIC AWARENESS AND SUPPORT

GOAL 1

Increase public commitment to preserve and use the historical record.

Archivists serve a diverse group of users and receive their support from many resource allocators including legislators, institutional administrators, the general public, and scholars. The strong and continuing support of these communities (at the national, state, and local levels), as well as of the professionals who house and care for all historical materials, is essential to the long-term progress of archival preservation programs.

OBJECTIVE 1 - Develop mechanisms within the Society of American Archivists to provide leadership, educational program development, and information and advice on preservation planning and action. Ideally, this would include a staff position to coordinate all preservation-related programs and activities.

OBJECTIVE 2 - Forge alliances between the Society of American Archivists and other national or regional organizations and foundations concerned with the preservation of historical materials.

OBJECTIVE 3 - Encourage those who now provide financial support for the preservation of library and other cultural materials to expand their scope to include archival preservation projects.

OBJECTIVE 4 - Produce and encourage the use of educational materials, such as audiovisual programs, exhibitions, and press articles, that raise public awareness of the need to preserve our documentary heritage.

OBJECTIVE 5 - Identify the best of existing advocacy materials on preservation and tailor their use to support archival preservation.

OBJECTIVE 6 - Promote the inclusion of preservation issues on legislative agendas, and support legislation, executive orders, and other enforceable initiatives that 1) increase the use of permanent and durable media in the creation and retention of archival records and 2) encourage the implementation of procedures necessary to preserve archival records created through use of new and emerging information technologies.

OBJECTIVE 7 - Increase awareness of preservation issues among records creators and records managers throughout all phases of the record life cycle.

OBJECTIVE 8 - Promote legislation at national and state levels to establish new funding for preservation.

PROFESSIONAL EDUCATION AND TRAINING

GOAL 2

Support both comprehensive and short-term preservation education and training programs.

Effective preservation education programs are essential to the archival profession's ability to preserve documentary materials. Until such programs are established, the profession cannot ensure that the nation's archives are being protected in the most cost-effective and responsible manner. Education and training should be available to all those responsible for archival preservation activities in at least three forms: formal higher education, continuing professional education, and on-the-job training. Education programs should be targeted to type of institutional setting or specific audience, such as archivists, preservation managers, archives conservators, technicians, educators, volunteers, consultants, and institution and program administrators.

OBJECTIVE 9 - Strengthen the content of graduate archival education in the area of preservation management. Strengthen the archival preservation management component in existing or new graduate programs in library preservation management and in paper and book conservation.

OBJECTIVE 10 - Strengthen and update basic/introductory workshops on preservation for practicing professionals and para-professionals to emphasize preservation management concerns. Develop agreements with regional archival associations to promote educational offerings.

OBJECTIVE 11 - Develop curricula and related educational materials for multi-tier workshop/seminar programs for archivists with preservation management responsibility as a means of ensuring the reinforcement and practical application of lessons learned at each level of training.

OBJECTIVE 12 - Develop training programs for archival educators, workshop instructors, and consultants to ensure consistency and quality in the preservation information they impart.

OBJECTIVE 13 - Develop practical handbooks, assessment tools, and case studies suitable for use in the classroom or on-site, and publish them in print, audiovisual, or software formats, as appropriate.

OBJECTIVE 14 - Provide opportunities for internships and fellowships in archival preservation management and archival conservation.

OBJECTIVE 15 - Investigate educational programs aimed at improving the preservation skills of archival staff in their institutional settings.

PRESERVATION MANAGEMENT PROGRAMS

GOAL 3

Support the development of comprehensive and coordinated preservation management programs and activities.

Because most archives function within institutional settings that include other programs with diverse missions and goals, it is essential that archives preservation programs be comprehensive, integrated, and tailored to meet the needs of the institution and its overall goals and objectives. The high costs associated with funding preservation and the scarcity of professionals experienced in preservation administration, may make inter-institutional cooperation imperative in the development and implementation of these programs.

OBJECTIVE 16 - Promote the development and implementation of preservation plans and activities that encourage cooperation among institutions.

OBJECTIVE 17 - Develop strategies to help all archivists establish benign environmental storage conditions in their repositories.

OBJECTIVE 18 - Encourage the development and adoption of program performance standards for archival preservation activities, including holdings maintenance, conservation treatments, reformatting, and replacement.

OBJECTIVE 19 - Collect and disseminate comparative data on archival preservation programs to encourage use of and compliance with program performance standards.

OBJECTIVE 20 - Gather and disseminate data on the costs of preservation action and the costs of inaction in archival repositories.

OBJECTIVE 21 - Encourage funding organizations to support systematic institutional self-assessment, preservation surveys, and basic preservation activities such as environmental monitoring and disaster planning.

OBJECTIVE 22 - Develop and promote the use of tools for preservation needs assessment and preservation priority setting.

SELECTION OF MATERIALS

GOAL 4

Identify and promote the use of systematic selection procedures for preservation.

The high costs associated with preservation compel archivists to devise practical and systematic procedures for selecting materials that will receive treatment beyond basic preservation activities. Archival appraisal techniques and procedures can provide a basis for making preservation selection decisions. Judicious selection of materials for preservation is critical to the efficient and effective use of resources, and therefore to successful preservation program development.

OBJECTIVE 23 - Encourage the application of appraisal methodologies, documentation strategies, and collection development approaches to the selection of materials for preservation.

OBJECTIVE 24 - Develop, test, and disseminate tools that will help archivists systematize preservation selection activities and determine the preservation profile of their institution's archival holdings (scope, value, and condition). Adopt and incorporate techniques developed in institution-wide reappraisal projects.

OBJECTIVE 25 - Encourage the identification of common issues and needs and stimulate the cross-fertilization of ideas among appraisal archivists, collection development librarians, and preservation administrators.

STANDARDS

GOAL 5

Encourage the development and dissemination of technical standards for preservation processes.

Technical standards are the foundation upon which preservation programs are built. Archivists need to influence more directly the development, dissemination, and adoption of standards bearing upon the preservation of archival materials.

OBJECTIVE 26 - Encourage ongoing efforts to gather and disseminate research findings, on the nature, the stability, and the rates of deterioration of papers, films, magnetic, optical, and other media found in archives. Define the requirements for preserving and maintaining the accessibility of information in electronic formats.

OBJECTIVE 27 - Identify areas in which new or revised technical standards are needed and encourage the involvement of archivists in their development, review, testing, dissemination, and application.

ACCESS TO MATERIALS

GOAL 6

Facilitate access to preserved archival holdings.

Use and scholarship are primary reasons for which archival materials are retained. Preservation enhances the research value of archives by extending their availability for use. Without significant efforts to provide access to information about preserved records — and access to the original or reformatted records themselves — archivists limit the value to users of the preservation projects they undertake. Since funds to address archival preservation needs are inadequate, an institution's willingness and ability to make records accessible and to encourage their use should be a key factor in the decision to support a preservation project.

OBJECTIVE 28 - Involve archivists in the review and acceptance of MARC 583 field conventions and encourage the exchange of preservation information among archival repositories.

OBJECTIVE 29 - Encourage the creation of full MARC records at the collection or series level for all preserved archival holdings and include those records in national bibliographic data bases.

OBJECTIVE 30 - Encourage access to preserved materials, including the broad dissemination of reformatted records.

RESEARCH

GOAL 7

Support research and analytical studies, and dissemination of their findings, on archival preservation and related topics.

Ongoing systematic analysis of archival theory and practice is vital to maintaining a strong archival profession. Having made advances in research on appraisal strategies and on the uses of historical records, archivists are now positioned to begin to develop a body of theory and accepted practices for the technical and administrative aspects of archival preservation. Both pure and applied scientific research is also essential to advance preservation theory and practice and to provide critical information for preservation decision-making.

OBJECTIVE 31 - Identify those practical and scientific problems that relate to the preservation of archival materials and develop a research agenda that includes such archival preservation concerns as: mass preservation techniques, environmental control, housing of archival materials, and preservation of electronic formats.

OBJECTIVE 32 - Increase funding for preservation research.

OBJECTIVE 33 - Establish effective means of disseminating preservation research findings and products.

OBJECTIVE 34 - Build mechanisms for cooperation with allied professions in preservation research.

OBJECTIVE 35 - Stimulate research that links preservation activities with other archival functions and activities.

The SAA Task Force on Preservation acknowledges its appreciation to the Commission on Preservation and Access for providing funds for its meetings. The Task Force also thanks Victoria Irons Walch and Timothy Walch for editing this document.

Message from the President

James B. Rhoads

It is a real pleasure to welcome to the Academy of Certified Archivists the 68 new members. This is the largest new "class" since the organization of the Academy, and their membership and future involvement is a good omen for the continuing vitality of the Academy.

There has been a very positive response from ACA members whom I have asked to serve on committees and task forces. Committee and Task Force members are as follows:

Examination Committee

Elizabeth Adkins, chair
Eva Moseley
Tim Ericson
Nancy Sahli
Tom Hickerson
Daria D'Arienzo
Deborah Skaggs

Finance Committee

James Fogerty, chair
Raimond Goerler (reappointed to a full three-year term)
Claudette John (to complete the term of Elizabeth Adkins)

Constitution and Bylaws Revision Task Force

David Olsen, Chair
Maygene Daniels
Dorothy Frye
Mary Jo Pugh
Karyl Winn

Discipline Task Force

The Discipline Task Force is an outgrowth of the suggestions made by the Ethics Task Force. The Task Force is to identify circumstances in which it would be appropriate to withdraw certification

and identify procedures to address such matters.

Joseph Anderson, chair
John Fleckner
Margaret Jerrido

Outreach Committee

Kaye Lanning Minchew, chair
Karen Benedict
Leon Miller

Task Force On Examination Qualification

The Task Force is to review issues and make recommendations to the Board related to linking graduate archival education and certification.

