



The Society of
American Archivists

Archival Outlook

May 1993



Flower Power

Two students examine floral specimens in the botany laboratory of the Oregon Agricultural College, circa 1920. Standing on the left is Dr. Helen Gilkey, renowned botanical illustrator and internationally known botanist for her work with flowering plants, noxious weeds, and truffles. The photograph was originally taken by Ball Studio of Corvallis, Oregon. Established in 1912, the studio is still in existence and did the copy work for this print. (Courtesy of the Oregon State University Archives, #946.)

Issue Highlights

Page 5

- Joint Statement on Selection Criteria for U.S. Archivist

Page 6

- New Vice President, Council, and Nominating Committee Elected

Page 10

- SAA Member Appointed Acting U.S. Archivist

Page 12

- 1993 Annual Meeting News

Table of Contents

- 3 From the President's Desk
- 4 Resolution on NUCMC
- 5 Joint Statement by SAA and NAGARA
- 6 Maygene Daniels Elected 50th President of SAA
- 7 Council and Nominating Committee Elected
- 8 SAA Short Subjects
- 9 Spotlight
- 10 Trudy H. Peterson Appointed Acting U.S. Archivist
- 11 Washington Beat
- 12 Annual Meeting Update
- 13 Changing Resource Allocators' Perceptions
- 14 Education Notes
- 16 Preservation
- 17 New Guidelines for NHPRC Grant Applicants
- 18 Committee on the Status of Women Turns 20
- 20 Calendar of Events
- 20 Awards Available
- 22 News Clips
- 26 New Member Roster
- 27 Professional Opportunities
- 32 Bernice Brack Celebrates 14th Anniversary with SAA



*"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

Managing Editor:
Teresa M. Brinati

Society of American Archivists Staff:

Anne P. Diffendal
EXECUTIVE DIRECTOR

Bernice Brack
MEMBERSHIP ASSISTANT

Richard Cox
EDITOR, THE AMERICAN ARCHIVIST

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Debra S. Mills
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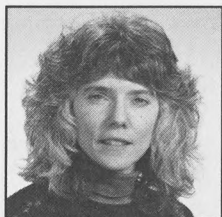
Troy Sturdivant
PUBLICATIONS ASSISTANT

Tara J. Shimandle
EDUCATION PROGRAM ASSISTANT

Jason Walker
PUBLICATIONS ASSISTANT

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♻️ **Archival Outlook** is printed on paper that meets the requirements of the American National Standards Institute—Permanence of Paper, ANSI Z39.48-1992.



from the President's Desk

by Anne R. Kenney

It may seem that events at the National Archives have commanded all of SAA's external attention, but recently the Society has responded to archival concerns involving three other institutions: the Philadelphia Savings Fund Society, the New York Historical Society and the Library of Congress.

When the Philadelphia Savings Fund Society (PSIS) went into receivership, the future of the institution's archives came into question. In addition to the corporate records, the archives contains artifacts, furnishings, and memorabilia documenting the history of the oldest savings and loan in the United States.

Archivists in the Philadelphia organized in early January to safeguard this valuable cultural and historical resource. In response to their request I wrote a letter to Richard Wilkinson, the FDIC liquidator in charge of disposing of all of the PSIS property. I pointed out to him that the best way to ensure the care and safety of this important historical resource—and to safeguard the privacy rights of individuals mentioned in the records—was to offer the archives to one of the Philadelphia area cultural institutions.

Eleanor King, the former archivist at PSIS who spearheaded the local effort, wrote on March 17 that the FDIC had agreed to donate the entire collection to the Hagley Museum and Library. She concluded her letter by thanking SAA for bolstering the local effort: "I think it really made a difference to the federal

regulators to have concern expressed by a national organization based outside the immediate Philadelphia area."

In early February, the archives, library, and research communities were stunned by the news that the one-hundred-and-eighty-nine-year-old New York Historical Society was to close its library on February 19. Supporters of the Society quickly organized a letter writing campaign which SAA was happy to join. We urged the chair of the Board of Trustees to proceed carefully in determining the future of the library's holdings. We also expressed concern that inadequate notice was given to the staff to permit them to plan an orderly transition, to make arrangements for the safety of the collections, and to find suitable employment elsewhere.

Since February 19, the library has been kept open by two separate sets of special funding. Support for the Society is also included in next year's proposed New York State budget. This funding is offered on the assumption that New York City will be able to match it. As of this writing it does appear that the Library will have a modest operating budget to take it through the next year.

Finally, in early March, it became known that the Library of Congress was considering eliminating the National Union Catalog of Manuscript Collections (NUCMC) as a result of budget cuts. Again, archivists organized quickly to protest this move. Karen Paul and the Legal and Legislative Issues

Committee made phone calls and distributed pertinent documentation to many individuals and organizations. Information was also posted on the Archives and Archivists List Serv.

The SAA Executive Committee passed a resolution calling upon the Librarian of Congress to ensure that NUCMC be maintained at a level appropriate to its important mission of describing manuscript material that would otherwise not be made widely known. The resolution is reprinted on page 4. It seems that the Library of Congress may have heeded this attention, and is now reconsidering the fate of NUCMC.

These situations suggest that an institution is most open to outside pressure when it is still considering a course of action. In such cases, timing becomes every bit as important as the message itself. For SAA to exercise influence, it must be alerted early, and must be able to respond quickly as well as knowledgeably.

These cases also suggest that SAA can be most successful if it coordinates action with other stakeholders. I'm pleased to report that recently SAA joined with NAGARA in a joint statement to the Clinton Administration on the selection criteria for Archivist of the United States, which is reprinted on page 5. It is my hope that this combined effort will set a precedent for future cooperation.

Taking a public stand on issues of concern to archivists is a central responsibility of SAA. I welcome your thoughts on how the Society can fulfill this important role.

Taking A Stand on Issues that Affect the Archival Community

The Executive Committee of the Society of American Archivists recently issued a "Resolution on the National Union Catalog of Manuscript Collections" (NUCMC). The Library of Congress was considering eliminating NUCMC due to budget constraints. To protest such a cut, a resolution was drafted and adopted by Executive Committee on behalf of SAA. The resolution, reprinted at right, calls upon the Librarian of Congress to ensure that NUCMC be maintained at a level appropriate to its important mission of describing manuscript material that would otherwise not be made widely known.

In addition, the SAA Executive Committee, along with the leadership of the National Association of Government Archives and Records Administrators (NAGARA), issued a joint statement to the Clinton Administration on the selection criteria for Archivist of the United States. The statement appears on the opposite page.

For more information on both of these measures as well as other issues of concern to archivists, read President Anne R. Kenney's column on page 3.

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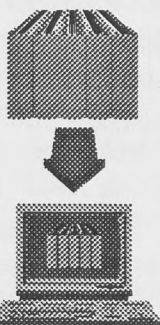
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The Society of American Archivists

Resolution on the National Union Catalog of Manuscript Collections

WHEREAS the Library of Congress has maintained the National Union Catalog of Manuscript Collections (NUCMC) for 34 years, and

Whereas NUCMC was a pioneer in the cataloging of manuscript collections, assisting in the standardization of descriptive practices nationwide, and

Whereas more than 60,000 collections held in 1,400 repositories have been described and made accessible to researchers through published volumes, and

Whereas in the past five years, 11,300 entries have been input into the Research Libraries Information Network (RLIN), thus increasing access by scholars worldwide, and

Whereas NUCMC serves as the national information database for many repositories and researchers located in all states of the Union that do not have access to RLIN, and

Whereas NUCMC has added tens of thousands of names to the Name Authority File, and

Whereas certain levels of administration at the Library of Congress are recommending that NUCMC be eliminated,

Therefore be it resolved that the Executive Committee of the Society of American Archivists considers that the elimination of NUCMC in its entirety would be a grave disservice to scholars, genealogists, archivists, and other researchers. It urges the Librarian of Congress to ensure that NUCMC is maintained at a level appropriate to its important mission of describing manuscript material that would otherwise not be made widely known.

*Adopted by the Executive Committee on behalf of
the Society of American Archivists, March 24, 1993.*

The National Association of Government Archives and Records Administrators
and
The Society of American Archivists

Joint Statement on Selection Criteria for Archivist of the United States

March 1, 1993

Over the past several months, a number of serious issues have been raised publicly about management of the National Archives and Records Administration (NARA). The two major archival associations in the United States, the National Association of Government Archives and Records Administrators (NAGARA) and the Society of American Archivists (SAA) recently adopted public positions on the situation at NARA which are appended to this statement.

With the resignation of Archivist of the United States, Don W. Wilson, effective March 31, 1993, the selection of a new Archivist to lead the National Archives becomes a paramount concern. The next Archivist must address both the management challenges at NARA and the critical challenge of stewardship of the nation's archival record in today's rapidly changing electronic information environment.

The leadership of NAGARA and SAA offer the following joint recommendations on the selection of the next Archivist of the United States.

Selection Process

NAGARA and SAA recommend to the President and the White House Personnel Office that they:

- Move ahead expeditiously with the Archivist's search and selection process. NARA's needs are too great at this time to permit unnecessary delays in making the appointment of a permanent Archivist to succeed Dr. Wilson. NAGARA and SAA urge that the next Archivist be in place no later than September 1, 1993.
- Designate a search or screening committee to represent NARA's broad constituency that would work with the White House to locate and identify the best qualified candidates for the President's consideration.
- Ensure that the review and selection process is consistent with the provisions of the National Archives Law (44 USC 2103), which indicates that the Archivist's appointment must be made without regard to political affiliation and solely on the basis of professional qualifications required to perform the responsibilities of office.

Suggested Selection Criteria

In identifying and selecting the next Archivist of the United States, NAGARA and SAA urge the President to give preference to candidates with the following traits:

- Successful experience in administering archival or records programs or similar programs with responsibility for cultural or informational resources; ability to expand and change program directions to meet changing needs and conditions; strong, demonstrated commitment to the management, preservation, access, and use of governmental records.
- Experience in working effectively with legislators, government officials, trustees, and government and private resource allocators in ways that ensure adequate support for programs, even in time of financial stringency.
- Demonstrated vision for the future of government archives and information management, including development and implementation of information policy and provision for the management of electronic records.
- Proven ability to articulate a compelling defense of informational resources, and the importance of strong, impartial programs for their care and management, to public officials, resource allocators, users, and the general public.
- Experience in seeking the advice and counsel of constituent and user groups, including professional associations, and in responding to constituent needs.
- Commitment to working creatively with other offices of the federal government, with state and local governments, and with other archival programs, including those in foreign countries, to effectively address shared responsibilities and concerns.
- A reputation for excellence, leadership and effectiveness within the individual's profession including appropriate scholarly credentials, and sufficient national stature to enable the Archivist to be seen as a leader by a wide range of constituent groups.



Election Results '93: And the Winners Are . . .

Daniels Elected 50th SAA President

In April the membership of the Society of American Archivists elected Maygene Daniels vice president for 1993-94. Daniels, an SAA Fellow and chief of the archives at the National Gallery of Art in Washington, D.C., will assume the vice-presidential post following the 1993 annual meeting in New Orleans and will serve in that capacity until the end of the 1994 annual meeting in Indianapolis, when she will become SAA's 50th president.

A member of SAA for more than twenty years, Daniels brings a wealth of experience to the position. She served on SAA Council from 1987-90; chaired the International Archival Affairs Committee, 1983-87; served on the Committee on Goals and Priorities, 1986-87; Education and Professional Development Committee, 1984-85 and 1981-1982; was features editor for the *American Archivist*, 1985-86; and co-edited, along with Timothy Walch, *A Modern Archives Reader: Basic Readings on Archival Theory and Practice* (Washington, D.C.: National Archives, 1984).

"The Society of American Archivists must focus its resources to ensure that all archivists have access to skills and knowledge needed to prepare for the next century."

Maygene Daniels

All candidates in the election were required to answer a question posed by the Nominating Committee. The following question was addressed to candidates for vice president/president elect: "From your perspective, what is the most important societal trend today in relation to archival institutions and the profession, what are the archival implications, and how can SAA use its resources to respond successfully to this trend?"

In her statement, Daniels noted that several significant societal trends will affect the archival profession in the next decades. "Technology will continue to develop at an extraordinary rate. It will change the way that society creates and uses records and the way in which archival institutions preserve and describe historical materials. Competition for scarce resources will continue for every institution and profession. Communications and economic development will link the United States inextricably to the global community. American society itself will continue to diversify and to see history in broader and more inclusive terms."

These factors, coupled with an increasingly competitive environment, will demand new skills and greater knowledge for every profession, and especially for archivists, according to Daniels. "SAA must focus its resources to ensure that all archivists have access to skills and knowledge needed to prepare for the next century."

Daniels further added that such a process would include the identification of technological, cultural, and institutional developments and as well as understanding them within the context of archival principles and practice. "SAA must continue to foster lively and informative professional debate, . . . monitor and expand its educational offerings, and must serve as a catalyst for improvements in graduate education and for increasing higher professional standards."

Daniels has been active in other professional associations, including the Academy of Certified Archivists, where she served as president from 1990-92; the International Council on Archives, where she has been the United States representative to the Council's Working Group on Architectural Records since 1984; as well



Maygene Daniels

as the Mid-Atlantic Regional Archives Conference.

Prior to joining the National Gallery of Art, Daniels, who earned a master's degree from Yale University, was director of the Modern Archives Institute and National Archives archival training coordinator from 1980-84. From 1972-84, she also served in the National Archives Office of Presidential Libraries, Records Appraisal Staff, and Audiovisual Archives Division.

Benedict, Ericson, and Hickerson Join Council

Karen Benedict, Timothy Ericson, and H. Thomas Hickerson have been elected to Council by SAA membership in April and will serve from the end of the 1993 Annual Meeting through the 1996 Annual Meeting.

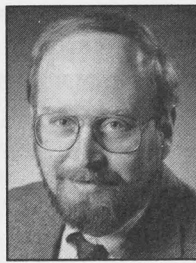
All candidates for Council were required to respond to the following questions posed by the Nominating Committee: "What do you regard as the appropriate role for SAA in responding to significant societal trends? How should it establish the priorities for its response?"

Benedict, a Certified Archivist who holds an M.L.S. from the University of Maryland, has been a consultant in archives and records management since 1986. In her candidate statement, Benedict said that "SAA should provide educational support through continuing education, seminars, and workshops for its working members, as well as play a leadership role in establishing standards for graduate education in the field."

A member of SAA since 1975, Benedict has chaired both the Business Archives Section (1985-86) and the Committee on Public Information (1988-91), as well as served on the Task Force on Forms Manual (1981-82) and the Task Force on Archives and Society (1985-87). Currently she is SAA's representative to the International Council on Archives' Section on Professional Associations (1993-96). She



Karen Benedict



Timothy Ericson



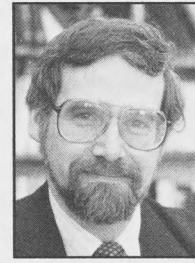
H. Thomas Hickerson



Marie Allen



Faye Phillips



Richard Szary

has also edited *A Select and Annotated Bibliography on Business Archives and Records Management* (Chicago: SAA, 1992).

Timothy Ericson, SAA Fellow, is the director of Special Collections at the University of Wisconsin-Milwaukee. In his candidate statement, he noted that "SAA may appropriately assume several roles. The first role may be educational in nature . . . another role may be to represent the perspective of archivists—to be our voice . . . SAA should also . . . provid[e] a forum in which issues and trends can be discussed through the newsletter, the annual meeting sessions, workshops, or other means."

Ericson, who earned an M.L.S. from University of Wisconsin-Madison and an M.A. in history from the University of Wisconsin-White Water, was the Interim Executive Director of SAA from 1990-91 and also served as SAA's Education Program Officer for two years.

Ericson's other SAA activities include chairing the 1992 Program Committee and the Reference, Access & Outreach Section (1989-91); and serving on the 1990 Nominating Committee. Currently he serves on the Committee on Education & Professional Development and is a member of the Academy of Certified Archivists.

H. Thomas Hickerson, SAA Fellow, is the director of the Division of Rare and Manuscript Collections at Cornell University Library. He earned a master's degree in history from the University of Oklahoma and is a member of the Academy of Certified Archivists.

In his candidate statement, Hickerson said that "two broad changes presently underway hav[e] major impact on the archival profession . . . electronic technologies . . . [and] multiculturalism." Hickerson believes that responding to these trends will require SAA to establish priorities and to "concentrate its energies on education, standards, collaboration, and innovation."

Hickerson has been actively involved in SAA since 1973 when he first served on the Committee on Buildings and Technical Equipment. He has since chaired the Standards Board (1991-92), the Task Force on Archival Standards (1988-90), and the 1986 Program Committee. He has also served on the Committee on Archival Information Exchange (1983-84); 1982 Nominating Committee; 1983 Program Committee; Task Force on Automated Records and Techniques (1979-84); National Information Systems Task Force (1977-83); Committee on Finding Aids (1976-78); and the Committee on College and University Archives (1975-77). Currently, Hickerson co-chairs the ALA/SAA Joint Committee on Archives and Library Relations. He is also the author of the 1981 SAA basic manual, *Archives and Manuscripts: Introduction to Automated Access*.

