



The Society of
American Archivists

Archival Outlook

November 1993



Nuns on the Run

Running the 50-yard dash in full habit appears to be a breeze for these two nuns participating in the fourth annual Alverno College Field Day held on the grounds of St. Joseph's Convent, Milwaukee, Wisconsin, May 1949. (Courtesy of the Alverno College Archives)

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

JOHN A. FLECKNER
Presidential Address
1990

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Managing Editor:
Teresa M. Brinati

Society of American Archivists Staff:

Anne P. Diffendal
EXECUTIVE DIRECTOR

Carolyn J. Aeby
MEETINGS/MEMBER SERVICES COORDINATOR

Bernice Brack
MEMBER SERVICES ASSISTANT

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SENIOR ARCHIVIST

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Tara J. Shimandle
EDUCATION PROGRAM ASSISTANT

Jason Walker
PUBLICATIONS ASSISTANT

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from the President's Desk

by Edie Hedlin

If I were giving this column a headline, it would be "How Far From Reading?"

There are three reasons for this. First, as most of you know I am currently living just outside of Reading, England. The explanation for this circumstance can be found in the January 1993 issue of this newsletter, but in case you missed it the capsule version is that Uncle Sam assigned my spouse to a tour in England well after the SAA Nominating Committee had put together its slate and I had agreed to run for vice president. Hence, I am entering my presidential year while living abroad.

Second, during the New Orleans meeting I received an audiotape from SAA Treasurer William Maher containing several segments of a Canadian Broadcasting Corporation program called "How far From Reading?" The program features telephone conversations with people in England who are engaged in offbeat and often humorous activities. My favorite is the gentleman in Croyden, a suburb of London, who has a 900-pound fish on his roof (along with a statue of Winston Churchill and a replica of a SCUD missile)! Whatever the topic, and for whatever reason, each segment ends with a comment on how far away the interviewee is from Reading, England.

This conjures up in my mind a similar question. How far am I from my archival colleagues in the United States? How far away from me are you?

Well, I am not available to colleagues passing through my homebase of Washington, D.C., and I am not on the telephone as much as I might otherwise be. On the other hand, I am constantly faxing or sending electronic mail, and a surprising number of you are passing through England and doing me the honor of a visit. I have made over 100 appointments to SAA committees and task forces, am in frequent communication with many of you, and have returned to the United States for Council meetings as well the SAA Annual Meeting.

So Reading does not seem so far away. The glories of electronic communication make possible what ten years ago would have been much more difficult. Nonetheless, my location has brought greater awareness of how close American and European archivists are in their concerns, activities, and issues. There is much to know and much to learn from our colleagues on this side of the Atlantic.

Which brings me to the third reason for the title "How Far From Reading?" It has been some years since SAA sponsored a study tour abroad, and a great many years since a European tour. Charles Kecskemeti, Secretary General of the International Council on Archives (ICA) has proposed that SAA consider a study tour to Europe and I think the suggestion has great merit.

The options for a tour are multiple. Much is happening on the continent that should be of interest to American archivists. Advances in electronic records, new conservation techniques, modern buildings and facilities, sophisticated education programs, and new archival networks are all worthy of our attention and analysis. The views, theories, and perspectives of our colleagues abroad are equally deserving of our consideration, as well as the opportunity for cooperative approaches to common problems.

Today there is renewed respect in North America for the European archival tradition. In some cases, we have found that theoretical constructs we had abandoned as not relevant are proving to offer useful approaches to our most vexing current problems. These problems are not unique to North America—they face our European colleagues fully as much as they face us. Let us learn of their research, their problems, their priorities, their solutions.

A different type of learning experience is possible through a tour of Eastern European countries. Questions of how archivists there are managing to capture the present and preserve the past during a time of major change would be fascinating

to explore. In addition, our colleagues in Eastern Europe would welcome the chance to interact with a small group of American archivists.

So the question is, how far away are you? How much closer would you like to be to colleagues outside your borders? If you are interested in an SAA study tour to Europe, please let me know. Also, please indicate what you would like to see or particularly learn. Preliminary indications of interest will generate further investigation by SAA, and the more we know of your interests the more focused our next steps will be.

How to get in touch with me? Easy. Fax: 011-44-734-724662. Phone: 011-44-734-722343. E-mail via Internet to: 100116.2341@compuserve.com. Or write to: FBIS/AM, Embassy, PSC 801, Box 57, FPO AE 09498 4057. You are not that far from Reading!

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SAA Goes to "The Big Easy"

New Orleans—with its sultry summer weather, Creole cooking, historic French Quarter, and jazz music—was the setting for the 57th annual meeting of the Society of American Archivists, September 1-5. Nearly 1,100 people participated in the meeting, which featured a wide variety of educational sessions and workshops, tours, and special events, held at the Sheraton Hotel.

"Shaping the Future"

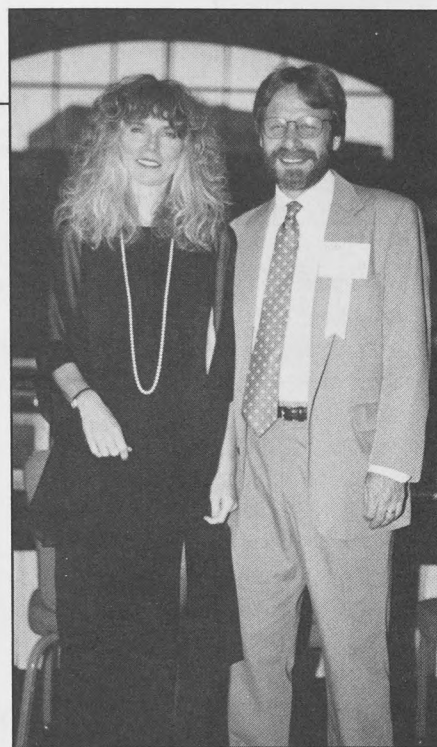
The meeting kicked off Wednesday night (September 1) with the Opening Banquet/Presidential Address in the Sheraton's grand ballroom, where guests were greeted with a glass of champagne and the sounds of the Joe Simon Jazz Band. In her presidential address, entitled "Shaping the Future: SAA Leadership in a Changing World," Anne R. Kenney noted that the past year offered SAA unprecedented opportunities to initiate change in public perception about archivists' proper place and the value of records. The role and function of archival documents had been front-page news and, more significantly, had become wrapped up in what a nation thinks about itself—in relation to such events as the disclosure of Kennedy Assassination materials, the CIA files on Cold War operation, the Nixon tapes, the White House electronic mail files, the Senate's report on mismanagement at the National Archives, the Martin Luther King papers suit, the proposed closing of the National Union Catalog of Manuscript Collections, the Marshall papers controversy, and the resignation of Don Wilson and the search for a new U.S. archivist.

Many of these events offered SAA and individual archivists alike an opportunity to exert leadership. Kenney indicated that the real challenge for the next few years will be to capitalize on these opportunities to build a sustained leadership effort. SAA's recently adopted strategic plan calls on the Society to exert leadership on significant archival issues by shaping policies and standards, building effective coalitions, and improving public awareness of the value of archives. Kenney then discussed some issues that the Society should address as it moves to implement this goal. Because standards work is an extremely time-consuming activity, the Society should focus on the development of policies and standards in areas where archival interests are distinct, where they are challenged, or where they are of significant current and ongoing importance to the profession. In building effective coalitions, the Society should reexamine its traditional alliances and emphasize those that support SAA's constant mission in a changing world: the identification, preservation, and use of the nation's historical record. SAA should also recognize that building effective coalitions cannot be seen as a substitute for SAA's taking an independent stand on some issues, particularly those that cut to the heart of the archival enterprise.

In an effort to improve public awareness of the value of archives, Kenney urged the Society to begin by focusing on advocacy efforts to reach legislators and government officials. She discussed the establishment of a Congressional Liaison Working Group to identify means for enhancing congressional relations and increasing SAA's presence on legislative matters of concern to the

archival profession.

In concluding her address, Kenney urged the Society to place special emphasis on identifying and developing leaders within the profession through such means as student chapters, a mentoring program, the continuation of internships, and by providing leadership training to all SAA members. (The full text of Kenney's speech will be featured in a forthcoming issue of the *American Archivist*.)



SAA President Anne R. Kenney with her husband H. Thomas Hickerson at the opening banquet.

Sessions

The program included more than 75 sessions on a broad and eclectic range of topics. Sessions on basic issues—appraisal, description, preservation, access, management, and archival education—were accompanied by highly topical sessions. These included describing new technologies ("The Archival Challenges of Electronic Mail" and "Fear of the Unknown: Implications of Digital Imaging in Electronic Publishing for Visual Collections"); current issues ("Accommodation: The Impact of the Americans with Disabilities Act on Managing an Archives" and "JFK, The Movie—JFK, The Records"); and documentation ("Visions of Internment Camps: The Japanese American Experience Remembered," "Archives: The Unexplored Facets of Repatriation," and "Privacy, Secrecy and the Native American"). Selected sessions were taped and cassettes are available. See pages 11-12 for more information.

In addition, seven limited enrollment seminars were specifically aimed at archivists with substantial experience and knowledge of the subjects under discussion. Topics included multi-level description, authority control, subject access and indexing, and ethics and the law.

Workshops

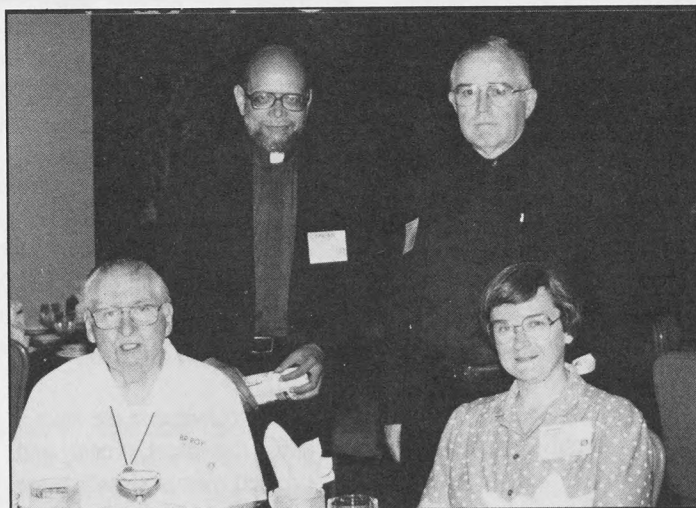
Eleven preconference workshops, held on the Monday and Tuesday preceding the meeting, garnered more than 200 attendees. Presented this year for the first time were "Disaster Preparedness and Recovery," "Training the Trainer: Teaching Techniques and the Adult Learner," "Case Teaching and Case Writing in Archival Education," "Security in Archives and Manuscript Repositories," and "Dealing with People on the Job: Leadership and Teamwork in Archives and Manuscripts Repositories."



Brenda Marston of Cornell University, Brenda S. Banks of the Georgia Department of Archives and History, Randall Jimmerson of the University of Connecticut, and Waverly Lowell of the National Archives share conversation over dinner.



Seated: Becky Haglund Tousey, Kraft General Foods; Shirley Oldemeyer, Consultant; Karen Zoltenko, Colorado State Archives. *Standing:* Catherine Dishman, Chicago Mercantile Exchange; and Stephen Carvell, Kraft General Foods.



Seated: Bro. Roy Godwin, CFA, Alexian Brothers; Stephanie Morris, Medical Mission Sisters of Philadelphia. *Standing:* Cyprian Davis, OSB, St. Meinrad Archabbey; and Bro. Michael Grace, SJ, Loyola University of Chicago.

Back by popular demand were workshops that addressed electronic records management, photographic collections, oral history, donor relations, and archives, personal papers, and manuscripts.

Tours

In between attending sessions and workshops, many took advantage of the more than twenty tours sprinkled throughout the meeting. The Religious Archives Tour was the most popular repository tour. Participants visited three New Orleans repositories—the Archdiocese of New Orleans, responsible for making available the historical records of the Catholic experience in New Orleans; the Ursuline Nuns Museum and Archives, which contains documents signed by Louis XV, Thomas Jefferson, and James Madison; and the Amistad Research Center, one of the world's largest repositories of material documenting African-American religious life.

Another favorite was the Battlefield Plantation Boat Cruise with 143 participants. The afternoon tour cruised to the historic site of the famous Battle of New Orleans, where Andrew Jackson soundly defeated the British, and a trip to the old Beauregard House, a plantation home built in 1832.

On the final evening of the annual meeting 200 people enjoyed a dinner cruise down the Mississippi River featuring a local New Orleans jazz band and delicious cajun cuisine.

Other Meeting Highlights

The awards ceremony on Thursday evening honored individuals and institutions for their contributions to the archival profession during the past year. See pages 6-9 for more information about award recipients and new SAA Fellows.

The New Orleans Gospel Choir and the Zydeco Band at the Gallier Hall Reception on Friday night had archivists swinging, swaying, and dancing, as well as sampling seafood gumbo, red beans & rice and other local flavors.

The Archives Exposition featured 35 vendors displaying the latest in products and publications related to the storage, retrieval, reproduction, and preservation of archival records.

"On the Cusp of Change"

The meeting concluded on Sunday, September 5, with a luncheon and closing remarks from incoming President Edie Hedlin. Noting that the profession was on the cusp of change, Hedlin stated her belief that the manner in which archivists deal with the electronic medium was a "core definitional issue" of our times. She spoke of changes in terminology, frame of reference, work patterns, and responsibilities, especially for institutional archivists. These changes, she believed, were driving some archivists toward an altered view of professional identity.

At the same time, Hedlin cautioned that the profession should not lose sight of the broader spectrum, and that while addressing electronic records issues there is a continuing need to identify those responsibilities and beliefs that link all archivists in a common purpose. Through them, the profession could sustain

Continued on page 10

Celebrating Achievement

One of the highlights of the 57th Annual Meeting of the Society of American Archivists was the awards ceremony and reception, which honored individuals and institutions for their contributions to the archival profession during the past year. A standing-room-only crowd packed a ballroom of the Sheraton New Orleans on Thursday evening, September 2, to celebrate the achievements of colleagues and friends in six different categories: archival advocacy; increasing public awareness of a specific body of documents; superior essays in the *American Archivist*; contribution to the field of religious archives; writing of superior or excellence and usefulness; and innovative finding aids.

Recipients of the SAA-sponsored awards listed below were selected by subcommittees of the Awards Committee, co-chaired by Thomas Battle of Howard University and Lydia Lucas of the Minnesota Historical Society.

J. Franklin Jameson Award

Kentucky historian Thomas D. Clark, Georgia State Legislator Louise McBee, and John Marshall of the Georgia State University received the J. Franklin Jameson Award. The prestigious award, named in honor of the historian and advocate for the archival profession, recognizes an individual who promotes greater public awareness of archival activities and programs.

Known as "father of archives" in the state of Kentucky, Clark has spent more than 60 years of his life as a tireless advocate of archival programs, collectors, and repositories. Early in his academic career, he personally intercepted a shipment of public records headed for destruction and arranged for their transfer to the University of Kentucky where they formed the nucleus of the Kentucky State Archives collection. For years he lobbied state government officials to establish a state archives program and subsequently to provide an adequate building to house the records. He was the first chair of the State Archives Records Commission and served for over 30 years on that board.

In his research endeavors, Clark identified, collected and preserved thousands of public and private records. He began the development of manuscript collections at the University of Kentucky and helped to secure appropriate housing for the materials. He also arranged for the donation of regional collections to institutions in Georgia and Tennessee.

Now in his 90th year, Clark remains an enthusiastic supporter of archival activities in Kentucky. As one supporter of Clark's nomination noted, he has done more than any other individual to ensure that Kentucky's heritage is preserved.

Both McBee and Marshall, the other Jameson award recipients, were instrumental in helping Georgia archivists amend the state's Open Records Act to protect privately-created manuscript materials housed in public institutions from early disclosure.

McBee, formerly acting vice-president for academic affairs at the University of Georgia, is a representative to the Georgia Legislature from District 88. Marshall is the assistant vice-president for legal affairs at Georgia State University.

Marshall, working closely with an ad hoc committee of archivists, confirmed that the act posed a threat to private materials placed in public institutions and then developed wording for three possible amendments to the Georgia code. He advised the Society of Georgia Archivists on appropriate language for a position paper on the topic and garnered support for the amendment from the Georgia Press Association. As the process progressed, he served as the primary contact between the archivists and the Attorney General's office, soliciting eventually tacit support from that office for an amendment that the Attorney General did not initially favor.

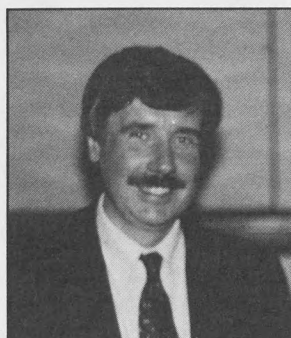
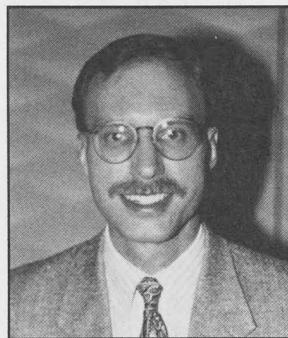
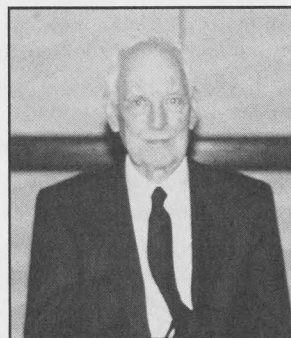
Representative McBee, when first contacted about the problems that the Open Records Act posed for archivists, immediately grasped the probable long-term negative effects of the act on research repositories in Georgia. Because of her

standing assignment on the House committee on the University System of Georgia she was uniquely positioned to assist in gathering support for an amendment. She drafted the proposed legislation, placed it on the agenda for the 1992-93 session of the Georgia Legislature, and shepherded it through to approval by both the House and Senate.