Frank Evans, chair
Susan Davis
Linda Evans

In addition to the work that will be carried on by these bodies, there are other issues that will receive priority attention from the officers and the Board of Regents this year. These include determining the final form of the certification maintenance requirements and the establishment of a task force to develop a plan to implement the certification maintenance program. The comments from the membership on certification maintenance are being reviewed and final decisions on the matter will be made this May at the spring meeting of the ACA Board, to be held in Chicago.

My sincere thanks goes to all who have agreed to serve the Academy in a variety of ways, and to many others who also have shared their ideas and concerns. Continued input by the membership will help to keep this a vital and responsible organization. Let us hear from you.

Results of the 1992 Certification Exam

Elizabeth W. Adkins
Vice President

On September 14, 1992 eighty individuals took the certification examination at six sites: Montreal, Quebec; Salt Lake City, Utah; Arlington, Texas; Washington, D.C.; Chicago, Illinois; and Atlanta, Georgia. Sixty-eight candidates scored at least 70 percent or higher to pass the test of 100 multiple choice questions. Forty-seven percent of the candidates who passed the test scored 80 percent or higher. The sixty-eight new members are from twenty-four states in the United States and from four provinces in Canada. There are thirty-seven women and thirty-one men representing the diversity of the archival profession.

The Academy's testing company, Professional Examination Service (PES) worked together with outgoing ACA Vice President Deborah Skaggs to administer the 1992 certification exam. Deborah Skaggs received invaluable help from the Certification Examination Committee in reviewing and revising the test. Examination members were Daria D'Arienzo, Tim Ericson, Tom Hickerson, Bill Morison, Eva Moseley and Nancy Sahli. Professional test examiners administered the six test sites.

PES has issued individual score reports to each candidate in addition to an annual report on the examination program to the Academy. In evaluating the test scores over four years of testing, PES' trained examination specialists indicate the reliability and validity of the test results within acceptable limits.

Thanks to the members of the Examination Committee for all their hard work in the successful administration of the 1992 exam. And special thanks to Ms. Deborah Skaggs for her outstanding leadership in guiding the work of the Committee and for agreeing to continue as a member of the Examination Committee. Plans for the 1993 exam are progressing and the application and candidate handbook is available from the ACA Secretariat. We ask the assistance of all ACA members in spreading the word about the upcoming exam to potential candidates.

ACA FACTS

Total Membership: 852

Number of Women: 434

By Petition: 689

Number of Men: 418

1989 Exam: 20

1990 Exam: 29

1991 Exam: 46

1992 Exam: 68

COUNTRIES: United States (all 50 states and the District of Columbia), American Samoa, Canada, England, Japan, New Zealand, Phillipines

Academy of Certified Archivists Examination Fact Sheet

Eligibility

To take the examination, an applicant must have one or more of the following:

A master's degree with a minimum of nine semester hours of graduate study in archives administration and a minimum of one year of qualifying professional archival experience.

Any master's degree with two years of qualifying professional archival experience.

A bachelor's degree and three years of qualifying professional archival experience.

Examination Sites and Date

The examination will be given September 1, 1993, in conjunction with the Society of American Archivists annual meeting in New Orleans, Louisiana, with additional sites in Boston, Massachusetts; San Francisco, California, and Chicago, Illinois. The SAA meeting will be held August 30- September 5, 1993. The examination will be given at the same date and time at all sites.

Application Deadlines

To register for the 1993 examination, the following applications and fee schedule applies. All applications and fees (\$50) must be postmarked no later than midnight, June 11, 1993. Applications postmarked after June 11, 1993 will not be processed. For early notification, submit your application before the deadline.

Certification Fees

The \$50 application fee is applied toward the \$275 certification fee. Successful candidates must pay the remaining \$225 within 30 days of notification of examination results.

Application

The 1993 ACA Candidate Handbook and application form are available from the ACA Secretariat, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140.

ACA Board, Officers, and Staff

President

James B. Rhoads (1994)

Vice President

Elizabeth Adkins (1994)

Secretary

Karen L. Jefferson (1993)

Treasurer

Ronald G. Watt (1993)

Regents

Joseph Anderson (1995)

David B. Gracy II (1993)

N. Claudette John (1995)

Kaye Lanning Minchew (1994)

Mary Jo Pugh (1993)

Wilda Logan Willis (1994)

Nominating Committee

David Klaassen (1993)

Thomas Wilsted (1993)

Nancy Zimmerman (1993)

ACA Secretariat

Tara Shimandle

Are you interested in becoming a Certified Archivist?

Yes, I am interested in becoming a certified archivist. Please send information about taking the examination to:

Name _____

Address _____

City/State/Zip _____

Daytime Telephone () _____

The examination will be given at these sites:

- New Orleans, Louisiana
- Boston, Massachusetts
- San Francisco, California
- Chicago, Illinois

I prefer taking the exam in (city/state):

Send this coupon to:

ACADEMY OF
CERTIFIED ARCHIVISTS
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The *ACA Newsletter* is published three times a year by the Academy of Certified Archivists, Inc. Founded in 1989, the Academy is an independent, non-profit organization for certifying professional archivists. Direct all inquiries and correspondence to:

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Preservation

by Evelyn Frangakis

The first segment of the Midwestern Series Preservation Management Training Program was held in Chicago, January 30-February 4. Thirteen archives administrators representing institutional, government, religious, and corporate archives, as well as several large historical societies participated in the first phase of this year-long preservation training and program development initiative. Faculty for this segment, Maria Holden of the New York State Archives, and Evelyn Frangakis, SAA Preservation Program Director, taught an intensive six-day curriculum, providing participants with the foundation to begin building their institutional preservation programs.

Participants also benefited from the expertise of four special media guest lecturers. Debbie Hess Norris of the University of Delaware/Winterthur Conservation Program addressed the nature of photographic collections and their preservation. Charles Dollar of the National Archives and Records Administration presented a unit on electronic media. Chris Paton of Georgia State University discussed sound recordings and Maxine Fleckner Ducey complemented the discussion with a presentation on moving image materials.

In preparation for one of three requisite inter-workshop assignments, participants undertook an extensive site visit and tour of the Chicago Historical Society. They spoke with archivists, curators, photographers, and the Society's paper conservator, Carol Turchen, who was also the program's host. They toured through the facility to observe and discuss a myriad of preservation issues, including storage, environment, conservation, exhibits, and various policies. This field experience was designed to help participants assess the conditions and policies in their own institutions.

The next formal gathering of the Midwestern Series will take place at the Campbell Center for Historic Preservation in Mount Carroll, Illinois, in June.

In the meantime, the Northeastern Series is preparing to enter phase two of the program, meeting for a week in late March to continue learning about and building preservation program elements.

Please note that the following application deadlines remain for the SAA Preservation Management Training Program:

Western Series:

July 1, 1993

Southeastern Series:

October 1, 1993

For more program information, contact the SAA Preservation Office at (312) 922-0140.



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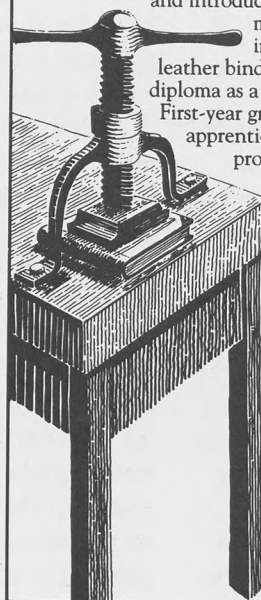
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The *American Archivist*: A Progress Report

by Richard J. Cox, Editor

Having now edited the *American Archivist* for a year, I thought I should provide to the Society of American Archivists membership a statement of progress being made on restoring the Society's journal to a timely schedule of production. I wish to state at the outset of this brief report that I have no intention of defending the lack of timeliness in producing the journal (it should never have fallen behind schedule) or describing my own personal vision for what the journal should be (I have already written about this in the premier issue under my editorship—volume 54, number 4, Fall 1991). However, I do wish to discuss a serious problem with getting the *American Archivist* back on schedule—the quantity and quality of submissions to the journal. While I often hear complaints about the journal's production, I generally hear little about the matter of what the Editor has to select from in producing the *American Archivist*.

In the year I have had responsibility for the *American Archivist*, I have worked on editing five issues and labored with guest editors on three special issues. Two of my issues have appeared (Fall 1991 and Spring 1992), along with the special issue on international archives (Winter 1992) guest-edited by Marjorie Barritt and Nancy Bartlett. Assuming that two of the special issues are completed in 1993 and that my predecessor's his final issue is published, the SAA membership can expect to see the *American Archivist* back on schedule by the end of this year. As one could easily surmise, my main priority in my first year has been in working to restore the journal to its proper production schedule while maintaining and enhancing the quality of what is published between its covers. To that end, I have a staff who works with me—a secretary, professional copy-editor, and graduate student assistant—and I have streamlined the process by which manuscripts are reviewed.

The Society's membership needs to keep in mind, however, that the *American*

Archivist is its professional journal, and that apart from being a benefit of SAA membership the membership has a responsibility to support the publication's production by submitting manuscripts for consideration. While I have had enough quality manuscripts to complete four full issues, the fifth issue has proved to be a more difficult task owing to a paucity of quality manuscripts.

During 1992 I received 73 manuscripts, of which 42 were rejected and 25 accepted (the remainder are presently being reviewed or revised). Of the 25 accepted manuscripts, 21 have been used in the preparation of my initial four issues. In the process of evaluating these submissions, I have called upon 71 reviewers (and in the vast majority of cases, I have managed to hold to my aim of acknowledging, reviewing, accepting, and communicating to the author in a six- to eight-week period). While presently working on my fifth issue, however, I must admit that I do not have enough accepted essays to complete the issue, although this will resolve itself if two of the remaining manuscripts are either accepted or successfully revised. I am also working to solicit submissions, attending professional conferences to identify possible publishable manuscripts, and considering the reprinting of articles on archival topics published in journals and newsletters not widely available to the archival profession.