This fall, Benedict, Ericson, and Hickerson will join Luciana Duranti, Margaret L. Hedstrom, Mary Janzen, Randall Jimerson, Waverly Lowell, and Elizabeth Yakel on Council. They will replace outgoing Council members Brenda Banks, Anne Van Camp, and William Wallach.

Allen, Phillips, and Szary to Serve on Nominating Committee

The SAA election also yielded three members for the 1994 Nominating Committee: Marie Allen, deputy director of the Intergovernmental Records Programs, National Archives; Faye Phillips, head of the Louisiana and Lower Mississippi Valley Collections, Louisiana State University; and Richard Szary, head of Manuscripts and Archives at the Yale University Library. Phillips will chair the committee.

The Nominating Committee is responsible for selecting next year's slate of candidates.

Voter Turnout and Tabulators

One-third of the SAA individual membership exercised their right to vote in the 1993 election. Almost 1,100 SAA members out of approximately 3,070 eligible to vote, participated in the election this year. This figure represents a slight decrease from last year, when a record number of 1,183 ballots were received.

Many thanks to members of the Chicago Area Archivists Group who donated several hours of their time to count ballots. Organized by Becky Haglund Tousey of Kraft General Foods, Inc., the tabulators included Steve Bean, Evangelical Lutheran Church in America Archives; Mike Bullington, Rush Presbyterian St. Luke's Medical Center Archives; Beverly Cook, Chicago Public Library; and John W. Smith, Art Institute of Chicago.

SAA thanks you for your assistance!



Short Subjects

Search Committee Meets

The SAA Executive Director Search Committee met in mid March and prepared a position description statement as well as a profile of the ideal candidate. Both pieces were then reviewed and approved by Council's Executive Committee.

A time line was established for conducting a national search. Current SAA Executive Director Anne P. Diffendal's contract expires March 31, 1994. The job announcement will be posted this summer in national media outlets as well as allied professional organization newsletters. The deadline for application will be September 15, 1993. Interviews will be conducted in the fall with a final decision being reached at the winter Council meeting.

The Search Committee will hold an open forum at the 1993 SAA Annual Meeting in New Orleans on Friday, September 3, 11:30 a.m. - 1:00 p.m.

The committee includes SAA Past President J. Frank Cook, Treasurer William J. Maher, a member chosen by each Council class—William K. Wallach, Mary E. Janzen, and Margaret L. Hedstrom—and a member of the Society's staff, Managing Editor Teresa Brinati. Cook and Wallach are co-chairing the committee.

1993 Membership and Education Surveys

It's not too late to return your 1993 Membership and Education Surveys, which were included in the ballot which you received in March. Your comments and suggestions will enable us to better serve your professional interests.

Thank you to those of you who have already returned your surveys and indicated an interest in actively participating in SAA. If there is a particular committee or area that is of special interest to you, please let us know. We will try to accommodate everyone's interests, because there are ultimately fewer spots to fill than requests made, remember that there are many other ways to become more involved in your professional association. If you are not appointed to a specific committee this year, contact us so that we can help you identify other ways to participate.

New Publications

The following publications are available from SAA:

■ *ALISE Journal of Education for Library and Information Science*, (Winter 1993) "Educating the American Archivist for the Twenty-First Century," guest edited by Richard J. Cox. This special issue contains papers on archival education originally presented at the spring 1992 meeting of the Mid-Atlantic Regional Archives Conference (MARAC) held in Pittsburgh. 96 pp., paperback. Published by the Association for Library and Information Science. \$18 SAA members; \$20 nonmembers.

■ *Keeping Archives*, 2nd edition, edited by Judith Ellis. Since publication of the first edition in 1987, this manual has established itself as a standard student text and professional reference. All chapters have been revised and updated. New chapters include Preservation; Legal Responsibilities and Issues; and Managing Records in Special Formats. Published by DW Thorpe in association with the Australian Society of Archivists (1993), 512 pp., paperback. \$40 SAA members; \$45 nonmembers.

■ *Archival Theory and Information Technologies: The Impact of Information Technologies on Archival Principles and Methods*, by Charles M. Dollar. Edited by Oddo Bucci. This publication presents current perspectives on electronic records, contrasts North American and European viewpoints, and cogently applies archival principles to electronic records management. Essential reading for all archivists. Published by University of Macerata, Ancona, Italy (1992), 117 pp., paperback. \$25 SAA members; \$30 nonmembers.

To order, contact SAA publications department, (312) 922-0140. Prepayment is required (shipping not included in price). Visa and Mastercard are accepted.

Annual Meeting Programs Mailed

Programs for the Society's 57th Annual Meeting were mailed to all SAA members in May. If you have not received a program by June 14th, contact the SAA office at (312) 922-0140.

Archival Fundamentals Series

SAA is in the midst of production on the last of seven volumes in the Archival Fundamentals Series, *Preserving Archives and Manuscripts*, by Mary Lynn Ritzenthaler. This volume will be available by the 1993 SAA Annual Meeting in late August. The SAA publications department will begin to accept back orders for *Preserving Archives and Manuscripts* in August (but please not before then). Orders will be filled as soon as the book is published.

The Archival Fundamentals Series, a comprehensive resource for novice and veteran archival professionals also includes:

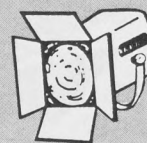
- *Understanding Archives and Manuscripts* (1990) by James M. O'Toole;
- *Arranging and Describing Archives and Manuscripts* (1990) by Fredric M. Miller;
- *Managing Archival and Manuscript Repositories* (1991) by William Nolte and Thomas Wilsted;
- *Providing Reference Services for Archives and Manuscripts* (1992) by Mary Jo Pugh;
- *Selecting and Appraising Archives and Manuscripts* (1993) by F. Gerald Ham;
- *A Glossary for Archivists, Manuscript Curators, and Records Managers* (1992) Lewis and Lynn Bellardo.

Each publication is \$19 for SAA members, \$25 for nonmembers, plus shipping. Look for an announcement on a series price for all seven volumes in the July issue of *Archival Outlook*.

New SAA Membership Directory

The 1994 SAA *Directory of Individual Members*—the yellow pages—is slated for production this summer and will be distributed in the fall. A letter was mailed first class in April to all individual members requesting that they update their listings and return any corrections by May 1, 1993. Thank you to all who responded. The membership database is in the process of being updated by Bernice Brack and Danielle Feuillan. SAA looks forward to providing you with the latest edition of this important member service.

Spotlight



American Archivist Update

The summer 1992 issue of the *American Archivist* (volume 55, number 3), which has a "Shoe" cartoon on the cover, was mailed to SAA members and subscribers in April. If you have not received your copy by the end of May, please contact the SAA office.

Two other issues are in production. The fall 1992 issue (55:4) and the winter 1993 issue (56:1) are slated for publishing in June.

All members are encouraged to contribute to the journal. Contact the journal's editor, Richard J. Cox, with any prospective articles or ideas. He may be reached at University of Pittsburgh, School of Library & Information Science, Pittsburgh, Pennsylvania 15260. Telephone (416) 624-9438. E-mail: rjc@lis.pitt.edu (bitnet).

Labor Archives Publications

Members of the SAA Labor Archives Roundtable participated in two recently completed long-term projects. The first is the publication of a basic archival/records management manual entitled, *How to Keep Union Records: A Guide for Local Union Officers and Staff*. The attractive 44-page manual, written by Debra Bernhardt with the cooperation of many Roundtable members and published by the AFL-CIO's George Meany Memorial Archives for distribution to labor organizations, was partially funded by NHPRC. Multiple copies may be ordered at reduced rates or at a cost of \$8 per manual from: Labor's Heritage Press, George Meany Memorial Archives AFL-CIO, 10000 New Hampshire Ave., Silver Spring, Maryland 20903, (301) 434-6404.

Secondly, Roundtable members Brenda Parnes and Debra Bernhardt completed a directory and concise guide to the labor history holdings of over 40 repositories which appeared in the fall 1992 issue of *Labor History*. Offprints are available at the cost of \$3 each to cover postage and handling. Contact: Debra E. Bernhardt, Head, Robert F. Wagner Labor Archives, 70 Washington Square South, 10th Floor, New York, New York 10012, (212) 998-2640.

TRUDY H. PETERSON, Assistant Archivist for the Office of the National Archives, was appointed Deputy Archivist of the United States in March. She will serve as Acting Archivist until a new Archivist of the United States has been appointed by the President and confirmed by the Senate.

In addition, the following personnel changes were made at the National Archives: **LYNN BELLARDO** has been appointed to the position of Deputy Director of the NARA Regional Archives System; **MICHAEL KURTZ** will serve as Acting Assistant Archivist; **LEWIS BELLARDO** will serve as Acting Deputy Assistant Archivist; **CYNTHIA FOX** will serve as acting Director, Preservation Policy and Services Division; and **MICHAEL GOLDMAN** will serve as the Acting Chief of the Administrative Staff

WILLIAM C. BEAL, archivist and records administrator for The United Methodist Church for the past 19 years, will retire from that position in June.

F. GERALD HAM has been awarded an academic specialist grant from the U.S. Information Agency to assess the current status of archival and records management training in New Zealand and to develop options for future programs. The project, June 24-July 27, is under the auspices of the Archives and Records Association of New Zealand. Ham will also visit university archival training centers in Australia.

LAURA KLINE, formerly an archivist at the Olana State Historic Site, has joined the New York State Archives and Records Administration (SARA) as a Senior Public Records Management Specialist in the Local Government Records Services' Publications and Educational Resources Unit. **SUE-ANN PASCUCCHI**, formerly Records Manager for Broome County, is the Regional Advisory Officer in SARA's Local Government Records Services' Region 6 office in Binghamton.

The deadline for the July
issue of *Archival Outlook*
is June 5, 1993



From the Acting U.S. Archivist

by Trudy H. Peterson

Acting U.S. Archivist Appointed

In early March, U.S. Archivist Don W. Wilson announced that upon his departure at the end of that month, Trudy Huskamp Peterson would be Deputy Archivist. Peterson, a former president of the Society of American Archivists, received a Ph.D. in American History from the University of Iowa and has worked for the National Archives since 1974. Since 1985 she has held the position of Assistant Archivist for the Office of the National Archives.

In November, following a Senate Report on mismanagement at the National Archives, Wilson detailed Deputy Archivist Claudine Weiher to the position of Assistant Archivist for the Office of Special and Regional Archives and appointed Raymond Mosley as the Acting Deputy Archivist. The Federal Records Act states that in the absence of the Archivist, the Deputy Archivist shall act as Archivist. To avoid a situation in which an Acting Deputy would become an Acting Archivist, Wilson appointed Peterson to the Deputy position. Personnel regulations of the federal government provide that following the confirmation of a new Archivist, the Deputy Archivist, a Senior Executive Service position, will serve 120 days and could then at the pleasure of the Archivist continue or be reassigned.

The U.S. Archivist has regularly contributed a column to *Archival Outlook*. At right is Peterson's first column.

On April 1, the eighth anniversary of the independence of the National Archives, the plaintiffs in the PROFS case (the litigation over access to certain computer tapes from the Reagan and Bush Administrations) filed a motion in court asking the judge to hold the government in civil and criminal contempt. The next day, April 2, attorneys for Richard Nixon went into court and filed a cross-claim against the Archives in the litigation over opening the Nixon tapes for research use. The latter case is now called *Kutler v. Peterson and Nixon*. I am writing on April 4 (nothing has been filed today because it is Sunday), and I cannot predict what the status of these cases will be by the time you read this. Nor can I predict when my name can come off the Nixon case and be replaced by that of a permanent Archivist of the United States. For additional information, see pages 11 and 24.

It is clear, however, that the National Archives is again in a period of transition. No transition is ever easy, and this one is no exception. However, we at the National Archives are fortunate to have a new strategic plan completed on February 23. The plan gives us a framework for taking initiatives during the time while we await the appointment of the new Archivist.

The plan is the result of hard work and long hours by a cross-section of the staff of the National Archives, assisted by a professional consultant on the techniques of strategic planning. The staff group drafted proposals that were then considered by the agency's senior managers. People from the

Federal Register and from Federal Records Centers, archivists and budget analysts, supervisors and non-supervisory staff members, all worked together to identify the critical success factors for the National Archives in carrying on our mission. In addition, we had the invaluable assistance of fifty people from outside NARA who shared their visions of the National Archives and commented on the drafts. Without the discussion by staff and concerned commentators the final product would not have been as good as it is.

I do not mean to imply that the plan is perfect. Far from it. It is a start, and a good one, one that we plan to review in the fall and annually thereafter. As written, we identify six critical areas for our efforts: services, management, information technology and electronic records, preservation, leadership in archival and related fields, and communication. Within each of the areas we established goals and objectives, assigned responsibilities and, when appropriate, time frames.

I hope you will read our plan and give us comments upon it. If you write to Donn Neal (National Archives, 7th & Pennsylvania Avenue N.W., Washington, D.C. 20408), he will see that you get a copy. We know that informed debate over the choices we have made is essential. Whether you debate on Internet or by using "snail mail," whether you telephone or talk to one of us at a meeting, we at the National Archives hope you will give us the benefit of your voice. Communication is part of our strategic plan.



Washington Beat

by Page Putnam Miller

Appropriations Hearings for the National Archives and NHPRC

On March 25, Representative Steny Hoyer, who chairs the House Appropriations Subcommittee on Treasury, Postal Service, and General Government, held a hearing for public witnesses. Three witnesses—Frank Burke, David Crosson, and myself—spoke on the FY'94 budget for the National Archives and the National Historical Publications and Records Commission. Burke, who served for many years as the Executive Director of NHPRC and is a former SAA president, highlighted the ways in which the NHPRC grants program reflects many of the priorities of President Clinton's comprehensive economic plan. He explained how NHPRC makes significant investments in the nation's information infrastructure, in basic education, and in public-private partnerships.

Crosson, the Administrator of the State Historical Society of Iowa, pointed out that three other humanities related federal agencies—the National Endowment for the Humanities, the Historic Preservation Fund and the Institute of Museum Services—had budget increases last year while the NHPRC had a cut. Yet Crosson stressed that “historical documents are the bedrock upon which all other historical programs sit.” Without the preservation of the written word, Crosson asserted “scholars can't research, historic preservationists can't document, and curators can't verify.” Both Burke and Crosson urged \$8 million appropriation in FY'94 for NHPRC, which is currently authorized at \$10 million but funded at \$5 million.

I spent most of my allotted time at the hearing on the National Archives focusing specifically on two needs—funding required for the National Archives to operate successfully Archives II and the importance of adequate staffing for records appraisal.

Since Archives II, the new research

facility in College Park, Maryland, is in Steny Hoyer's district, there is considerable interest in the new building. I requested \$68 million in new money for the opening of the 1.8 million square foot state of the art archival building. The request for \$68 million included four categories of funding: \$29 million for payment on the loan for the construction of Archives II; \$13 million for the operation, maintenance, security and custodial staff, and utilities; \$1 million for additional archivists to service the records; and \$25 million for the cost of the move, furniture, equipment for the preservation laboratories, computers, and establishment of a comprehensive new computerized system that will include management and finding aid capabilities.

In the second part of my testimony, I discussed the National Archives' responsibility for working with agencies to determine which records merit preservation. The historical and archival communities have contended for some time that the National Archives has had inadequate funds to fulfill its core mission. Records appraisal efforts are even more crucial in the modern electronic record keeping environment. Unless additional staff are added to enable NARA to work more closely with agencies, many believe that records which provide adequate and proper documentation of federal policies will be lost. Currently only forty National Archives staff work with agencies to decide which records are of historical value and which should be destroyed. Because the National Archives is so understaffed in this area, many agencies have very old comprehensive records disposition and retention schedules, or none at all, to guide their record keeping policies. A strategic planning process inside the National Archives, as well as outside evaluations of the National Archives' core mission, have highlighted many deficiencies. But few are as needy as records appraisal.

For almost three decades the National Archives has suffered from inadequate space and the decision to build Archives II was long overdue. But unfortunately the timing for the opening of a new building coincides with major budget cutting efforts. It appears that the Administration's budget request for the National Archives for FY'94 will include \$4 million for NHPRC grants—a \$1 million cut—and only a \$29 million increase for expenses related to Archives II. Unexpected construction savings and interest income on the loan for the new building may be able to provide the National Archives with \$8 million in additional funds. Even with those additional funds, the Administration's request would not provide enough money for additional archivists, for some of the new laboratory equipment, and for completion of the computerized finding aid. But with this bare bones budget, the National Archives will be able to open Archives II, which will be an accomplishment in this budget-cutting environment.

Nixon Seeks Further Delay in Access to Tapes

On April 2, lawyers for President Nixon filed a cross claim against the National Archives as part of the 1992 lawsuit known as Kutler and Public Citizen v. Wilson (now Peterson) and Nixon as defendant intervenor. In this case historian Stanley Kutler and Public Citizen charged Don W. Wilson, then Archivist of the United States, with unreasonably delaying access to 4,000 hours of Nixon tapes.