Together, Marshall and McBee helped to improve the state of public archives in Georgia by removing the threat of early and inappropriate disclosure of privately-created manuscripts that are deposited for research purposes in the state's public institutions. The amendment was passed with such grace and so little contention that the Deputy Attorney General (who had originally informed the ad hoc committee that an amendment was out of

Left: Kentucky Historian Thomas D. Clark received the Jameson Award for archival advocacy.

Right: Todd Kosmerick accepted the Hamer-Kegan Award for The Carl Albert Center.



Left: Peter J. Wosh of the American Bible Society received the Sister M. Claude Lane Award.

Right: Helen W. Samuels of MIT received the Leland Prize

the question) recently used it as a model for a committee hoping to alter the Georgia Records Act, which governs records management in Georgia.

Philip M. Hamer-Elizabeth Hamer Kegan Award

The Carl Albert Congressional Research Center in Norman, Oklahoma, is the recipient of the Philip M. Hamer-Elizabeth Hamer Kegan Award for "The Congress, The Constitution and Oklahoma: A Series of Travelling Exhibits." Established in 1973 and named in honor of two SAA fellows and past presidents, this award is given to institutions that have increased public awareness of a specific body of documents.

The Carl Albert Center's extensive archival holdings were used in producing three impressive travelling exhibits over a three-year span of time: "Oklahoma and the United States Congress," "Oklahoma and the Bill of Rights," and the exhibit completed during the period under consideration for this year's Hamer-Kegan Award, "All Legislative Powers . . . : The Congressional Impact Upon Oklahoma."

The exhibits were successfully financed despite meeting some initial resistance for such an ambitious project. Supplementing the exhibits are complete teaching packages including bibliographies and lesson plans and a statewide teacher short course. Featured in conjunction with the exhibits was direct public programming in the form of lectures and discussions.

The Carl Albert Center has succeeded in advancing its overall mission to promote public education and foster a more responsible and informed citizenry. Over 100,000 Oklahomans in hundreds of schools and communities will ultimately benefit from this creative and thought-provoking project of travelling exhibits.

Sister M. Claude Lane Award

Peter J. Wosh, Director of Archives/Library Services for the American Bible Society, New York City, is the recipient of the Sister M. Claude Lane Award for his significant contribution to the field of religious archives. Established in 1974, the award is sponsored in conjunction with and funded by the Society of Southwest Archivists.

Several professional programs owe their existence to Wosh. He was the first archivist at Seton Hall University (1978-1984), where he developed the university's archival program and created a records program for the Roman Catholic Archdiocese of Newark. He also designed programs for other collections acquired by the New Jersey Catholic Historical Records Commission. Wosh began to serve as Archivist/Records Manager at the American Bible Society in 1984. In 1989 he became the Director of Archives/Library Services for the American Bible Society and has professionalized these services.

Wosh, a 1976 graduate of Rutgers University, received a certificate in archival management in conjunction with his master's degree. In 1988 he was awarded a Ph.D. in history from New York University. Wosh has conducted numerous archival workshops; consulted at various religious and non-profit institutions; co-directed the Religious Archives Technical Assistance Project from 1987-1989; and is currently teaching graduate level archival training courses at New York University.

Waldo Gifford Leland Prize

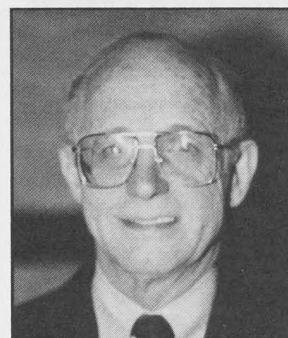
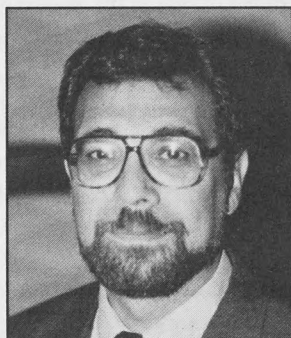
The Waldo Gifford Leland Prize for writing of superior excellence and usefulness in the field of archival history, theory, or practice has been awarded to Helen W. Samuels for *Varsity Letters: Documenting Modern Colleges and Universities*. Established in 1959, the Leland Prize is named for one of America's archival pioneers and SAA's second president.

For ten years, Samuels and her colleagues at the Massachusetts Institute of Technolo-

gy have worked diligently and systematically to raise the level at which issues of accessions, collection development, and appraisal are addressed. A previous book, *Appraising the Records of Modern Science and Technology: A Guide*, provided an approach to the documentation of a particular subject area; *Varsity Letters* presents "institutional functional analysis" as a means of approaching the documentation of large, complex institutions. Based on a solid understanding of traditional archival theory and practice, it moves those traditions to challenge and advance our understanding, discussion, and practice in the critical area of archival selection.

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Left: The Posner Prize went to Frederick J. Stielow of the Amistad Research Center and (right) Avra Michelson of Mitre Corp., who shared the award with Jeff Rothenberg of Rand Corp. (photograph not available).



Left: Diane Vogt-O'Connor of the National Park Service received the Coker Prize for Finding Aids. Right: A Commendation of Merit for superior writing was presented to Charles Dollar of the National Archives.

Eight New Fellows Honored in New Orleans

The distinction of Fellow of the Society of American Archivists is awarded to a limited number of individuals for their outstanding contribution to the archival profession. Eight new Fellows were named at the awards ceremony during SAA's annual meeting in New Orleans: Brenda S. Banks, Paul I. Chestnut, William J. Maher, James M. O'Toole, Kathleen Roe, William K. Wallach, Christine Ward, and Lisa B. Weber.

These eight Fellows join 106 other active SAA members so honored. The Professional Standards Committee evaluates nominees on the following criteria: appropriate academic education and professional and technical training; a minimum of seven years professional experience in any of the fields advancing the Society's objectives; writing of superior quality and usefulness in advancing the Society's objectives; and contributions to the archival profession through work in and for the Society.

As specified in the SAA Constitution, election as a Fellow is by a 75 percent vote of the Professional Standards Committee. The Committee consists of the five immediate past presidents and three fellows selected by Council. The members this year were Frank Burke, J. Frank Cook, Frank B. Evans, Elsie Finch, John Fleckner, Sue Holbert, Trudy H. Peterson, and Victoria Irons Walch.

Meet the New Fellows

Since the beginning of her archival career in 1972, **BRENDA S. BANKS** has compiled an exceptional record of professional commitment and accomplishments. At the Georgia Department of Archives and History, she has moved from preservation technician to archivist to her current role as Assistant Director for Reference and Preservation. Her colleagues in the department speak of her ability "to get things done," her commitment to public service, and her exceptional skills in working with people.

Banks has shared her professional skills with other institutions. She has been an instructor in continuing education programs for the Society of American Archivists, the Georgia Archives Institute, and the Virginia State Library and Archives. As an archival consultant, she has advised her own alma mater, Spelman College, as well as Clark Atlanta University and the Martin Luther King Center for Social Change.

Banks has been equally active in professional associations. She has held virtually every office in the Society of Georgia Archivists. Among many other contributions to the National Association of Government Archives and Records Administrators, she has served on the governing board and now represents the organization on the National Historical Publications and Records Commission. For SAA, Banks has been a leader in developing its national preservation program, in the government records and preservation sections, and has served on the SAA Council and its Executive Committee.

Banks's achievements have not gone unnoticed outside the archival world. She has served as a White House advisor to the Clinton administration on issues relating to the National Archives and Records Administration and as a team leader to the Clinton-

Gore transition team performance audit of NARA.

PAUL I. CHESTNUT has contributed broadly in a career that has spanned university archives, private manuscripts, and government records. He is one of the very few members of the profession who has had significant periods of service in all three of these very distinct types of repositories. Each of the institutions where he has worked—the Manuscripts Department at Duke University, the Virginia State Archives, and the Library of Congress—has benefitted immeasurably. One of his colleagues at the Library of Congress wrote that Chestnut "has combined technical skill, wide learning, thoughtfulness, and a shrewd sense of the possible to improve life at the Library in countless ways."

Chestnut has used the same characteristics to make major contributions to the governance and important internal initiatives within SAA over the last decade—serving on Council, instituting a planning process for SAA, revising its constitution and governance structures, and establishing the certification program now embodied in the Academy of Certified Archivists.

Chestnut has often served SAA and the profession as a thoughtful speaker at annual meetings, as an effective chair or member of numerous committees, sections, and task forces, and an effective administrator in premiere archival repositories.

WILLIAM J. MAHER has distinguished himself through both service and scholarship. One nominator described him as "superbly organized, thoughtful, articulate, and highly productive" as well as "an extremely effective negotiator,"—characteristics that have led the members of both the SAA and the Midwest Archives Conference (MAC) to elect him to their most demanding leadership positions. He has served as SAA's treasurer since 1991, as chair of its College and University Archives Section in 1983 and 1984, and as both treasurer and president of MAC. His quiet, hard-working, innovative work in fiscal management and on tasks, such as currently serving on the SAA Executive Director Search Committee, have substantially contributed to the success of each endeavor.

Maher's professional contributions are equally impressive, evident not just in his own repository's excellence but in his extensive writing and teaching. He has worked since 1977 with a master archivist, Maynard Brichford, developing the knowledge and gaining the experience necessary for writing *The Management of College and University Archives* (published jointly in 1992 by SAA and Scarecrow Press, Inc.), certain to be the standard text in this field for many years. Concurrently, Maher is a Professor of Library Administration and director of the Humanities Preservation Microfilm Project at the University of Illinois, as well as the author of dozens of articles, reports, reviews, and papers.

JAMES M. O'TOOLE has achieved an outstanding record as administrator and consultant, educator and scholar during his nearly two decades in the archival profession. Starting his career in the Archives of the Commonwealth of Massachusetts, he accepted the challenge in 1978 of creating an archival program

for the Archdiocese of Boston. Under his direction, it became a model for religious archives nationwide, and O'Toole became a mentor and advisor for the individuals charged with the care of archival materials in religious institutions. His significant contributions and leadership in this area were recognized in 1986 when he received SAA's Sr. M. Claude Lane Award.

O'Toole moved to the History Department of the University of Massachusetts-Boston in 1986 where he displays his skills as both an archivist and historian. He is a leader now among archival educators, both in university-based and continuing education programs, working to develop a solid graduate-level program for his own institution and helping guide SAA's efforts to provide its members with training.

O'Toole has made exceptional contributions to the archival literature on several fronts. His written work has been honored by both the SAA Waldo Gifford Leland Prize and the Fellows' Posner Prize during the last decade. He has produced finding aids, monographs, numerous journal articles, and handbooks. What better testimony could there be to his competence and wisdom than having been selected as the author of *Understanding Archives and Manuscripts*, the volume in SAA's Archival Fundamental series that is the most fundamental of all in its skillful description of what archivists do and why. He has also served for the last few years as SAA's Acquisitions Editor, encouraging other would-be authors to bring their ideas to print. All the while, he has continued to contribute fine historical scholarship through numerous books and articles.

Several nominators cited O'Toole's willingness to serve, demonstrated in his years on SAA Council as well as active committee work. They also underscored the value of his wit, intellectual curiosity, and communication skills, all of which have enhanced his participation in SAA and a wide range of other archival and historical organizations.

As originator, negotiator, coordinator, teacher, mentor, and hard worker, **KATHLEEN ROE** has been a leader in the archival profession since the early 1980s. She made her first mark with the 1981 publication of *Teaching with Historical Records* by the New York State Archives and Records Administration, a pioneer effort in archival outreach aimed at guiding the teachers and students of New York State toward its rich documentary resources. It was a monograph written at a time when few others had undertaken such



Eight new Fellows were honored at the SAA annual meeting in New Orleans. Seated, from left to right: William J. Maher, Christine Ward, Lisa B. Weber, and Paul I. Chestnut. Standing, from left to right: James M. O'Toole, Brenda S. Banks, Kathleen Roe, and William K. Wallach.

an effort. Although her responsibilities at the New York State Archives have changed dramatically over the years, she continues to be an outspoken supporter of public programs and, because of her efforts, provision for the use of historical records in New York State classrooms has captured the energy of teachers, educational policy makers, and archivists, all devoting

more time and resources to these projects than ever before.

Roe's skills as a teacher and persuader have had equally much impact on the management of state and government records. Since the 1980s, she has led the New York State Archives in setting policies and procedures to describe archival records and use automated systems to enhance description and access. One nominator suggests that in sharing descriptive information through the Research Libraries Information Network she had almost single-handedly brought the community of state and government archivists into this century. Statewide, her 1991 publication, *Guidelines for Arrangement and Description of Archives and Manuscripts*, is the principal reference for historical organizations. She continues to carry responsibility for the statewide Historical Documents Inventory, first developed at Cornell University and now under the aegis of the New York State Archives. Her coordination of the New York Documentary Heritage Program, which touches private organizations in this state teeming with historical agencies, has made her talent and energy broadly known.

Her contributions to SAA and the profession have been numerous, influential, and long-term, including chairing the Committee on Archival Information Exchange, RLIN Users Roundtable, Nominating Committee, and Description Section, and leadership in National Association of Government Archives and Records Administrators and the Mid-Atlantic Regional Archives Conference.

CHRISTINE WARD has made her mark as a preservation administrator in her home institution and a builder of bridges in her profession. As director of the New York State Archives and Records Administration Bureau of Archival Services, she has helped make New York a leader in its commitment to preservation. Her service to SAA has included chairing the Preservation Section, co-chairing the Task Force on Preservation, and representing SAA to two influential standards organizations, the National Information Standards Organization and the Association for Information and Image Management. One of her nominators

continued on page 33

More of "The Big Easy"



SAA Meeting Planners Carolyn Aeby and Debra Mills mimic a mime who entertained at the awards reception.



Staffing the meeting registration booth. *Seated:* Irene Wainright and Wayne Everard of the New Orleans Public Library. *Standing:* Leon C. Miller and Bill Meneray of Tulane University.



SAA Publications Assistant Troy Sturdivant showcases the Archival Fundamentals Series to Wilda Logan Willis of the National Archives and Karen Jefferson, currently on special assignment at the National Endowment for the Humanities.



Preservation program faculty and participants enjoy a reception in their honor at the annual meeting. *Bottom row:* Kathy Ludwig, Minnesota Historical Society; Maria Holden, New York State Archives; Anne R. Kenney, Cornell University; Vanessa Broussard Simmons, National Museum of American History. *Middle row:* Karma Beal, National Institute of Standards and Technology; Kathleen Collins, New York Transit Museum; Nancy Marrelli, Concordia University; Carolyn Schumacher, Historical Society of Western Pennsylvania. *Top row:* Elisabeth Wittman, Evangelical Lutheran Church in America; SAA Preservation Program Director Evelyn Frangakis, SAA Executive Director Anne P. Diffendal; Mary Lynn Ritzen-thaler, National Archives; Chris Ward, New York State Archives.



Doug Harrison of the Louisiana State Archives, Susan Tucker of Tulane University, and Martin Towey of the Archdiocese of St. Louis display a souvenir book bag from the annual meeting.

Continued from page 5

its identity within the larger world of information professionals while proceeding to resolve electronic records issues and problems.

Among the core concepts shared profession-wide are (1) a commonality of understanding about the relationship of records to organizational processes and the responsibilities of archivists to document process, (2) an appreciation of the role of evidence in accounting for corporate action and the importance of capturing that evidence at its most vulnerable stage, and (3) common acceptance of the concept of life cycle, and room in the profession for those who engage in archival work at any stage in the life cycle. Shared beliefs such as these, Hedlin noted, "provide a core around which we can gather and from which we must all move forward."