My intention is not to complain about the lack of submissions or to make excuses in case the journal is not brought back to an appropriate schedule under my editorship. Still, there are two important points which the Society's membership needs to bear in mind as it considers the *American Archivist*. First, as with any SAA activity, before complaining please ask what you have done to contribute to resolving what you perceive to be the problem. The *American Archivist* will only return to and maintain a satisfactory publication schedule if the editor receives

a sufficient quantity of quality manuscripts. Have you submitted a manuscript? Do you have a topic, case study, project, or perspective which could be a potential manuscript? Please consider revising your conference paper or preparing a written version of your own research. Second, please encourage individuals you know to submit essays to the *American Archivist*. You may know of individuals who have delivered interesting conference papers or undertaken valuable research. Archival educators should encourage students who have written excellent seminar papers to submit them to the journal. Directors of archival and historical manuscripts programs should make it possible for their staff to complete articles on research undertaken on behalf of the program or to write up presentations on innovative and important projects. The profession should also work for additional research opportunities such as the Bentley Fellowship program which has significantly sustained the *American Archivist* over the past decade.

The *American Archivist* is your journal. It requires your contributions and your input (even if only a letter to the Editor for the "Forum" — and we need more of these as well!). Furthermore, with your assistance, I will get the journal back on its publication schedule. This remains my priority, and it is also the priority of the Editorial Board which works with me. While I prefer to see manuscripts arriving on my desk, I am also eager to hear from you about how the journal can be improved. I can be contacted at the University of Pittsburgh School of Library and Information Science, Pittsburgh, Pennsylvania 15260. You can also telephone me at (412) 624-3245 or reach me via e-mail (Internet - rjc@icarus.lis.pitt.edu). I will provide additional information as necessary for the preparation of manuscripts. As I tell my own students, if you have a problem or complaint, please propose a solution.

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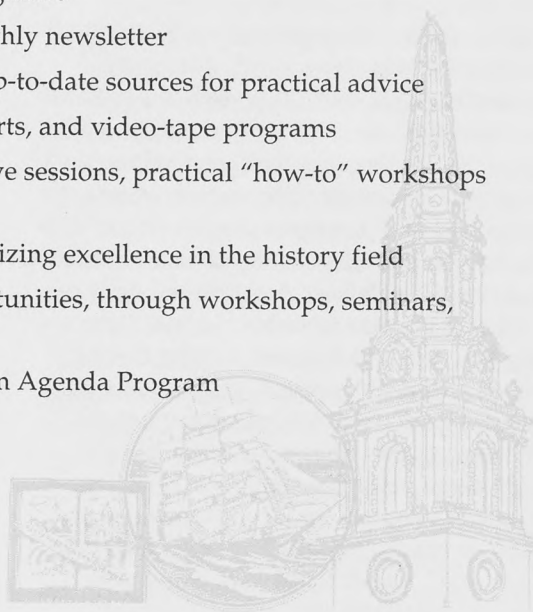
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Facing the Challenge of Scarce Archival Resources: Archives Partnership Trust

by Larry J. Hackman, Director, New York State Archives and Records Administration

Last July the New York State Legislature adopted and Governor Mario Cuomo signed legislation creating a new public benefit corporation, the New York State Archives Partnership Trust (APT). The Trust is a highly entrepreneurial effort to create a \$10 million endowment and to raise special project funds to help preserve and make accessible the archives of New York's colonial and state government. In December 1992 the National Endowment for the Humanities awarded a \$1 million Challenge Grant to the Trust for its endowment, the maximum Challenge grant awarded by the NEH. The NEH grant requires a \$3 million match from non-federal sources. An interim Trust organizing committee is being designated, pending appointment of the formal Trust Board later this year by the Governor, legislative leaders, and the State Board of Regents. A \$300,000 State appropriation has been requested to support the APT development campaign during the coming year.

The Partnership Trust is an attempt to confront two related conditions: the large backlog of preservation and access work in the state archives, a reflection of the size and complexity of New York's state government and its belated opening of a state archives (1978); and the prospect of scarce appropriations for work on the state's archives. The Trust seeks to build a \$10 million endowment, with \$5 million from corporate, foundation and individual contributions (and the NEH grant) and an equal amount from a matching State appropriation or annual appropriations to the Trust equal to the interest that would accrue from the \$5 million state portion. If the campaign is successful, the proceeds of the endowment, projected at \$600,000 per year, would increase by about 40% the funds presently available for preservation and access work in the state archives. Under its legislation, the Trust will also seek special project funds from donors who prefer not to contribute to the endowment account. In addition to hiring professional archives and preservation staff, the Trust expects to support preservation and archives interns, research fellows, and public and educational programs.

The proposal for the Trust developed from several 1990-91 conversations between New York's State Archivist and the late William Hoyt, a member of the state assembly, the state Historical Records Advisory Board and the Regents' Visiting Committee for the state archives. An initial proposal, drafted by the state archivist, was reviewed and refined in several meetings of the Visiting Committee, whose membership includes the majority leader of the assembly, a state senator, a member of New York's highest court, the governor's counsel, and several archivists and scholars. Consultation on planning for the Trust and on drafting of an initial "case statement" was obtained from a firm experienced in fund raising for educational and cultural programs.

The Trust will be governed by a nineteen-member board: ten members will be appointed by the governor, six by the legislature, and three (including the first chair) by the Board of Regents of the New York State Education Department. The state archives is located in the education department. One member of



There are thousands of photographs, films, and videotapes from state agencies in the New York State Archives. Most require description and preservation action to be accessible for research and public programs. This 1901 photo of students at the Thomas Indian School is from the State Board of Charities, which operated the school from 1875 to 1957.

each house of the legislature and a member of the governor's staff are to be appointed to the board; the remaining sixteen members are to be private citizens. Members are expected to share their experience in cultural and educational affairs, make a major financial contribution to the Trust, and help seek similar contributions from others. After the initial endowment goal has been reached, the Board will provide ongoing oversight and leadership for the Trust and, it is hoped, strong interest in the work of state archives. Under statute, the state archivist serves as the executive officer of the Trust.

An "Archivists and Scholars Committee" has also been formed to help advise the Trust on preservation and access priorities and to add stature to the Trust overall. Among the initial members are Stanley Katz, president of the American Council of Learned Societies; Arthur Schlesinger Jr.; Robert Caro; SAA President Anne Kenney; and Liisa Fagerlund, archivist of the United Nations.

NEH hopes that a successful New York State Archives Partnership Trust will serve as an example for other archives, especially government archives. NEH also announced in December a separate preservation and access grant of \$275,000 to the New York state archives itself, the fourth such NEH grant to the state archives during the past decade. This grant will help the archives process, microfilm, and make widely available 485 cubic feet of records nationally significant for research in social history.



World View

by Anne Gilliland-Swetland

The World View column features information about archival activities in countries outside the United States and international activities with which archivists are involved. Send any information or other contributions to Anne Gilliland-Swetland, Bentley Historical Library, 1150 Beal Avenue, Ann Arbor, Michigan 48109 or Internet usergflj@ub.cc.umich.edu.

Archivists appointed to ICA committees

Jean-Pierre Wallot, President of the International Council on Archives (ICA), has appointed the following American archivists to ICA committee memberships for 1992-1996:

- Richard N. Belding, Kentucky Department for Library and Archives, Archival Automation Committee;
- Sharon Thibodeau, National Archives, Descriptive Standards Committee;
- Nicholas C. Burckel, Washington University, Legal Matters Committee;
- James E. Fogerty, Minnesota Historical Society, Oral History Committee.
- Lewis J. Bellardo, Jr., National Archives, Preservation of Materials Committee;
- Brenda S. Banks, Georgia Department of Archives and History, Disaster Prevention and Recovery Committee;
- Adrienne C. Thomas, National Archives, Archival Buildings and Equipment Committee;
- Anne Kenney, Cornell University, and Charles Dollar, National Archives, Image Technology Committee;
- Richard J. Cox, University of Pittsburgh, Basic Bibliography Committee;
- Sharon Fawcett, National Archives, Archival Literature Committee;
- William Joyce, Princeton University, Committee on Literature and Art;
- Lynn L. Bellardo, National Archives, Archival Terminology Committee;
- Kenneth Thibodeau, National Archives, Electronic Records Committee;
- Maygene Daniels, National Gallery, Architectural and Cartographic Records Committee;
- Marjorie Barritt, University of Michigan, U.S. National Correspondent for *Archivum*;
- U.S. Archivist Don Wilson remains a member of the ICA Executive Committee and is now the Chair of the Commission of Program Support; and
- Trudy Peterson, National Archives, is the Secretary of the ICA Roundtable.

Most of the ICA committees are just beginning work: the Preservation Materials Committee, chaired by Helen Forde of the Public Record Office in England, will meet May 14-17 in Oxford; the Archives Terminology Committee plans to compile an international archival glossary and will meet March 25-28 in Paris; and the Committee on Literature and Art plans to compile an international directory on materials related to literature and art.

Donn Neal, National Archives, attended a recent meeting of the Commission on Program Support which discussed the financial standing of ICA and potential sources of funds for ICA programs. A second meeting of the Commission will take place in Boston this June. The 1993 meeting of the Roundtable will be in Mexico City, September 20-26.

The Ad Hoc Commission on Archival Descriptive Standards, continuing its work from the Montreal Congress, convened in Stockholm in January to consider the comments it received on a widely circulated draft of the ISAD(G): General International Standard Archival Description. Changes resulting from this consideration include the addition of a separate database element for the name of the creator of an archival entity and enhanced examples of implementation of the rules. The Commission expects to have a revised draft of ISAD(G) available for circulation later this year. requests for copies of the revised draft should be directed to: Secretariat, Ad Hoc Commission on Descriptive Standards, c/o National Archives of Canada, Office of Archival Descriptive Standards, 395 Wellington Street, Ottawa, Ontario, K1A 0N3, Canada.