On March 10, the National Archives notified Nixon of plans to make available for public access White House tape recordings from May and June 1972 in accordance with agreed upon regulations. In this cross claim Nixon is challenging the National Archives' review of the tapes. Specifically Nixon seeks orders

continued on page 24

Annual Meeting Update: New Orleans

by Debra S. Mills

The 57th Annual Meeting of the Society of American Archivists will be held August 30 through September 5, 1993, in New Orleans. Programs were mailed this month. Anyone who does not receive a program by June 15 should contact the SAA office at (312) 922-0140.

Those attending will want to take advantage of the outstanding hotel convention rates, which are \$78 for a single room and \$88 for a double room. Be sure to budget for the citywide \$3 per night occupancy tax and 11% room tax. **Make your reservations early as the special convention rate does not apply after the August 1 cutoff date!**

In addition to the hotel rates, those planning ahead will want to take advantage of the earlybird registration fees: \$175 for SAA members and \$220 for nonmembers. One day registration fees are \$100 for SAA members and \$125 for nonmembers. Student members of SAA can register for the entire conference for \$85.

Reduced airfares are being offered by two airlines. To make reservations, contact SAA travel agent Joyann Hawker at 1 (800) 543-0573; or call the airlines directly. Contact American Airlines and cite "file #S0283KQ." Or, contact US Air and cite "gold file #21100002."

Alamo Rent A Car and Amtrak are also offering special rates. For more information, check your annual meeting program.

As in the past, this year's meeting begins with two days of

preconference workshops. Topics covered include photographic collections management, disaster preparedness, and donor relations.

A variety of special events are also planned. The SAA Committee on Regional Archival Affairs will host a breakfast meeting for representatives of regional and local archival associations on September 1. That evening, all meeting attendees are encouraged to attend the opening banquet, which will feature a New Orleans jazz theme. A highlight of the banquet is the Presidential Address, which will be delivered by SAA's 48th president, Anne R. Kenney.

Sessions, which begin the following day and conclude September 5, range from the practical to the theoretical, including such topics as archival ethics; electronic records; film and microfilm preservation; the JFK assassination papers and what are archivists worth. The Latin American perspective is also examined in sessions such as "Documenting Spanish Colonial Revival in Architecture and Landscape Design"; and "The Archives Profession in Mexico."

Special forums of interest to the profession are offered throughout the week, including forums on the National Archives, SAA sections and roundtables, and an open discussion on a master's degree in archival studies. The Archives Exposition on September 2-3 offers attendees the opportunity to connect with current and potential vendors and to see the latest in archival products and services.

Throughout the meeting, fun and informative tours are offered. These include site visits to area repositories, walking tours of the Garden District and French Quarter, a literary walking tour, a jazz tour, cooking New Orleans style, a paddleboat cruise, and a plantation tour. Mark your calendar for a festive reception to be held Friday, September 3, at Gallier Hall, a national historic landmark. And, plan on spending your final evening cruising down the Mississippi on a true paddlewheeler, complete with traditional Riverboat Gothic decor of red furnishings and brass finishes. It will be the perfect way to top off the week.

The meeting will officially conclude with a New Orleans style brunch on Sunday, September 5. President-Elect Edie Hedlin will present her thoughts on the upcoming year, and the 1994 Host Committee will offer a sneak preview of what lies ahead in Indianapolis at next year's annual meeting.

Look for your program in the mail and make plans now to attend SAA's 57th Annual Meeting in New Orleans. *Laissez les bon temps rouler* (let the good times roll)!



Cover design of the 1993 Annual Meeting program, which was mailed to SAA members this month.

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Changing Resource Allocators Perceptions

As the completed 1993 SAA membership surveys come flooding in, one thing is clear. Current and future challenges faced by archives professionals are not going away. With diminishing financial support, reduced staffing, and employers who are not totally convinced of the value of archives, archival professionals are searching for answers and support.

The surveys mentioned a number of challenges. However, the biggest, by far, was resources. "We are expected to achieve greater results with ever-diminishing budgets and staffing," replied one SAA member. Being spread too thin with too little time and not enough space were other concerns. Another member responded that "educating my resource allocators regarding the value of archives to their operation" was his biggest challenge. A long time member noted that "justifying my department's needs for staff, space, money, and attention, and keeping it a priority at the institution" was an ongoing concern.

Admittedly, there are no easy answers. Marketing your collections' value may be one way to get a bigger slice of the resources pie. "In today's world of limited resources," says Phil Mooney, archivist at Coca Cola, "programs that are not self-evident are the first to feel the economic impact. Archivists today have to continually demonstrate their value to their institutions and one way to do that is through outreach." Actively cultivating users, increasing your repository's visibility within the community through exhibitions, public service announcements and speakers bureaus, and implementing other types of public programs are just some examples of external marketing.

Although marketing to external groups is important and will certainly get you noticed, don't forget about marketing your value to your coworkers and employer. Tim Hawkins, archivist at the Playboy photo archives, comments that "any activity that demonstrates your ability to reduce existing costs or generate new profits for the company will most definitely get your employer's attention."

Phil Mooney suggests that archivists communicate to their employers who the users are and what the users are looking at, rather than simply listing the number of research requests and on-site visitations. Make a list of every activity, department, and issue that the archives has ever been involved in. Also, consider submitting an article about the ongoing activities of the archives in your institution's newsletter and suggesting that a tour of the archives be a regular part of any employee orientation program.

And, most importantly, don't forget to market yourself. One way to do this is to continually demonstrate your commitment to the profession. By attending professional meetings, making presentations before your peers, and by being a member of your professional association, you will elevate your standing among your colleagues and in the eyes of your employer. One new SAA member recently commented to Lee Miller, of Tulane University and SAA Membership chairman, that she joined SAA "because she wanted to create a sense of professional identity for herself and she wanted her boss to think of her as an archivist."

This challenge is apparently an ongoing one for the archival profession. In the report, *The Image of Archivists: Resource*

Allocators' Perceptions, a study conducted by professional marketing consultants under the direction of the SAA Task Force on Archives and Society in December 1984, the following recommendations emerged:

1. If archives are to receive the attention and the share of resources which are essential to their growth, if they are to acquire responsibility and visibility then archives must continually seek status and influence within the parent organization.
2. Archivists need to place themselves in the information mainstream, stressing the value of historical records to current decision making.
3. Archivists should involve resource allocators in planning outreach programs. They should find out what they want, who they want, and go after it. Archivists can acquire clout by applying information they manage to daily activities that matter to others, e.g. resource allocators.

In short, changing the perceptions of resource allocators may not be easy, but it is possible. There is plenty we can do, however, to tackle this challenge head on! The above report is available for \$4 to SAA members and \$7 to nonmembers, plus shipping. Contact SAA publications at (312) 922-0140.

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Education Notes

by Jane Kenamore

"Arrangement and Description" Workshop Manual and Packet Available for Purchase

SAA is pleased to report the availability of a manual and packet for use in teaching a basic workshop on "Arrangement and Description." Designed for regional groups that wish to employ their own instructors to reach members and nonprofessional individuals with archival responsibilities, the manual and accompanying packet contain a daily schedule and outline, lecture notes, a bibliography, exercises, case studies, an instructor's guide, and photocopy masters. The "Arrangement and Description" manual and packet were compiled by Ellen Garrison of Middle Tennessee State University and Virginia Cain of Emory University, both of whom developed the "Arrangement and Description" workshop for SAA and have taught it several times.

For more information on this and other basic workshop packets to be available in the future, contact Jane Kenamore, (312) 922-0140.

Spring Workshops: Addendum

- "Architectural Records: Identification, Preservation, and Access" will be held in Houston, Texas, on May 20, in conjunction with the annual meeting of the Society of Southwest Archivists (SSA). The instructor will be Tawny Ryan Nelb, consultant.
- In addition to the workshop, the SSA meeting will feature a plenary session on "Educating the Archivist of the 21st Century," featuring presentations by Frank Boles, chair of the SAA Committee on Education and Professional Development, and Robert S. Martin of Louisiana State University.
- "Managing Archival Electronic Records" will be held in Minneapolis, on July 20-21, in conjunction with the annual meeting of the National Association of Government Archives and Records Administrators (NAGARA). 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.

The theme of the NAGARA meeting, to be held in the new building of the Minnesota Historical Society, will be "Rivers of Revolutions: Archives and Records in the 90s." The plenary session will feature an address by Donald Gemberling of the Minnesota Information Policy Office on "Troubled Waters: Data Privacy and Public Records."

For more information on either workshop, please contact the SAA Education Office, (312) 922-0140.

1993 Annual Meeting Preconference Registration Fees Set

- "Managing Archival Electronic Record," August 30-31; *SAA members, \$198; nonmembers, \$238.*
- "Archives, Personal Papers, and Manuscripts," August 30-31; *SAA members, \$249; nonmembers, \$289.*
- "Photographic Collections Management," August 30 (1-5 p.m.) -31 (9-5 p.m.); *SAA members, \$185; nonmembers, \$225.*
- "Archives: An Introduction," August 30-September 1; *SAA members, \$249; nonmembers, \$289.*
- "Oral History in Archives," August 30-31; *SAA members, \$198; nonmembers, \$238.*
- "Disaster Preparedness and Recovery," August 30-31; *SAA members, \$225; nonmembers, \$265.*
- "Training the Trainer: Teaching Techniques and the Adult Learner," August 30; *SAA members, \$105; nonmembers, \$125 (joint fee when combined with "Case Teaching and Case Writing in Archival Education," SAA members \$195; nonmembers, \$235).*

- "Case Teaching and Case Writing in Archival Education," August 31; *SAA members, \$105; nonmembers, \$125 (joint fee when combined with "Training the Trainer," SAA members \$195; nonmembers, \$235).*
- "Security in Archives and Manuscript Repositories," August 31; *SAA members, \$105; nonmembers, \$125.*
- "Managing Public Programs: Planning for Products," August 31; *SAA members, \$105; nonmembers, \$125.*
- "Donor Relations," August 31; *SAA members, \$105; nonmembers, \$125.*
- "Dealing with People on the Job: Leadership and Teamwork in Archives and Manuscript Repositories," August 31; *SAA members, \$105; nonmembers, \$125.*

See the March issue of *Archival Outlook* or the 1993 SAA Annual Meeting Program (mailed this month) for complete descriptions of the above-listed workshops.

REMINDER: 1994 Preconference Proposals Due July 15, 1993

Individuals and representatives of sections, committees, and roundtables, who are interested in submitting a proposal should obtain a preconference workshop proposal form from the Education Office (312) 922-0140. The deadline for submission to SAA is July 15, 1993.

Proposers should take note of two special workshops offered in conjunction with the 1993 Annual Meeting: "Training the Trainer: Teaching Techniques and the Adult Learner," taught by Jack Prostko, Ph.D., of Stanford University; and "Case Teaching and Case Writing in Archival Education" taught by Richard Kesner, Ph.D., of Babson College and James M. O'Toole, Ph.D., of the University of Massachusetts at Boston. Both courses will offer invaluable training to present and potential continuing education instructors.



PUBLICATIONS

The Management of College and University Archives

William J. Maher

The basic elements required for an archival program to meet the documentary needs of a college or university are introduced in this publication. Recommended for academic archivists and related professionals. (1992), 430 pp., hard cover

\$45 SAA members, \$49.50 nonmembers, plus \$5.50 shipping/handling

Without Consent: The Ethics of Disclosing Personal Information in Public Archives

Heather MacNeil

Theoretical and practical issues associated with the administration of access to government-held personal information are explored in this publication. (1992), 200 pp., hard cover

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Varsity Letters: Documenting Modern Colleges and Universities

Helen W. Samuels

A functional study of colleges and universities, this publication is intended to aid those responsible for the documentation of such institutions. (1992), 296 pp., hard cover

\$25 SAA members, \$29.50 nonmembers, plus \$5.50 shipping/handling

Canadian Archival Studies and the Rediscovery of Provenance

Tom Nesmith, editor

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.

(1993) 514 pp., hard cover (jointly published with the Association of Canadian Archivists)

\$55 SAA members, \$59.50 nonmembers, plus \$6.50 shipping/handling

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Preservation

by Evelyn Frangakis

Phase two of the Northeastern Series (Workshop B) was held March 20-25, 1993, in New Brunswick, New Jersey. The fourteen participants completed a number of inter-workshop assignments to further preservation program planning. The primary assignment, conducting a general preservation survey of their institution and collections, assisted them in evaluating a wide array of factors related to preservation: building environment, holdings, storage, policies, budget, staffing, etc. These surveys, which resulted in written reports of findings and short- to long-term recommendations, will form the foundation for implementing preservation programs. Participants also drafted institutional disaster plans and undertook environmental program planning and/or implementation.

Hilary Kaplan of the Georgia Department of Archives and History and Evelyn Frangakis, SAA, taught this workshop. Diana Alper of NARA, co-faculty of the first workshop, joined the group for a review of inter-workshop assignments. Eileen Usovich of the Micrographic

Preservation Service co-taught the reformatting unit. The MARAC New Jersey Caucus again hosted a gathering for archival and preservation colleagues.

The Northeastern Series participants are currently at work on the next set of inter-workshop assignments in preparation to reconvene for the last workshop of their series, which begins in late July. Their inter-workshop assignments include: drafting guidelines for care and handling, as well as a training kit in staff and user education; application of the Commission on Preservation and Access tool for archival preservation selection; drafting exhibit guidelines and analyzing an exhibit; and a reformatting program exercise. They also were given preparation assignments to help them undertake exercises in the final workshop.

The next program workshop will be Midwestern Series-Workshop B in June at the Campbell Center for Historic Preservation, Mount Carroll, Ill., with Kathy Ludwig of the Minnesota Historical Society, and Frangakis of SAA. Following that will be the final workshop for the North-

eastern Series in New Brunswick, New Jersey, with Chris Ward of the New York State Archives, and Frangakis.

A program-wide gathering will be held at the SAA Annual Meeting in New Orleans this August to encourage a rapport between participants from different series and to discuss post-program efforts.

We are now accepting applications for the final two series of the SAA Preservation Management Training Program. The application deadlines are:

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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DRAFT

Guidelines for the Development of a Curriculum for a Master of Archival Studies

The *Guidelines for the Development of a Curriculum for a Master of Archival Studies* have been submitted by the Committee on Education and Professional Development (CEPD) to the Standards Board in accordance with SAA procedures to ensure the wide circulation of the document and allow the membership and other interested parties ample opportunity to comment before any proposed MAS guideline receives a final vote by SAA Council.

All members are encouraged to examine this document carefully. Once the review period is over (after the close of the 1993 SAA annual meeting). CEPD will review the comments it has received and determine what steps are necessary to address any concerns raised. The ultimate goal is to achieve consensus, but not necessarily unanimity, on the principles presented in the document. Before the document is deemed ready for approval as an SAA standard and forwarded to Council for their vote, CEPD must convince the Standards Board that they have made the strongest possible effort to consider all reasonable opinions and to resolve most disputes.

Events leading to the current *Guidelines for the Development of a Curriculum for a Master of Archival Studies* have evolved over almost twenty years. After much preparatory work, in 1977 SAA Council first adopted a guideline outlining the Society's views

regarding the character of professional archival education. These guidelines were revised by Council in 1988. The proposed guidelines represent the continuation of the effort to define the nature of professional education that individuals seeking to become an archivist should receive.

Submit comments or suggestions to Frank Boles, Clarke Historical Library, Central Michigan University, Mount Pleasant, MI 48859; phone (517) 774-3965; e-mail: 32B75LW@CMUVM.BITNET. For full consideration, it is suggested that substantive comments be submitted in writing. **All written comments must be received no later than August 31, 1993.**

LINDA MATTHEWS
Chair, *Standards Board*
April 12, 1993

Table of Contents

| | |
|--|----|
| I. Introduction..... | 2 |
| II. Conceptual Foundation of these Guidelines | 3 |
| III. Curriculum | 4 |
| IV. Infrastructure..... | 8 |
| End Notes | 11 |

I. INTRODUCTION

Identifying, preserving and providing access to documentary evidence is critical to the maintenance, well-being, development, and self-understanding of a democratic society. By ensuring that archival documents are properly preserved and made available, we ensure not simply the preservation of our cultural heritage, but also the protection of the rights and privileges that Americans enjoy. Archivists play a fundamental role in this work, and their professional competence must be guaranteed by a strong archival education.

Today, the increasing volume of archival documents produced, and the complexity of information technologies make the adequate education of archivists a crucial issue. It is increasingly difficult for archivists to identify the documents to be preserved, controlled, and made available to the people, and to ensure and maintain their integrity and trustworthiness as evidence. The questions and problems contemporary archivists are called upon to answer and resolve are deeply rooted not only in the nature of archives and of the processes and procedures generating them, but also in the purposes, functions, activities, and structures of their creators, and in the administrative, legal, and informational context in which the documents themselves are produced. These questions and problems challenge the knowledge that archivists have of their discipline, and probe the strength and validity of their professional education.

Because many former assumptions about archives are evolving, many former assumptions about archival education must also be called into question. In light of contemporary developments, archival education can no longer consist of a few courses of "introduction" to archives, records management, and conservation. It must be a coherent and autonomous whole having at its core the essence of archival knowledge. This must be supplemented both by directly relevant contextual knowledge, and by the complementary knowledge of elements of other disciplines which are relevant to and useful in the administration of archives.