The Society of American Archivists

57th Annual Meeting

September 2-5, 1993

Sheraton Hotel

New Orleans, Louisiana

Listing of Available Conference Presentations

Place a Check Mark Beside Each Presentation You Wish to Purchase in Audio-Cassette Form

Thursday, September 2nd

- ☐ 1 From Print to Digital: Federal Funding Agency Priorities - *Chair: Avra Michelson*
- ☐ 6 Research Strategies: When Subject Headings Aren't Enough - *Chair: Brenda Marston*
- ☐ 9 Electronic Records: Users and Uses - *Chair: Mary Jo Pugh*
- ☐ 10 More than Religion: African Americans in Religious Archives - *Chair: Victor N. Smythe*
- ☐ 13 Accommodation: The Impact of the Americans With Disabilities Act on Managing an Archives
Chair: Michele F. Pacifico
- ☐ 14 Master's Degree in Archival Studies: Forum on the CEPD Proposal - *Chair: Bryan Corbett*
- ☐ 17 Let the Record Speak: Myths and Realities in the History of Sexuality - *Chair: Brenda Banks*
- ☐ 19 Follow the Leader: Can Archives and Libraries Cooperate on a National Preservation Agenda?
Chair: Carole Huxley
- ☐ 21 Genius and the Mobocracy: Assessing Models for Archival Information System Architectures
Chair: Marion Matters
- ☐ 25SF Standards for Description of Cartographic Records - *Chair: Mary Jo Madison*
- ☐ 27SF Feeding Undergraduate Researchers Without Becoming "McArchives" - *Chair: John L. LeDoux*
- ☐ 30SF The Archival Challenges of Electronic Mail - *Chair: Thomas E. Brown*
- ☐ 32SF Predicting Longevity of Archival Holdings - *Chair: Maria S. Holden*

Friday, September 3rd

- ☐ 37 Occupational Histories: Putting Them to Use - *Chair: Susan Box*
- ☐ 38 Taking Archives to the People - *Chair: George W. Bain*
- ☐ 39 Fundamentals of Film and Microfilm Preservation - *Chair: Gregory Lukow*
- ☐ 41 Sexual Harassment: A Manager's Dilemma - *Chair: Camille M. Hazeur*
- ☐ 43 Appraising Alternate Forms and Formats: A Case Study in the Appraisal of Scientific
Databases - *Chair: Brien Brothman*

Saturday, September 4th

- ☐ 44 Capturing the Fifteen Minutes: Collecting and Preserving Underground Culture
Chair: Geoffrey A. Huth
- ☐ 45 Preservation and Electronic Records: Learning to View a Problem as a Possible Solution
Chair: Anne Kenney
- ☐ 46 Take the Money and Run: Setting Usage Fees for Visual Materials in the Real World and in Our
World - *Chair: Larry Viskochil*
- ☐ 47 There's More to College Life Than Studying: Documenting Students - *Chair: Roland Baumann*
- ☐ 50 Different Approaches to African American Women's History - *Chair: Inez Lyons*
- ☐ 51 Privacy, Secrecy, and the Native American - *Chair: Paul Millette*
- ☐ 52 Automating the Descriptive Process: From Accessioning to Finding Aids to the Internet
Chair: Luciana Duranti

(see additional audio-cassette selections on reverse side)

- ☐ 55 **The Crisis of Documentation** - *Chair: Stephen Nonack*
- ☐ 57 **"Thanks, HAL": Archival Information on Computer Networks** - *Chair: Jill Tatem*
- ☐ 58 **Raising Cane and Slicing Beets: Documenting the Sugar Industry** - *Chair: Romney Kriedt*
- ☐ 59 **Automated Techniques for Electronic Records** - *Chair: John McDonald*
- ☐ 60 **Afrocentricity: Strategies for Documenting African Americans** - *Chair: Donna M. Wells*
- ☐ 62 **Archival Environment: What Do I Need To Know?** - *Chair: Evelyn Frangakis*
- ☐ 64 **Fear of the Unknown: Implications of Digital Imaging in Electronic Publishing for Visual Collections** - *Chair: Duane Sneddeker*
- ☐ 65 **New Orleans Jazz in Archives** - *Chair: JoAnne Barry*
- ☐ 67 **Willie and Joe and the Combat Historian** - *Chair: Leonard Rapport*
- ☐ 68 **Fundamentals of Preservation Re-recording of Sound Recordings and Videotape**
Chair: Elizabeth Schaff
- ☐ 71 **Consulting Services: An Educated Consumer is the Best Customer** - *Chair: Linda Edgerly*
- ☐ 73 **Policies on Research Access to Unprocessed Collections** - *Chair: Archie Motley*
- ☐ 83 **Access Issues in Presidential Libraries** - *Chair: Hugh Davis Graham*

Sunday, September 5th

- ☐ 76 **Nuisances: Problems and Solutions for Oversize Materials** - *Chair: Steven Ourada*
- ☐ 78 **Archival Ethics in Practice** - *Chair: Anne Caiger*
- ☐ 80 **U Rah, Rah!: Documenting Athletics and Academe** - *Chair: Gregory Kinney*
- ☐ 81 **JFK, The Movie-JFK, The Records** - *Chair: Michael Kurtz*
- ☐ 82 **Outreach and Community** - *Chair: Dan Williams*

Special Events

- ☐ SE 1 **National Archives Forum sponsored by the SAA Council**
- ☐ SE 2 **SAA Sections and Roundtables Task Force Open Forum**

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Do Colleges Need Permission to Keep Student Theses in Libraries?

The U.S. Department of Education recently gave many librarians and archivists a scare when it issued the statement that colleges needed students' written permission to place theses in libraries. The statement prompted the Society of American Archivists to issue a resolution on access to unpublished dissertations and theses (see below). Many colleges have routinely placed dissertations in their libraries without seeking permission from their authors.

Now, in a new statement, the department says that no written permission is needed as long as students are informed that theses will eventually appear in the library. Both statements are interpretations of the Family Rights and Privacy Act, a law that generally bars schools and colleges from releasing records without the permission of the students involved.

LeRoy S. Rooker, the Education Department official who monitors compliance with the law, issued the new interpretation, which requires that colleges simply inform students that their theses may be placed in libraries. For that reason, Rooker said, written permission was not needed to place theses in libraries as long as students were told in advance that their papers would be made available in that way. Questions remain, however, about the means of informing students.

Resolution on Access to Unpublished Dissertations and Theses

Introduced by Jill Tatem, chair, SAA College and University Archives Section

Whereas, dissertations, theses, and other research papers created by students in the pursuit of education have traditionally been available to scholars and members of the public; and Whereas, one of the missions of colleges and universities has been to disseminate and add knowledge freely and widely; and

Whereas, it is the mission and responsibility of archivists to preserve and make available such knowledge; and Whereas, the U.S. Department of Education's May 11, 1993, ruling restricts access to such documents,

Therefore be it resolved, that the Society of American Archivists joins with other information professionals, colleges and universities, and other interested parties in seeking the protection of the traditional status of these documents as research materials rather than as confidential educational records covered by the Family Education Rights and Privacy Act; and

Be it further resolved, that the president of the Society of American Archivists be instructed to send a copy of this resolution to the US Department of Education; and

Be it further resolved, that the President and Council of the Society of American Archivists monitor the issue and take appropriate action to protect and continue the traditional status of these records.

Enacted by unanimous consent at the Annual Business Meeting of the Society of American Archivists in New Orleans, September 3, 1993.

What Council Did ♦ ♦ ♦

At its meetings on August 31 and September 4 in New Orleans, the SAA Council:

- ♦ Adopted the document "Leadership and Service in the 1990s: A Strategic Plan for the Society of American Archivists."
- ♦ Adopted a resolution concerning the Constitutional requirement that individuals named as Fellows of the Society have been members in good standing for at least seven years immediately preceding election. In cases where membership has lapsed with that time, the Committee on Professional Standards may ask the nominee for an explanation and take the response into account in making its decision.
- ♦ Approved as a pilot project for one year a managed Listserv on Electronic Records to be co-sponsored by the SAA Roundtable on Electronic Records and the School of Information Science and Policy of the State University of New York at Albany. The Roundtable was charged with developing a set of policies and procedures that can serve as a model for other SAA groups and reporting to Council in September 1994.
- ♦ Decided to establish a Congressional Liaison Working Group to report in January on means for enhancing Congressional relations and increasing SAA's presence regarding national legislative matters of concern to the archival profession, and to use the report of this group to inform its decisions on implementing Goal 1 of SAA's Strategic Plan.
- ♦ Established a new SAA Student Chapter at the University of Texas at Austin.
- ♦ Approved the recommendation of the African American and Third World Archivists Roundtable and the Awards Committee to set up a new Minority Student Award to support the attendance of minority students at the SAA Annual Meeting.
- ♦ Voted to make the development an endowment to fund this award the target for the 1993-94 Annual Giving Campaign.
- ♦ Broadened the definition of institutions eligible for the Distinguished Service Award to include "nonprofit or governmental organizations providing services or support to the archival community."
- ♦ Met with Page Miller, Executive Director of the National Coordinating Committee for the Promotion of History, for a discussion of issues including the appointment of a new U.S. Archivist, the status of the PROFS case, declassification of federal records, appointment to the JFK Assassination Records Review Board, reauthorization and appropriations for the National Historical Publications and Records Commission.
- ♦ Met with John Fleckner, SAA representative to NHPRC, for a discussion of the Commission's new strategic plan and its funding priorities based upon that plan.



Short Subjects

Executive Director Search Committee Update

More than 350 individuals have inquired about becoming SAA's Executive Director, resulting in 187 formal applications—and well over a thousand pages of resumes! The applicants come from a wide variety of institutional backgrounds with professional trade associations the most common source of employment, followed by for-profit enterprises, non-profit organizations, archival repositories, local government, and "other." A third of the applicants (60) were women and although 101 of the applicants were from the Chicago metropolitan area, also represented were 27 other states, the District of Columbia, and Canada.

The Committee took seriously Council's charge to conduct an "aggressive search," posting the job announcement in three national newspapers (the *Chicago Tribune*, the *New York Times*, and the *Washington Post*), the *Chronicle of Higher Education*, and 14 newsletter and other outlets targeted at archivists, historians, librarians and information scientists, association managers, and individuals in higher education. Suggestions for potential applicants were also solicited from the current SAA leadership, every SAA fellow, and SAA presidents from the last decade.

Anyone expressing interest in the position received a packet of information about the Society and the Executive Director position. Those surviving the initial review were then asked to respond to additional written questions. The Search Committee met in Chicago on the weekend of October 23-24 to select candidates for in-person interviews and to develop procedures to gather additional information on these candidates. The Search Committee will hold a first round of interviews in the late fall and will then select a few finalists to be interviewed by Council at its January meeting where the final choice will be made.

Gathering the largest and most qualified group of candidates possible was the primary responsibility of the Committee as it began to work. It also developed criteria and procedural steps for evaluating

applicants designed to ensure that (a) every candidate was fairly reviewed and (b) the strongest candidates were recommended to Council. An Open House at the SAA Annual Meeting in New Orleans provided a forum to report on Committee activities and to listen to the concerns of the membership.

Every effort has been made to keep Council and the SAA membership informed of the Committee's progress. The Committee wants to assure the membership that it is striving in every way to find that person who will best serve the Society as Executive Director.

The Search Committee is co-chaired by J. Frank Cook and William K. Wallach and includes Margaret Hedstrom, Mary Janzen, William J. Maher, and Teresa Brinati. If anyone has questions or ideas for the Committee to consider, please contact either co-chair: Cook at (608) 262-3290, or Wallach at (313) 764-3482.

1994 Yellow Pages

The *SAA Yellow Pages: 1994 Directory of Members*, which contains the names, institutional affiliations, telephone numbers, fax numbers, and electronic mail numbers for SAA individual and institutional members, was mailed in an envelope along with this issue of *Archival Outlook*. It replaces the 1991 edition. There are several new features in this directory: the inclusion of institutional members; information about the Society, its staff, functions, and programs; SAA's Strategic Plan; and a geographic listing of individual members. Thanks to all members for helping us to update our records throughout the summer. Please promptly call any change of address, etc., to our attention.

Newsletter Pullouts

There are three pullouts in the center of this issue of *Archival Outlook*:

- (1) the *ACA Newsletter* (blue);
- (2) *Leadership and Service in the 1990s: A Strategic Plan for SAA* (gray); and
- (3) the 1993-94 Leadership List (pink).

SAA DEADLINES

NOVEMBER

- 1 Current Activity Reports / Three-Year Plans from committee, board, task force, section, and roundtable chairs and from representatives
- 1 Updates for 1994 *Directory of Archival Organizations in the United States and Canada*
- 5 Announcements for the December *SAA Employment Bulletin*

DECEMBER

- 1 Items for the January Council meeting agenda (including special requests by SAA member groups regarding the 1994 Annual Meeting)
- 1 Applications due for SAA/Colonial Dames scholarship to winter Modern Archives Institute. Contact Patricia Ortega, (202) 319-5320
- 5 All submissions (including job ads) for January *Archival Outlook*
- 10 Sessions for 1994 annual meeting confirmed by Program Committee
- 31 1994 Program Committee submits final drafts of session descriptions and participants to co-chairs

JANUARY

- 5 Announcements for the February *SAA Employment Bulletin*
- 5-9 SAA Council meeting in Chicago

FEBRUARY

- 1 Revised entries for *SAA Directory of Archival Education*
- 4 Registration in USMARC and/or APPM workshops in Berkeley, CA
- 5 All submissions (including job ads) for March *Archival Outlook*
- 11 Registration in Advanced Appraisal workshop in Phoenix, AZ

MARCH

- 4 Registration in Advanced Appraisal workshop in Atlanta
- 5 Announcements for the April *SAA Employment Bulletin*
- 11 1994 Annual Meeting Program Committee submits final session descriptions to SAA office

Obituaries

Former president and founding member of the Society of American Archivists, **WILLIAM DAVID MCCAIN**, died September 5, 1993, in Hattiesburg, Mississippi. McCain was born in Bellefontaine, Miss., on March 29, 1907, and received degrees from Delta State University, University of Mississippi, and Duke University. He began his professional career as an instructor at several colleges and universities in Mississippi followed by history and archives related positions after obtaining his doctorate from Duke. He served as historian at the Morristown National Historic Park, 1935; an assistant archivist at the National Archives, 1935-1937; second director of the Mississippi Department of Archives and History, 1938-1955; and president of the University of Southern Mississippi.

As a founding member of the Society of American Archivists, he served on Council from 1939-1944; as vice president from 1946-1951; and as president from 1951-1953. McCain was widely known as an author, lecturer, educator, historian, archivist, and genealogist. He was involved in numerous professional and community organizations and wrote more than 150 books, pamphlets, and articles.

TERRY S. LATOUR

McCain Library and Archives, University of Southern Mississippi

SAA member **SAMUEL A. SIZER**, 68, passed away on October 3, 1993, at the home of his daughter, Susan Lovett, in Wellesley, Mass. He graduated from the Episcopal Theological Seminary of the Southwest and was ordained in 1958. He served as a parish priest in a number of parishes in Texas until 1964. Sizer received a bachelor's degree in history from the University of Texas in 1965 and a master's degree in history from the University of Arkansas in 1974.

Sizer served as the first State Archivist of Arkansas from 1966 through 1967, and was the principal author of Arkansas' first public records law. He was curator of special collections at the University of Arkansas in Fayetteville from 1967-1982. He then worked for a year for the Oklahoma State Archives as a records management analyst, before returning to Austin, Texas, where he became the assistant director of the Local Records Division of the Texas State Archives & Library. He directed the field operations of the division until his retirement in 1986.

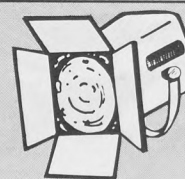
Sizer was an active member of the Society of American Archivists, serving on the Editorial Board (1983-1986), Regional Archives Activities Committee (1971-1980), Senatorial Papers Project Advisory Committee, and several other ad hoc committees of SAA. He was also a founding member of the Society of Southwest Archivists and its third president in 1976-1978.

During his years in the archival profession, Sizer presented and published many papers and shaped an important collection in southern history; however, his most enduring contribution to his profession was as a mentor to younger archivists.

MICHAEL HOLLAND

University Archivist, Oregon State University

Spotlight



F. MICHAEL ANGELO recently was appointed Interim Director of the Archives and Special Collections on Women in Medicine at the Medical College of Pennsylvania in Philadelphia.

BRUCE BRUEMMER of the Charles Babbage Institute was recently promoted to Librarian at the University of Minnesota.

The School of Library, Archival and Information Studies at the University of British Columbia announces the appointment of **CHARLES DOLLAR** of the National Archives and Records Administration as associate professor with tenure in the Master of Archival Studies program, effective July 1, 1994.

SAA Fellow **BRUCE C. HARDING**, retired from Washington State University, is providing volunteer services to nonprofit organizations wanting to set up/improve their archives.

B. LEWIS NOLES of Athens, Georgia, is the recipient of the Society of Georgia Archivists Scholarship for the fall SGA meeting in Dahlonega.

SHERRILL REDMON, Associate Archivist at the University of Louisville Archives, has been named head of the Sophia Smith Collection at Smith College.

JOSEPH A. SETTANNI, the Archivist-Historian and Project Director for the Jewish Historical Society of MetroWest, Whippany, New Jersey, recently was appointed to the Society's Long-Range Planning Committee and the MetroWest History Committee.

CHRISTINE WEIDEMAN, formerly archivist at the Bentley Historical Library, University of Michigan, has joined Yale University as assistant head of the Department of Manuscripts and Archives.

JULIA MARKS YOUNG, formerly with Special Collections at the Superconducting Super Collider Laboratory in Texas, has joined Georgia State University as head of Special Collections and director of the Southern Labor Archives.



From the Acting Archivist of the United States

by Trudy H. Peterson

One of the greatest challenges facing modern archives is the increasing popularity of new technologies and formats. Archivists are pressured by records creators and records users alike to adopt, or at least sanction, these new technologies. Archivists must continually monitor and evaluate new technologies to see if they will improve the quality of archival practice without compromising the ability of the archivist to preserve and make available information of enduring value.

Technology has brought tremendous changes in archival practice since the National Archives and SAA were established. Archivists have learned to accommodate microfilm, machine-readable records, and other new formats in their holdings. Today, optical media are undergoing intense scrutiny by the archival profession. The National Archives has traditionally been cautious in its acceptance of new technologies for archival storage. But optical media offer unprecedented storage capacity and indexing functions; and both records creators and users are eager to make full use of these advantages. I recently asked a group of NARA senior

executives to review our past position on optical disks. The answers I received show that continuous reevaluation is occurring as we develop the plan for the electronic archives of the twenty-first century. I would like to highlight three areas in which this reevaluation is taking place.

First, the Center for Electronic Records will soon be formally announcing that it will accession records in certain CD-ROM formats. With a limited number of such formats, the center believes it can manage the critical problem of converting the data as formats themselves become obsolete.