Erasmus Prize Awarded to Archivo General de Indias

The Regent, H.R.H. Prince Bernhard of The Netherlands, and Board of Praemium Erasmianum Foundation, in Amsterdam, have awarded the 1992 Erasmus Prize to the Archivo General de Indias in Seville, Spain. The prize is given to a person or institution that has made an exceptional contribution to European culture, society, or social science. The Archivo de Indias has been the single most important source for the study of America's colonial history, registering the continuous encounter between Europe and the Americas.

Since 1986 the Archivo General de Indias has had more than eight million pages of documents digitized, as the result of a cooperative project between the Spanish Ministry of Culture, the Ramon Areces Foundation, and IBM Spain. Continued collaboration will result in the processing of three million more pages of documents kept in the Archives of Simancas and in the Historico Nacional, Madrid, and in the generation of security copies of optical disks already created. This pilot preservation and access project is being explored by UNESCO/PGI as a center of excellence and pilot project for implementation of the system for similar activities in other countries.

For more information about the Erasmus Prize, please contact: Praemium Erasmianum Foundation, Jan van Goyenkade 5, 1075 HN Amsterdam, The Netherlands.

1993 CALENDAR

April 18 - 24

The Society of Ohio Archivists is planning its first "Archives Week in Ohio" with the theme, "Tales from the Archives." The aim of the week is to celebrate Ohio's rich historical heritage as portrayed by documents in archival centers statewide. Contact George Bain, Archives/Special Collections at Ohio University, (614)593-2710.

April 23 - 24

"...And the Walls Came Tumbling Down: A Disaster Preparedness Symposium" in Jefferson City, Missouri, will feature speakers knowledgeable in disaster planning and recovery for archives, libraries, and small museums. Co-sponsored by the Kansas City Area Archivists, Association of St. Louis Archivists, and Central Plains Region. Fee: \$35. Contact: Ann McFerrin, Western Historical Manuscripts Collection, (816) 235-1547.

April 28 - May 2

The Society of California Archivists annual convention, San Jose Hilton

April 30 - May 1

Africana Librarians Council (African Studies Association) spring meeting at Michigan State University, Union Building, East Lansing. Contact Onuma Ezera, Bibliographer, African Library W 312, Michigan State University Libraries, East Lansing, MI 48824, (517) 355-2366 or Nancy J. Schmidt, Chair, Africana Libraries Council, Main Library E660, Indiana University, Bloomington, IN 47405, (812) 855-1482.

April 30 - May 1

New England Archivists 20th Annual Meeting at John F. Kennedy Library and University of Massachusetts-Boston, Harbor Campus. Contact Susan D'Entremont, NEA Registrar, John F. Kennedy Library, Columbia Point, Boston, MA 02125, tel.: (617) 929-4524. The deadline for pre-registration is April 15.

May 6 - 8

The Mid-Atlantic Regional Archives Conference (MARAC) will hold its spring meeting in Long Branch, New Jersey, at the Ocean Place Hilton. Theme: "Celebrating Archival Diversity." Contact Elsaly Palmisano-Drucker, Local Arrangements Chair, at (908) 222-5993, fax (908) 229-5138; or George Tselos, Publicity Committee, at (201) 736-0550, fax (201) 736-8496.

May 20-22

Society of Southwest Archivists annual meeting in Houston, Texas. Contact Elizabeth White, Harris County Medical Archive, Texas Medical Center Library, 1133 M.D. Anderson Blvd., Houston, Texas 77030.

May 21 - 22

"The Magnetic Media Challenge: Preservation of Audiotape and Videotape in Libraries and Archives" is the subject of a new national institute to be held in Atlanta, Ga. **The deadline for registration is May 1.** Co-sponsored by Society of American Archivists. Registration fees are \$170 for members of SAA. Brochures for the institute are being mailed to SAA members. For more information and registration forms, contact Yvonne McLean at ALCTS, 800-545-2433, ext. 5032.

June 1 - 2

The Federation Internationale des Archives du Film (FIAF) symposium, "Newsreel Collections in Film Archives," Mo i Rana, Norway. Contact Roger Smither, Film Department, Imperial War Museum, Lambeth Road, London SE1 6HZ, England. Fax: (71) 416-5379.

June 1-5

"Collections in Historical Buildings," a joint conference of the American Institute for Conservation of Historic and Artistic Works and the Association for Preservation Technology, International, in Denver, Colorado. For more information, contact: American Institute for Conservation of Historic and Artistic Works, 1400 Sixteenth Street, Suite 340, Washington, D.C. 20036, (202) 232-6636.

June 6-18

Western Archives Institute, Clark Kerr Conference Center, University of California-Berkeley (see box on next page).

June 12

Symposium on Archives in Natural History Collections at the Society for the Preservation of Natural History Collections conference in Victoria, British Columbia, June 7-12. Symposium topics include: basic records management, archives definition and scope, storage methods and materials, legal issues, and seminars on cellulose, photographic and magnetic media. For registration information please contact Liz Taylor, Royal British Columbia Museum, (604) 387-3701 or (604) 356-8791.

June 18 - 19

Lake Ontario Archives Conference and Capital Area Archivists joint conference at Skidmore College, Saratoga Springs, New York. Theme: "Archival Alliances: Connecting with Related Professions." Contact Geof Huth, New York State Archives and Records Administration, 10A63 CEC, Albany, NY 12230, (518) 474-4485.

July 3-8

"Russian Archives, Today and Tomorrow," Moscow-St. Petersburg, Russia. Seminar to view formerly top-secret documents of the Communist Party. For more information, contact Independent University, 3001 Veazey Terrace, N.W., Washington, D.C. 20008, (202) 362-7855.

July 21 - 24

NAGARA annual meeting, hosted by Minnesota Historical Society. Theme: "Rivers of Revolution: Archives and Records in the 1990s." Contact Crystal L. McCandlish, NAGARA Publications and Membership Services Office, (518) 463-8644.

August 29 - September 2

1993 Nuclear Information and Records Management Association Symposium and Exposition, Radisson Riverfront Hotel and Conference Center, Augusta, Ga. Contact: NIRMA Symposium, (803) 725-3885.

Western Archives Institute

The 7th annual Western Archives Institute will be held at the Clark Kerr Conference Center, University of California-Berkeley, June 6-18, 1993. The institute offers an introduction to modern archival theory and practice.

The 1993 program will feature James O'Toole, University of Massachusetts-Boston, Department of History, and author of the SAA publication *Understanding Archives and Manuscripts*. Sessions will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and law, photographs, preservation administration, reference and access, automation, outreach programs, and managing archival programs.

Tuition: \$450. Housing/meal plans available for additional charges. Application deadline: April 1, 1993. Contact Nancy Zimmelman, Administrator, Western Archives Institute, 201 N. Sunrise Ave., Roseville, California 95661, (916) 773-3000.

WANTED

Central American Archival Materials

Archival materials relating to Central America that would include information regarding the inclusive dates and size of the collection and relevant information regarding researcher's access. This information will be used to prepare a description of the materials for the *Guide to Central American Collections in the United States*. Contact: Thomas M. Leonard, University of North Florida, 4567 St. John's Bluff Road, South, Jacksonville, Florida 32224-2645, (904) 646-2880.

Material about Olympic Games

Archival sources needed concerning the history of the Modern Olympic Games for an International Exposition in 1996, the 100th anniversary of the games. It will be similar to the exposition mounted last September at the XII International

Congress on Archives, "Olympic Games, Sports Archives and History," which was organized by the Society of Hellenic Archives and the Greek Public Archives with the help of ICA and the Canadian Archives. It focused on the efforts undertaken by modern Greece toward the revival of the Olympic Games, held in Athens in 1896. The new exposition will open in Athens and will involve other countries, mainly France and the United States. Please forward any information to N. Pantelakis, CH Tricoupi 77B, Kifissa 145.63, Greece.

PUBLICATIONS FROM SAA

Selecting and Appraising Archives and Manuscripts

by F. Gerald Ham, was published in January by SAA. It is the sixth of seven volumes in SAA's Archival Fundamentals Series. This 106-page, hard cover, manual addresses factors and considerations in appraisal. SEE AD ON BACK COVER OF THIS NEWSLETTER.

\$19 SAA members, \$25 nonmembers, plus \$5.50 shipping/handling. Contact SAA publications at (312) 922-0140.

Canadian Archival Studies and the Rediscovery of Provenance

was co-published this month by SAA, Association of Canadian Archivists and Scarecrow Press, Inc. The best thinking and debate in Canada are reflected in this selection of previously published essays from *Archivaria*. The essays are arranged in four broad areas: the overall history and evolution of Canadian archives; major theoretical statements concerning the nature of archives and archival work; systematic analyses of archival records and media; and highlights of Canadian contributions to archival practice. This 500-page book presents formative aspects of the emergence of the study of archives in English-speaking Canada—a field of study marked by an increasing awareness of the fundamental significance of provenance information about records in all aspects of archival administration. Terry Cook, Executive Editor, and Tom Nesmith, Editor.

\$55 SAA members, \$59.50 nonmembers, plus \$6.50 shipping/handling. Contact SAA publications at (312) 922-0140.

Managing Business Archives, published in association with the British Business Archives Council in 1991, is a comprehensive 462-page resource which deals with the specific professional duties and responsibilities of archivists working in a business environment. It focuses on the major archival functions of appraisal, arrangement and description, use of computers, repository design and environment, access policy, and conservation. Subjects of special interest include the history of business and office technology, the nature and value of statutory and accounting corporate records, the public relations uses of business archives, and the archivist as manager. Also includes many easy-reference tables and a thorough index. Edited by Alison Turton. (DO NOT CONFUSE THIS BOOK WITH A SLIMMER VOLUME HAVING THE SAME TITLE AND PUBLISHED BY THE AUSTRALIAN SOCIETY OF ARCHIVISTS, WHICH IS NO LONGER AVAILABLE FROM SAA.)

\$85 SAA members, \$94 nonmembers, plus \$6.50 shipping/handling. Contact SAA publications at (312) 922-0140.