An archival education program must find its setting in an institution of higher learning that provides a unique forum for disciplined study, research, and experimentation. It must be at the graduate level, and must develop in the students the habits of mind needed in a democratic society that is increasingly multicultural and technological.

For all these reasons, the goals of a Master of Archival Studies program are:

- (1) to provide students with a solid foundation in the theory, methodology, and practice of their science, and in the scholarship of their discipline;
- (2) to strengthen such foundation by giving students the opportunity to acquire knowledge of other disciplines relevant to the development of their own;
- (3) to prepare students to engage in and communicate scholarly research for the enrichment and development of their field; and
- (4) to inculcate in the students the sense of their professional and social responsibilities, and the knowledge of the ethical and legal dimensions of their work.

By means of these guidelines the Society of American Archivists (SAA) endorses the development of autonomous master's degree programs of archival education that emphasize the distinctive *disciplinary nature* of archival science, the *interdisciplinary character* of archival studies, the *scholarly dimension* of the archival field and learning process, and the importance of *professional acculturation*. SAA believes that such programs should constitute the only recognized pre-appointment professional education for archivists. For this reason, these guidelines supersede prior documents on archival education issued in 1977 and 1988.

SAA's specific objectives in presenting these guidelines are:

- (1) to define the body of knowledge that belongs in and identifies the archival profession;

- (2) to identify the curricular components of a self-contained, complete, and internally consistent archival studies program;
- (3) to outline the academic infrastructure required to support an autonomous archival studies program;
- (4) to assist universities and colleges in the development of archival studies programs; and
- (5) to assist prospective students and employers in the evaluation of the available programs of archival education.

II. CONCEPTUAL FOUNDATIONS OF THESE GUIDELINES

The definition of the body of knowledge which the professional archivist must have, and the identification of the curricular components of a university graduate program designed to deliver such knowledge, are based on a few fundamental concepts related to the nature of the material for which the archivist is responsible and to the nature of archival work.

An **archives** is the whole of "the documents created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their continuing value."¹ Because an archives represents both a means for carrying out actions and the byproduct of them, it receives its meaning from its relationships with its creator, with the functions and activities, procedures and processes generating it, and with the facts, acts, and transactions attested in it.

An **archival document** is recorded information made or received by an individual or organization while carrying out activities or in pursuance of legal obligations, and set aside for preservation (entered in the file or in the record system). The term *archival document(s)* includes any recorded information, regardless of physical and intellectual form and of type of creator (public or private), that is produced as a means for action, and therefore embraces the meanings of the terms *record(s)*, *manuscript(s)*, and *papers*. The nature of archival documents depends

on the circumstances of their creation (i.e. why they are made or received), *not* on whether they are selected for permanent preservation, on the kind of use to which they are put over time, or on the kind of repository which has them into custody. Therefore, archival documents must be protected since the moment of their creation on the grounds that their nature is not related to their degree of currency or type of use.

Because of the circumstances of their creation, archival documents are evidence of societal events and actions, and of legal rights and obligations, and as such they serve administrative, political, and historical accountability.² **Archivists** are the professionals responsible for their physical, moral, and intellectual protection at every stage of their life-cycle, and for their communication to any user having a right to consult them.

Archival work traditionally has comprised appraisal for acquisition and selection, preservation and conservation, arrangement and description, reference service, and administration of access according to laws and regulations. These functions were normally undertaken only after the documents had outlived their period of currency. However, given the volume, complexity, and formal characteristics of modern documents, archival work has moved closer and closer to the moment of their creation, and has come to include providing advice on the maintenance and use of current and semicurrent records and on the definition of the requirements of electronic and multi-media records systems for records creators.

This development is supported by the idea that variations in physical and intellectual form, the passage of time, and the change of users and their purposes do not alter the nature of archival documents, and that such nature constitutes the core of the archivist's unique professional knowledge and expertise. While archival work has expanded to oversee and embrace all the stages of the records life-cycle, archivists have recognized that they must reach out to capture the attention not only of records creators, but also of allied professions, of resource allocators, and of an informed public.

Furthermore, archivists are increasingly becoming managers who use their professional-scientific knowledge in the care of archives for administrative purposes, for the protection of rights, and for the preservation of culture.

Archivists are therefore managers, public officials, cultural mediators, and information professionals, and in order to fulfill their professional roles and responsibilities, they need to be firmly grounded in the principles and methods of archival science, and to have a broad knowledge of the field of archival studies.

Archival science is the core of the archival knowledge. It is divided into pure theory and its application, that is, methodology and practice. **Archival studies** encompass all studies which increase knowledge of archives and their treatment from any perspective which is useful to the archivist. Archival studies go much beyond the domain of archival science and of the archival discipline in general.³ They also include elements of administrative, legal, historical, management, philological, and information studies. The study of these elements needs to be informed by an understanding of the nature of archives, but the perspective and methods of the disciplines in which they belong distinguish them from the archival knowledge proper. Therefore, they are auxiliary to the archival knowledge, to be drawn into it as appropriate.⁴

Archival education is both academic and professional, and therefore includes both scholarly and experiential elements. These elements would permeate every aspect of the archival curriculum, but find their best expression in the writing of a thesis or equivalent research paper, and in the fulfillment of a practicum requirement. Ultimately, archival education is the formation of an intellectual framework that enables students to understand the ideas at the root of the profession and engage in their development. Archival training, on the other hand, is skill-building, acquisition of practical knowledge according to a replicable pattern, and development of specialization in determined areas. Archival education can never provide the whole of the knowledge that archivists need to fulfill their responsibility with competence. However, by inculcating in the students the attributes

of professionalism, it instills in them the realization that professional education is a life-long undertaking, involving not simply learning, but also questioning accepted ideas and methods, revising received wisdom, and developing professional behavior standards.

Like every area of learning, archival studies is in a dynamic and evolutionary state. Therefore, these guidelines leave space, not only for variance from curriculum to curriculum, but also for innovation and specialization. There is an almost unlimited number of different curricula which can be built in accordance with these guidelines, because the components of each of the areas of knowledge constituting archival studies do not represent courses but *subjects*, each of which might be dealt with in as many as five or six courses (i.e. archival science), or as little as a portion of a single course (i.e. U.S. financial systems).

III. CURRICULUM

The curriculum of a graduate program in archival studies includes three knowledge areas that are here defined as **contextual knowledge**, **archival knowledge**, and **complementary knowledge**. Contextual knowledge provides students with an understanding of the network of relationships that gives origin to archival documents. Archival knowledge prepares students to treat archives in accordance with their nature. Complementary knowledge gives students the instruments of other disciplines that can be brought to bear on their own, thereby contributing to its enrichment and development.

It is expected that the different areas be covered at different length and in different ways, but all students must receive instruction in all of them. Two-thirds of the students work should be dedicated to the archival knowledge area, while one-third should be related to the contextual and the complementary knowledge areas. Students should regularly undertake major research activities producing scholarly papers as an integral part of their course work, and should conclude their studies with a **thesis** or a comparable original research project. The program should include practical experience in a laboratory environment, supplemented by a **practicum** or internship experience.

Curriculum of an Archival Studies Program

OVERVIEW

1. Contextual Knowledge

- 1A. U.S. Organizational History
- 1B. U.S. Legal System
- 1C. U.S. Financial Systems

2. Archival Knowledge

- 2A. The History of Archives, Archival Organization and Legislation, and the Character of the Archival Profession
- 2B. Records Management
- 2C. Archival Science

3. Complementary Knowledge

Elements of:

- 3A. Preservation ⁵
- 3B. Library and Information Science
- 3C. Management Science
- 3D. Research Methodology

4. Practicum

5. Thesis

1. Contextual Knowledge

Rationale: Archival work rests upon an understanding of the environment in which archives are created, maintained, used and preserved. Such understanding, in turn, concerns two broad contexts. The first consists of the administrative, legal, and economical structure, as well as culture, of the United States. This is at the core of the contextual knowledge area, because it does not affect the nature of the documents, but determines the specific purposes for which they are created and used, the procedures and processes of their creation and maintenance, and their form and content. The second context consists of specific cultural climates as they relate

to systems of organization, communication, and records making and keeping. This latter context is integral part of the archival area of knowledge, because it is at the heart of the study of the nature of archival documents.

Although these guidelines relate to archival studies programs which will educate archivists who will presumably work in the United States, it is very important in a world moving towards a global society that these programs emphasize the relationships between the American administrative, legal, and financial systems and those of other societies. For this reason, instruction in the contextual knowledge area should be delivered in a comparative way.⁶

Components:

1A. U.S. Organizational History

Archival education programs should teach the origin, development and nature of administrative structures; the responsibilities, functions, procedures, and processes of all levels of government and of other organizations; and the administrative relationships between governments and organizations such as churches, universities, and banks.

1B. U.S. Legal System

Archival education programs should teach the origin, development, and structure of legal system(s); legal jurisdictions, and legal processes, specifically those affecting the way in which individuals and organizations accomplish activities and execute programs; and the legal principles and procedures governing the creation, maintenance, and use of archival documents in public and private law.⁷

1C. U.S. Financial Systems

Archival education programs should focus on the principles, methods, and procedures of accounting, budgeting, and financial planning, and on how these affect the creation of records. Instruction in this area should include the origin, development, and structure of accounting systems, as well as the characteristics of financial accounting for business organizations *vis a vis* governments.⁸

2. Archival Knowledge

Rationale: The identity of a profession is founded on the existence of a body of intellectual knowledge that belongs exclusively to it, and of a professional culture that arises from a common history, a shared purpose, a common language, and sets of values, norms, and operational standards.⁹ The archival knowledge area is the core of an archival studies program, its *raison d'être*, and should be given the proper emphasis in terms of both instructional time and teaching perspective. Because the elements of the archival knowledge area are so interwoven that none of them can be taught in isolation from the others, the components described below inevitably overlap. As well, because archival knowledge and professional culture originated, developed, and exist irrespective of geographical and national boundaries, each component should be taught using an international and multicultural perspective.

Components:

2A. The History of Archives, Archival Organization and Legislation, and the Character of the Archival Profession

Archival education programs should teach the historical development of records making and keeping systems and of archives in various civilizations, from the ancient world to our times. This should include the structure of the archival network in the Western world in general, and North America in particular; types of archival repositories and programs in existence in the United States, and their policies and procedures; and the legislation and regulations governing archives and impinging upon archival work in the United States. Instruction should also address the historical development of the archival profession: its missions, roles, and values overtime in the Western world; the professional code of ethics; and the profession's contemporary concerns.

2B. Records Management

Archival education programs should teach notions of organizational theory as they relate to the culture,

structure, procedures, processes, and communication systems of records creating bodies. Instruction should include records creation control as it refers to information systems and to records forms; records keeping systems (including classification, retention and disposition, identification and retrieval, maintenance, storage, and transfer systems); design and implementation of a multi-media integrated records management program (including methods of analysis of the records system and the taking of inventory); and information technologies.

2C. Archival Science

Archival education should emphasize the analysis of fundamental ideas about the nature of archives and of archival functions (archival theory); the analysis of ideas about the ways of carrying out archival functions (archival methodology); and the study of the many uses made of theoretical and methodological ideas in real situations (archival practice).¹⁰ Instruction should include the history of archival theory and methods, and their examination in the literature (archival scholarship). Archival science should be taught focusing on the traditional functions of appraisal for acquisition and selection, preservation, arrangement and description, reference service and the provision of access, public programming and outreach. However, proper attention should be given to the development of new record forms, due to the use of new information technologies for the creation, maintenance and use of records, and to new automated systems for carrying out archival work. The challenge posed by these two phenomena to archival thinking and practice deserves to be seriously addressed in light of theoretical and methodological concepts.¹¹

3. Complementary Knowledge

Rationale: Archivists, like all professionals, rely on knowledge not entirely of their creation. Their inquiry into the nature and administration of archives is certainly rooted in archival knowledge but, for this knowledge to develop and advance, it is essential to draw and graft into it methods and perspectives of

other fields. The interdisciplinary nature of archival studies is due not so much to the complex context of material that is generated by all human activities, as to the many roles that archivists fulfill, being not only 'all to all archives,' but also 'all to all users.' The components of this knowledge area will be listed by the names of the fields of study in which they belong, but it is understood that they are only *elements* of them.

Components:

3A. Preservation

Because archivists' most traditional role is the physical preservation of the material in their custody, they need to know the causes of deterioration of archival documents, and the methods of preventing such deterioration, or combatting it if already spread. Archivists should also have some familiarity with basic preventive and restorative conservation techniques, and should be able to establish and administer institution-wide programs of preservation and conservation.

3B. Library and Information Science

Because archivists are increasingly concerned with the provision of easy and rapid access to a more and more varied constituency, they need to know some of the principles, methods and practices developed for the bibliographic control of library material. In particular, archivists should learn fundamental concepts governing indexing, cataloging, the compilation of thesauri of subject terms, and the formation of authority lists.

3C. Management Science

At all levels in their career, archivists manage relevant resources, and make decisions which should be based on a thorough evaluation of the various situations in all the relevant aspects. Because archivists must manage the objects of their societal responsibility cogently and effectively, they need to know some fundamental principles related to organizational management, program planning,

resource development, human resources management, financial management, and buildings, facilities, and equipment management.

3D. Research Methodology

Archivists must be able to assess the status of the research in their discipline, and to create new research. The study of research methods would contribute to the formation of archivists capable of blending the theoretical and empirical in their scholarly investigations.¹² Also, because archivists strive to facilitate the research of those who use archival material, it is important for them to know about diverse methods of research.

4. Practicum

The knowledge acquired in the course work should find expression in an element of experiential learning, represented by a practicum of significant length. It should be emphasized that practical experience, in the context of a curriculum of archival education, is not an exercise to discover theory and methods empirically, but an opportunity for the students to verify their understanding of archival principles by applying them in real life situations, to test in the professional arena the theoretical and methodological knowledge acquired in the classroom. Therefore, the practicum should be viewed not only as an integral part of the students' program of study, but also as an endeavor serving primarily students' educational goals, even if institutions would certainly benefit from the work accomplished by the students. Some aspects of the practicum might also be regarded as a training exercise in the practices and procedures of the host institution, and therefore as an opportunity for archivists in the field to contribute instrumentally to the formation of the future members of the profession.

The practicum should be a credit bearing course, equivalent as time span to a regular course. It should be carried out under the supervision of an experienced archivist, consist of a comprehensive

program (each archival function should be performed), and be concluded by a written report in which the student would reflect on the whole experience in relation to the body of knowledge previously acquired.

5. Thesis

In a graduate archival program, the thesis, or an equivalent research paper, is expression of the academic and scholarly nature of archival studies, and of the intellectual character of archival work. It is an essential formative component of the archival curriculum, because the focused intellectual involvement required by the exercise instills in the student the habit of thinking scholarly about archival issues. It should provide the students with a fundamental learning experience, and give them the opportunity to offer an original contribution to the archival literature.

IV. INFRASTRUCTURES

An archival education program must be a clearly identifiable component of its parent institution, and must be supported by an adequate infrastructure. The elements of such infrastructure are directly related to: the autonomy, duration, and location of the program within the educational institution, the teaching and research staff, the resources, the financial and logistical support, and the students.

1. Autonomy

Archival studies represents a distinct body of knowledge linking administration, management, scientific analysis, and scholarship in a unique combination of theory and practice. A graduate archival studies program should be formally recognized as such. It should either have department status, or an autonomous status within the department(s) or school to which it is attached. As indication of such status, it would be appropriate for the name of the program to appear in the official name of the department or school.

2. Duration

A graduate archival studies program should be of a length comparable to that of other master's degree programs offered by the faculty of which it is part. Its strong interdisciplinary character requires the delivery of a great amount of instruction in different areas; its professional nature requires the inclusion of a substantial practicum; and its scholarly substance and outlook require that the thesis or equivalent research paper be given an appropriate time span to be completed.

3. Location

The interdisciplinary character of archival studies programs makes it possible to place them successfully in a variety of settings, such as a school of library and information science, a department of history, a faculty of law, or a faculty of business administration. An autonomous program might be administered jointly by two departments, thereby emphasizing the interplay of auxiliary areas or fields of study within the archival field. The primary consideration should be the willingness of the parent unit(s) to make a substantial, long-term commitment to the program.

4. Teaching and Research Staff

4A. Size

At least one full-time, tenure-track position is required to establish and maintain an archival studies program. Because of the interdisciplinarity of archival studies, the archival specialist(s) might be supplemented by other faculty drawn from other departments or by adjunct faculty from outside the university, and having different areas of expertise. The total size of the faculty, including full-time, adjunct, and sessional educators, should be determined by the amount of instruction necessary to cover properly all the knowledge areas of the curriculum, and by the number of students enrolled.

4B. Qualifications

Tenure-track archival faculty must possess both formal academic education in archives and relevant archival experience. They should have a record of research and publication in the archival field, and should have been active in professional archival organizations. Faculty members drawn from other disciplines should have a deep understanding of the relationships between their discipline and the archival discipline. Archivists from the field who are invited to teach, present demonstrations, or supervise the students practical work should be chosen among those with long and solid experience not only in their subject matter, but also in delivering knowledge.