Second, the center has experimented with file transfers over networks to expand electronic data transfer options and is working to identify and resolve transfer problems. This will have a number of advantages for both the National Archives and the federal agencies from which it acquires archival data. Not the least of these is that file transfers will eliminate any problem of incompatibility between the media used by agencies and the medium or media used for storage at the National Archives. When the National Archives accessions electronic records, it immediately copies the information onto a new storage medium (currently 3480 tape cartridge) and disposes of the reels or cartridges on which the information came to the agency. Electronic transfer will allow the National Archives to write directly onto the storage medium without the physical handling of magnetic tapes or optical disks. It also means that the National Archives will not limit the storage devices that agencies choose to use, so long as the open transfer standards are observed.

Third, in early 1994 the National Archives plans to release guidelines for the use of digital imaging and optical media storage technologies within the federal government. This report, which is based upon fifteen in-depth case studies and a review of industry trends and standards activities, will address the critical records management and archives issues that digital imaging and optical media application should take into account. This report is a companion to the joint report that the National Archives completed in

1991 in conjunction with the National Association of Government Archives and Records Administrators (NAGARA), on similar issues at the state and local level. Copies of the earlier report are available from NAGARA.

It is important to point out that none of this means that optical disks are an approved archival storage medium. Instead, the National Archives is saying that the rapid obsolescence of new information technologies makes any designation as "archival" transitory and perhaps even inappropriate. In all likelihood, the media—if properly stored—will remain readable long after the particular devices and software that employed and accessed them have become obsolete.

The National Archives believes that national and international digital information technology standards, which provide upward migration paths to new media, devices, and software, offer the most effective long-term solution to technology obsolescence. To this end, the National Archives is actively participating in the work of several American National Standards Institute and International Standards Organization standards groups that are addressing digital media and related information technology issues. Establishment of these standards will be neither easy nor swift; nonetheless, we at the National Archives remain committed to their development, adoption, and use.

Like Janus, the Roman god of gates and doorways, the National Archives must look to both the past and future. We must ensure that new emerging technologies will continue to exist so that the records of the past may be read by generations of users to come. Optical media may give us new capabilities for both preserving and making that information accessible, but we who are responsible for archival information must ensure that any new doors we open lead to continued preservation and accessibility, not to technological dead ends.

If you would like a copy of the new guidelines on optical media, contact Donn C. Neal, Director of External Affairs, at (202) 501-5521. We will be happy to hear your comments on these guidelines.

ADVANTAGES

of belonging to the Society of American Archivists, your national professional association:



- You are represented in national and international standards development.
- You have a strong national voice before Congressional hearings and government agencies.
- Your interests are represented in related disciplines.
- You have national and international contact with colleagues.
- You have significant career development opportunities.
- You have access to post-graduate continuing education and professional publications.
- You have a nationwide resource dedicated to serving you.

Contact SAA Membership Services
at (312) 922-0140



Washington Beat

by Page Putnam Miller

Update on Revision of Executive Order on Declassification

In response to President Clinton's April 26 directive calling for the revision of Executive Order 12356, which establishes current classification and declassification policy, the Information Security Oversight Office (ISOO), working with a task force of federal employees, developed a draft order. Although historians and others who had testified at public hearings with recommendations for the revisions had sought access to the proposed draft, ISOO has for the past month limited circulation to federal agency staff. By late September, however, several individuals outside the federal government acquired copies of the draft. It quickly circulated among the press, scholars, and concerned public interest groups, and the general response has been one of disappointment that the proposed order retains so many restrictions for keeping older records closed.

Much of the Administration rhetoric about the new order stressed openness, yet the draft order leaves in place some of the key restrictive aspects of the existing system. Clinton's Presidential Review Directive asked the task force to consider steps for declassifying information as quickly as possible. At the heart of the proposed draft is a system that would continue the tedious and prohibitively expensive page-by-page review of most older records.

Although material over 25 years old could no longer be withheld because of possible damage to national security—a provision used currently to withhold many older records—there are provisions in the proposed order that would require that material over 40 years old be reviewed for the continued withholding of information that could reasonably be expected to: identify a confidential human intelligence source; reveal information not publicly available that would clearly assist in the development or use of weapons of mass destruction; reveal information that would impair U.S. cryptologic systems; or violate a statute, treaty, or international agreement.

The ambiguity of the proposed draft is evident in its treatment of the public's right to know. The draft emphasizes "balancing the need to protect critically sensitive information with the public's need to know." But, in the implementation lan-

guage, the draft order states that senior officials are permitted, but not obligated, to weigh public interest in disclosure. Also, the proposed order prohibits the reclassification of declassified information that has been released to the public, but in the implementing language there is a provision for the reclassification of a document requested under the Freedom of Information Act that had been declassified but not released. The order eliminates the confidential classification level and calls for a government-wide database of classified documents; however, the continued commitment to page-by-page review means that relatively few older records will be opened by the new order.

Many historians and archivists have voiced concern that under the proposed, national security protected information of permanent historical value shall not be accessioned into the National Archives until that information has been declassified. While it is a positive step to require agencies to bear the major burden for declassifying the material that they classified, there is real fear that if large amounts of older classified materials are left in the agencies they may never get to the National Archives.

The most discouraging part of the proposed draft, however, is the setting of the maximum life span for classified information at 40 years with provisions for continued withholding of information, Nixon in his 1972 executive order on declassification set the maximum at 30 years. With the end of the Cold War, scholars had hoped for more openness.

Preservation of the Electronic Records of the National Security Council and the Office of the President

Since the deadline for the Administration to appeal has passed, it now appears that the ruling of the United States Circuit Court of Appeals for the District Court of Columbia will stand in the case—frequently referred to as PROFS for IBM's Professional Office System, the internal computer communication system used by the National Security Council. The Appeals Court ruled that the record-keeping practices of the Executive Office of the President and the National Security Council are

unlawful because they permit the destruction of historically valuable electronic mail information. This decision affirms a January 1993 decision by U.S. District Judge Charles Richey, who ordered preservation of nearly 6,000 magnetic tapes and hard disks made at the White House during the Reagan and Bush Administrations. Only a portion of this case, however, was appealed and there are a number of key issues still remaining in District Court that must be resolved.

In September the lawyers in the PROFS case for the plaintiffs and the defense appeared before Judge Richey to review the status of the case. Judge Richey began by stating that he did not like having a 1989 case on his docket and he called upon both parties to use their collective wisdom to do what they could to resolve this case. Judge Richey is eager to set deadlines for moving the case forward. One of the major sticking points is the development by the National Archives of guidance to federal agencies on the preservation of electronic mail. The National Archives has agreed to share the draft of guidance to federal agencies on preservation of electronic mail with the plaintiffs for their comments. While this case has moved significantly in the last two months it is far from being resolved.

Continuing Resolution Funds Federal Agencies Until FY'94 Appropriations Bills Are Passed

Congress did not meet its October 1 deadline for passage of the FY'94 appropriations bills. As we go to press, only the White House has passed the conference report on the National Archives budget, which was set at \$195,482 million with \$5.25 million earmarked for the National Historical Publications and Records Commission (NHPRC). Since the House had originally passed an FY'94 bill with only \$4 million for NHPRC, this represents a real victory. A special thanks to SAA members in the key states represented on the Conference Committee who called or faxed their senator or representative on behalf of funding for NHPRC. Thanks also to Karen Paul of SAA's Committee on Legal and Legislative Issues for coordinating this effort.



Education Notes

by Jane Kenamore

Teaching Techniques Subject of Two SAA Workshops

SAA offered two education-related short courses at the 1993 Annual Meeting, "Training the Trainer," and "Case Teaching and Case Writing." Both focused on the benefits of active learning. Though active, or participatory learning has long been at the heart of the SAA continuing education program, these two courses were the first offered to prospective graduate or post-appointment instructors.

Why active learning?

- Participants become involved in course content through talking, listening, writing, reading, and reflecting. Teachers facilitate learning, rather than transmit knowledge.
- Participants retain more information when they analyze, discuss, and use content, rather than passively listen to a lecture.
- Participants have different learning styles; active learning uses several styles, as opposed to a single mode that will not fit all the members of the group.

While active learning is more effective, this technique requires an instructor who is willing to take risks and not have the control of the lecture format. You need to be flexible and open to new ways of thinking about content and to learning from participants.

The "Training the Trainer" workshop led by Jack Prostko of Stanford University exemplified active learning and received excellent reviews from participants. The class included representatives of the Education Office Advisory Board, Kathy Marquis (chair) and Linda Henry, who noted the following useful techniques:

- Start with a discussion of your goals and the participants' goals.
- Since participants communicate with and learn from each other, plan an initial ice-breaker, such as having participants introduce each other; plan a

group activity near the beginning of the class.

- Make lectures dynamic and well organized; use humor, good examples, and have mini-review every 10-15 minutes.
- Conduct diagnostic exercises at the beginning of the course, and reinforcement exercises during and after the course to see what participants have learned.
- Plan many discussion opportunities: have participants work in pairs or small groups for exercises and case studies; try role-play, debate; have participants lead discussions.
- Try an "application card": participants write down how they can apply what they have just learned.
- Evaluate as you progress through the workshop or course, particularly after touching on major points. Use the "one-minute paper": ask participants to list the "muddiest point" or the main message you have covered; see what is getting through and what needs more work. Results of this brief evaluation will allow the flexible instructor to change course if participants are not understanding the material.

The second course, "Case Teaching and Case Writing in Archival Education," also received excellent reviews. This workshop had the two-fold purpose of allowing participants to focus on this teaching method and examining the elements of the successful case study. After attending the course, participants were encouraged not only to use the case study in their graduate classes or workshops, but to write case studies for use in archival education. SAA has submitted a proposal to the National Historical Publications and Records Commission to fund the publication of several case studies for archival education.

Taught by Richard M. Kesner of Babson College and James M. O'Toole of the

University of Massachusetts at Boston, the course began with a review of the Harvard case study "Mrs. Fields Cookies." Kesner and O'Toole led the group through the case, as though they were an actual class of students. Following the discussion of the case, the instructors focused on the methodology of teaching with case studies in general, and the "Teacher's Note" to "Mrs. Field's Cookies" in particular.

The second half of the workshop examined potential archival topics for research and development. The class divided into groups and developed strategies for the research, development, design, and delivery of a case study in their area of focus; they ended the class with presentations and review of their work.

Both courses will be repeated at the 1994 SAA Annual Meeting in Indianapolis.

Making Archivists Newsworthy

In hard economic times, archival programs often receive the first budget cuts. To help archivists learn techniques for maintaining some visibility in the community, SAA presented a half-day workshop in New Orleans on "Making Archivists Newsworthy." Instructors were Mary Lou Atkinson, feature writer for the New Orleans *Times-Picayune*; Peggy Scott Laborde, producer for WYES Television; and John Magill of the Historic New Orleans Collection. Instructors urged archivists to do the following:

- Be aggressive and approach the media, when holdings relate to current events.
- Prepare a story sheet in advance for reporters to ensure accuracy;
- Be concise—answer questions posed by the media in terms that the average reader or listener can understand. A couple of statistics are ideal; a dozen statistics are overwhelming;
- Be clever—can an amusing anecdote get the point across?
- Personalize—put a person in your response or make it relate to the average reader's or listener's daily life.

- Be prepared to work with a reporter's deadline; but don't feel compelled to answer a telephone inquiry on the spot.

Participants critiqued each other in videotaped interviews and learned the basics of good backgrounds, suitable dress, and ways to respond to interview questions.

It is hoped that the workshop will be repeated in Indianapolis, with local media personalities.

Proposed Revisions to the Master of Archival Studies Curriculum Guidelines

At the SAA Annual Meeting in New Orleans on September 1, 1993, the Committee on Education and Professional Development considered comments regarding the draft of the *Guidelines for the Development of a Curriculum for a Master of Archival Studies* and took the following actions:

- Dropped the exclusivity clause. While the Committee believe the MAS degree is the best way to educate archivists, they agreed it should not be the only recognized pre-appointment professional education for archivists.
- Retained the recommendation for a practicum, but dropped the requirement that it be a credit-bearing course, equivalent in time span to a regular course. Programs are left to structure the practicum as they see fit.
- Added the study of history to "Complementary Knowledge." Students are strongly encouraged to seek knowledge in the field of history desired. The Committee, however, did not specify credit requirements.
- Revised the implication that a thesis is required. While a thesis is still preferred, other forms of research are acceptable.
- Dropped the recommendation that the name of the program appear in the official name of the department or school to which it is attached.
- Deleted the section titled "Laboratory Environment" under "Resources."
- Dropped the preference for full-time students.
- Deleted the section titled "Financial and Logistical Support" under "Other Resources."

The Committee also considered comments regarding inclusion of information technology in the curriculum. Information technology will provide the tools to meet virtually all the goals of the curriculum, so the Committee voted not to include that subject under a separate heading. The Committee did add a footnote referring to the extensive curriculum in information technology developed by the Committee on Automated Records and Techniques.

Finally, the Committee made several editorial changes and voted to rewrite the introduction to achieve greater clarity.

The revised draft has gone to the Standards Board and will be included in the January issue of *Archival Outlook*. The Standards Board will again invite comments, this time for a brief period of about a month. The final draft will be submitted to SAA Council for approval.

Workshops Scheduled to Date

The following workshops are scheduled for winter and early spring:

FEBRUARY 28-MARCH 3: "Archives, Personal Papers, and Manuscripts" and "Understanding the USMARC Format for Archival and Manuscripts Control" will be held at the Lawrence Berkeley Laboratory, Berkeley, California. The instructors will be Steven L. Hensen of Duke University, Marion Matters, consultant, and Lofton Wilson of the New York Public Library. The workshops may be taken as a package or separately.

MARCH 5: "What to Keep? Selecting Historical Records" will be held at Arizona State University in Tempe, in conjunction with the spring meeting of the Coordinat-

ing Committee for History in Arizona. The instructor will be Frank Boles of Central Michigan University.

APRIL 22-23: "Photographic Collections Management" will be held in Seattle, in conjunction with the American Association of Museums Annual Meeting. The instructors will be Laurie Baty of NHPRC and Richard Pearce-Moses of Arizona State University.

APRIL 7-8: "Advanced Appraisal" will be held at the Atlanta History Center, co-sponsored by the Society of Georgia Archivists and the Georgia Archives Institute. The instructor will be Julia Marks Young of Georgia State University.

MARCH 23-27: "Archives: An Introduction" will be held in conjunction with a meeting of the National Association for Equal Opportunity in Education (NAFEO). This workshop is funded by the National Endowment for the Humanities. The instructors will be Brenda Banks of the Georgia Department of Archives and History and Daniel T. Williams of Tuskegee Institute, Alabama. Attendance is by application only and is open to representatives of NAFEO member colleges and universities for the purpose of preserving historical records held by those institutions.

APRIL 29: "Advanced Appraisal" will be held in Mount Holyoke, Massachusetts, in conjunction with the spring meeting of the New England Archivists. The instructor will be Frank Boles of Central Michigan University.

MAY 12: "Digital Imaging Technology" will be held in Chicago, in conjunction with the spring meeting of the Midwest Archives Conference. The instructors will be Anne R. Kenney and H. Thomas Hickerson, both of Cornell University.

Several other workshops are in progress and will be noted in the January issue of *Archival Outlook*.



Preservation

by Evelyn Frangakis

Preservation Program Graduates

Fourteen participants in the Northeastern Series and twelve participants in the Midwestern Series of the NEH-funded SAA Preservation Management Training Program have earned a respite after a long year of hard work and accomplishment. Some graduates of the Northeastern Series attended the SAA Annual Meeting in New Orleans sporting their "I survived the SAA Preservation Management Training Program" t-shirts.

Significant achievements have been made over the past year. In order to graduate from the program, participants were required, on behalf of their institutions, to complete an array of assignments that served as core building blocks for their preservation programs. Assignments included: a preservation walk-through and report of home institution needs; evaluating environmental monitoring needs, designing and establishing an environmental monitoring program, or evaluating a current program; developing a disaster plan; developing care and handling guidelines for staff/users and developing training guidelines for such as well; selection for preservation exercise; and establishment of exhibit policies as well as an exhibit critique. During the last workshop, participants worked on developing preservation policies, priorities, plans and program design.

The structure of the program, i.e., sequential workshops over a year-long period, provided an environment conducive to reinforcement of learning concepts and sharing of ideas between colleagues. The result was a synergistic effect in program design and development.

Chris Ward of the New York State Archives and SAA Executive Director Anne Diffendal served as co-faculty for the last Northeastern and Midwestern workshops, respectively.



Above, Northeastern Series graduates relax between sessions at the New Brunswick Hyatt Regency in New Jersey. *Front row:* Nancy Marrelli, Robin McElheny, Diana Hevener, Vanessa Simmons, Charlotte Draper, Carolyn Schumacher, and Susan Miller. *Back row:* Randy Goss, Steve Grimes, Bob Chase, Kathleen Collins, Karma Beal, Diana Maull, Ed Wirth, and Evelyn Frangakis.