The Documentation of Congress

published in January by the United States Senate Historical Office in cooperation with the SAA Congressional Papers Roundtable, surveys the complex sources of records about Congress and offers recommendations to improve their preservation and accessibility. The report's ninety-five recommendations outline a series of coordinated actions to be undertaken by three major interest groups: members of Congress and their staffs, the Center for Legislative Archives at the National Archives, and archivists in the hundreds of repositories around the country that specialize in congressional research. The report advocates a sustained effort by these groups to strengthen the historical records of Congress.

\$4 for shipping/handling for SAA members and nonmembers. Contact SAA publications at (312) 922-0140.

GENERAL PUBLICATIONS

Appraisal Studies by American Institute of Physics

The Center for History of Physics at the American Institute of Physics (AIP) has completed a two-year study of the field of high-energy physics as the first phase of its long-term investigation of multi-institutional collaborations in physics and allied sciences. The Center's project is a pioneering effort to learn how to document the activities of complex collaborations for future historical and other studies.

The project employs the approach recommended by the SAA Joint Committee on Archives of Science and Technology called documentation research, which involves systematic planning, research, and close interaction with records creators. The first goals of each phase of the long-term study are to identify the most important organizational structures, functions, records creators, and events; to understand how and why records are created and used; and to identify the likely locations of records. For this kind of research AIP prefers the term "macroappraisal" used by some European and Canadian archivists, because it emphasizes the work that must be done before the microappraisal of individual collections can commence.

For this project, close to 300 participants from selected collaborations were interviewed about experiments conducted at five of the world's major accelerator laboratories. In addition, project staff analyzed the bibliographic and managerial databases by the high-energy physics community, visited key institutions for discussions with archivists and records officers, and received advice from a Working Group of eminent high-energy physicists, science administrators, historians, archivists, and sociologists.

The AIP Center has now printed four final reports: Report 1: *Summary of Project Activities and Findings/Project Recommendations*; Report 2: *Documenting Collaborations in High-Energy Physics*;

Report 3: *Catalog of Selected Historical Materials*; and Report 4: *Historical Findings on Collaborations in High-Energy Physics*.

The reports are available free upon request, either as a set in a three-ring binder or individually. A fifth report on sociological analysis of collaboration patterns will be available this spring. Contact Center for History of Physics, American Institute of Physics, 335 East 45th Street, New York, New York 10017, or call (212) 661-9404.

NEDCC Materials

The Northeast Document Conservation Center (NEDCC) has recently published a manual on preservation of library and archival materials and a new technical leaflet on duplication of historical negatives.

Preservation of Library and Archival Materials: A Manual consists of a series of 37 technical leaflets on collections care with the primary emphasis on prevention of deterioration of whole collections. The purpose of the 160-page manual, produced in notebook form so that it can be updated periodically, is to provide the basic, practical information needed to enable non-conservator staff members of libraries and archives to plan and implement sound collections care programs or to incorporate preservation principles into existing programs. The cost of the manual is \$20 plus \$3.50 postage and handling.

The new technical leaflet on duplication of historical negative, by photograph and paper Conservator Gary Albright, is designed to help curators, collections managers, and others with collections of glass plate, cellulose nitrate, or cellulose acetate negatives assess their collections, determine if duplication is appropriate and outlines the various duplication options currently available. This technical leaflet is free.

For either the manual or the technical leaflet, contact Gay Tracy, Northeast Document Conservation Center, 100 Brickstone Square, Andover, Massachusetts 01810, (508) 470-1010.

Making Effective Use of Corporate History

By the end of the century, over 2,000 American companies will celebrate major anniversaries. Of these, only a few will discover how to turn their historical assets into positive publicity. *Milestones: The History Factory Guide to Getting the Most from Your History* illustrates how to effectively communicate corporate history, and how to use history as a catalyst for competitive advantage and employee relations. For a free copy, contact Gabrielle Gaeta or Dianne Fox at (202) 387-3228.

Financial Assistance Directory

The 1993-94 edition of *Financial Assistance for Library and Information Studies* is an annually revised directory of awards from state library agencies, national and state library associations, local libraries, and academic institutions offering undergraduate or graduate education programs in library and information studies. For a copy of this directory, send \$1 for postage and handling to SCOLE, American Library Association, 50 E. Huron Street, Chicago, Illinois 60611.

NHPRC Electronic Records Grant Guidelines

The National Historical Publications and Records Commission recently published *Electronic Records Grant Guidelines*. These guidelines reflect the findings in the report, *Research Issues in Electronic Records*, published in 1992 by the Minnesota Historical Society for NHPRC. The Commission's long-range plan gives high priority to projects that carry out the recommendations in *Research Issues in Electronic Records*. The Commission wants to help archivists solve these crucial and immediate problems. The deadline for electronic records proposals is June 1, 1993. Prospective applicants are encouraged to discuss ideas with their state coordinators and with NHPRC staff member Lisa Weber, (202) 501-5610.

Washington Beat

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computer records. While the Appeals Court did allow the Bush Administration to clear the computers for the incoming Clinton Administration, the Courts required that all material was to be copied in unaltered form on computer backup tapes. Appellate review and the final decision of the District Court's decision is not expected for some months.

The case of *Armstrong v. Executive Office of President* is complicated not only by the considerable complexities of handling computer records of historical significance but also by the fact that National Security Council records include both "Presidential records" and "federal records." Although both Presidential and federal records are under the custody of the National Archives, separate laws govern the handling of these two different categories of records. But according to many historians, the current distinction between Presidential and federal records is rather muddy.

The Presidential Records Act states that Presidential records are materials "created or received by the President, his immediate staff, or a unit or individual of the Executive Office of the President whose function is to advise and assist the President, in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President." The courts have interpreted this definition to include only those staff "whose sole function" it is to advise and assist the president.

The legal definition of federal record is "documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them."

Although archivists and records managers at the National Security Council feel that they have clear guidance for determining whether records are Presidential or federal, most computer entries for the past four years did not include tags to enable the material to be easily segregated.

On January 20, the morning of Clinton's inauguration, President George Bush and U.S. Archivist Don Wilson signed a Memorandum of Agreement concerning the custody and control of the computer backup tapes that were the subject of the court order in *Armstrong v. Executive Office of the President*. The plaintiffs in the case, including Scott Armstrong and other individual researchers, the American Historical Association, the American Library Association, the National Security Archives and the Center for National Security Studies, were never informed that this agreement was pending prior to January 20 and knew of it only a week later as part of Justice Department court filings in the case.

The Archivist agreed in the memorandum that the National Archives would take physical custody of the approximately 5,000 backup tapes of the Reagan and Bush Administrations and that the National Archives staff would take the initial steps in segregating the Presidential and federal information. The memorandum states that no third parties, except those with lawful subpoenas, will be allowed access to this information until the material is segregated. Some assets of the agreement seem to violate the Presidential Records Act's provisions concerning access to Presidential records by Congress and the incumbent administration.

Also troubling is the fact that the agreement contains no time tables or standards for review. Many historians fear that access to these records could be delayed for years and could follow the same tortuous course as much of the Nixon material, which is still being withheld after eighteen years of unresolved legal battles over the appropriate identification of federal records.

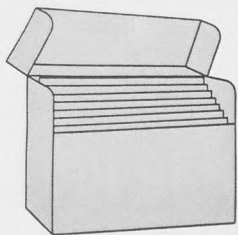
Equally disturbing to historians is the introduction in the memorandum of a new, and potentially slippery paradigm, for identifying Presidential information. Instead of using the term "Presidential records," the agreement states that "George Bush shall retain exclusive legal control of all Presidential information, and all derivative information in whatever form, contained on the materials." Since the term "derivative information" is not used in the legal definitions of federal and Presidential records, it appears that President Bush desires in this agreement to

exert greater control over the computer tapes. The agreement explicitly underscores the right of the President to dispute that any of these materials are federal records and states that any actions by the National Archives to determine whether material on the tapes is federal or Presidential is subject to prior review by President Bush or his designee.

At stake for researchers is the preservation of and future access to records documenting the formulation of U.S. foreign policy. For most of U.S. history the federal records of the State Department have documented U.S. foreign relations. In recent decades, however, other agencies have played a key role in the development of U.S. foreign policy with the National Security Council frequently taking the lead. How National Security Council records are preserved and researchers gain access to this material is of utmost concern to historians. Only federal records, and not Presidential records, are subject to the Freedom of Information Act.

The National Archives provides access to Presidential records through the Presidential Libraries where all but the most sensitive material is to be available to the public twelve years after a president leaves office. Both federal and Presidential records are subject to the criteria for classification in Executive Order 12356, issued by President Reagan in 1982. Additionally, Presidents retain claims of privilege, and they and their families exert considerable control over access to Presidential records. Furthermore, sitting Presidents can exert claims of executive privilege upon access to documents of previous Presidents.

The agreement signed by President George Bush and Archivist Don Wilson on January 20 includes no provisions for reviewing the President's claims and control over the computer backup tapes. Since the Appeals Court ruled in January 1991 in *Armstrong v. Executive Office of President* against allowing judicial review of record keeping practices under the Presidential Records Act, it appears that the stage has been set for new legislation to strengthen the authority of the U.S. Archivist, to clarify the definition of "federal record," and to ensure judicial review of the record keeping practices of the Executive Office of the President.



Professional Opportunities

As a service to members, SAA publishes announcements about professional opportunities for archivists. SAA reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

The following rate schedule, effective July 1, 1992, entitles an employer to post one job in one issue of the *SAA Newsletter* AND in one issue of the *SAA Employment Bulletin* for one fee:

92¢ per word
(Numbers, abbreviations, etc.
each count as one word.)

Institutional members receive a 50% discount. Job ads will not be posted unless accompanied by a purchase order for the applicable amount. We will edit ads that do not conform to the style illustrated by the job postings in this issue.

The *SAA Newsletter* is published in January, March, May, July, September, and November and is sent to all SAA members.

The *SAA Employment Bulletin* is available to individual members at a cost of \$24 per year only at the time of membership renewal. Individual issues are available to SAA members for \$6 and to nonmembers for \$10. The bulletin is published in February, April, June, August, October, and December.