4C. Subject Areas Teaching Responsibilities

Archival knowledge areas must be taught by archival specialists with appropriate qualifications, both academic and professional, and experience. Contextual knowledge areas should be taught by archival specialists, but would ordinarily be taught by subject specialists from other departments or even other faculties. It is important however that the subject matter be approached from the archival perspective. Complementary knowledge areas might be taught by either archival specialists or experts in the disciplines in question, either from other departments or from the professional field (e.g. a conservator might teach the elements of preservation). Team teaching by an archival specialist and a specialist in the specific subject may be a fruitful way of dealing with some topics (e.g. management).

4D. Non-teaching Responsibilities

Beyond fulfilling teaching, research and publication, and community and university service responsibilities, as required of any full-time tenure-track faculty in any university environment, the archival educators must maintain strong links with professional organizations, archival institutions, and archivists in the field, and participate actively in the promotion of archival studies and education, and in the advancement of archival knowledge within the

profession (e.g. by offering continuing education opportunities, or by advising archival managers).

5. Resources

An archival studies program must be supported by an adequate base of resources, including: easy access to international archival literature and to pertinent information; information technology; an archival laboratory environment; financial and logistical support; and a placement service for archival graduates.

5A. Access to literature and information

Scholarly and other source material, in both paper, micro and electronic form, regarding all the knowledge areas covered in the program, must be readily available to faculty and students. Faculty and students should also have easy access to examples of finding aids, internal reports of archival institutions, etc.

5B. Information Technology

Access to information technology is important for any kind of study today, but it is essential to an information profession. Because technology evolves rapidly, programs need to have the capacity to upgrade their resources on a regular basis. Faculty and students need access to contemporary computer hardware and software, databases, information communication and transfer technologies, such as electronic mail, facsimile transmission, and optical scanners, and information storage technologies, such as microfilms and CD-ROMs.

5C. Laboratory Environment

Students need a laboratory environment to test their theoretical understanding by applying their knowledge to concrete situations. A laboratory environment differs from the practicum or internship experience in that it establishes a controlled and structured archival experience rather than directly introducing students into a working environment.

5D. Other resources

An archival studies program needs access to a sizeable number of archival institutions and a community of archivists, so that visits to repositories can be organized, archivists from the field can take part in the laboratories and in the classes, archival material can be made available for demonstrations and research, and a vital link between the program and the real world is constantly maintained.

6. Financial and Logistical Support

The financial support needed for an archival studies program may be superior to that required by a non-professional program, because of the cost of information technology, of the procurement of international literature, of the practicum experience, and of the continuous indispensable interaction with the field. Also, the interdisciplinary character of the program and the amount of required areas of learning make it necessary to have a critical mass of educators even

in the smallest, less ambitious program. Archival education programs should assist students in employment searches.

7. Students

An archival education program is most effective if all its students are full-time; however, part-time students might be accepted if the resources allow. The number of students within the program should be directly related to the resources available and the demand for archival graduates. Admission standards should be the same as those of the program's parent unit. Students in possession of a bachelor's degree in any discipline should be admitted to the archival program, provided that they meet the appropriate standards, because archival documents result from any human activity, and background knowledge in any field is important to archival work. However, given the fact that archives must be understood in their historical context, students should have acquired a basic knowledge of American history before entering the graduate program of archival studies.

END NOTES

- ¹ Lewis J. Bellardo and Lynn Lady Bellardo, *A Glossary for Archivists, Manuscript Curators, and Records Managers* (Chicago: The Society of American Archivists, 1992), "archives." The definition proceeds to point out that "historically, the term referred more narrowly to the noncurrent records of an organization or institution preserved because of their continuing value."
- ² If accountability is the obligation of a delegate to provide explanation and justification of actions, historical accountability might be seen as the obligation to provide and receive explanation and understanding from one generation to another.
- ³ A discipline is a form of study having a distinct methodology for gaining knowledge. The concept comprises both the rules of procedures which guide the search of the scholar, and the knowledge resulting from such disciplined search. The archival discipline has a distinct methodology that derives from the archival science, and archivists use it to gain a systematic understanding of records making and keeping and of its historical evolution, of archival institutions and their development over time, of the archival profession and its body of knowledge, and to communicate such understanding in form of scholarship. Thus, the history of archival institutions, of archival theory and methods, of archival documents and information systems, and of the archival profession constitute the body of scholarship that, together with archival methodology, make up the archival discipline. However, it might be pointed out that scholarship is the examination of existing things in light of conceptions held about reality, and this implies that the archival theory which gives origin to the archival methodology guiding the examination of reality is itself part of the archival discipline. Therefore, the archival discipline includes most of the science, and the science develops by embracing the knowledge generated in the realm of the discipline.
- ⁴ *Auxiliarity* is a specific type of interdisciplinarity that takes place when a discipline becomes dependent on a certain body of knowledge that is the focus of other disciplines, and acquires and redefines it in its own terms. Another type of interdisciplinarity is called *unifying*, and exists in a situation in which two disciplines share consistency in subject matter, theory, and methods, and tend to become one discipline. This happened with diplomatics and archival science, and might soon be the case with archival science and records management. In fact, because diplomatics and archival science share consistency in subject matter, theory, and methods, diplomatics has become an integral part of archival science. Also records management and archival science share consistency in subject and theory; however, the methods of these two disciplines are still distinct, even if, because of the impact of new information technologies, they are evolving in the same direction. This is why, in these guidelines, diplomatics is comprised in archival science, as an integral part of its theory and methods, while records management is included in the archival knowledge area, but is kept distinct from archival science. The type of interdisciplinarity called *supplementary* refers to the relationship between disciplines which have a partial overlap: this relationship exists between archival science and library science. Finally, *pseudo-interdisciplinarity* refers to the relationship between a discipline and other non-related disciplines having a completely different content, but tools and models that can be useful to that discipline as well as to a variety of other disciplines. This type of relationship exists between archival science and computer science, and this is why, in these guidelines, automation and electronic systems are dealt with in the context of records management and archival science, not as part of a distinct discipline. For a complete taxonomy of types of interdisciplinarity see: J. Michael Pemberton and Ann Prentice, eds., *Information Science. The Interdisciplinary Context* (New York, NY: Neal-Schuman Publishers, Inc., 1990), p. xviii.

- ⁵ In these guidelines, the term *preservation* is used rather loosely to refer both to the archival function of physical and moral custody of archival documents, and to the autonomous field of preventive and restorative conservation of artifacts. When included among the components of the complementary knowledge area, the term is given the latter meaning.
- ⁶ While archival theory and methodology have a universal nature, archival material has a unique, specific, and local character. The need to harmonize the universality of the science with the particularity of its object of analysis corresponds to the need of harmonizing the academic with the professional aspects of archival studies, the traditional archival functions and activities with the continuous innovation in the communication and information fields, the planetary and eternal side of archival work with the necessary emphasis on national developments, ideas, and practices.
- ⁷ The law directly affecting archival work (e.g. the copyright act, the freedom of information and privacy legislation, the replevin and expropriation procedures, the part of contractual law that relates to the compilation of deeds of purchase, donation, etc., the part of taxation law related to exemptions) belongs in the archival knowledge area, because it does not relate to context of records but to the way archival work must be carried out in accordance with the law in force at the moment in which it is carried out.
- ⁸ Accounting systems have been defined as sets of methods and procedures for the recording, control, interpretation, and communication of economic data that guide and regulate economic transactions. They are typically characterized in terms of audiences served: management, public, government.
- ⁹ See for example Richard Cox, "Professionalism and Archivists in the United States," *American Archivist* 49 (Summer 1986), 229-47.
- ¹⁰ Analysis involves examining the meaning of an idea and determining what it is. Therefore, the analysis of the ideas on the treatment of archival material has a theoretical nature too, but it is proper to call it methodology because it does not deal with *what* but with *how*.
- ¹¹ The archival knowledge area should properly comprise *diplomats*, that is, the study of the genesis, inner constitution, forms, natural aggregation, and transmission of archival documents, because such study reveals the relationship between the context, content, and form of documents, which is at the heart of archival work. This committee has decided to consider diplomats an integral part of the archival science component rather than a separate component, as discussed in note #4.
- ¹² Ernst Posner was the first to suggest that study of social sciences methods be included in an archival curriculum, in "European Experiences in Training Archivists," Kenneth W. Munden ed., *Archives and the Public Interest* (Washington, D.C.: Public Affairs Press, 1967), p. 57.

NHPRC Issues New Guidelines for Grant Applicants

by Nancy Sahli

Anyone who wishes to apply for a grant from the National Historical Publications and Records Commission (NHPRC) will want to consult newly published guidelines that reflect the Commission's strategic plan for documentary progress in the 1990s. The NHPRC, a federal agency affiliated with the National Archives, has awarded more than 975 grants for historical records projects and has funded the publication of 700 volumes—and nearly 9,000 microfilm reels—of edited documents.

In 1992 the NHPRC adopted a long-range plan that identifies documentary needs, puts them in priority order, and argues for support for meeting them. With 17 specific objectives ranked in order under five broad, co-equal goals, the plan is providing the focus for the NHPRC's grant-making and other activities during the coming years. Each year the Commission, using the plan as a guide, will allocate among its objectives whatever sums actually are appropriated for the NHPRC's grant program. Also, the plan provides for its own ongoing review and revision, so that priorities can be changed as existing needs are met or new ones emerge.

One immediate outcome of the NHPRC plan's adoption has been the development of new guidelines for the Commission's grant program. A single booklet will supercede previous, separate versions of the Commission's guidelines for records and publications grants and will take effect with proposals submitted against the June 1, 1993, deadline. Reflecting the goals and objectives in the Commission's plan, as well as the administrative consolidation of the former Records and Publications programs into a single grant program, the new guidelines provide information to applicants and grantees regarding eligibility, proposal development, review procedures, and grant administration. Application forms are included in the guidelines booklet.

The biggest change in grant program practice described in the new guidelines relates to which types of proposals are eligible for submission against each of the Commission's three application deadlines. Each application deadline and funding cycle is now geared to specific objectives

in the long-range plan. For the immediate future, one of the Commission's goals, To Generate Public Support for an Accessible Historical Record, will be achieved primarily through in-house efforts, rather than grant funding. This leaves four goals and thirteen objectives to be achieved primarily through the work of grant-funded projects. These goals include: (1) to assure the preservation of the nation's documentary heritage through state collaborative efforts; (2) to assure the nation's people of published documentation of both common and diverse elements of their historical experience; (3) to improve conditions for the creation and use of documentary editions; and (4) to achieve progress in the preservation and use of original source material.

Proposals addressing the top-priority objectives under each of these goals are eligible for submission against the June 1 deadline, for consideration at the Commission's November meeting. These level-one objectives are: (1) to strengthen the efforts of state historical records coordinators and boards by offering grants for creating and updating state strategic plans for meeting records needs, based on the previous state assessments, and encompassing both documentary preservation and publication; (2) to bring to completion within the next 20 years nine present projects that document the formation of basic American political institutions—editions of the papers of Adams, Franklin, Jefferson, Madison, and Washington, and papers on the ratification of the Constitution, the First Federal Congress, the early Supreme Court, and the beginnings of U.S. foreign relations; (3) through matching grant offers and other means, to develop consortia and centers to edit documents, deal with documentation problems, raise funds for projects, share equipment and staff, and provide training as well as editing; and (4) to carry out the recommendations in the report of the Working Meeting on Research Issues in Electronic Records.

The following second-level priority objectives provide a framework for proposals submitted against the October 1 deadline, for consideration at the February meeting: (1) to help local organizations

preserve records and make them accessible by providing grants to state historical records coordinators and boards for state re-grants; (2) to bring to completion within the next 20 years 36 present, Commission-funded projects that help document a range of historical subjects including the history of American women, the history of minority groups, and historical developments during and after the founding era; (3) in collaboration with the Association for Documentary Editing, to help editors resolve issues and improve techniques, tools, media, training, and standards for documentary editing; and (4) to increase access to and use of records, based on recommendations in the reports of the Historical Documents Study and the Society of American Archivists' Task Force on Goals and Priorities.

Applications dealing with the following third- and fourth-level objectives may be submitted against the February 1 deadline, for consideration at the June meeting: (1) to continue the current cooperative agreement whereby the Council of State Historical Records Coordinators informs the Commission on needs and progress nationally; (2) to collaborate with the states to promote archival and records management by and among state and local governments; (3) to assist new documentary projects, in various forms of publication, that help teachers improve history education and that help researchers pursue significant lines of inquiry in historical scholarship, as determined in consultation with the Organization of American Historians, the American Historical Association, and the American Association for State and Local History; (4) to increase document use by teachers, students, scholars, and the public; and (5) to help carry out the national agendas for archival progress put forward by the Society of American Archivists and the National Association of Government Archives and Records Administrators, with particular attention to needs for preservation, planning, training, and institutional self-evaluation.

Each objective, as well as the specific types of activities and applications

continued on page 18

The Committee on the Status of Women Turns 20

by Lori Hefner, chair

A Snapshot of the Issues

The Status of Women's Committee is celebrating its twentieth anniversary in 1993. Over the past twenty years, SAA has undergone a profound change in the numbers and percentages of women participants in the Society. Today, approximately 53% of the Society's membership is female.

Successes in the archival field have encouraged full participation by women. Over the last decade, five out of ten SAA presidents have been women. Program committees have accomplished gender balance during the past five years. SAA's leadership lists—those individuals appointed to various positions by SAA presidents and those selected to chair roundtables and sections—have also approximated gender parity. Child care at SAA Annual Meetings has reportedly improved every year since its inception.

Despite these gains, not all is well for women archivists. No one should assume that the Committee on the Status

of Women's work has been completed. To date, no woman has served as U.S. Archivist. (The Committee congratulates Trudy H. Peterson, Deputy U.S. Archivist, who has recently been appointed Acting U.S. Archivist.) There are no female directors of presidential libraries. Out of fifty state archivists, only five are female. Notably, female state archivists also appear to have shorter tenures as state archivists compared to their male counterparts. The shorter tenure may suggest that even when women are selected and appointed, they do not enjoy the organizational support that men do. The glass ceiling seems to be painfully in place in the archival profession just as it is for professional women throughout the United States.

Further research is needed as well as strategies to remedy the pay inequity in female archivists' salaries. Nationally women make 70¢ for every dollar earned by men.* Anecdotal evidence suggests that there is no reason to believe that the pay inequity is any different in the

archival profession.

Additional issues that require attention include equal opportunity in job appointments, promotion and training; affordable child care at the annual meetings; gender balance in SAA appointments; teaching men and women to respond appropriately to sexual harassment; assisting women archivists—particularly during their first five years in the profession—in obtaining mentoring, education, and training; and assisting women in understanding how to participate in SAA.

The Committee on the Status of Women is proud of the Society of American Archivists' accomplishments over the past twenty years, but much more must be done for women archivists to truly have equal opportunity and access in the profession.

* "The Truth About Women's Pay," by Maggie Mahar, *Working Woman*, April 1993.

NHPRC Guidelines

continued from page 18

eligible under each, is discussed in detail in the guidelines booklet. Although the goals and objectives, in many cases, are broadly based, the Commission expects that individual grant proposals will continue to focus, as in the past, on specific projects and activities. In addition, some special types of grants—subventions and fellowships—may also have submission deadline changes as the result of the adoption of the new scheme for categorizing proposals; these deadline changes, however, will be announced separately in press releases and other communications with these specific applicant groups.

In addition to the general grant pro-

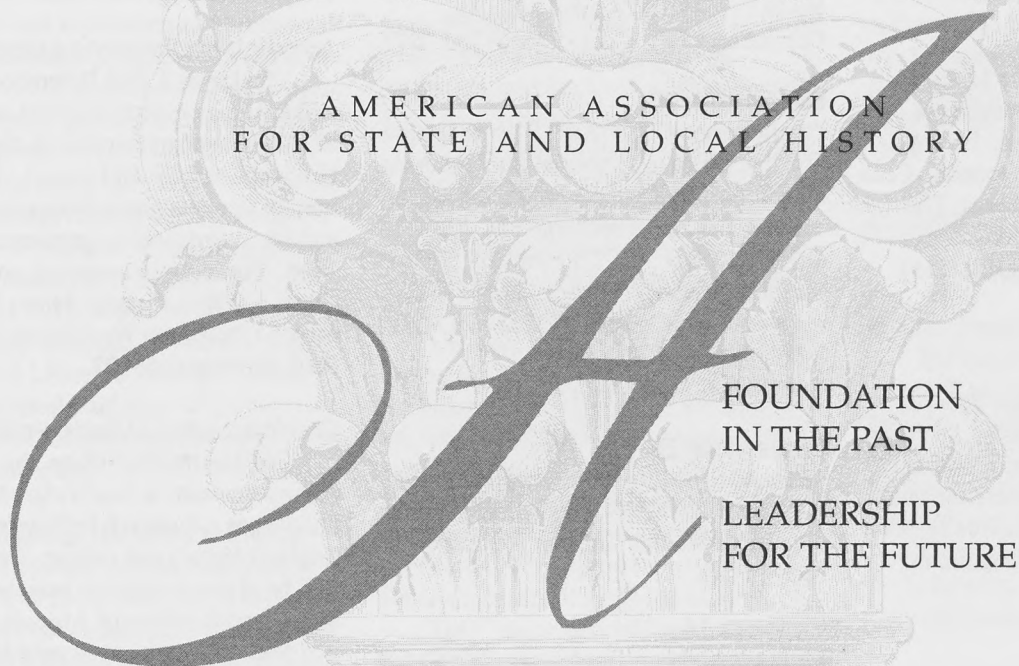
gram guidelines, other special guidelines have been prepared for certain types of applications. Applicants should request these as indicated in the general booklet. Applicants should also note several changes in procedures, such as suggested limits on proposal length and the opportunity to suggest reviewers. The new guidelines also incorporate instructions on grant administration for project directors formerly issued as a separate document, reflecting recently adopted changes in grant fund payment procedures and reporting requirements.