The Northeastern Series graduates are:

Karma A. Beal, National Institute of Standards and Technology
Robert J. Chase, Rhode Island State Archives
Kathleen Collins, New York Transit Museum Archives
Charlotte Draper, The American Farm School, Thessaloniki, Greece
Randy L. Goss, Delaware State Archives
J. Stephen Grimes, Rhode Island Supreme Court Judicial Records Center
Diana L. Hevener, Cape May County Clerk's Office, New Jersey
Nancy Marrelli, Concordia University Archives, Canada
Diana Maull, Westchester County Archives, New York
Robin McElheny, Harvard University Archives
Susan W. Miller, Presbyterian Historical Society, Philadelphia
Carolyn Schumacher, Historical Society of Western Pennsylvania
Vanessa Simmons, National Museum of American History
Edward P. Wirth, Edison National Historic Site, New Jersey

The Midwestern Series graduates are:

Jackson Armstrong-Ingram, County of St. Joseph Indiana
Scott Louis Gampfer, The Cincinnati Historical Society
Darrell Garwood, Kansas State Historical Society
Raymond Geselbracht, Harry S. Truman Library, Missouri
Charles Lamb, University of Notre Dame Archives
Gerald Motsinger, Johnson County Kansas-Archives
Glenda Stevens, Texas Christian University
Lee Sturma, Missouri State Archives
Becky Haglund Tousey, Kraft General Foods Inc.
Tyler Walters, Iowa State University
Vernon Will, Ohio Historical Society
Elisabeth Wittman, Evangelical Lutheran Church in America



At right, Midwestern Series graduates participate in an outdoor class on the bucolic Campbell Center campus in Mount Carroll, Illinois. *Front row:* Elisabeth Wittman, Charles Lamb, Tyler Walters, Becky Haglund Tousey, and Vernon Will. *Back row:* Darrell Garwood, Ray Geselbracht, Scott Gampfer, Glenda Stevens, and Lee Sturma.

Academy of Certified Archivists Newsletter

Volume 19 / November 1993

New ACA Officers Elected

Congratulations to the newly-elected officers of the Academy of Certified Archivists, whose term of office began at the Business Breakfast Meeting in New Orleans, September 3, 1993.

Secretary

Scott Cline
City Archivist
Seattle Municipal Archives
Seattle, WA 98105
(206) 684-8353

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Carla Kemp Summers
University Archivist
University of Florida
Gainesville, FL 32611
(904) 392-6547

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Nicholas Burckel
Associate Dean
Washington University Libraries
St. Louis, MO 63130
(314) 889-5400

Marie B. Allen
Deputy Director, Intergovernmental Records
National Archives
Washington, D.C. 20408
(202) 501-6054

Nominating Committee

Clifford Muse, Chairperson
University Archivist
Howard University
Washington, D.C. 20059
(202) 806-7498

Sara Hodson
Curator of Literary Manuscripts
Huntington Library
San Marino, CA 91108
(818) 405-2205

Timothy A. Slavin
State Archivist
Rhode Island State Archives
Providence, RI 02903-3302
(401) 277-2353

Sincere appreciation to outgoing Board members for their contributions and service: Karen L. Jefferson, secretary; Ron Watt, treasurer; David B. Gracy and Mary Jo Pugh, regents.

ACA Adopts New Bylaws

At the annual business meeting in New Orleans on September 3, 1993, the Academy of Certified Archivists voted to adopt new bylaws. The proposed changes were sent to the ACA membership to review in July 1993. The principal changes in the new bylaws concern the election and responsibilities of officers. The Academy will now be governed by a Board of Regents composed of nine members: president, vice president/president elect, secretary, treasurer, regent for examination development, regent for examination administration, regent for outreach, regent for certification maintenance, and regent for nominations. The vice president will be elected annually and will serve one year as vice-president, one year as president, and one year as regent for nominations. The secretary and treasurer will be elected in alternate years for a two-year term. Four regents will be elected to serve staggered two-year terms, each with responsibility for a specific function of the Academy's program.

Elections based on the new bylaws will take place in spring 1994. The new structure will become effective following the ACA's annual meeting in the fall of 1994. When the new structure becomes effective, each officer and regent whose term continues will step into one of the new regent positions for the remainder of the term to which he or she was elected. The transition will be complete with the 1996 election.

The new bylaws also name three standing committees: the Nominating Committee, the Examination Committee, and the Finance Committee. The Nominating Committee will consist of three members, two of which will be elected by the membership for a two year term. The third member of the committee will be the immediate past president, who will serve as regent for nominations for a one year period.

40 CANDIDATES TAKE THE 1993 EXAM

Fifty archivists applied, and forty-one were approved as qualified to sit for the certification examination. The test was given September 1, with twenty-eight candidates taking the exam in New Orleans, six in Boston, and six in Chicago. The San Francisco site was canceled because there was only one candidate. Candidates who pass the exam will be announced as new members in the next *ACA Newsletter*.

Nominations Sought

The ACA Nominating Committee is soliciting candidates for the positions of President, Vice President, and two members of the Nominating Committee. These positions will be filled for terms beginning with the conclusion of the 1994 Annual Meeting. The President shall serve one (1) year as president and the next year shall become Regent for Nominations for a total service of two (2) years. The Vice President shall serve one (1) year as vice president, the next year shall become president, and the next succeeding year shall become Regent for Nominations. The Nominating Committee candidate drawing the highest number of votes shall serve a one (1) year term.

All nominations should be sent to Clifford L. Muse, Jr., Chair of the 1994 Nominating Committee, by December 15, 1993 (see page 1 for address/phone).

Anyone wishing more information on these positions or the nominating process is encouraged to contact any member of the 1994 Nominating Committee directly.

Nomination Form (Please Print)	
Name and Institution	Remarks
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Vice President	
Nominating Committee	

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Vice President

Elizabeth Adkins (1994)

Secretary

Scott Cline (1995)

Treasurer

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Nancy B. Allen (1996)

Joseph Anderson (1995)

Nicholas Burckel (1996)

N. Claudette John (1995)

Kaye Lanning Minchew (1994)

Wilda Logan Willis (1994)

Nominating Committee

Clifford L. Muse, Jr. (1995)

Sara Hodson (1995)

Timothy A. Slavin (1995)

ACA Secretariat

Tara J. Shimandle

Are you interested in becoming a Certified Archivist?

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

Name _____

Address _____

City/State/Zip _____

Daytime Telephone _____

Send this coupon to:

The examination will be given at these sites:

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- New York, New York
- Atlanta, Georgia
- Seattle, Washington

**ACADEMY OF
CERTIFIED ARCHIVISTS**
600 S. Federal, Suite 504
Chicago, Illinois 60605

Fax (312) 347-1452

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

ACA Secretariat

Academy of Certified Archivists

600 S. Federal, Suite 504

Chicago, Illinois 60605

(312) 922-0140



The Society of
American Archivists

600 S. Federal
Suite 504
Chicago, Illinois
60605

Telephone
(312) 922-0140

Fax
(312) 347-1452

*Leadership and Service in the
1990s: A Strategic Plan for the
Society of American Archivists*
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on August 31, 1993.

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Leadership and Service in the 1990s

A Strategic Plan for the Society of American Archivists

MISSION The Society of American Archivists serves the educational and informational needs of its members and provides leadership to help ensure the identification, preservation, and use of the nation's historical record.

To fulfill this mission the Society of American Archivists (SAA) will:

GOAL 1 Exert active leadership on significant archival issues by shaping policies and standards, building effective coalitions, and improving public awareness of the value of archives.

GOAL 2 Provide opportunities for continuing professional growth and promote high quality in archival education programs offered by SAA and other organizations and institutions.

GOAL 3 Position SAA to lead the archival profession in advancing electronic records issues and represent the interests of the profession in shaping policies and accepted practices for identifying, preserving, and using electronic records.

GOAL 4 Increase SAA's overall effectiveness as an organization by improving its structure, methods of communication, and financial base to accomplish the Society's mission and to achieve its strategic goals and objectives.

Leadership and Service in the 1990s

A Strategic Plan for the Society of American Archivists

PREAMBLE

The Council of the Society of American Archivists has approved a strategic plan that outlines the unique contributions the Society can make in helping archivists manage records with long-term value in an era of dramatic change. The document identifies the Society's mission and states a set of organizational goals to guide the activities of its committees, boards, sections, roundtables, representatives, and governing council in the last decade of the twentieth century. In order to accomplish these goals, the plan also identifies specific priority objectives to guide the Society's planning efforts for a two- to three-year period. In adopting this plan, the Society has committed itself to change the way it operates by using strategic goals and priorities to guide SAA's work.

The plan was written by a special working group consisting of members from the Committee on Goals and Priorities, the SAA Council and SAA office. The plan represents ideas and advice contributed by the membership and leadership of the Society's many units. Ongoing planning will consist of increased communication throughout the organization to identify and select key priority objectives on an annual basis; coordination and support for individuals and groups, both within the Society and beyond, who will assume responsibility for acting on these priorities; gathering and allocating appropriate financial and human resources; assessing progress; and modifying priorities as objectives are accomplished.

The strategic plan assumes that archivists function within a complex world of information professions that are themselves evolving in response to rapid technological changes. The plan does not specify the approaches or activities necessary to accomplish the objectives listed under the organizational goals. It is the task of the membership and the units comprising

the Society to decide, in conjunction with Council, what activities will move the SAA forward in meeting the challenges and opportunities underlying the goals and objectives.

● **Goal 1** emphasizes the need for SAA to exert leadership on significant archival issues, build effective coalitions, and improve public awareness of the value of archives. It is important for SAA units to help articulate policies on specific issues of concern to the Society's membership.

● **Goal 2** focuses on improving the quality of and the opportunities to obtain both graduate archival education and continuing education. This is at the heart of SAA's mission and is also an area where SAA can have the greatest impact.

● **Goal 3** addresses issues associated with electronic records. The SAA membership made it clear that this is an area of high priority. There is a need to articulate the specific archival issues concerning electronic records and an understanding that this area of concern will affect all archivists in all types of institutions.

● **Goal 4** addresses directly the health and vitality of the Society, which are key to the success of the other goals and objectives. We must work together to improve methods of communication, ensure a firm financial base, and build an effective structure that encourages credible policies, standards, and practices undertaken in an environment based on collegiality, cooperation, and common sense.

The objectives listed under each of these four goals represent the Society's strategic priorities for the next two to three years. The objectives will be revised annually to reflect changing circumstances and priorities.



The Society of American Archivists

600 S. Federal, Suite 504
Chicago, Illinois 60605
Phone 312/922-0140
Fax 312/347-1452

STAFF

EXECUTIVE DIRECTOR
Anne P. Diffendal

FINANCIAL &
AUTOMATED
OPERATIONS
James M. Sauder

BOOKKEEPER &
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Leadership List for 1993-94

OFFICERS

PRESIDENT
Edie Hedlin
Consultant
FBIS/American
Embassy
PSC 801 Box 57
FPO AE 09498-4057
011-44-734-722343
Fax 011-44-734-724662
Compuserv:
100116.2341@
Compuserve.com

VICE PRESIDENT
Maygene Daniels
National Gallery of Art
Gallery Archives
Washington, DC 20565
202/842-6175
Fax 202/842-2356
Internet:
BM.NGD%RLG@Forsyt
he.Stanford.Edu

TREASURER
William J. Maher
University of Illinois at
Urbana
Library-Room 19
1408 W. Gregory Dr.
Urbana, IL 61801
217/333-0798
Fax 217/244-0398
Bitnet:
AXXNIED@UICVMC

COUNCIL

Karen Benedict
Consultant
2980 Leeds Rd.
Columbus, OH 43221
614/481-4282

Luciana Duranti
University of British
Columbia
#831-1956 Main Mall
Vancouver, BC V6T 1Z1
Canada
604/822-2587
Fax 604/822-6006
Bitnet: LUCIANA@
UNIXG.UBC.CA

Tim Ericson
University of Wisconsin
at Milwaukee
2311 E. Hartford
Milwaukee, WI 53201
414/229-6980
Fax 414/229-4380
Internet:
tle@gml.lib.uwm.edu

Margaret L. Hedstrom
New York State Archives
& Records Administration
440 Manning Blvd.
Albany, NY 12206
518/473-6771
Fax 518/473-7573
Bitnet:
gzep@rpitsmts.bitnet

H. Thomas Hickerson
Cornell University
2B Kroch Library
Ithaca, NY 14853-5302
607/255-3530
Fax 607/255-9524
Internet:
HTH@CORNELLA.CIT.
CORNELL.EDU

Mary E. Janzen
Chicago Historical Society
Clark St. at North Ave.
Chicago, IL 60614
312/642-5035
Fax 312/266-2077

Randall Jimerson
University of Connecticut
Archives, Box U-205
Storrs, CT 06269
203/486-4777
Fax 203/486-0223
Bitnet:
HBLADM45@UCONNVM

Waverly B. Lowell
National Archives -
Pacific Sierra Region
1000 Commodore Dr.
San Bruno, CA 94066
415/876-9018
Fax 415/876-9233

Elizabeth Yakel
2355 Lancashire, Apt. 1B
Ann Arbor, MI 48105
313/662-1891
Fax 313/936-1333
Internet:
yakel@sil.s.umich.edu

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SAA EDITORS

AMERICAN ARCHIVIST EDITOR

Richard J. Cox, editor,
University of Pittsburgh
School of Library &
Information Science
Pittsburgh, PA 15620
412/624-9430
Fax 412/624-5231
Bitnet: rjc@lis.pitt.edu

ACQUISITIONS EDITOR

James M. O'Toole
University of
Massachusetts at Boston
80 Decker St.
Milton, MA 02186
617/696-2712

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615/898-5511
Fax 615/898-5829
Internet:
Garrison@MTSU.edu

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Kathy Marquis, chair
Minnesota Historical
Society
345 Kellogg Blvd. W.
St. Paul, MN 55102-1906
612/296-6227
Fax 612/297-7436

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Bruce Ambacher, chair
National Archives and
Records Administration
Washington, DC 20408
202/501-5575
Fax 202/501-5005

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The Sporting News
P.O. Box 56
St. Louis, MO 63166
314/993-7787
Fax 314/993-7723

COLLEGE & UNIVERSITY ARCHIVES

Jill M. Tatem, chair
Case Western University
University Archives
Cleveland, OH 44106-
7229
216/368-4106
Fax 216/368-3320
Internet:
jmt3@po.cwru.edu

Nanci A. Young, co-chair
Princeton University
University Archives
65 Olden St.
Princeton, NJ 08544
609/258-3213
Fax 609/258-3385
Internet: nayoung@
pucc.princeton.edu

DESCRIPTION

Thomas J. Frusciano, chair
Rutgers University
Special Collections &
University Archives
New Brunswick, NJ
08903
908/932-7006
Fax 908/932-7637
Internet:
frusciano@zodiac.rutgers.
edu
Bitnet:
frusciano@zodiac.Bitnet

GOVERNMENT RECORDS

Scott Cline, chair
Seattle Municipal
Archives
600 Fourth Avenue,
Room 104
Seattle, WA 98104
206/684-8353
Fax 206/684-8587

MANUSCRIPT REPOSITORIES

Sheryl B. Vogt, chair
University of Georgia
548 Cedar Creek Drive
Athens, GA 30605
706/542-5788
Fax 706/542-4144
Bitnet: SBVOGT@UGA
Internet: cc.uga.edu

MUSEUM ARCHIVES

Kristine A. Haglund, chair
Denver Museum of
Natural History
2001 Colorado Blvd.
Denver, CO 80205-5798
303/370-6361
Fax 303/331-6492
Internet:
haglund@dmnh.org

Maureen Melton, co-chair
Boston Museum of Fine
Arts
465 Huntington Ave.
Boston, MA 02115
617/267-9300
Fax 617/267-0280
Internet:
bm.mfa%rlg@forsythe.st
anford.edu

ORAL HISTORY

N. Claudette John, chair
CIGNA-Two Liberty
Place
1601 Chestnut Street
TLP-05 Archives Dept.-
POB 7716
Philadelphia, PA 19192-
2057
215/761-4901
Fax 215/761-5578

PRESERVATION

Charlotte B. Brown, chair
University of California at
Los Angeles
Dept. of Special
Collections
405 Hilgard Ave.
Los Angeles, CA 90024
310/825-4879
Fax 310/206-1864
Internet:
ECZ5CBB@MVS.OAC.
UCLA.EDU

REFERENCE, ACCESS & OUTREACH

Rutherford W. Witthus, chair
University of Colorado at
Denver - Auraria Library
Lawrence at 11th
Denver, CO 80204
303/556-8373
Fax 303/556-3528
Bitnet: RWITTHUS@
CUDENVER

ARCHIVISTS OF RELIGIOUS COLLECTIONS

Russell L. Gasero, chair
Reformed Church in
America
21 Seminary Place
New Brunswick, NJ
08901
908/246-1779
Fax 908/249-5412

VISUAL MATERIALS

Bonnie Wilson, chair
Minnesota Historical
Society
345 Kellogg Blvd. W.
St. Paul, MN 55102
612/296-1275
Fax 612/296-9961



STANDING COMMITTEES

ARCHIVAL INFORMATION EXCHANGE

Peter Hirtle, chair
National Archives &
Records Administration
(NSZ)
Washington, DC 20408
202/501-5539
Fax 202/501-5512
Internet:
ozh@cu.nih.gov.