Deadlines for all issues of the *SAA Newsletter* and *SAA Employment Bulletin* are the 5th of the month preceding publication. Announcements received after the deadline will be charged a \$20 late fee. SAA's fax number is (312) 347-1452. For more information about SAA's employment services, contact SAA at (312) 922-0140.

It is assumed that all employers comply with Equal-Opportunity/Affirmative-Action regulations.

CHIEF, RECORDS AND ARCHIVES UNIT

The Food and Agriculture Organization of the United Nations
Rome, Italy

Responsibilities: To develop and operate the Organization's records and archives program. **Requirements:** University degree and training in modern archives and records administration. Five years of professional experience in an archives and records management establishment. Demonstrated ability to write descriptive material in English. Familiarity with microfilming and automatic data processing techniques. Supervisory ability. Limited knowledge of French/Spanish/Italian and familiarity with general subject matter related to agriculture, fisheries and forestry is desirable. **Benefits:** The post carries a net salary per year (inclusive of a variable element for post adjustment) from US \$46,385 to US \$59,481 (without dependents) and US \$49,642 to US \$64,110 (with dependents). Other benefits of the International Civil Service. Please send detailed curriculum vitae as soon as possible quoting VA234-AFS to: Central Recruitment, FAO, Via delle Terme di Caracalla, Rome, Italy. Telex: 610181 FAO I. Fax: 57973152.

ARCHIVIST

Office of the National Archives
Washington, D.C.

The National Archives seeks qualified applicants for entry level archivist positions. Candidates must be eligible for direct hire appointment under Outstanding Scholar provisions, i.e., those with 3.45 or above undergraduate GPA or in top 10% of undergraduate class. **Responsibilities:** Arrange, describe, and classify records; assist researchers. **Qualifications:** Requires 18 semester hours (graduate or undergraduate) in U.S. history, American political science or government; plus 12 semester hours (graduate or undergraduate) in history, government, public administration, American civilization, or economics. In addition, 30 semester hours of graduate education or an M.A. in one of these fields preferred. **Salary:** Starts at GS-7 (currently \$27,717 annually) and

increases to GS-9 (currently \$27,789) after one year; upon successful completion of a two-year training program, trainees are promoted to GS-11 (currently \$33,623). **Application Information:** For a copy of the vacancy announcement, which contains the application instructions, call the personnel Operations Branch, at 1-800-827-4898. Requires copies of transcripts from all colleges attended. Apply March 15 - April 16. For additional information, call Mary Rephlo or Cynthia Fox at (202) 501-5310.

ARCHIVIST, COLLECTIONS MANAGER

The Joint Archives of Holland
Holland, Michigan

The Joint Archives of Holland has a position open immediately for Archivist, Collections Manager. This appointment is funded through June 1994, with anticipation of permanent funding thereafter.

Responsibilities: Primary responsibility will be management of the collections, MARC cataloging, uploading records to OCLC, processing of archival materials, supervising part-time staff, reference and other duties. **Qualifications:** Graduate degree in history or library science with archival specific training from a recognized archival program or equivalent experience. MARC AMC skills essential. The successful candidate will be a self-starter who works well independently. **Salary:** \$21-\$23,000 plus generous benefits. The Joint Archives is a union of the Holland Museum, Hope College, and Western Theological Seminary archives in Holland, Michigan. Send resumes and three references to Larry J. Wagenaar, Director, The Joint Archives of Holland, Hope College Campus, Holland, Michigan 49423.

PROJECT ASSISTANT and COLLECTIONS ACCESS ASSISTANT

Museum of the City of New York
New York, New York

Project Assistant. The Museum of the City of New York is seeking to fill a part-time, two and a half days per week, grant funded position working on the Museum's Byron Photographic collection. This is a

two-year position. The Project Assistant should have experience working with historical photographic negatives and prints, should have worked in archival and/or museum collections on large-scale preservation and processing projects; and have the ability to carry out work of a detailed and exacting nature. Preferably, the Project Assistant should be able to work with in the MARC VM format and know about computer applications in museums. Basic technical knowledge of photography and photographic conservation and preservation standards and practices is a plus. Master's degree in library science and/or photographic studies preferable.

Collections Access Assistant. The Museum of the City of New York is seeking to fill a part-time, two-days-per-week, position with the Department of Prints and Photographs. The Collections Access Assistant will assist researchers, help fill research requests and inquiries, and assist in the cataloging and accessioning of prints and photographs. The Collections Access Assistant should have 2-3 years experience working in a library, archive, or museum with related work experience. Strong knowledge of New York City and/or a master's degree in urban history or architecture preferable.

Please send resume and cover letter to: Curator of Prints and Photographs, Museum of the City of New York, Fifth Avenue at 103rd Street, New York, New York 10029. Please, no telephone inquiries.

CORPORATE ARCHIVIST and LIBRARY MANAGER

*Microsoft Corporation
Redmond, Washington*

Microsoft, the world's leading software company, has these excellent opportunities in our Information Systems Department. **Corporate Archivist.** Ideally, you will have the ability to acquire, preserve, and provide access to significant Microsoft historical information, materials, and artifacts. You will oversee exhibit and display preparation; conduct presentations; train employees, and handle special projects related to anniversaries, significant events, and milestones. You will also establish policies and procedures pertaining to the overall operation of the History Program. If you have graduate degree-level knowledge in archival administra-

tion, or 5-7 years archival administrative experience, we'd like to talk with you. Qualifications should include a background in collection development, reference and research, and analysis of potential archival records. Solid PC skills are essential. ACA Archivist Certification desired. Computer industry and technology background strongly preferred.

Library Manager. The ideal background for this position is general library management with an emphasis in special libraries. You will manage and direct the daily activities and long-range planning for the Microsoft Library. We welcome an innovative, forward-thinking approach to information delivery, and the personality to successfully lead and motivate others. You should have an MLS and 5+ years professional experience, with at least 3 years in a management capacity. PC proficiency, a current knowledge of computer software/hardware industry trends, and experience with automated library systems, are all essential. Strong written and verbal communication skills, highly developed problem solving ability, and a commitment to quality customer service are required.

Microsoft offers an excellent compensation/benefits/relocation package. Please forward your resume and salary history, indicating position of interest, to: Microsoft Corporation, Attention: Recruiting, Department Ab202-0293, One Microsoft Way, Redmond, Washington 98052-6399. No phone calls please. We are an equal opportunity employer and support workforce diversity.

ASSISTANT UNIVERSITY ARCHIVIST

*The College of William and Mary
Earl Gregg Swem Library
Williamsburg, Virginia*

Responsibilities: The Assistant University Archivist directs the daily operation of the College's Records Management Program; is responsible for the Archives Records Center and Archives stacks; assists in planning and setting priorities; is responsible for accessioning, indexing, inventorying, and processing of Archives materials; performs research and assists researchers; prepares and mounts exhibits; supervises other Archives staff and students on a project basis; reports to the

Assistant University Librarian for Special Collections/University Archivist.

Requirements: MA in history or MLS from an ALA-accredited library school; archival experience, preferably in an academic setting; effective oral and written communication skills; the ability to pay close attention to detail; ability to work effectively with the public and staff; and the ability to lift and carry boxes of at least 40 pounds. **Desirable:** Records management experience, preferably in an academic setting; formal archival training; experience in MARC-AMC format; background in history, preferably American. The University Archives, consisting of two professionals, one paraprofessional, and students, documents the history of the College of William and Mary and its people. As a part of the Special Collections Division, the Archives works closely with the Manuscripts and Rare Books Department. William and Mary celebrates its 300th anniversary in 1993. Position available July 1, 1993. Twelve-month appointment. **Minimum salary:** \$28,000. Benefits include twenty days annual leave, choice of retirement systems, and other liberal fringe benefits. Send letter of application, resume, and names, addresses, and telephone numbers of three current references to: Search Committee for Assistant University Archivist, Swem Library, College of William and Mary, P.O. Box 8794, Williamsburg, Virginia 23187-8794. Application review will begin February 1, 1993, and continue until position is filled. William and Mary is an affirmative action, equal opportunity employer, women and minorities are encouraged to apply.

PROJECT ARCHIVIST

*The Brooklyn Museum
Libraries/Archives
Brooklyn, New York*

Temporary grant-funded, 21-month position to arrange and describe Culin Archival Collection. Stewart Culin amassed a large group of Native American, Asian, and Eastern European research materials as Curator of Ethnology at the Brooklyn Museum. **Responsibilities:** Under supervision of project personnel, create organization scheme; process and describe records; create and enter records into in-house database and MARC records into RLIN; coordinate finding aid publica-

Professional Opportunities

tion; assist researchers; describe Culin materials in other repositories. **Qualifications:** MA, archives specialization; archival experience. Excellent organizational and writing skills. Microcomputer experience, preferably including database work. **Salary:** \$24,000, with benefits. Send letter of application, resume, and writing sample to: Deirdre Lawrence, The Brooklyn Museum, 200 Eastern Parkway, Brooklyn, New York 11238.

LIBRARIAN, RARE BOOK AND MANUSCRIPT LIBRARY

*Columbia University
New York, New York
Search Extended*

The Librarian is responsible for leading one of the world's preeminent collections of rare books and manuscripts. Located in the nation's publishing center, the Rare Books and Manuscripts Library contains over five hundred thousand rare books and twenty-six million manuscripts in separate rare books and manuscript departments. Staff of the Library numbers thirteen full-time employees, seven of whom are professional librarians. The Rare Books Department has significant holdings in all subject areas except law, architecture, health sciences, and East Asian languages. The collections are particularly strong in English and American literature and history, Greek and Latin classical authors, sources of education, mathematics and astronomy, economics and banking, history of theater, photography, history of printing, and New York City politics. Medieval, Renaissance, and Near and Middle Eastern manuscripts are also housed in the Rare Book Department, along with cuneiform tablets, epigraphical specimens, papyri, paintings, drawings, maps, portraits, and mathematical instruments. The Manuscript Department is the University's major repository for the extensive collections of original papers, letters, manuscripts and documents; the holdings include resources in nearly all subjects and academic disciplines, especially English and American history and literature, American publishers and literary agents, business and banking, librarianship, international affairs organizations, social work, oral history, and Russian and East European history and culture. The Library also administers the Herbert H.