Applicants who are already accustomed to working with the Commission's grant program will find much that is familiar in the new guidelines. However, as in any situation involving change, prospective applicants should

allow more time than usual to familiarize themselves with the guidelines and to consult with Commission staff and state historical records coordinators well in advance of submitting formal proposals. Attendees at the SAA Annual Meeting in New Orleans are encouraged to attend a session entitled, "What You Need to Know About the New NHPRC," in which Commission staff will provide information and answer questions about the new guidelines and other program changes. In the meantime, individuals and institutions interested in receiving copies of the new guidelines should write to NHPRC, National Archives Building, Room 607, Washington, D.C. 20408; or phone (202) 501-5610, fax (202) 501-5601.

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1993 CALENDAR

June 7 - 18

German Script Seminar at the Moravian Archives in Bethlehem, Pennsylvania. \$325 for tuition and materials. Prerequisite: reading knowledge of German. Contact: Vernon H. Nelson, Archivist, The Moravian Archives, 41 West Locust St., Bethlehem, Pennsylvania 18018, (215) 866-3255.

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.

August 14 - 19

"Preservation of Photographs" seminar sponsored by Rochester Institute of Technology and Eastman Museum. Fee \$850. To register contact: RIT/T&E Seminar Registration, Frank E. Gannett Building, P.O. Box 9887, Rochester, New York 14623, 1-800-724-2536.

August 27 - 29

African American Museums Association Annual Conference, Marriott Hotel, Roanoke, Virginia. Contact: Rochelle Loritts, Conference Coordinator, P.O. Box 194, Roanoke, VA 24003, (703) 343-0520.

September 8 - 1

American Association for State and Local History (AASLH) Annual Meeting, Columbus, Ohio. Contact (615) 255-2971.

September 20

"Implementing USMARC Format Integration," in Chicago. Sponsored by the Association for Library Collections and Technical Services and cosponsored by AMIGOS. \$105 for ALCTS members, \$135 for ALA personal members and \$175 for nonmembers. Contact Yvonne McLean at 1-800-545-2433, ext. 5032. E-mail: U47209@UICVM.

September 20 - 26

"Advancing Archives: Strategies Within Government," XXIX International Conference of the Round Table on Archives, Mexico City.

October 14 - 15

Midwest Archives Conference (MAC) fall meeting, Quad Cities. Contact Valerie Brown (312) 508-2660.

October 17 - 20

ARMA International 38th Annual Conference, "Information Management: Linking the Past to the Future," Seattle, Washington. Contact: 1-800-422-2762 or (913) 341-3808.

November 3 - 6

Museum Computer Network Annual Conference, Seattle Sheraton Hotel, Seattle, Washington. Contact Diane Zorich, MCN '93 Program Chair, Peabody Museum of Archaeology and Ethnology, Harvard University, 11 Divinity Avenue, Cambridge, MA 02138. Phone: (617) 495-1969. E-mail: zorich@harvarda.harvard.edu.

November 4 - 6

Mid-Atlantic Regional Archives Conference (MARAC) fall meeting, Gettysburg, Pennsylvania. Contact David Hedrick, Local Arrangements Chair at (717) 337-7011 or E-mail: hedrick@gettysburg.edu.

December 6 - 8

RESTORATION Conference, Boston, Massachusetts, Hynes Convention Center. Contact: (617) 933-9699.

AWARDS

James J. Hill Reference Library Grant

The James J. Hill Reference Library will award a number of grants of up to \$2,000 to support research in the James J. Hill and Louis W. Hill papers. The deadline for applications is November 1, 1993, and the awards will be announced in early 1994. For more information, contact W. Thomas White, Curator, James J. Hill Reference Library, 80 West Fourth Street, St. Paul, Minnesota 55102.

Old Sturbridge Village Fellowship

Old Sturbridge Village, the outdoor history museum in Sturbridge, Mass., announces a Research Fellowship in New England history and culture. Preferences will be given to research into the history and material culture of African Americans and Native Americans in rural New England between 1790-1860. The fellowship project need not be limited to this region or this period, but must relate primarily to both. Fellows will be in residence for six to twelve weeks, preferably in the fall or spring semester. Candidates should have significant work and accomplishment in historical, archeological, or material culture scholarship, and be strongly committed to publishing the results of their research. A stipend of up to \$2,500 will be awarded. For application information please contact Jack Larkin, Director of Research, Collections and Library, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, Massachusetts 01566, (508) 347-3362 ext. 298. Deadline for application is July 1, 1993.

Fulbright Award

Professional Librarian/Archivist Award 1994-5 Fulbright Program with the United Kingdom. A competitive award is available under the United Kingdom Fulbright Scholar Program to provide an opportunity for librarians/archivists to broaden their professional perspective and enhance cross-cultural skills and insights at a degree-awarding institution or major research library. The purpose of the award is to promote the exchange of ideas

between library staff in the U.S. and the U.K. and to enable participants to acquire knowledge and experience of library work in a different setting. Applications are due August 1, 1993. A completed application form, five-page project statement, resume, letter of invitation, and 4 letters of reference are required. Call 202/686-7878 to leave a message requesting application materials. If you have questions, contact Dr. Karen Adams (202/686-6245) or Ms. Thitaya Rivera (202/686-6239), or write to the following address: United Kingdom Professional Librarian Awards, Council for International Exchange of Scholars, 3007 Tilden St., NW, Suite 5M, Box N-UKL, Washington, D.C. 20008-3009.

Host Institutions for NHPRC Fellowships in Archival Administration

For the 1994-95 year, the National Historical Publications and Records Commission (NHPRC) is offering two fellowships in archival administration. The Commission is now accepting applications from archival repositories interested in serving as host institutions for the two fellows to be selected. Not-for-profit organizations and institutions, State and local government agencies, and Federally acknowledged or State-recognized Native American tribes or groups are eligible to apply. The two positions will focus on active, hands-on experience in administration and management. The application receipt deadline is September 1, 1993. The fellowship program is funded jointly by the Commission and The Andrew W. Mellon Foundation.

The Commission views the fellowship program, now in its eighth year, as an opportunity for professional archivists with two to five years' work experience to gain new or additional experience with administrative procedures and problems. Archives interested in applying to serve as one of the two host institutions should be able to expose the fellow to a wide variety of archival administrative experiences during the nine to twelve months that the fellow will be working with the host's archival staff. In addition, project directors should be mentors to the fellow, and as such should plan for quality time to be

spent with the selected individual. For the 1993-94 fellowship year, the host institutions are the Schlesinger Library of Radcliffe College in Cambridge, Massachusetts, and the Kansas State Historical Society in Topeka, Kansas.

The fellows' stipend is \$35,000, with a benefit payment of \$7,000. Host institutions also are given \$1,500 to interview prospective applicants and to use for the selected fellow's professional travel during the fellowship year.

The two host institutions will be chosen by December 1, 1993. At that time, application forms for prospective individual fellows will be made available. Individual applications are due March 1, 1994. The two fellows will be selected by the host institutions from the pool of eligible applicants. The fellowships will begin in the late summer or early fall of 1994.

The Commission strongly encourages any interested archives to contact the Commission staff to discuss their application. Commission staff will work with prospective applicants to assure that their proposals include the range of administrative opportunities desired by the Commission. Prospective institutions should request guidelines and application forms from the NHPRC - NP, National Archives Building, Room 607, Washington, D.C. 20408. Host applications must be received no later than September 1, 1993. For further information, contact Laurie A. Baty of the Commission staff at (202) 501-5610.

Rockefeller Archive Center Grant

The Rockefeller Archive Center, a division of The Rockefeller University, invites applications for its program of grants for travel and research at the Center in 1994. The competitive program makes grants of up to \$1,500 to researchers in any discipline, usually graduate students or post-doctoral scholars, who are engaged in research that requires the use of the collections at the Center, which include the records of the Rockefeller family, the Rockefeller Foundation, the Rockefeller University, and other philanthropic organizations and associated individuals. The deadline for applications is December 31, 1993. Grant recipients will be announced

March 1994. Inquiries about the program and requests for applications should be addressed to Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, North Tarrytown, New York 10591-1598

GENERAL PUBLICATIONS

NARA Contact List

The latest edition (March 1993) of the *National Archives Primary Reference Contact List*, is now available from the Textual Reference Division (NNR), National Archives, Washington, D.C. 20408. The list includes over 100 subjects with the names of reference archivists in the Washington, D.C., area responsible for those records, and their telephone and room numbers.

Preservation of Archival Materials

The Commission on Preservation and Access is distributing a report of the Task Forces on Archival Selection entitled *The Preservation of Archival Materials*. The eight-page report, published in conjunction with the Commission's May 1993 newsletter (#56), represents the views of a broad spectrum of archivists in relation to the identification and consideration of key issues in the preservation of archival materials.

The report addresses several audiences including archivists; preservation professionals; those responsible for the administration and support of archives, including their physical facilities; professional organizations; users of archives; networks and consortia; and governmental and private funding agencies and other resource allocators. By addressing a variety of audiences, the Commission hopes to stimulate discussion of the issues raised among those in the archival community, as well as to implement a wide application of recommendations.

The Preservation of Archival Materials is available while supplies last for \$5. Prepayment is required. To order, contact Sonny Koerner, Commission on Preservation and Access, 1400 16th Street, N.W., Suite 740, Washington, D.C. 20036-2217.



News Clips

ACA Certification Exam

The last day to submit applications to take the 1993 ACA Certification Examination is June 11, 1993. For more information, contact ACA Secretariat Tara Shimandle at (312) 922-0140.

First Portion of Agnew Papers Open to Researchers

In the wake of the controversy surrounding the public accessibility of former President Richard M. Nixon's papers, the first installment of the papers of his vice president, Spiro T. Agnew, opened for research on March 8 at the University of Maryland-College Park Libraries.

Although the Vice President donated his papers to the University in 1974, prior restrictions on the papers and ongoing processing work by the Libraries' Archives and Manuscripts Department have resulted in their inaccessibility until now. Additional portions of the Vice Presidential papers are expected to be opened later this year.

A third installment of the Agnew Papers, comprised mainly of tapes, photographs and memorabilia, awaits processing by the Libraries' staff.

Further information is available from Lauren Brown, Curator, Archives and Manuscripts Department, McKeldin Library, University of Maryland, College Park, Maryland 20742, (301) 405-9058.

1992 Report of the Advisory Committee on Historical Diplomatic Documentation

The Advisory Committee on Historical Diplomatic Documentation presented its annual report to the then Secretary of State, Lawrence Eagleburger in early January. The Committee works with the Department of State on the publication of the *Foreign Relations* series and the transfer of Department records to the National Archives. SAA Council member Anne Van Camp, SAA's representative to this committee, played a key role in the committee's accomplishments.

The report summarizes the Historical

Advisory Committee's work and provides an assessment of the current status of both the *Foreign Relations* of the United States series and the State Department's program for making its historical record available to the public. Particular attention is paid to progress made toward implementing all the provisions required by law (PL 102-138).

The most crucial aspect of the work of the HAC during 1992 has been meeting the serious responsibilities levied on it by the "Foreign Relations Series" legislation. Efforts have fallen into three broad categories: (1) ensuring that the *Foreign Relations of the United States (FRUS)* series constitutes, in the words of the statute, "a thorough, accurate, and reliable . . . comprehensive documentation of the major foreign policy decisions and actions of the United States Government"; (2) ensuring that FRUS is published no later than 30 years after the events; and (3) monitoring the declassification and transfer to the National Archives of all State Department historical records 30-years old or older.

Copies of the report are available. Contact Shirley Taylor (202) 663-1125.

Paper Clips Banned as Security Risk

The Australian Departments of Foreign Affairs and Defense have banned the use of glider-type paper clips because they are regarded as a security risk. The risk of papers becoming separated when held together only by these clips, and of unrelated papers becoming caught up and lost underneath a bundle of glider-clipped papers, are considered unacceptably high.

Reportedly the ban on paper clips was introduced following an embarrassing "loss" of a secret document passed to Australia by a U.S. agency in the late 1950s. The document was hooked up by a paper clip holding unrelated documents, and inadvertently placed in the wrong file. (Courtesy *New Zealand Archivist*, Summer 1992)

Archivist Heads British Secret Service

The new head of MI5, the British secret counterintelligence service, has been officially named as Stella Rimington. She is a career intelligence officer with the agency, evidently having joined in the late 1960s.

After graduating from Edinburgh University, she went to Liverpool University in 1958 (as Stella Whitehouse), and trained as an archivist. It is under this professional heading, rather than "intelligence officer," that her old university still registers her.

It is speculated that part of the reason for her successful rise to the top of MI5, apart from sheer talent, may have been her archival training, her ability to "sift and analyze 'the product' . . . her ability to sort and order information." (From the *New Zealand Herald*, 15 February 1992, courtesy *New Zealand Archivist*, Summer 1992)

The Image of the Archivist

David Vaisey, Bodley Librarian at Oxford University, presented these two images of archivists at a conference at Maastricht in 1991 to celebrate the 100th anniversary of the Royal Society of Dutch Archivists.

"I remember as a young and penniless archivist back in 1966 on my summer holidays, arriving at a camping site near LaRocheville in France. The camping site was behind the Mairie, and we had to go there to register our arrival. When in the register I filled the word archivist as my profession, the assistant treated me with enormous respect. I remember her going into the inner office and saying in a loud whisper, 'Un archiviste est arrive. Nous avons un savant.' It made me feel a person of great importance and, whenever possible, I have always since taken my holidays in France.

By contrast, on holiday last month, I was reading an English novel in which one of the characters goes to his local town in England and meets his sister-in-law. I will quote it to you: "Archie was intercepted by his sister-in-law, Clare. She worked for the City Archivist, a job she once claimed any filing clerk could do. She...was carrying a shopping basket containing files and a tin of cat food...He kissed her and asked how she was. She said, 'Oh, you know. Dusty and depressed.'" The novel is *A Passionate Man*, Johanna Trollope (London: Black Swan, 1991) p.113. (Courtesy *New Zealand Archivist*, Summer 1992)

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declaring that the National Archives must transcribe all of the tapes before opening them for public access, must conduct a comprehensive re-review of the tapes, and must return to Nixon all material that is private or personal.

The issues of transcriptions, re-review, and segregation of private material are not new. From the beginning the National Archives has contended that they would not make transcriptions for all of the tapes because the quality of the recordings was so poor that it would be almost impossible to make accurate transcriptions and because it would be prohibitively expensive and time consuming. On the second issue, re-review, there has been lack of clarity within the National Archives as to what would be involved in a second review. Would it be a re-review

of the portions of the tapes to which Nixon had objections or of all 4,000 hours of tapes? In 1987 when the National Archives completed its review of the tapes and prepared a 25,000-page finding aid, there were indications that the tapes would probably be opened in 1991. At that time no comprehensive re-review was envisioned, and since then, no work on a comprehensive re-review has been undertaken. On the issue of the return of the private material, the sticking point has been the timing of the return. Nixon is seeking a return of all private material before any additional portions of the tapes are released.

A part of Nixon's argument for a comprehensive re-review is his allegation of impropriety on the part of the archivists involved in the Nixon tapes project. He cites the December 14, 1992, article in the *New Yorker* magazine by Seymour M. Hersh titled "Nixon's Last Cover-Up: The Tapes He Wants the Archives to Suppress" and calls into question the integrity of the archivists. Nixon states that the article highlights alleged information purportedly derived from the tapes and leaked to Hersh by the archivists who had conducted the initial review of the tapes. The archivists involved in the Nixon tape review spoke about the procedures and policies involved in the project, but not the substance of the tapes, in depositions last summer as part of the Kutler case. Hersh drew on information from these depositions for his article. The archivists deny leaking any information from the tapes. One archivist involved in the Nixon project has documented in previously published books and articles all of the personal and private information about Nixon contained in the Hersh article.

This three-sided case comes almost eighteen years after Congress instructed the Archivist to open the materials and tapes to the public as soon as possible. After Nixon resigned as President in 1974, he negotiated with Arthur Samp-

son, the Administrator of the General Services Administration who was then responsible for the National Archives, an agreement allowing him to retain title to the records and tapes with provisions for the eventual destruction of the tape recordings. Lawsuits opposing the Nixon-Sampson agreement led to the passage of the Presidential Recordings and Materials Preservation Act of 1974 which placed control of the material in the hands of the National Archives. This legislation, which included provisions for protection of privacy and for the development of regulations for the processing of the material, had as its key point "the need to provide the public with the full truth, at the earliest reasonable date, of the abuses of government power." For the past eighteen years Nixon has periodically challenged the constitutionality of this law and various aspects of its implementing regulations. This cross claim is a continuation of the tactic of using litigation to delay access.