AUTOMATED RECORDS AND TECHNIQUES

Richard M. Kesner, co-chair
Babson College
41 Brentwood Circle
Needham, MA 02192
617/239-4529
Fax 617/239-6427
Internet:
KESNER@BABSON.EDU

Thomas J. Ruller, co-chair
New York State Archives
& Records Administration
269 N. Kingsboro Ave.
Gloversville, NY 12078
518/474-6771
Fax 518/473-7573
Bitnet:
USERGZEQ@RPITSMTS

AWARDS

Thomas Battle, co-chair
Howard University
13004 Chalfont Avenue
Fort Washington, MD 20744
202/806-7241
Fax 202/806-6405

Sharron Uhler, co-chair
Colorado Springs
Pioneer Museum
215 Tejon St.
Colorado Springs, CO 80903
719/578-6650
Fax 719/578-0965

EDUCATION & PROFESSIONAL DEVELOPMENT

Frank Boles, co-chair
Central Michigan
University
Clarke Historical Library
Mt. Pleasant, MI 48859
517/744-3352
Fax 517/774-4499
Bitnet:
32B75LW@CMUVM

Tyler Walters, co-chair
Iowa State University
3315 Hoover Ave.
Ames, IA 50010
515/294-6672
Fax 515/294-1885
Internet:
LB.TOW@ISUMVS.
iastate.edu

GOALS & PRIORITIES

Paul Conway, chair
Yale University Library
P.O. Box 1603A Yale
Station
New Haven, CT 06520
203/432-1803
Fax 203/432-7231
Internet:
pconway@yalevm.ycc.yale.edu

1994 HOST COMMITTEE

Bruce Johnson, co-chair
Indiana Historical
Society
Library
315 W. Ohio St.
Indianapolis, IN 46202
317/232-1879
Fax 317/233-3109

Eric Pumroy, co-chair
Indiana University /
Purdue University
Attn: Acquisitions
755 W. Michigan St.
Indianapolis, IN 46202
317/274-0464
Fax 317/274-0492
Bitnet:
EPUMROY@INDYCMS.
Bitnet

INSTITUTIONAL EVALUATION & DEVELOPMENT

Susan Davis, co-chair
State Historical Society
of Wisconsin
816 State Street
Madison, WI 53705
608/264-6455
Fax 608/264-6472
Internet:
Susan.E.Davis@mail.admin.wisc.edu

Mary Jo Pugh, co-chair
Consultant
1730 Argonne Drive
Concord, CA 94518
510/685-2133

INTERNATIONAL ARCHIVAL AFFAIRS

Alfred Lemmon, chair
Historic New Orleans
Collection
533 Royal St.
New Orleans, LA 70130
504/523-4662
Fax 504/522-5108

LEGAL & LEGISLATIVE ISSUES

Menzi Behrnd-Klodt, chair
Klodt & Associates
3409 Stevens St.
Madison, WI 53705
608/238-3966
Fax 608/238-3966

MEMBERSHIP

Leon C. Miller, chair
Tulane University
Howard-Tilton Memorial
Library
New Orleans, LA 70118-5682
504/865-5685
Fax 504/865-6773
Internet:
LMILLER@RSI.TCS.TU
LANE.EDU

1993-94 NOMINATING COMMITTEE

Faye Phillips, chair
Louisiana State
University
Special Collections
Hill Memorial Library
Baton Rouge, LA 70803
504/388-6569
Fax 504/388-6992
Bitnet:
NOTUFP@LSUVM

1994 PROGRAM COMMITTEE

Fynette L. Eaton, co-chair
National Archives &
Records Administration
(NNXR)
Washington, DC 20408
202/501-5565
Fax 202/501-5005
Internet:
FEZ@cu.nih.gov

Robert E. Sink, co-chair
New York Public Library
37-1/2 St. Marks Place
New York, NY 10003
212/714-8572
Fax 212/268-9129

1995 PROGRAM COMMITTEE

Deborah Skaggs, chair
Alabama Department of
Archives and History
624 Washington Ave.
Montgomery, AL 36130
205/242-4452
Fax 205/240-3433
Internet:
bm.adr@rlg.stanford.edu

Charles Dollar, vice chair
National Archives and
Records Administration
(NSZ)
Washington, DC 20408
202/501-5532
Fax 202/501-5533
Compuserve:
71162.3600@
Compuserve.com

**PROFESSIONAL
STANDARDS**

Frank G. Burke, chair
University of Maryland
Hornbake Library
CLIS
College Park, MD 20742
301/405-2044
Fax 301/314-9145
Internet:
fb18@umail.umd.edu

PUBLIC INFORMATION

Bruce H. Bruemmer,
co-chair
Charles Babbage Institute
103 Walter Library
117 Pleasant St., SE
Minneapolis, MN 55455
612/624-5050
Fax 612/624-2841
Bitnet: B-Brue@UMINN1

Elizabeth Adkins, co-chair
Kraft General Foods
Archives - 6350 Kirk St.
Morton Grove, IL 60053
708/646-2982
Fax 708/646-7699

**REGIONAL ARCHIVAL
ACTIVITY**

Aimee Felker, co-chair
Horn Library
Babson College
Babson Park, MA 02157-
0310
617/239-4570
Fax 617/239-5226
Internet:
felker@babson.edu

Robert Tissing, co-chair
Lyndon B. Johnson
Memorial Library
2313 Red River
Austin, TX 78705
512/482-5137
Fax 512/478-9104

STATUS OF WOMEN

Hilary Kaplan, chair
Georgia Department of
Archives and History
330 Capitol Ave., SE
Atlanta, GA 30334
404/656-2374
Fax 404/651-9270
Bitnet: BM.GSK@RLG

ROUNDTABLES

**AFRICAN AMERICAN &
THIRD WORLD
ARCHIVISTS**

Beverly Cook, chair
Carter G. Woodson
Regional Library
6913 S. Vernon
Chicago, IL 60637
312/747-6910
Fax 312/747-3396

Deborah Dandridge,
co-chair
University of Kansas
Libraries
Kansas Collection
Spencer Research Library
Lawrence, KS 66045
913/864-4274
Fax 913/864-3855
Bitnet:
DDandrid@UKANUM

**ARCHITECTURAL
RECORDS**

Nicholas Olsberg, co-chair
Canadian Centre for
Architecture
1920 rue Baile
Montreal, Quebec
H3H 2S6 Canada
514/939-7000
Fax 514/939-7020

Sally Reeves, co-chair
New Orleans Notarial
Archives
Civil Courts Bldg.
421 Loyola Ave.
New Orleans, LA 70112
504/568-8577
Fax 504/568-8599

ARCHIVAL EDUCATORS

Helen R. Tibbo, chair
University of North
Carolina at Chapel Hill
School of Information &
Library Science
100 Manning Hall, CB 3360
Chapel Hill, NC 27599-
3360
919/962-8063
Fax 919/962-8071
Internet:
TIBBO@ILS.UNC.EDU

ARCHIVAL HISTORY

Philip B. Eppard, chair
SUNY at Albany
School of Information
Science & Policy
135 Western Ave. -
113 Draper
Albany, NY 12222
518/442-5110
Fax 518/442-5232
Bitnet: PBE40@
ALBNYVMI
Internet: PBE40@
VACSCZ.Albany.Edu

**ARCHIVES
MANAGEMENT**

Michael Kurtz, co-chair
National Archives &
Records Administration
609 Genessee St.
Annapolis, MD 21401
202/501-5300
Fax 202/219-1543

Paul H. McCarthy,
co-chair
University of Alaska at
Fairbanks
P.O. Box 80687
Fairbanks, AK 99708
907/474-7224
Fax 907/474-6841
Internet:
FFPHM@ACAD3.ALAS
KA.EDU

**ARCHIVISTS FOR
CONGREGATIONS OF
WOMEN RELIGIOUS**
Stephanie Morris, chair
Medical Mission Sisters
8400 Pine Road
Philadelphia, PA 19111
215/742-6100
Fax 215/342-3948

**ART & ARCHITECTURE
THESAURUS**

Sandra Markham, chair
Yale University
Beinecke Library
P.O. Box 208240
New Haven, CT 06520-
8240
203/432-2966
Fax 203/432-4047
Internet:
markham@yalevm.cis.ya
le.edu

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PAPERS**

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Carolina
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803/251-8470
Fax 803/251-8472

ELECTRONIC RECORDS

Nancy Y. McGovern, chair
National Archives &
Records Administration
(NNSR)
Washington, DC 20408
202/501-5565

Thomas J. Ruller, co-chair
New York State Archives
& Records Administration
269 N. Kingsboro Ave.
Gloversville, NY 12078
518/474-6771
Fax 518/473-7573
Bitnet:
USERGZEQ@RPITSMTS

LABOR ARCHIVES

Diana Schenk
Pennsylvania State
University
Pattee Library
University Park, PA
16802
814/863-3181
Fax 814/865-3665
Bitnet: DXS@PSULIAS

**LESBIAN & GAY
ARCHIVES**

Brent Sverdlhoff, co-chair
J. Paul Getty Center
401 Wilshire Blvd., #900
Santa Monica, CA
90401-1455
310/458-9811 ext. 4097
Fax 310/458-6487
Internet:
egj4g04@MVS.oac.ucla.
edu

Brenda J. Marston,
co-chair
Cornell University
2B Kroch Library
Ithaca, NY 14853-5301
607/255-3530
Fax 607/255-9346
RLIN: bm.cca@rlg

LOCAL GOVERNMENT RECORDS

Scott Cline, chair
Seattle Municipal Archives
600 Fourth Avenue,
Room 104
Seattle, WA 98104
206/684-8353
Fax 206/684-8587

MARC-VM USERS

Janet Murray, chair
New York Public Library
5th Ave. at 42nd St.
New York, NY 10018
212/930-0837
Fax 212/921-2546
Internet:
jfmurray@nyplgate

MARCON USERS

Morgan J. Barclay, chair
New York State Archives
& Records Administration
Cultural Education
Center - Room 10A63
Albany, NY 12230
518/474-6926
Fax 518/486-4923

MICROMARC USERS

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Archdiocese of Chicago
5150 Northwest Highway
Chicago, IL 60630
312/736-5150
Fax 312/736-0488

NOTIS USERS

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Bitnet:
NFLYON@YALEVM.BIT
NET

OCLC USERS

Linda Evans, chair
Chicago Historical
Society
Clark St. at North Ave.
Chicago, IL 60614
312/642-4600 ext. 311

PERFORMING ARTS

JoAnne Barry, chair
Philadelphia Orchestra
Association
1420 Locust St.
Philadelphia, PA 19102
215/875-7658
Fax 215/893-1948

RECORDED SOUND

Christopher A. Paton, chair
Georgia State University
Library-Special
Collections
100 Decatur St., SE
Atlanta, GA 30303-3081
404/651-2477
Fax 404/651-2508
Bitnet:
LIBCAP@GSUVM1

RLIN USERS

Kathleen D. Roe, chair
New York State Archives
& Records
Administration
122 Maple Ave.
Troy, NY 12180
518/474-4372
Fax 518/473-4941
Bitnet:
kroe%sedofis@sed.bitnet

SCIENCE, TECHNOLOGY & HEALTH CARE

Stephen C. Wagner, chair
Oncology Nursing Society
501 Holiday Drive
Pittsburgh, PA 15220-
2749
412/921-7373
Fax 412/921-6565
Internet:
scwst4@icarus.lis.pitt.edu

Lori L. Hefner, co-chair

Lawrence Berkely
Laboratory
1 Cyclotron Road
Mail Stop 69-102
Berkeley, CA 94720
510/486-5525
Fax 510/486-7200
Internet: llhefner@lbl.gov

WOMEN'S COLLECTIONS

Fernanda Perrone, chair
Rutgers University
Alexander Library
169 College Avenue
New Brunswick, NJ
08903
908/932-7006
Fax 908/932-7637
Internet:
Perronne@zodiac.Rutgers.edu

TASK FORCES

SECTIONS AND ROUNDTABLES

Paul H. McCarthy
University of Alaska at
Fairbanks
P.O. Box 80687
Fairbanks, AK 99708
907/474-7224
Fax 907/474-6841
Internet:
FFPHM@ACAD3.ALAS
KA.EDU



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1995

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August 29-September 3
Mayflower Hotel

1996

San Diego

August 27-September 1
Sheraton Harbor Island

1997

Chicago

September 3-7
Fairmont Hotel

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

REPRESENTATIVES

ACADEMY OF
CERTIFIED ARCHIVISTS
Randall Jimerson
University of Connecticut
Archives, Box U-205
Storrs, CT 06269
203/486-4777
Fax 203/486-0223
Bitnet:
HBLADM45@UCONNVN

ADVISORY COMMITTEE,
US DEPARTMENT OF
STATE, HISTORIC
DIPLOMATIC
DOCUMENTATION
Anne Van Camp
Hoover Institution
Stanford, CA 94305-
6010
415/723-3563
Fax 415/723-1687
Bitnet:
VANCAMP@HOOVER

ALA COMMITTEE ON
CATALOGING:
DESCRIPTION & ACCESS
(CC:DA)
Marion Matters
Consultant
1936 Sargent Ave.
St. Paul, MN 55105
612/698-6949
Internet:
MMATTERS@Delphi.com

AMERICAN INSTITUTE
FOR CONSERVATION OF
ART & HISTORIC WORKS
Kathy Ludwig
Minnesota Historical
Society
345 Kellogg Blvd. W.
St. Paul, MN 55102-
1906
612/297-5664
Fax 612/296-9961

ASSOCIATION FOR
INFORMATION &
IMAGE MANAGEMENT
Lewis J. Bellardo
National Archives and
Records Administration
Washington, DC 20408
301/713-6500

BUREAU OF CANADIAN
ARCHIVES COMMITTEE
ON DESCRIPTIVE
STANDARDS
Kathleen D. Roe
New York State Archives
& Records
Administration
122 Maple Ave.
Troy, NY 12180
518/474-4372
Fax 518/474-2718
Bitnet: bm.nsc@rlg

INTERNATIONAL
RESEARCH &
EXCHANGES BOARD /
COMMITTEE ON
ARCHIVAL, LIBRARY &
INFORMATION
SCIENCES
Paul H. McCarthy
University of Alaska at
Fairbanks
P.O. Box 80687
Fairbanks, AK 99708
907/474-7224
Fax 907/474-6841
Internet:
FFPHM@ACAD3.ALAS
KA.EDU

JOINT AHA/OAH/SAA
COMMITTEE ON
HISTORIANS &
ARCHIVISTS
Lauren Brown, chair
University of Maryland
7701 Greenbrook Rd.
Greenbelt, MD 20770
301/405-9059
Fax 301/314-9416
Internet:
1642@umail.umd.edu

JOINT ALA/SAA
COMMITTEE ON
ARCHIVES & LIBRARY
RELATIONSHIPS
Nicholas C. Burckel, chair
Washington University
Olin Library
Campus Box 1061
1 Brookings Drive
St. Louis, MO 63130
314/935-5400
Fax 314/935-4045
Bitnet:
nickb@wulibs.bitnet

JOINT ARMA/SAA
COMMITTEE ON
ARCHIVES & RECORDS
MANAGEMENT
John J. Treanor, chair
Archdiocese of Chicago
5150 Northwest Highway
Chicago, IL 60630
312/736-5150
Fax 312/736-0488

NATIONAL AFRO-
AMERICAN MUSEUM &
CULTURAL CENTER
PLANNING COUNCIL
Alice M. Cornell
University of Cincinnati
Blegen Library - Rm. 808
Cincinnati, OH 45221-
0113
513/556-1959
Fax 513/556-2113
Bitnet:
CORNELAM@UCBEH

NATIONAL
COORDINATING
COMMITTEE FOR THE
PROMOTION OF
HISTORY
Anne P. Diffendal
Society of American
Archivists
600 S. Federal, Suite 504
Chicago, IL 60605
312/922-0140
Fax 312/347-1452

NATIONAL HISTORICAL
PUBLICATIONS &
RECORDS COMMISSION
John A. Fleckner
National Museum of
American History
Archives Center-C340
MS 601
Washington, DC 20560
202/357-3270
Fax 202/786-2453
Internet: AAAWA001@
SIVM.SI.EDU

NATIONAL
INFORMATION
STANDARDS
ORGANIZATION
Lynn Lady Bellardo
National Archives &
Records Administration
Washington, DC 20408
202/501-5340

NATIONAL INSTITUTE
FOR THE
CONSERVATION OF
CULTURAL PROPERTY
Evelyn Frangakis
Society of American
Archivists
600 S. Federal, Suite 504
Chicago, IL 60605
312/922-0140
Fax 312/347-1452

NETWORK ADVISORY
COMMITTEE
Richard Szary
Yale University
Box 1603A Yale Station
New Haven, CT 06520-
7429
203/432-9657
Fax 203/432-7231
Bitnet:
UNIVARCH@YALEVM

US MARC ADVISORY
BOARD-ALA (MARBI)
Rutherford W. Witthus,
chair
University of Colorado at
Denver - Auraria Library
Lawrence at 11th
Denver, CO 80204
303/556-8373
Fax 303/556-3528
Bitnet: RWITTHUS@
CUDENVER

GOAL 1 *Exert active leadership on significant archival issues by shaping policies and standards, building effective coalitions, and improving public awareness of the value of archives.*

Rationale: As the national association of archivists, SAA is the recognized and authoritative voice on archival policies of national and international importance, helping to shape those state and federal legislative initiatives that could constitute a national information policy. To exercise such leadership, SAA will develop and disseminate policy statements and standards concerning significant issues that affect historical records and the people who use and care for them. The Society will emphasize the building of strategic coalitions with other professions and organizations that are also concerned with the identification, preservation, and use of records and information of enduring value, and with archival associations at the regional, state, and local levels. Leadership and coalition building with these groups will provide SAA and its members with opportunities to assert a more persuasive case for increased support for archival programs, institutions, and initiatives. It is especially important for SAA to expand its advocacy efforts to reach legislators and government officials at the national and state levels, and to improve public awareness of the value of archives and archival work.

Objective 1.A. SAA will develop and disseminate policy statements in three areas of significant current and ongoing importance to the profession: electronic records, declassification, and requirements for maintaining archival materials.