Lehman collection and suite, concerned with New York state government and United Nations Relief and Rehabilitation Administration materials. The Librarian is directly responsible for liaison with the faculty; oversight of all collection development, preservation, exhibition, pre-cataloging, technical processing, manuscript processing, and publications programs; fund raising; and a robust acquisition-through-gifts program. The Librarian also works closely with the Columbia University Libraries Friends Group, and the Libraries Development Officer. Exercising a high degree of autonomy, the position reports to the Resources and Special Collections Group Director. The Librarian frequently serves in the role of deputy Group Director. **Qualifications include:** successful experience leading a special collections library or a comparable institution; interest and success in fund raising; knowledge of rare books and manuscripts; the ability to work harmoniously with colleagues; the capacity to build support for the advanced research and curricular needs of the University; and a master's degree in library science or advanced degree in an appropriate subject field. Salary commensurate with qualifications and experience. Excellent benefits include assistance with University housing and tuition exemption for self and family. The Search Committee will begin screening applications on receipt, continuing until the position is filled. To apply, send letter of interest, resume, and names, addresses, and phone numbers of three references familiar with your professional work, to: Kathleen M. Wiltshire, Director of Personnel, Box 35 Butler Library, 536 West 114th Street, New York, New York 10027. Qualified women and members of minority groups are encouraged to apply. Columbia University is an affirmative action/equal opportunity employer.

MANUSCRIPT SPECIALIST

*Western Historical Manuscript Collection
State Historical Society of Missouri
Columbia, Missouri*

Entry level position, available May 1, 1993. Primary duty is to implement an oral history program, including preparing for and conducting interviews and transcribing and editing tapes. Secondary duties include arrangement and descrip-

tion of collections and assistance with reference service. Occasional Saturday hours. **Qualifications:** BA in history or another social science; preference may be given to a candidate with MA in history or another social science and oral history and archival training and/or experience. Excellent interpersonal and oral and written communication skills required. **Salary:** \$16,800 plus University of Missouri benefits. Position carries University of Missouri academic (non-regular) status. Annual leave, twenty-six days; sick leave, twenty-four days per year. Send letter of application, resume, and names, addresses, and telephone numbers of three references to Nancy Lankford, Western Historical Manuscript Collection, 23 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201. **Application deadline:** April 1, 1993. The State Historical Society of Missouri is an affirmative action/equal opportunity employer.

ASSISTANT ARCHIVIST, LIBRARIAN I or II

*Seeley G. Mudd Manuscript Library
Princeton University
Princeton, New Jersey*

Mudd Library houses a major collection of twentieth-century public policy papers and University Archives. Reports to the head of the library. Provides technical services support for records through surveys, appraisal, arrangement, description, cataloging, and preservation of manuscripts, imprints, serials, and non-book formats. Processes collections; establishes processing priorities; supervises two support staff and eight to ten student assistants. Provides quality control for finding aids and description in MARC-AMC; works toward creation of records schedules for university offices and systematic records transfer. In conjunction with other Assistant Archivist, assigns processing tasks for reference staff when possible, helps establish operations and procedures and participates in system-wide library activities. Performs reference services as assigned. Graduate degree, preferably in history, and/or MLS required. Formal archival training at graduate level preferred. Experience developing and managing university records management program, and knowledge and experience using retention and disposition schedules and records sur-

veys strongly preferred. Familiarity with MARC-AMC format, library automation and microcomputers desirable. Ability to appraise historical records. Demonstrable knowledge of archival arrangement and description with two years processing experience required. Supervisory experience desirable. Salary and rank dependent upon qualifications and experience. To ensure full consideration, send application (resume and names, titles, addresses, and phone numbers of three references) postmarked by April 1 to: Search Committee for Assistant Archivist, c/o Human Resources Librarian, Princeton University Libraries, One Washington Road, Princeton, New Jersey 08544. AA/EOE.

AMERICAN CIVIL LIBERTIES UNION PROJECT ARCHIVIST - PRINCETON

*Princeton University
Princeton, New Jersey*

Two-year temporary position. Under supervision of the Assistant Archivist, the Princeton-based project archivist will survey, appraise, arrange, and describe the records of the ACLU currently housed in Mudd Library, Princeton University; review records at the New York City office deemed historical and transfer materials to Princeton; process ACLU materials as well as related collections here; describe the collection in finding aid format; create records for RLIN/AMC and our online catalog. The archivist will hire and train three to four student assistants; a half-time paraprofessional will be assigned. MLS from an ALA-accredited library school and/or MA with graduate archival training. Familiarity with MARC-AMC format, library automation and microcomputer applications. Demonstrated ability to appraise historical records. Excellent communication skills. Processing of large modern archival collections and experience supervising and training staff desirable; course work in 20th-century American history preferred. Salary and rank dependent upon qualifications and experience. Minimum salary for entry rank is \$30,200. To ensure consideration, send application (resume and names, addresses, and telephone numbers of three references) postmarked by April 15, 1993, to: Search Committee for ACLU Project Archivist - Princeton, c/o Human

Resources Librarian, Princeton University Libraries, One Washington Road, Princeton New Jersey 08544. AA/EOE.

AMERICAN CIVIL LIBERTIES UNION PROJECT ARCHIVIST - NEW YORK

*Princeton University
New York, New York*

Two-year temporary position. At the end of that time, individual will continue as a permanent employee of the ACLU in the position of Librarian/Archivist/Records Manager. This archivist will be based in the New York City office of ACLU and will survey and appraise the inactive records of the N.Y.C. and regional offices of ACLU; transfer appropriate records to Princeton University repository; design records retention schedules and implement procedures for monitoring adherence. Administers the program, including meeting with staff to promote offerings; supervises one processing assistant; processes records including legal case files, FBI files, and ACLU Foundation project records. The archivist will spend the first two months in Princeton and will make one-week site visits to the regional offices in Denver, Atlanta, and Washington. Day-to-day activities monitored by consultant at ACLU. Reports to the University Archivist, project director. MLS from an ALA-accredited library school and/or MA with graduate archival training. Experience in one or more of the following: records analysis and developing retention and disposition schedules; surveying, appraising and processing historical records; providing assistance to offices regarding records management techniques; administering records management program. Familiarity with MARC-AMC format, library automation and microcomputer applications. Excellent communication skills. Processing of large modern archival collections and experience supervising/training staff desirable. Coursework in 20th-century American history preferred. Desirable: certificate in records management. Salary and rank dependent upon qualifications and experience. Minimum salary for entry rank is \$30,200. To ensure consideration, send application (resume and names, addresses, and telephone numbers of three references) postmarked by April 15, 1993, to: Search

Committee for ACLU Project Archivist - N.Y., c/o Human Resources Librarian, Princeton University Libraries, One Washington Road, Princeton, New Jersey 08544. AA/EOE.

DIRECTOR

*The South Carolina Historical Society
Charleston, South Carolina*

The South Carolina Historical Society, a private, non-profit organization administering a research library and archives and publishing a quarterly scholarly journal and newsletter, is seeking applicants for the position of director. The Society has an annual operating budget of \$350,000 and a budgeted staff of eight. Applicants must demonstrate strong leadership skills and successful experience in the administration, fiscal management, fund raising, membership development, budget, personnel, physical plant management, grantsmanship, and overall operation of an historical agency. Proven communication and public relations skills required. Applicants must have an MA in history or related field with PhD preferred. Salary is negotiable and currently in the \$40,000+ range. Send letter of introduction and resume to: Search Committee, South Carolina Historical Society, 100 Meeting Street, Charleston, South Carolina 29401. **Deadline:** March 19, 1993.

HEAD OF CATALOGING

*Indiana Historical Society
Indianapolis, Indiana*

The Indiana Historical Society is accepting applications for the position of head of cataloging. The Society, founded in 1830 and located in Indianapolis, is a private, non-profit corporation. The Society's library, the William Henry Smith Memorial Library, is a repository of documentary and visual materials that relate to the history of Indiana and the Old Northwest. The head of cataloging is primarily responsible for printed material cataloging, as well as coordination of processes that provide access to all library materials. **Duties include:** supervise departmental staff and set departmental goals; catalog and classify printed material; help plan and implement library automation; define and coordinate cataloging/classification procedures for all library materials; supervise OCLC operations, including

Professional Opportunities

liaison work with OCLC, INCOLSA, and other networks; provide reference service. Position reports to director of the library. A complete position description is available upon request. **Required:** MLS from an ALA-accredited library school; at least three years experience cataloging printed material including use of OCLC or other utilities and application of AACR 2 cataloging rules, Library of Congress Classification System, and LCSH. **Preferred:** Experience with computer technology, particularly in library applications; serials management experience; experience in working with historical collections; knowledge of American history—an MA in history or background in history is desirable. **Beginning salary range:** low to mid \$30s, commensurate with skills and experience. **Benefits:** health, dental, life, and long-term disability insurance as well as tax-deferred annuities and a pension plan with TIAA-CREF. Applications will be accepted until the position is filled. Send a letter of application, a resume, and any supporting materials, along with names, current addresses, and telephone numbers of three professional references to: Susan P. Brown, Human Resources Director, Indiana Historical Society, 315 West Ohio Street, Indianapolis, Indiana 46202-3299.