Bill on Access to Electronic Information Through the Government Printing Office Passes the Senate

On March 22, the Senate passed S. 564, the Government Printing Office Electronic Information Access Enhancement Act of 1993. This bill, co-sponsored by Senator Wendell Ford (D-KY) and Senator Ted Stevens (R-AK), establishes in the Government Printing Office a means of enhancing electronic public access to a wide range of federal electronic information. The bill provides online access to the *Congressional Record*, the *Federal Register*, and other appropriate publications distributed the Superintendent of Documents. It also calls for the establishment of an electronic directory of federal public information stored electronically. Fees for access to the directory and the system are to approximate the incremental costs of dissemination of the information. The bill does provide for depository libraries to

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A parallel bill, H.R. 1328 cosponsored by Representatives Charlie Rose (D-NC) and Bill Thomas (R-CA), was introduced on March 22 and is now awaiting action by the full House. This legislation is very similar to the GPO-WINDO/Gateway bills introduced in the last Congress and which passes the House. The American Library Association, the National Coordinating Committee, and various historical associations have supported this legislation which, as Senator Ford said in his floor statement, would go "a long way toward ensuring that taxpayers have affordable and timely access to the federal information which they have paid to generate."

Update on PROFS Case

As a part of his January 6th decision in the case of *Armstrong v. Executive Office of the President*, Federal District Judge Charles R. Richey stated that "the Defendants must err on the side of preservation" and ordered the Archivist to preserve the electronic records of the National Security Council. The case originally filed in 1989 has led to the preservation of more than 5,000 Reagan and Bush computer backup tapes of the White House and National Security Council electronic mail systems.

On January 19 and 20, the National Archives transferred these records to a vault in the National Archives but initially took few additional steps to ensure their preservation. On March 25, almost two months later, Trudy H. Peterson, who became Acting Archivist on March 22, issued an internal memorandum in which she charged the National Archives' Center for Electronic Records to develop a preservation plan for the computer materials from the Reagan and Bush administrations. Peterson stated that the objectives of this preservation plan are to identify and take any preventive and corrective actions that may be needed, including actions to ensure the preservation

and, if necessary, the collection of adequate documentation of the computer materials, and to take those steps necessary to bring the information to a state that would permit the segregation of federal and presidential materials. The National Archives' Office of Electronic Records is to submit the preservation plan to Peterson by April 23.

The plaintiffs in the PROFS case, recognizing that many complex issues are involved in the preservation of these computer records, filed papers on April 1 in U.S. District Court charging that the National Security Council, the Executive Office of the President, and the National Archives violated Judge Richey's orders regarding the preservation of electronic federal records and asking the Judge to require these government agencies to demonstrate why they should not be held in contempt of court. Michael Tankersley of Public Citizen filed the papers on behalf of the plaintiffs, who include Scott Armstrong, Eddie Becker, the National Security Archive, the American Library Association, the American Historical Association. On April 6, the court granted the plaintiffs request and set a hearing for April 19 at which the defendant agencies will be required to justify their inactions.

In recent depositions by employees of the National Security Council, the National Archives, and the Executive Office of the President, the plaintiffs learned that the agencies were not in full compliance with the court order to preserve the computer records. The plaintiffs are most concerned that for nine days following Judge Richey's January 6th opinion, the National Security Council took no steps to prevent staff from erasing or deleting information from the electronic communications systems used by the agency.

The plaintiffs also learned of numerous decisions and actions of the National Archives that indicate lack of care in the preservation of the computer records. Of specific concern is the failure of the

National Archives to take steps to verify the tapes' contents. Since the Archives does not currently have the capability to access and read the information on the computer tapes, there is concern about how the Archives' Center for Electronic Records will review and preserve the information on the transferred tapes.

Furthermore, the plaintiffs contend that the defendants, Archivist Wilson and President Bush, entered into an agreement on January 19 that imposes restrictions on the agency's control that contradict federal records laws and that will delay efforts to preserve the computer tapes. The plaintiffs note that when the National Archives entered into the Memorandum of Agreement it knew that it did not have the equipment necessary to segregate the federal and presidential material and did not intend to segregate the material.

In the papers filed in the motion to show cause and enforce injunction, the plaintiffs state: "Insofar as the Memorandum of Agreement between the defendants and former President Bush purports to displace, override, or in any way alter, modify or infringe upon the obligations imposed by the orders of this Court, the Court declares that the Agreement is void, and cannot provide a basis for defendants refusing to, or delaying in, carrying out their obligations under the injunction and this order to take immediate steps to preserve the Federal records contained therein."

The plaintiffs have also cross-appealed in the expedited appeal of this case that is pending before the U.S. Court of Appeals and requested that the previously established briefing schedule for the appeal include the cross-appeals. In January the defendants appealed Judge Richey's January 6th decision and asked for expedited review. On March 3, the clerk of the U. S. Court of Appeals issued a briefing schedule with deadlines in April, May, and June for filing briefs and replies on the appeal.

New Member Roster

The following new members joined the Society of American Archivists during February and March.

Welcome aboard!

Individual Members:

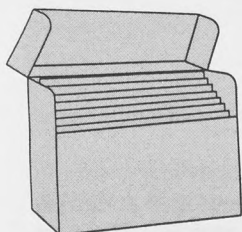
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Garner, Nancy G.
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Grady, Lee
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Gray, Warren F.
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Grier, Marla
Student
Haberstich, David E.
Smithsonian Institution
Hagan, Rev. Barry J.
University of Portland
Harden, Johanna
Harris, William A
Herrada, Julie
Holland, Joy
Student
Hopkins, Kimberley L.
Student
Homer, Suzanne J.
Student
Hudspeth, Deborah A.
Jach, Cecille
*American Occupational
Therapy Foundation*
Jackson, Janet
Merck & Company Incorporated
Kaplan, Jessica M.
Student
Kennedy, Janet
Student
Landazuri, Roberto
Student
LaPorte, Thomas A.
Student
LaValley, Gary A.
Lively, Kirk
Disaster Recovery Services
McGee, Darrell
McGraw, Michele
Student
Moore, Sandra
Mosley, Katherine
Mosley, Raymond A.
Murray, Colin L.
Mycue, David
Hildago County Historical Museum
Naylor, Jenny
Student
Page, Lucie
University of Ottawa
Parker, Lisa B.
Student
Polesovsky, Kate
National Renewable Energy Laboratory
Raab, Christopher M.

Student
Richards, David E.
Student
Ritchie, Anne G.
National Gallery of Art
Roberts, Richard
Florida State Archives
Roberts, Sarah H.
Ryan, Alice M.
Saint Andrew's School
Rydell, Jennifer
Student
Seeman, Corey
*Historical Society of Western
Pennsylvania*
Smith, Gretchen R.
Student
Smith, Lynn A.
Smith, Sherry D.
Stith, Bari Oyler
Geauga County Archives
Syron, John W.
Student
Szabunia, Margo
Takahashi, Satoru
Tejada, Susana
Student
Teter, Patrick
Thomas, Mary B.
New England Kurn Hattin Homes
Trussell, Bert
Church of Spiritual Technology
Turner, Nancy
Student
Van Tighem, Rev. F.P.
Roman Catholic Diocese of Calgary
Vernon, Elizabeth
Voutselas, Eleanore
Museum of International Folk Art
Weiss, Vicki
Wilson, Sule Gregory C.
National Museum of American History
Wittekind, Anne M.
Student
Woods, Virginia M.
Student

Institutional Members:

Saint Francis Hospital
State Library of Florida
Three Village Historical Society
University of Houston
Widener University Library



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. We request that all ad copy submitted be double spaced.

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, all faxed announcements must be double spaced. 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.

UNIVERSITY ARCHIVIST

(Pending Funding)

*Collection Management and Services Dept.
Abigail S. Timme Library
Ferris State University
Big Rapids, Michigan*

Administration of a university archives and development of records management program, beginning with manuscript and photographic collections, plus 1,000 cubic feet of records, supervise a small staff, possible adjunct teaching. **Required:** Accredited MLS, or MA/MS from a recognized archives graduate program; one year professional experience with training and supervisory responsibility or additional relevant graduate degree; experience with standard practice and bibliographic systems; knowledge of electronic archives and machine-readable records. **Preferred:** Additional degrees and experience, archival specialization, knowledge of preservation, reprographics and automation, research, and publication; eligibility for SAA-ACA and or ARMA certification. **Salary:** \$28,000 minimum. Apply with letter, resume, and names of three references with telephone numbers. Official transcripts and three reference letters required for on-site interviews. Apply by May 15, 1993 (position open until filled), to: Dr. Edwin Harris, Committee Chair, Timme Library, FSU, 1201 S. State Street, Big Rapids, Michigan 49307-2747, telephone (616) 592-3671, fax (616) 592-2662.

ARCHIVIST-LIBRARIAN

*George C. Marshall Research Foundation
Lexington, Virginia*

Responsibilities: The Marshall Foundation archivist-librarian is responsible for the management and operation of a small, specialized archive/library focusing on the life and career of General George C. Marshall, 1880-1959. He/she manages the collections, assists researchers, responds to inquiries, is in charge of continuing the development of the manuscript collections, is responsible for bibliographic control; automation and security; preservation; and technical services. **Qualifications:** **Required:** Graduate library degree from ALA-accredited program. Formal training in archival administration. Knowledge of MARC-AMC format cataloging. Self-

starter who can work with minimal supervision. Good oral and written communication skills. **Preferred:** Degree in history; archival certification; experience in managing a specialized manuscript collection, library and archive/manuscript reference, manuscript processing and library technical services; and library automation. Background in military and/or diplomatic history would be helpful. The Marshall Foundation is an Affirmative Action/Equal Opportunity Employer. Position will be available September 1, 1993. **Application:** Send resume with three references to: Search Committee, George C. Marshall Foundation, P.O. Box 1600, Lexington, Virginia 24450-1600. Application deadline is June 15, 1993.

PROJECT ARCHIVIST

*Bowdoin College
Brunswick, Maine*

Two-year, NHPRC grant-funded appointment beginning July 1, 1993. **Responsibilities:** Develop archival and records management policies and procedures to establish an archives at a small, undergraduate, liberal arts college. Survey, appraise, and schedule records in a variety of formats, including microform and electronic records, using archival database management software. Supervise a full-time archival technician and full-time student assistant in entering descriptions into OCLC database and online catalog. Develop college filing system and provide appropriate training to college employees responsible for filing. **Qualifications include:** Graduate degree, preferably in history, and/or MLS from an ALA-accredited library school with formal archival training at graduate level; thorough knowledge of archival theory and practice, and records management skills; experience in use of USMARC-AMC format and archival database management software; ability to appraise institutional records; demonstrable knowledge of archival arrangement and description; ability to lift boxes of up to 40 pounds. Three to five years full-time experience appraising, arranging and describing records in a college or university archives and certification in archives or records management desirable. Competitive salary and benefits. Please submit letter of application, resume,

Professional Opportunities

and three references by May 21, 1993, to: Bowdoin College, Human Resources Department, Brunswick, Maine 04011. Bowdoin College is committed to Equal Opportunity through Affirmative Action.

PROJECT ARCHIVIST

*Williams College
Williamstown, Massachusetts*

A one-year, grant-funded position with possibility of extension for one or more years. An experienced archivist is sought to conduct preservation assessment surveys of select collections in the College Archives and the Chapin Library of Rare Books, and to survey, appraise, and process the extensive records of the Williams College President's Office. **Qualifications:** ALA-accredited MLS degree or MA in history or related subject; significant experience in archives and/or special collections work, including appraisal of collections, evaluation of preservation needs, and arrangement and description of archival collections. Experience working with large collections preferred. Applications received before June 1, 1993, will be given priority. Please send letter of application, resume, and the names of three references, to: Project Archivist Search Committee, Sawyer Library, Williams College, Williamstown, Massachusetts 01267. An EO/AA employer.

ARCHIVIST

*The Ohio Historical Society
Youngstown, Ohio*

The Ohio Historical Society is in need of an Archivist for our new Historical Center of Industry and Labor located in Youngstown, Ohio. **Responsibilities:** This position will focus on the acquisition of historical records, provide reference service, produce finding aids, and be part of the local government records program. The individual will participate in research for exhibit development, and support other museum related activities. **Required:** This position requires a master's degree in American history, library science, or a related discipline; two years of archives/manuscript experience; familiarity with local government records desirable. **Salary:** \$24,000-\$28,000 plus a comprehensive fringe benefit plan. Interested candidates can apply to: Personnel Office, The Ohio Historical Society, 1982 Velma Avenue, Columbus, Ohio 43211. Ohio Relay Service available for those who use TDD. AA/EOE.

TAMIMENT LIBRARIAN

*New York University Library
New York, New York*

Responsible for the organization, administration, development, and efficient operation of the Tamiment Institute Library, one of the nation's finest collections for scholarly research in labor history, workers education movements, socialism, anarchism, and American radicalism. Duties include supervising and training staff, collection development and maintenance, reference, outreach programs, exhibits, project development, and donor relations. **Required:** ALA-accredited MLS, subject master's degree for tenure; in-depth knowledge of American radical movements; three years experience in an academic library and/or special collection. Familiarity with archival processing, computer-based archival control systems, library preservation, and successful record of grantsmanship strongly preferred. Faculty status, attractive benefits package. **Salary:** \$34,000 minimum. Send resume and letter of application including the names, addresses, and phone numbers of three references by June 1, 1993, to: Mrs. Alice Deich, Personnel Director, University of New York Libraries, 70 Washington Square South, New York, New York 10012. NYU encourages applications from women and members of minority groups.

CURATOR

*Gordon W. Prange Collection
University of Maryland at College Park
College Park, Maryland*

Responsibilities: Develops and maintains archival policies and procedures for the administration and use of the Gordon W. Prange Collection (over 1.4 million documents). Develops finding aids and provides reference assistance to users; works with library staff on public outreach, publicity, preservation, fund raising, development, and cataloging of the collection. Oversees the preparation of 13,000 magazines for cataloging by the National Diet Library of Japan, and the microfilming of these materials by an on-site contractor. **Qualifications: Required:** Master's degree in a relevant discipline, archival management, or library science. Evidence of formal archival instruction and training. Excellent Japanese and English oral and written communication skills, including the ability to read and write Kyu Kanji and

Shin Kanji. Thorough knowledge and understanding of the occupation period of Japan. **Experience: Required:** Four years experience as a professional archivist, curator, or other comparable experience. In-depth knowledge of archival appraisal and processing techniques, public relations, preservation, and planning. **Preferred:** Knowledge of personal computers, online automated systems, and their applications. Experience in public relations and fund raising. **Salary:** \$34,375. Salary commensurate with experience. Excellent benefits. **Application:** For full consideration, submit resume and names/addresses of three references by June 14, 1993. Applications accepted until position is filled. Send resume to: Ray Foster, Personnel Librarian, Library Personnel Services, McKeldin Library, University of Maryland, College Park, Maryland 20742. The University of Maryland is an Affirmative Action, Equal Opportunity Employer. Minorities are encouraged to apply.

LIBRARIAN I CURATOR FOR LITERARY MANUSCRIPTS

*University of Maryland at College Park
College Park, Maryland*

The University of Maryland College Park Libraries invites applications for the position: Librarian I, Curator for Literary Manuscripts. **Responsibilities:** This position has curatorial responsibility for literary manuscripts and related special collections materials. The curator arranges, describes, and manages literary manuscript collections and other manuscript collections as needed; prepares the Djuna Barnes papers for microfilming; works with current and prospective donors to the collections; responds to all mail and phone inquiries concerning literary manuscripts and related collections; provides reference service on an assigned rotating basis, selects gift and purchased materials for the literary manuscript collections and other special collection, and devises collection development policies and programs in support of these collections; in coordination with other library staff, arranges for proper security and the preservation of literary manuscript materials and related collections. **Qualifications: Required:** ALA-accredited master's degree in library science. Graduate degree in English or comparative literature

desirable; training in archival management desirable. **Experience: Required:** Minimum of three years professional experience in an academic or research library, including experience arranging and describing manuscript collections, or comparable professional experience. Excellent written and oral communication skills. Demonstrated ability to work effectively with the public. **Salary:** \$29,702. Salary commensurate with experience. Excellent benefits. For full consideration, submit resume and names/addresses of three references by May 14, 1993. Applications accepted until position is filled. Send resume to Ray Foster, Library Personnel Services, McKeldin Library, University of Maryland, College Park, Maryland 20742-7011. The University of Maryland is an Affirmative Action, Equal Opportunity Employer. Minorities are encouraged to apply.