Objective 1.B. SAA will identify key areas where standards should be developed or revised to meet archival access, description, storage, and preservation needs; establish the Society's presence on appropriate standards bodies; and initiate activities to ensure that standards are widely adopted and implemented.

Objective 1.C. SAA will strengthen its national voice by building more effective relationships with allied organizations, especially the National Coordinating Committee for the Promotion of History, the National Association of Government Archives and Records Administrators, and the American Library Association.

Objective 1.D. SAA will stimulate cooperative initiatives and develop a consistent voice within the archival profession by developing a strategy for building coalitions with regional, state, and local archival organizations.

Objective 1.E. SAA will identify strategies for building effective public constituencies.

GOAL 2 *Provide opportunities for continuing professional growth and promote high quality in archival education programs offered by SAA and other organizations and institutions.*

Rationale: For archivists to fulfill their crucial role in identifying, preserving, and providing access to documentary evidence in a changing environment, they must have a strong foundation of professional education. SAA must develop high quality continuing education programs for practicing archivists and must encourage the development of comprehensive graduate-level programs in order to define and transmit the profession's intellectual foundation, standards, methodologies, ethics, and values. SAA will define a comprehensive educational strategy for assisting archivists to obtain formal education in the administration of archives and maintain their competence as the professional knowledge base evolves. Within this comprehensive approach, SAA will choose those areas where it will provide education directly to archivists, where it will monitor and guide the educational efforts of others, and where it will defer leadership to other organizations and institutions. SAA will give high priority to those areas where the pace of change and the possibility for professional obsolescence is the greatest.

Objective 2.A. SAA will undertake an educational needs assessment of its membership to determine how the Society can be most effective in providing continuing professional education to archivists with varying levels of skills and expertise and develop additional programs to support that role.

Objective 2.B. SAA will develop and implement curricula for advanced continuing education on key archival topics, as identified in surveys and other forms of needs assessment.

Objective 2.C. SAA will develop, disseminate, and promote revised guidelines for graduate-level education which define the body of knowledge that a professional archivist must have and the necessary curricular components of a graduate program to deliver such concepts.

GOAL 3 *Position SAA to lead the archival profession in advancing electronic records issues and represent the interests of the profession in shaping policies and accepted practices for identifying, preserving, and using electronic records.*

Rationale: Information technologies present the archival profession with significant challenges and opportunities. In order to maintain the profession's credibility and visibility in the information age, SAA will promote the development of effective methods and techniques for preservation and continuing access to electronic records, educate archivists in the proper handling of electronic records, and alert the public to the significance and vulnerability of new media and new forms of information. SAA will advance policies and practices that support preservation and access to electronic records by representing the interests of the archival profession to allied professions, records creators, standards bodies, product designers and vendors, legislators, and institutional policy makers. SAA will support efforts to conduct systematic research on new media, new access systems, and new types of records.

Objective 3.A. SAA will obtain grant funding and complete a project to produce ten case studies in the archival administration of electronic records and the use of automation in archives.

Objective 3.B. The SAA Committee on Education and Professional Development will use the learning objectives from the CART Curriculum Development Project in developing and revising guidelines for graduate archival education and for continuing education.

Objective 3.C. The SAA Education Office and the Education Office Advisory Board will ensure that SAA's educational offerings include sufficient references to and materials about electronic records and automated techniques.

Objective 3.D. SAA's Acquisitions Editor, Managing Editor, and Editorial Board with assistance from the Committee on Automated Records and Techniques will review existing and forthcoming publications, identify significant gaps in the professional literature regarding electronic records and automated techniques, and solicit publications to remedy these gaps.

Objective 3.E. SAA will foster and support the development of mechanisms for research, advocacy, and increased funding to address, on an ongoing basis, issues arising from electronic records.

GOAL 4 *Increase SAA's overall effectiveness as an organization by improving its structure, methods of communication, and financial base to accomplish the Society's mission and to achieve its strategic goals and objectives.*

Rationale: In order to ensure its long-term health, growth, and vitality, SAA must continually assess its effectiveness. Careful examination of structure, communication systems, shared values, and financial resources will lay the foundation necessary for SAA to aggressively meet membership and organizational needs and provide effective leadership for the profession. SAA must remain flexible and attentive to the needs of its members and become more active in addressing changing technology and other major issues facing the profession. To improve service to its members and the profession, SAA will embrace information technologies necessary to support communication needs and will clarify reporting channels throughout the organization.

Objective 4.A. SAA Council will review and evaluate the recommendations from the Task Force on Sections and Roundtables and determine modifications to the functions and structures of these units necessary to accomplish the Society's strategic goals.

Objective 4.B. Council will reorganize its internal structure during the next two years to more effectively fulfill its responsibilities for planning, financial management, and administrative oversight.

Objective 4.C. Council will conduct an analysis of the Society's finances and develop a plan to secure financial resources to support the Society's strategic goals and objectives.

Objective 4.D. The SAA office will establish e-mail capability and explore the potential for supporting information exchange among members by electronic communication.

Objective 4.E. SAA will assess the Annual Meeting to determine how it might best meet the needs of members and the strategic goals and objectives of the Society.

Objective 4.F. SAA will improve communication throughout the Society to increase understanding of and support for the development and accomplishment of its strategic goals and objectives.

Objective 4.G. SAA will strengthen its effectiveness in reaching the archival profession by enhancing its membership base through an aggressive membership recruitment and retention program.

Highlights of ACA Board and Business Meetings

The ACA Board met in New Orleans on August 31 and the Annual Breakfast Business Meeting was held on September 3. Highlights of the meetings were as follows:

Board Meeting

Vice President Elizabeth Adkins reported that during the past year the Examination Committee has conducted its activities by telephone and mail to reduce the high administrative costs associated with travel. The committee completed a review of the item bank of exam questions to insure that every question has bibliographic citations to document the answers. The committee met in New Orleans on August 30 and 31 to review the Role Delineation, and to develop additional questions for the exam. The Examination committee members are Elizabeth Adkins, Daria D'Arienzo, Tim Ericson, Tom Hickerson, Eva Moseley, Nancy Sahli, and Deborah Skaggs. Deborah's and Tom's term on the committee have expired and the new members will be Reuben Ware and Patrick Quinn. These updates were reported to the membership at the Business Meeting.

Treasurer Ron Watt provided a written financial report to the Board Members and to the members at the Business Meeting. The 1992-93 budget was \$24,550. The actual expenditures for 1992-93 totalled \$24,609, which was within .2 percent of the budget. The income for the year was \$20,097 and the assets as of June 30, 1993, totalled \$68,663. The Board approved a 1993-94 budget for \$41,295. The dramatic increase represents a new 33 percent administrative surcharge for services to SAA for the ACA Secretariat, renewal of the contract with PES to manage the certification examination, and the development of a new membership directory.

Karen L. Jefferson, secretary,

reported on the status of the *ACA Newsletter* including consideration for the reduction in costs. The Board is considering limiting distribution of the newsletter to ACA members only. It was also noted that the membership directory and ACA informational brochure need to be updated soon.

Mary Jo Pugh, regent and chairperson for the Board sub-committee on revising the qualifications for taking the certification exam, presented a proposal to add a new qualification. The Board approved the proposal with modifications, to permit candidates to take the exam with a Master's degree including a minimum of nine semester hours of graduate archival education. The approved statement was distributed from the ACA exhibit booth at the SAA Annual Meeting September 2 and 3, and presented to the membership at the Breakfast Business Meeting (see article, page 4). The new qualification will be printed in the *1994 Candidate Handbook*, and an announcement will be sent in a special mailing to archival educators.

The Board unanimously approved a resolution to support SAA efforts to develop guidelines for a curriculum for a Master of Archival Studies. The resolution was read to the membership at the Breakfast Business Meeting. It will be sent to SAA, the full text appears on page 4.

Business Meeting

The newly-elected Board members were introduced and the outgoing Board members were acknowledged for their contributions and service.

The membership was advised that a charge for a task force on Certification Maintenance was approved by the Board on August 31. The task force members will be appointed by the President and will be responsible for

drafting a plan to implement certification maintenance.

The membership was also advised about the possibility of a cash flow problem for the ACA in the future. The primary income for the Academy is through membership fees. There is also a small income from the investments of savings. However, the membership fees are not a stable source of income. Last year new members totalled 68, however, this year only 40 candidates took the exam. The costs to administer the certification exam and carry on the work of the Academy are increasing annually. The Board and the Finance Committee are very conscious of the possibility of a future cash flow problem and continue to take measures to reduce administrative costs wherever possible, and are exploring options to address the matter. The Board will keep the membership advised of developments on this critical issue.

Maygene Daniels, immediate past president of ACA and member of the Task Force on By-laws, presented the proposed changes to the by-laws. She gave a brief history on why it became necessary to revise the by-laws and the process the task force used in developing its proposal for changes. The meeting was then opened for discussion. One concern expressed was for Section 3B, which states that upon dissolution of ACA, assets would be donated to charitable, educational, religious, or scientific organizations. Exception was taken with the donation to religious groups. It was generally agreed that this would not be appropriate, however Illinois statute may require this wording. The Board will review the matter and report back to the membership. After the discussion, the revised ACA by-laws were presented to the membership for a vote and passed by voice vote with only one member voting no.

Qualifications for ACA Exam Changed

At its August 31 meeting in New Orleans the ACA Board voted to add a new qualification category for those who can take the certification examination. This category is defined as:

- Master's Degree that includes a minimum of nine semester hours of graduate archival education.

This new qualification category will allow graduates of qualified archival education programs to sit for the exam prior to obtaining a professional position. *Such candidates may qualify to take the exam only. If such a candidate successfully passes the examination, the candidate will become eligible for certification only after presenting evidence of a minimum of one year's qualifying professional archival*

experience. The candidate has three years to obtain the one year of qualifying archival experience. The candidate will pay a fee of \$100 upon successfully passing the examination, and will pay the remaining fee for certification upon notification that the evidence for one year's qualifying professional archival experience has been accepted.

For complete details of all qualifying criteria to take the exam contact the ACA Secretariat for a copy of the *1994 Candidate Handbook*.

ACA Secretariat
c/o the Society of American Archivists
600 South Federal, Suite 504
Chicago, Illinois 60605

Membership Change of Address Notification

Members are requested to directly notify the ACA Secretariat of any change of address or telephone number. Notification of changes in address and telephone number to SAA is *not* notification to ACA. Also, please advise ACA if you are aware of any members who are deceased. Without such notification, mailings will continue to be sent to the member's address, which may cause discomfort to family members or co-workers. Thank you for your cooperation in keeping the ACA membership database accurate.

Resolution in Support of the Work of the Society of American Archivists Committee on Education and Professional Development

Draft

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

WHEREAS, the Academy of Certified Archivists, Inc. (ACA) is an organization formed to promote among archivists the attainment of a high level of professional knowledge, and

WHEREAS, ACA recognizes that archivists should be able to demonstrate mastery of a defined body of knowledge and skills for successful archival practice, and

WHEREAS, ACA strives to identify and promote understanding of archival goals, ethics and standards, and

WHEREAS, ACA recognizes the work of the Society of American Archivists' Committee on Education and Professional Development as addressing these same concerns, now therefore,

BE IT RESOLVED that the Board of Regents of the Academy of Certified Archivists endorses the development of the "Guidelines for the Development of a Curriculum for a Master of Archival Studies" and,

BE IT FURTHER RESOLVED that the Board of Regents of the Academy of Certified Archivists endorses the goal of having the Master of Archival Studies curriculum become the preferred preappointment professional education for archivists in the United States, and

BE IT FURTHER RESOLVED that this resolution be published in the Academy of Certified Archivists Newsletter and communicated to the Academy of Certified Archivists membership at the upcoming Annual Meeting, to the Officers and Council of the Society of American Archivists, and to the Chair of the SAA Committee on Education and Professional Development.

Resolution approved at the ACA Board of Regents meeting August 31, 1993.

Standards Activity Report

by Linda Matthews

As of October 5, 1993

SAA Standards Development Projects

The Standards Board received reports and took action on the following standards development projects at its meeting in New Orleans on September 1, 1993. All proposed standards are considered draft until approved by SAA Council.

SAA Committee on Institutional Evaluation and Development (CIED)

—SAA Guidelines on Institutional Evaluation

The Standards Board announces completion of this standards project initiated and developed by the Committee on Institutional Evaluation and Development. The draft standard, under the title "Principles of Institutional Evaluation," appeared in full in the July 1992 *SAA Newsletter*. The Committee revised the document based on comments received and discussion with the Standards Board. The Standards Board will forward the revised proposed standard to SAA Council for action at its January 1994 meeting. Copies may be obtained from the SAA office. If approved, the standard will be printed in the March issue of *Archival Outlook*.

SAA Committee on Education and Professional Development

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

The above proposed standard appeared in full in the May 1993 issue of *Archival Outlook*. The CEPD has revised the draft based on written comments received and discussion in an open forum at the SAA annual meeting in New Orleans. Because substantive changes have been made in the draft based on comments and suggestions from the membership, the revised standard will be printed in the January 1994 issue of *Archival Outlook*. The Standards Board will receive any additional comments after that publication and will forward the proposed standard to SAA Council.

SAA-ALA Joint Committee on Archives and Library Relationships

—ALA-SAA Joint Statement on Access to Original Research Materials

The proposed revision of the "Joint Statement on Access" appeared in full in the July 1993 issue of *Archival Outlook*. The Joint Committee reviewed all comments at its meeting on September 1 in New Orleans and has informed the Standards Board of the completion of its work. The Standards Board will forward the proposed revised standard to SAA Council for its January 1994 meeting. The standard must also be approved through the ALA standards process. When the approval process is complete, the standard will be printed in full in a future issue of *Archival Outlook*.

For additional information on the status of the above standards, contact Linda Matthews, chair of the Standards Board at (404) 727-6887.

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Around SAA

SAA Awarded \$50,000 Getty Grant

The Society of American Archivists was recently awarded \$50,000 from the Getty Grant Program to support the program, "A North American Working Conference on Establishing Principles for the Appraisal and Selection of Architectural Records." Co-sponsored by SAA's Architectural Records Roundtable and the Joint Committee for Canadian Architectural Records and Research, the program will be held at the Canadian Centre for Architecture in Montreal next April. It will be limited to a group of 30 invited participants, drawn from members of the archival community involved in the acquisition and administration of architectural records; the legal, architectural, and art-historical fields; and the historic preservation and planning community. The working conference will be preceded by a day-long series of presentations of issues and model projects designed to focus the working sessions and disseminate the issues addressed in them. This introductory day will be announced and opened to a registration of 160.

The conference will focus on the period after 1900 and on the visual records involved in the process of project design, development and construction — design drawings, models and prints; site, engineering and mechanical studies; contract, construction and shop drawings — rather than the surrounding textual documentation, to which more conventional methods of appraisal can be applied.

For such records the conference will propose a set of broad criteria by which a central core of records of permanent value can be defined and propose some of the general principles upon which appraisal and collection strategies in a local and institutional context might be based.

The intended products include the publication of papers and an account of the proceedings in a special issue of the *American Archivist*; a widely distributed leaflet summarizing the conclusions of the conference; the encouragement of subsequent analytical studies and model projects designed to test approaches to appraisal that the conference enunciates; the establishment of an ongoing mechanism to exchange information in order to further develop agreed principles for collection and disposition; and a heightened awareness of the criticality of the problem.

The Project is directed by Nicholas Olsberg of the Canadian Centre for Architecture.

20th Anniversary Celebration for Committee on the Status of Women

by Hilary A. Kaplan, chair

SAA's Committee on the Status of Women celebrated its 20th anniversary on Saturday September 4, 1993, in New Orleans. The celebration was a gratifying success. All went well despite an eleventh hour discovery that critical decorating supplies had inadvertently been packed for Chicago the previous night. A dash to the local five and dime produced balloons, and a quick thinker among us discovered the utility of a lipstick for inscribing our 20th Anniversary logo on the balloons.

Celebrants were welcomed by Lori Hefner who has done an outstanding job of chairing the committee for the past three years. Lori provided a brief overview of the history of the committee followed by a slide presentation by performance artist Darlene Olivo showcasing her own works of art.

Before delving into a handsomely decorated cake, we paused to introduce and applaud those individuals who were so instrumental in the creation of the committee 20 years ago. Shonnie Finnegan, Eva Mosely and Pat Quinn shared their reminiscences of why and how the committee was created.

The committee would like to express its gratitude to members of the Women's Caucus who generously donated funds for the celebration. Special thanks go to Lori Hefner, Linda Henry, Michele Pacifico, and Susan Tucker for their efforts in making this event a memorable success.

As the Committee on the Status of Women enters its 21st year, it recognizes that despite the gains that have been made, women archivists have not yet achieved equal opportunity in the profession. In the coming years, the committee expects to continue its active role in advancing issues of pertinence to women and keeping SAA's membership informed of our activities.

The committee wishes to express its appreciation to those members whose terms expired in New Orleans: past chair Michele Pacifico, Dallas Lingren, Pat Quinn, Judith Schwarz and Wilda Willis. A warm welcome is also extended to new committee members Laurie Baty, Archie Motley, Ann Ostendarp, Terry Snyder, Judy Turner and intern Anne Marie Makarenko.

Student Chapter News

by Elizabeth Yakel, Council liaison for Student Chapters

Last January, SAA Council approved the establishment of student chapters within the structure of the Society. Chapters at the University of Michigan and the University of Pittsburgh were named the co-alpha chapters. In June, Council finalized the *Guidelines for Student Chapters* and appointed Elizabeth Yakel Council liaison to the student chapters. In August, Council approved the third SAA student chapter application from the University of Texas at Austin. Certificates were handed out to students representing each chapter during the 1993 awards ceremony at the SAA Annual Meeting in New Orleans. Dennis Moser, president of the SAA student chapter at the University of Michigan, Linda Moulton, representing the University of Pittsburgh, and Sharla Richards, representing the University of Texas at Austin accepted the certificates.