PROJECT ARCHIVIST, AMERICAN TURNERS HISTORICAL RECORDS SURVEY PROJECT

Indiana University-Purdue University at Indianapolis

Indianapolis, Indiana

Indiana University-Purdue University at Indianapolis (IUPUI), University Libraries is seeking qualified applicants for the position of Project Archivist. Available immediately. The Project Archivist will be responsible for conducting a survey of historical records of the American Turners, a German-American social, cultural and athletic organization founded in 1848, and with local societies still operating in sixty cities. Duties will include conducting a mail survey, making site visits, inventorying records in private hands, negotiating donations, and assuming primary responsibility for the preparation of a research guide to published and unpublished sources on the American Turners. This is an 18-month position funded by

the National Endowment for the Humanities. **Qualifications:** Required: MA in library science, history, German, or related field. **Preferred:** MA in library science with specialization in archives and rare books; second MA or higher in history, German, or related field; and two years professional archival experience. An excellent reading knowledge of German, willingness to travel extensively in the United States, and good oral and written communications skills are essential. **Salary:** \$27,000. **Fringe Benefits:** A month's vacation; sick leave; choice of medical plans available; dental plan, group life insurance; and TIAA/CREF retirement/annuity plan. **Apply:** Send letter of application, resume, and names, addresses, and telephone numbers of four references to: Jean Gnat, Associate Director, University Libraries, IUPUI, 815 West Michigan Street, Indianapolis, Indiana 46202-5163. **Closing:** Applications or nominations received by March 15, 1993, will be guaranteed consideration. Position remains open until filled. IUPUI is an Affirmative Action/Equal Opportunity Employer, women and minorities are encouraged to apply.

HEAD OF SPECIAL COLLECTIONS/UNIVERSITY ARCHIVIST, ASSISTANT PROFESSOR

(Tenure-Leading)

*The University of Nebraska-Lincoln
Lincoln, Nebraska*

Branch Services Department, starting July 1, 1993. Direct the University Archives/Special Collections. Responsible for provision of services and security for Special Collections materials consisting of books, manuscripts, maps, photographs, etc. Help develop and build the special collections. Some existing strengths include: Botkin Collection (folklore), Latvian Collection, Mazour Collection (Russian history and culture), Nebraska authors (Cather and Sandoz), WWI and WWII, and Czech Heritage Collection. Responsible for the acquisition, arrangement, description, preservation, and servicing of the UNL official records, personal and professional papers of faculty, records of student organizations and other materials documenting the University of Nebraska-Lincoln. Supervise two full-time staff members plus student assistant.

Oversee the daily operations of the unit and plan for future operations and services. A major expectation is to work toward creation and implementation of records on the Libraries' automated public access catalog. Prepare proposals for grant funding in cooperation with Libraries Development Officer and actively develop external support for the Archives/Special Collections. **Required:** MLS from an ALA-accredited library school; minimum of five years of professional experience in an academic or research library; knowledge of archival principles; excellent interpersonal, oral, and written communication skills. **Preferred:** Experience in an academic/research archives; experience with USMARC-AMC format and automation of records; Academy of Certified Archivists certification; foreign language knowledge of one or more of the following: Czech, French, German, Latin, Latvian, Spanish, Russian; experience with rare book and manuscript collections; microfilming experience; knowledge of preservation principles; and supervisory experience. **Salary:** \$34,000 minimum for a twelve-month contract. Salary may be higher depending upon the qualifications of the successful applicant. Apply with full resume plus names and current addresses and telephone numbers of three references by April 15, 1993, to: Kent Hendrickson, 106 Love Library, University of Nebraska-Lincoln, Lincoln, Nebraska 68588-0410. The University of Nebraska-Lincoln is committed to a pluralistic campus community through Affirmative Action and Equal Opportunity and is responsive to the needs of dual career couples. If you require a reasonable accommodation in order to apply or interview for this position, please call (402)472-2526.

EXECUTIVE DIRECTOR

*Birmingham Civil Rights Institute
Birmingham, Alabama*

The Birmingham Civil Rights Institute seeks an Executive Director for overall management, fund raising, community relations and program development. The Institute is a new 55,000 square-foot facility which houses exhibits depicting Civil Rights events, an archival program linked by computer to the Birmingham Public

Library, an ongoing educational program, and space for changing exhibits and public programs. It is governed by a twenty-seven member non-profit Board of Directors. Its recently completed capital campaign will fund an international human rights gallery, a resource center with interactive computer and video media stations for historical research, and an oral history project. The Executive Director should have graduate training in history or the social sciences with demonstrated knowledge of civil rights history as well as museum or archival experience in a senior level position. Salary is competitive. Send detailed resume to: Search Committee, Birmingham Civil Rights Institute, P.O. Box 370811, Birmingham, Alabama 35237-0811. AA/EOE.

ACADEMIC ARCHIVIST I

(Position Reopened)

Golda Meir Library

University of Wisconsin-Milwaukee

The University of Wisconsin-Milwaukee (UWM) is a major metropolitan doctoral-granting university serving over 25,000 students. The campus is located on Milwaukee's tree-shaded residential east side bordering Lake Michigan, and has an active and innovative School of Library and Information Science. **Duties:** Reporting to the Director, Archives and Special Collections, the Academic Archivist appraises, collects, preserves, organizes, and describes official records of continuing value to the University; assists in the preservation of papers, records, and other materials relating to the University; contact officers and faculty of the University who create and maintain records of continuing value and arranges for the transfer of these records to the Archives; maintains effective finding aids, such as checklists, guides, and indexes as well as other records necessary for the operation of the Archives; engages in outreach to encourage the use of the collection; and provides reference service to researchers. The Academic Archivist has primary responsibility for the day-to-day management of the official records of the University. This includes administering and further developing the campus-wide UWM records management program. Other duties include assisting with the operation of the Area Research Center, a cooperative pro-

ject with the State Historical Society of Wisconsin; providing reference services to the Fromkin Memorial Collection; and advising the Director of Archives and Special Collections on matters pertaining to the operation of the Archives. **Qualifications:** The successful candidate must have an ALA-accredited MLS, or a master's degree in history or other related discipline. Requirements also include archival experience; knowledge of arrangement and description practices including MARC-AMC format, and records management knowledge. Ability to work independently, written and oral communication skills. **Salary:** Starting salary from \$25,076, commensurate with experience and qualifications. **Appointment/Benefits:** Position is academic staff annual probationary appointment leading to indefinite appointment. Generous vacation and fringe benefits. **Application:** UW-Milwaukee and the Golda Meir Library strongly encourage women and minorities to apply. Please send letter of application, resume, name/address/telephone number of three references and transcripts. Also send samples of arrangement and description work, publications, or other pertinent writing to Elise Colvin, Personnel Librarian, Golda Meir Library, University of Wisconsin-Milwaukee, P.O. Box 604, Milwaukee, Wisconsin 53201. All applications must be postmarked by May 1, 1993. Position available July 1, 1993. Nominees and applicants, who have not requested in writing that their identity not be revealed, and all finalists names will be released upon request.

MEDICAL CENTER ARCHIVIST

*The Mount Sinai Medical Center
New York, New York*

Exciting opportunity to administer all aspects of a medical center archives at a major metropolitan area health care institution. The Mount Sinai Medical Center offers an excellent salary and benefits and a pleasant work environment. The archivist will work closely with the library staff and report to the library director. Responsibilities include appraising, accessioning, arranging, describing, and preserving the archival collection, developing and implementing institutional archival policy in conjunction with the Library Director and institutional administration,

providing reference and other services to users, creating MARC records for local online and OCLC catalogs, preparing exhibits and writing about the history of Mount Sinai and the collections. Requirements for the position include a master's degree in history or library science with formal training and/or coursework in archives administration, a minimum of three years of archives experience, ability to work effectively with researchers, library and medical staff, and excellent verbal and written communication skills. Experience with computer systems a plus. Send letter of application, resume, and names of three references to: Lynn Kasner Morgan, Director, Gustave L. and Janet W. Levy Library, Box 1102, Mount Sinai Medical Center, New York, New York 10029. Applications accepted until position is filled. Position available April 1, 1993. The Mount Sinai Medical Center is an AA/EOE.

ARCHIVIST

*Immigration History Research Center
University of Minnesota
St. Paul, Minnesota*

For two-year NEH-funded project to arrange and describe historical records relating to migration and acculturation experiences of East European emigre communities in America in the post-World War II and Cold War era. Along with arrangement and description work, the archivist will supervise supporting activities of two project assistants and will participate in promoting results of the project. **Qualifications:** Graduate degree in an appropriate humanities discipline (e.g. history, American studies, East European studies); graduate-level coursework (or institute training) in archives administration and/or significant archival processing experience; reading knowledge of either Ukrainian or Latvian language. **Salary:** \$30,000 for first year. Position available July 1, 1993. Send letter of application, resume, and names/addresses of three references to: Joel Wurl, Chair, Project Archivist Search Committee, Immigration History Research Center, 826 Berry Street, St. Paul, Minnesota 55114. **Deadline:** May 1, 1993.



PUBLICATIONS

SELECTING AND APPRAISING ARCHIVES AND MANUSCRIPTS

F. Gerald Ham

This is the sixth of seven volumes published in SAA's Archival Fundamentals Series. This manual discusses factors and considerations in appraisal for both archives and manuscripts, including the theoretical foundations for identifying, soliciting, selecting, evaluating, and authenticating records. It also includes the role of records management in controlling the life cycle of modern organizational records, as well as collections management and documentation strategies for other holdings. Illustrations, sample forms, and a comprehensive index are also included. (This manual replaces *Archives & Manuscripts: Appraisal and Accessioning* by Maynard Brichford.)

Published by SAA (1993)
106 pp., hard cover
\$19 members
\$25 nonmembers
plus \$5.50 shipping/handling

MANAGING ELECTRONIC RECORDS

William Saffady

This publication was written as a primer on records management concepts and methodologies as they apply to records containing machine-readable information. Seven chapters cover topics ranging from inventory methodology, admissibility in evidence to media stability, and system dependence issues for computer-generated records. Terms and concepts are defined in the text, and a 100-plus word glossary summarizes important definitions. Each chapter also includes suggestions for additional reading.

Published by ARMA (1992)
184 pp., hard cover
\$29 members
\$35 nonmembers
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