ASSISTANT ARCHIVIST

*Columbia University
Archives and Records Management Program
New York, New York*

This is an eighteen-month position funded by a grant from the NHPRC. The aim of the funded project is to develop a university-wide, systematic archives and records management program for Columbia University. **Responsibilities:** The Assistant Archivist will report directly to the Manager of University Records; will survey University records in administrative and academic offices throughout the University's main campus; assist in the establishment of archival records management policies based largely upon survey results; establish uniform headings for Columbia University corporate bodies including administrative offices, schools, and academic departments and programs; and plan and conduct workshops for staff maintaining University records. **Qualifications:** The candidate must have *either* a master's degree, formal archival training, and one or more years of archival experience, including surveying *or* a BA, formal archival training, and three or more years of archival experience, including surveying. Familiarity with APPM 2 cataloging rules required. Knowledge of WordPerfect preferred. The candidate must be able to work independently and have excellent written and oral communication skills. **Salary:** First year, \$27,664 (12 Months); second year, \$14,385 (6 months). Excellent Fringe benefits including health insurance benefits,

tuition exemption, and four weeks vacation per annum. Send cover letter, resume and the names, addresses, and telephone numbers of three references to Rhea E. Pliakas, Manager of University Records, 308 Low Memorial Library, Columbia University, 116th Street and Broadway, New York, New York 10027. **Deadline:** June 4, 1993. We take affirmative action

PUBLIC SERVICES LIBRARIAN

Special Collections

*The University of Chicago Library
Chicago, Illinois*

The University of Chicago Library Department of Special Collections seeks candidates for the position of Public Services Librarian. **Responsibilities include:** plans and coordinates services for users of the rare book, manuscripts, and archival collections in Special Collections. Supervises two public service and exhibition assistants. Works with faculty, students, and scholars to encourage and facilitate use of collections. Provides reference and orientation to users and serves as the department's liaison with other Library public services areas. A primary emphasis of this position is on providing reference and orientation services. Schedules and coordinates the department's exhibition program and participates in the production of exhibitions and publications. **Qualifications:** ALA-accredited MLS, course work in bibliography, rare books librarianship, and archives; knowledge of specialized printed and online reference sources for rare books, manuscripts, and archives required. Equivalent work experience will be considered. Excellent oral and written communication skills, interpersonal skills required as well as subject research skills and conceptual skills essential to organizing library exhibitions. Reading proficiency in two or more Western European languages required with German and Latin preferred. Energy and human relations skills to handle the pressures of reference service with accuracy and poise are required. Ability to communicate effectively and work well with colleagues and library patrons individually and in groups is essential. Three years of public service experience in special collections or a research library is desirable, as are supervisory experience, an additional advanced degree in the humanities or social sciences, and familiarity with computer applications to operations and use of spe-

cial collections. Appointment salary based on qualifications and experience. **Salary range:** Begins at \$32,790. **Benefits:** Contributory retirement plan, health and life insurance, 22 vacation days, 6 University holidays, 5 personal holidays, and sick leave. Tuition benefit plan for college-age and younger children. Application should include resume and names, addresses, and telephone numbers of three references. Review of applications will begin May 15, 1993, and continue until the position is filled. Please submit application to: Denise Weintraub, Personnel Office, University of Chicago Library, 1100 East 57th Street, Chicago, Illinois 60637. EOE/AA.

HEAD, SOPHIA SMITH COLLECTION

*Smith College Libraries
Northampton, Massachusetts*

Reporting to the Coordinator of Special Collections and the Director of Libraries, the head is responsible for the development and management of the Sophia Smith Collection, a national repository of over 4,000 cu.ft. of primary sources in women's history with a staff of 1.5 full time employees. Founded in 1942, the Sophia Smith Collection collects materials documenting American women from the late eighteenth century to the present. In a shared facility, the head works in collaboration with College Archives staff (2.5 full time employees) on activities including acquisitions and reference service.

Responsibilities: Formulate, administer, and evaluate policies and procedures relating to acquisition, arrangement and description, reference and access, and preservation of the collection; develop donor, patron, and colleague relationships; interpret collections to students, scholars, and other constituencies by participating in reference service, giving lectures and presentations, and mounting exhibits; select, train, supervise, and evaluate personnel; budget and plan for staffing, future physical facilities, and other needs; participate in library-wide activities. **Qualifications: Required:** MLS from an ALA-accredited institution or MA in history (either degree must include archival coursework); a minimum of five years experience in full-time management of an archives or manuscript repository. Ph.D. in history with at least five years experience in full-time management of an archives or manuscript repository will also

Professional Opportunities

be considered. **Preferred:** Background or interest in women's history or women's studies, significant experience with donor relations, fund raising and grant writing, evidence of professional participation, ACA certification. **Salary:** \$38,670 to \$43,080 for 12 months, dependent upon qualifications and experience. To apply please send letter of application, resume, and the names and addresses of three professional references to: Employment Group, Human Resources, Smith College, Box 850, Northampton, Massachusetts 01063. Applications accepted until the position is filled. Smith College is an Affirmative Action/Equal Opportunity institution; minorities and women are encouraged to apply.

MANUSCRIPTS LIBRARIAN

*Penn State University Libraries
University Park, Pennsylvania*
Faculty position in the Special Collections Department of Penn State University Libraries. Department consists of: Rare Books, including literary manuscripts; Historical Collections and Labor Archives; and the University Archives. Position will be based administratively in Rare Books, but will work closely with all units in the administration of manuscript, archival, and non-textual materials.

Responsibilities include: arrangement and description of collections of modern personal papers, archives, and literary manuscripts, including photographic archives; collection development and reference services; coordination of departmental concerns for preservation; participation in the development of automated processes for the organization of and intellectual access to manuscript holdings, including effective guides and MARC-AMC cataloging records. **Qualifications:** Requires ALA-accredited MLS, or equivalent, and minimum of 2-3 years experience in archival/manuscript collection management. Second advanced degree in the humanities preferred. Excellent written and oral communication skills and the ability to work effectively with patrons and staff essential. Familiarity with the MARC-AMC format is required and experience using database management software is desirable. Potential for promotion and tenure will be considered. **Compensation:** Salary and rank dependent on qualifications, minimum \$30,000. Excellent fringe benefits. Applications will be

reviewed beginning April 30, 1993, and continue until position is filled. To apply send letter of application, resume, and names of three references to: Nancy Slaybaugh, Manager, Libraries Human Resources, Box ML-SAA, Penn State University, El Pattee Library, University Park, Pennsylvania 16802. An Affirmative Action/Equal Opportunity Employer. Women and minorities are encouraged to apply.

PROJECT ARCHIVIST

*International New Thought Alliance
(INTA)
Mesa, Arizona*

INTA is a 79-year-old religious affiliation of indigenous New Thought religions dedicated to the spiritual enlightenment of the individual and to world peace. Affiliates include Unity, Religious Science, Divine Science, and many independent movements. Founded in the United States, it is a worldwide organization with members in 41 countries. INTA seeks a pioneer archivist to organize, describe, preserve, and promote its multimedia collection dating from the mid-19th century. Core collection located in modest facility on world headquarters grounds in Mesa, Arizona.

Major responsibilities: Perform all basic archival tasks required for setting up a new archival program to include preparation of policies and procedures for organization and operation of the Archives. By the end of the 18-month grant period, INTA will have a fully operational archives and records management program. Archivist will participate in annual international conference and contribute to INTA's quarterly journal. **Qualifications:** MA in American history and/or MLS with specific archival training required. At least two years experience working in archives or manuscript repository and excellent communication skills required. Preference will be given to a candidate with working knowledge of AACR 2, MicroMARC, and other archival software. Some knowledge of American religious history highly desirable. Records management experience desirable. **Salary:** \$25,500 for first year of project; 3.5% increase for remaining 6 months of project, plus benefits. Position subject to funding external to institution. Hiring decision cannot be made prior to July 1, 1993, for October 1 starting date. Project archivist will be given first consideration for permanent position of INTA archivist

at end of project. Contact: Patricia Delks/Marilyn Anderson, INTA Search Committee, 8624 Winding Wood Drive, Port Richey, Florida 34668, telephone (813)863-0605.

HEAD OF MEDIA / PEABODY CURATOR

*The University of Georgia Libraries
Athens, Georgia*

Duties: The Head of Media/Peabody Curator is a newly created position and is responsible for the development and management of services and collections of the Media Center, including pursuing alternative sources of funding, and serves as liaison to a wide variety of departments both within the Libraries and the University. Most significantly, the Head of Media/Peabody Curator serves as curator of the Peabody Awards Archives. The George Foster Peabody Awards for Excellence in Journalism Archives is the keystone of the media collections, containing virtually every entry submitted for this prestigious award, and constitutes one of the foremost sound and moving images collections in the world. The Head of Media/Peabody Curator provides reference assistance for all types of media materials located in the Center which includes the Georgia Folklore Collection, LPs, CDs, audiocassettes, VHS videocassettes, laserdiscs, computer software, and other mixed media materials. Some evening and or weekend work may be required. The Head of Media/Peabody Curator supervises one library assistant; shares supervisory responsibility of one librarian (Peabody Awards Collection); and assists with the supervision of eight to ten student assistants. The Head of Media/Peabody Curator reports to the Associate Director of Public Services and Collection Development. **Qualifications:** ALA-accredited MLS, or Academy of Certified Archivists (ACA) certification, with two years of professional experience; broad academic background, with strong interest in journalism, film history/criticism, instructional technology, or other related field preferred, with preference given to candidates holding or pursuing an advanced degree; strong interest in fund raising and grant-writing; demonstrated knowledge of media materials, preservation and equipment; knowledge of copyright and processing of media materials; demonstrated supervisory skills; interest in

interactive technologies and the integration of media into the University curriculum; effective oral and written communication skills; ability to establish and maintain effective working relationships; strong public service orientation. **Benefits:** Standard benefits package includes life, health, and disability insurance, and mandatory participation in the state or optional retirement system, and 21 days annual leave, plus 12 paid holidays. **Salary minimum:** \$35,000 (adjustments may be made commensurate with experience). **Application procedure:** Send letter of application addressing all qualifications with a resume and the names of three references by June 18, 1993 to: Florence E. King, Personnel Librarian, university of Georgia Libraries, Athens, Georgia 30602. This position will be filled only if suitable applicants are found. An Equal Opportunity/Affirmative Action Institution.

RECORDS MANAGER

*Inter-American Development Bank
Washington, D.C.*

The Inter-American Development Bank, an international financial institution based in Washington, D.C., has an immediate opening for the position of Section Chief of the bank's Records Management Section. This position requires the Section Chief to direct the transition of the bank's records management program toward the implementation of automated/electronic records management systems and programs in its Washington Headquarters Office and in its offices throughout Latin America and the Caribbean. The bank desires a high quality records management program capable of supporting its business objectives during the 1990s. An excellent salary and benefits package, including relocation costs, will be provided. **Qualifications:** A minimum of six years progressively responsible experience in records management at the national/international level, with two years of supervisory experience. Working knowledge of all aspects of records management/archives administration, with emphasis on the technologies used to create, protect or preserve business records, automate or enhance record keeping or information retrieval, and solve records management problems. Master's degree or equivalent required, with specialization in records management, library and information sci-

ences, or archives administration, with supplementary training in electronic imaging, micrographics, or other related disciplines. Status as a Certified Records Manager is preferred. The successful candidate must also read, speak, and write Spanish as well as English. Ability to read French and/or Portuguese is desirable. Send curriculum vitae or other evidence of qualifications to: Inter-American Development Bank, HUR-RQ-SAA, Washington, D.C. 20577, or fax (202) 623-3096. All responses must be received by June 21, 1993. The bank regrets that it can only acknowledge those applications which best match the position's requirements.

ARCHIVIST OF THE COLLEGE

*Dartmouth College Library
Hanover, New Hampshire*

Dartmouth College Library is seeking applicants for the position of Archivist of the College. The position reports to the Head of Special Collections Department. Working in an advanced electronic environment, the Archivist interacts with administrative officers, students, faculty, records management, and alumni to acquire, preserve, and make available the records of the more than 220 years of College history. The Archivist has responsibility for nearly 6,000 linear feet of records, 350,000 photographs, and 20,000 printed items. **Responsibilities include:** Day-to-day administration of the Archives, including the supervision of 2.5 full-time staff employees, collection management and promotion of the use of the Archives, as well as participating in an integral part of the department team. **Qualifications:** ALA/MLS with an archival concentration, a minimum of five years post MLS experience with increasing responsibility in an archival setting, knowledge of the MARC-AMC format and demonstrated ability to work in both paper and electronic environments are required. The preferred candidate will have an advanced degree in history, excellent oral and written communication skills, strong interpersonal skills to enable the Archivist to work with a broad range of donors and patrons, and knowledge of RLIN. **Salary and Benefits:** Dartmouth College offers a flexible benefits package including 22 vacation days, TIAA/CREF; paid major medical, hospital and dental insurance; and assistance with moving

expenses. Rank and salary commensurate with background and experience, with a minimum of \$31,500 for a Librarian III (requires five years of experience). **Applications:** Review of resumes will begin June 1, 1993. **Reply to:** Phyllis E. Jaynes, Chair, Archivist Search Committee, 115 Baker Library, Dartmouth College, Hanover, New Hampshire 03775.

ASSISTANT HEAD OF DEPARTMENT OF MANUSCRIPTS AND ARCHIVES

*Sterling Memorial Library
Yale University*

Responsibilities: Collects modern manuscripts. Assists in range of planning and administrative responsibilities. **Required:** MA degree in history or related discipline and/or ALA-accredited MLS. Knowledge of a broad range of archival theory and practice based on training and professional experience. Five years of professional experience in a major archival or manuscript repository, including substantive management, planning, and supervisory responsibilities. Substantive experience in the definition, planning and implementation of collection strategies and procedures and intellectual access and control programs for modern documentary collections. Demonstrated success in dealing with donors, dealers, and other sources for modern documentary resources. Ability to develop and implement effective and innovative conceptual and technological approaches to collection development and intellectual access and control issues. Excellent oral and written communication skills. Ability to plan, manage, and coordinate complex projects. Ability to work effectively with colleagues, constituents, donors, and patrons. **Preferred:** Substantive experience in the development and management of grant-funded and other special projects. **Minimum rank:** Librarian III. Salary from a minimum of \$36,000 dependent upon qualifications and experience. Benefits include 22 days vacation, 17 holiday, recess, and personal days; retirement plan; health care and relocation assistance. **Application deadline:** June 10, 1993. Applications will be accepted until the position is filled. Please send letter of application, resume, and names of three references to Diane Y. Turner, Director, Library Personnel Services, Yale University Library, P.O. Box 1603A Yale Station, New Haven, CT 06520.

SAA Staffer Bernice Brack Celebrates 14th Anniversary

by Teresa Brinati

She is the "voice" of SAA—the distinct dulcet tone that greets callers to the office of the Society of American Archivists. Receptionist and Membership Assistant Bernice Brack celebrates 14 years of employment with the Society this June.

"I have probably talked with 90 percent of the membership over the years," Bernice recalled in a recent interview. That is quite a feat considering that SAA's current membership consists of approximately 3,000 individual members and some 500 institutional members.

"It has been a pleasure to work for the Society," said Bernice, who has the lengthiest record of employment at SAA, "I can hardly believe I have been here for 14 years!"

Bernice was hired in 1979 by then Executive Director Ann Morgan Campbell and former Meeting Planner Joyce Gianatasio. "My daughter worked with Joyce's mother and she told me that the Society of American Archivists was looking for a receptionist," Bernice recalled. "I had no idea what an 'archivist' was and neither did my daughter!"

Not only does she now know what an archivist is and does, she also has established friendships with many of the members and staff. She has participated in eight annual meetings since her arrival. When a heart attack sidelined her from attending the annual meeting in St. Louis in 1989, Bernice thought that she would never see another meeting. During her three-month convalescence, she received an outpouring of support from members and continues to keep in touch with many of those people.

Bernice's beginnings at SAA were inauspicious. "I was late for my interview because of a delay on public transportation, but Joyce and Ann made me feel very comfortable," Bernice related. When personal circumstances

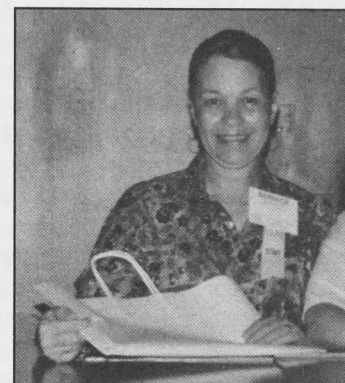
required her to request a day off only two days after she was hired, she found the office to be very "understanding and accommodating."

"Bernice has become a unique resource to the office," noted SAA Executive Director Anne P. Diffendal, "She serves as a memory bank for staff."

Over the years, Bernice has worked with a number of SAA members whose careers led them to employment opportunities in the SAA office, including Paul Conway, Timothy Ericson, Marion Matters, Tom Pardo, Mary Lynn Ritzenthaler, Timothy Walch, and Lisa Weber. "It has been nice to watch their continued success after leaving SAA headquarters," Bernice said.

Bernice has achieved her own success as well. Her responsibilities have grown from basic receptionist duties to include membership assistance. Originally, SAA membership records were kept on a Rolodex. Bernice remembers that it was the "messiest and most tedious thing in the world to maintain thousands of records manually." She was ecstatic when membership records were transferred to an automated database in 1987, which she is responsible for maintaining.

Bernice welcomes calls from the membership and her advice is simple and as sweet as her dulcet tone, "Stay connected!"



Bernice Brack,
SAA Membership Assistant



The Society of
American Archivists
600 S. Federal
Suite 504
Chicago, Illinois
60605

Archival Outlook

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May 1993

Time Value Mail