To establish a student chapter, a university must have five graduate students who are SAA individual members. Students must also submit the following information to the SAA Executive





Three student chapters were officially recognized by SAA at its annual meeting in New Orleans in September. *Bottom row:* Terri Herbert, Brenda Gunn, Michelle Frazier, and Colleen Nunn, all from the University of Texas at Austin. *Middle row:* Dennis Moser, University of Michigan; Linda Moulton, University of Pittsburgh; John Slate, Sharla Richards, and Matt DeWaelche from the University of Texas at Austin. *Top row:* Elizabeth Yakel, SAA Council liaison for student chapters; Richard J. Cox, assistant professor, School of Library & Information Science, University of Pittsburgh; Francis X. Blouin, Jr., director, Bentley Historical Library, University of Michigan; Christopher Poterala and Denise Anthony of the University of Michigan.

Office in Chicago: (1) a list of the names and addresses of the student chapter coordinators and founding members; (2) an organizational document (such as a constitution, but it does not have to be that formal); (3) a copy of the official letter from the university recognizing the SAA student chapter as an official student organization; and (4) a letter of agreement from a faculty member or archivist at the institution to act as advisor to the chapter. Copies of the *Guidelines for Student Chapters* are available from the SAA office (312) 922-0140.

The University of Michigan student chapter was active during July hosting a series of "brown bag lunches" featuring the recipients of the 1993 Bentley Library-Mellon Fellowship Awards. The series was held in the School of Information and Library Studies. Approximately 30 people attended each lunch presentation. The diverse audience was composed of archival and library students, faculty from the school, librarians from the different libraries on campus (law, special collections, etc.), and employees of the University's Information Technology Division.

The series began with then SAA President Anne R. Kenney discussing the use of digital technology for the preservation of and access to archival collections. James M. O'Toole discussed his involvement in the Martin Luther King, Jr., papers trial and outlined some of the legal and ethical issues surrounding the King papers. H. Thomas Hickerson spoke about digital access to research collections on college and university campuses and the Kodak Library Information Consortium (KLIC) project undertaken by Cornell University, the University of California, and the Commission on Preservation and Access. Ed Bridges and Tom Mills are collaborating on a project to develop a framework for evaluating and drafting state records laws in the United States. They presented some of their findings and some of the problems with the existing legislation and its implementation. Enhancing archival authority control information was the topic of the last

fellowship team. James Bower, Marion Matters, Kathleen Roe, and Richard Szary discussed the current problems of inconsistent authority information collected about archival records and the need to systematize what information is collected.

Archives in the Media

by Elizabeth W. Adkins, co-chair,
Committee on Public Information

Media coverage of archives issues during the last couple of months have included the following:

■ **JFK Papers.** On August 24, virtually every major newspaper, television station and radio station carried coverage of the release by the National Archives of records related to the assassination of President Kennedy. Some stories focused on the wealth of information found in the files; others covered the demand for access to even more files. Many mentioned the Congressionally-mandated review board, yet to be appointed by President

Clinton, which will review and possibly release documents still currently considered critical to U.S. security. A number of stories reported on the swarm of reporters who turned the "normally sleepy" National Archives into a frantic scene. Most of the media coverage was intense but brief; however, *Newsweek*, the *Washington Post*, and CBS News have announced a joint project to examine how the U.S. government reacted immediately after the assassination.

■ **Release of Supreme Court Tapes.** A number of stories have appeared about Peter Irons, a lawyer and professor from San Diego, who is subject to possible legal action from the Supreme Court. He signed an agreement to not duplicate or distribute tapes held by the National Archives which feature 23 landmark cases. After reviewing the tapes, he decided that the contents should be shared with the general public in the form of a 370-page book containing tape transcripts, and six 90-minute audio cassette tapes. The book and tapes, which have been published as a non-profit venture to illustrate important concepts in the Bill of Rights, are now available in bookstores nationwide. Irons claimed that the Supreme Court should not have the right to place such severe restrictions on the tapes and that the agreement he signed was not binding. At this point, if Irons wants any more tapes of oral arguments, he must get permission first from the Supreme Court marshal.

■ **Doonesbury Strips.** In case you missed it, Garry Trudeau covered the subject of archives twice within a one-week period in August. On August 22, Doonesbury began with the alleged "discovery" of a "lost episode" of a strip in the archives of Tulane University. By the end of the strip, this "discovery" was declared a "hoax." On August 29, Mike was shown reviewing files from his family's archives, including a photo of his Grandpa Henry. It remains to be seen whether Trudeau will continue to feature archives in future strips.



News Clips

NARA Begins Move to Archives II

In preparation for the move to Archives II in College Park, Maryland, the National Archives and Records Administration (NARA) has scheduled the temporary closing of four sets of materials. Beginning with the Nixon Presidential Materials Project on November 1, the closings are staggered and last approximately two months each. The Cartographic and Architectural Branch will close on November 29; the Still Picture Branch on January 28; and the Motion Picture, Sound, and Video Branch on February 12. The latter, however, will only be closed for five weeks. Note that each branch will cease processing phone and mail requests, depending on the type, anywhere from one to five weeks before its closing date.

AIP Moves to Maryland

The American Institute of Physics, including the Center for the History of Physics and its Niels Bohr Library, relocated to the new American Center for Physics building in College Park, Maryland last month. The Center is some two miles from the University of Maryland campus, home of the National Archives II building. The library should be open again for all services by early December. Most inquiries by telephone and mail will be handled as usual with only brief interruptions. The new address is: Center for the History of Physics, One Physics Ellipse, Col-

lege Park, Maryland 20740. The Center's office telephone is (301) 209-3165; Niels Bohr Library telephone (301) 209-3175. E-mail sweart@aip.org or jwb@aip.org.

New York Archives Week

The Archivists Round Table of Metropolitan New York celebrated the fifth annual New York Archives Week, October 10-16, 1993, in New York City with a series of events in which thousands of New Yorkers heard lectures; saw decaying film masterpieces; strolled through the city's historic neighborhoods; worked on their family trees; revisited 1968; tasted historic beer; and peeked behind the scenes of local institutions. The kick-off event was the Family History Fair, which drew more than 1,200 people who attended workshops and browsed through dozens of genealogical and vendor tables.

This year Archives Week honored Ruth W. Messinger, Manhattan Borough President, and the Jackie Robinson Foundation. In addition, the first annual New York archives calendar made its debut. The calendar is illustrated with archival photographs spanning more than 100 years of New York City history from 14 local archives. The calendar can be purchased for \$5 plus \$1.50 postage. Send a check or money order to Archivists Round Table of Metropolitan New York, P.O. Box 151, New York, New York 10274.

Archives Week in Philadelphia

The Philadelphia Department of Records also celebrated Archives Week in October with a reception and an exhibition. Now in its second year, Archives Week in Philadelphia is a regional celebration of the Delaware Valley's documentary heritage. The exhibition featured historical documents and artifacts principally from the Philadelphia City Archives which profile the social history of city hall.

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NEDCC Makes Preservation Quality Copies of Photographic Negatives

The Northeast Document Conservation Center (NEDCC) has expanded its photographic copying service and now has the capacity to copy large collections of photographic materials efficiently and cost effectively. The photoduplication laboratory was renovated and equipped with a grant from the National Endowment for the Humanities. With new automated equipment and experienced staff, it has the capacity to maintain the highest level of quality control in reformatting nitrate and early diacetate negatives onto safety film.

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Policy and Program Report from Clinton Administration

A recently released report, *The National Information Infrastructure: Agenda for Action*, sets forth the basic principles that will be used to construct policies and programs in the Clinton administration. President Clinton and Vice President Gore have made the deployment of the National Information Infrastructure (NII) a cornerstone of their technology competitiveness agenda. The administration will work with business, labor, academia, public interest groups, and state and local governments to ensure the development of a national information infrastructure that enables all Americans to access information and communicate with each other using voice, data image or video at anytime, anywhere.

For more information, contact NTIA NII Office, 15th Street and Constitution Avenue, Washington, D.C. 20230, (202) 482-1840, fax (202) 482-1635, Internet nii@ntia.doc.gov.

Archival Catalog

Gaylord Bros.'s 1993/94 catalog of archival storage materials and conservation supplies, *The Preservation Initiative*, offers technical information on over 120 new products and features three new sections: Book and Paper Repair, Collection Maintenance, and Audio/Visual Storage. Each section combines product details with valuable technical tips, making the catalog a handy reference guide for preservation professionals. For a free copy of the catalog, contact Gaylord Bros., P.O. Box 4901, Syracuse, New York 13221-4901, 1-800-448-6160.

ADA Compliance With Mobile Storage

Details on how mobile storage systems can provide ready access to materials and files in compliance with the Americans with Disabilities Act (ADA) are available in a new 12-page guide from Spacesaver Corporation, *Achieving ADA Compliance With Mobile Storage*. It addresses guidelines specified in the ADA's Titles II and III and in the Architectural Barriers Act, covering government entities. Among these are regulations regarding aisle widths, ramps and controls. For a free copy, contact Pam Messmer or Sally Walker Foley, Spacesaver Corporation, 1450 Janesville Avenue, Fort Atkinson, Wisconsin 53538, 1-800-492-3434 or (414) 563-5546.

Report on Electronic Databases

The Archives of the Future: Archival Strategies for the Treatment of Electronic Databases has been published by the National Academy of Public Administration. This report resulted from a study to identify the major electronic databases in federal agencies and to develop criteria for determining which databases

should be transferred to the National Archives for permanent retention. The report includes 13 recommendations to the archives. Copies of the report are available for \$10 plus \$3 shipping from National Academy of Public Administration, 1120 G Street, N.W., Washington, D.C. 20005.

Scientific Research Directory of Non-Print Media

The Directory of Information Sources on Scientific Research Related to the Preservation of Sound Recordings, Still and Moving Images and Magnetic Tape, published by Commission on Preservation and Access, is a comprehensive listing of laboratories and organizations, as well as sources of scientific and technical information on the preservation of non-print media. The 16-page publication includes the initiatives, programs, and contract information of more than 35 entries, including databases, serials, monographs, articles, and conference proceedings. The focus of the directory is on information from the public sector, non-profit institutions, organizations, and publications, and does not cover private sector research that is driven principally by production requirements.

The directory is available while supplies last for \$10. Send check to Sonny Koerner, Commission on Preservation and Access, 1400 16th Street, N.W., Suite 740, Washington, D.C. 20036-2217.

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World View

by Thomas Connors

World View reports on international archival activities. Those wishing to share information on the work of archives and archivists abroad or to report on their own professional travels should contact World View editor Tom Connors, National Public Broadcasting Archives, Hornbake Library, University of Maryland, College Park, MD 20742. Phone: (301) 405-9255; fax (301) 314-9419; Internet: tc65@umail.umd.edu.

Acting U.S. Archivist Named President of CITRA

Acting Archivist of the United States and former SAA President Trudy Huskamp Peterson was elected President of the International Conference of the Round Table on Archives (CITRA) at its 29th meeting, held in Mexico City in September. Peterson is the first American and the first woman elected as president of CITRA. As president, Peterson will preside over upcoming round tables next year in Greece and the following year in the United States. She will also serve on the Executive Committee of the International Council on Archives (ICA). The CITRA meetings bring together the directors of national archives and of national archival associations to discuss topics of professional interest. ICA has 1,100 members representing more than 140 countries.

Archivists Abroad

■ In July 1993, Esperanza de Varona of the University of Miami Archives and Special Collections Department attended a workshop in Lima, Peru, entitled "Hablar el mismo idioma: una propuesta para la elaboracion de un diccionario archivístico hispanoamericano." The purpose of the workshop was to begin to develop a dictionary of Hispanic-American archival terminology. Archivists from five Latin American countries were in attendance and de Varona participated as the representative of Spanish-speaking archivists from the Section of College and University Archives of the International Council on Archives. She will report on the progress of the dictionary of Hispanic-American archival terminology periodically through this column.

■ Susan Box, corporate archivist for Phillips Petroleum Company, joined twelve Norwegian petroleum archivists in June to examine petroleum archives in England. The group visited the BP Archives at the University of Warwick, Coventry, and the Esso Records Management Group in Leatherhead. A roundtable discussion was held at the Public Records Office, Kew, with Michael Roper on business archives in the third world. The group then traveled to Stavanger, Norway, where Box began an historical records survey for Phillips Petroleum Company of Norway (PPCoN). Box visited the Norwegian Documentation Center for Business Archives and toured the archives of Statoil, Norway's government-managed petroleum enterprise, and the Phillips government affairs office in Oslo as well. Box will return to Norway next August to continue work on her records survey and to present a paper at the ICA Conference on Petroleum Archives to be held in Stavanger next August.

■ Shelly Sweeney, university archivist at the University of Regina, Saskatchewan, Canada, recently spent a six-month sab-

batical in the Czech Republic studying archives and the Czech archival system. Sweeney reports that many formerly state-operated businesses are being privatized and the Czech Archives Administration is concerned that records, which followed a regular records schedule under Communism, will now be lost. Czech archivists are interested in seeing any American legislation relating to the retention of business records and would like to hear from business archivists about their general experience in business archives settings. Contact Josef Marsal, Archivni sprava, MV CR, Milady Horakove 133, 166 21 Praha 6 - Hrdcany, Czech Republic. Fax: 42-2-312-1049.

■ Lauren Lasseben of the Bancroft Library, Berkeley, California, returned in September from her Library Fellows appointment to the Archivo Nacional de Chile. The Library Fellows program is sponsored jointly by the United States Information Agency and the American Library Association. Lasseben's responsibilities included working with the Archivo Nacional to establish policies and procedures for its new research division, the Archivo del siglo XX (Twentieth-Century Archives). She also taught archives and records management courses to archives staff and records personnel of Chilean government ministries. Lasseben's appointment ran from October 1992 through July 1993. To obtain information on the USIA/ALA Library Fellows Program, contact Robert P. Doyle, American Library Association, 50 East Huron Street, Chicago, Illinois 60611, 1-800-545-2433, ext. 3200.

Honorary Degree

Breandan Mac Gioila Choille, former Keeper of the State Papers and Deputy Keeper of Public Records of the Republic of Ireland, was awarded Honorary Doctor of Laws by the National University of Ireland. The degree recognized his significant contributions to Irish history, success in accessioning for the first time papers of the cabinet, and initiating the thirty-year rule governing access to public records, including cabinet papers.

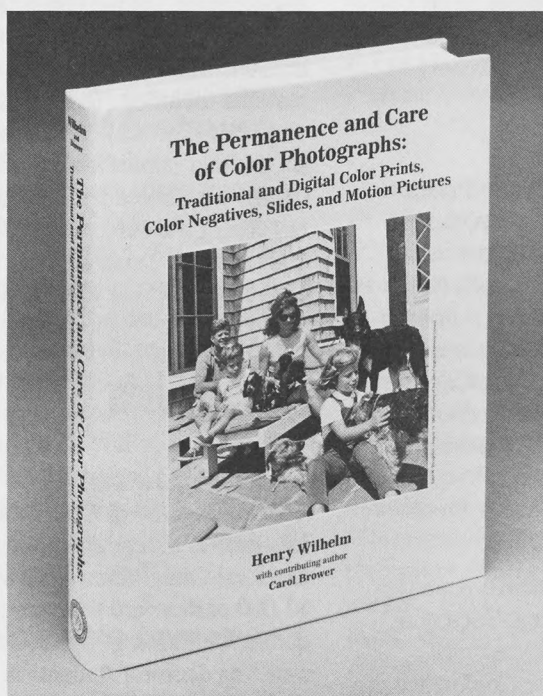
Ontario Archives Advisor

The Archives Association of Ontario is pleased to announce the re-appointment of Joanne Pelletier as Archives Advisor for 1993-94. This third year of the Advisor program will continue offering the following complimentary services: on-site visits to archives or proposed archives in response to requests for advice or assistance on professional and technical issues; provides a clearinghouse for information about archival grants programs, education, legislation, local and provincial resources and all other matters concerning archives in Ontario; availability for speaking engagements with groups and institutions interested in promoting archives; assistance with and coordination of special meetings, group consultations or other forums on archival matters.

For more information, contact: Joanne M. Pelletier, Archives Advisor, Ontario Council of Archives, P.O. Box 128, Station P, Toronto, Ontario, M5S 2S7 Canada. Telephone and fax: (416) 656-9864.

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1993-94 CALENDAR

November 12-13

The Long Island Archives Conference (LIAC) fall 1993 conference and workshop at the U.S. Merchant Marine Academy, Great Neck, New York. Contact Thomas Lee at (212) 878-7402.

December 3

Africana Librarians Council of the African Studies Association fall meeting at the Westin Hotel, Copley Place in Boston. Contact: Al Kagan, Africana Bibliographer, University of Illinois Library, Africana - Room 328, 1408 W. Gregory Drive, Urbana, IL 61801, (217) 333-6519 or Nancy J. Schmidt, Chair, Africana Librarians Council, Main Library E660, Indiana University, Bloomington, IN 47405, (812) 855-1481.

December 4

Cataloging Audiovisual Materials for On-line Systems at the Region 20 Education Service Center in San Antonio, Texas. Fee is \$45 (\$40 @ group rate). Sponsored by the Graduate School of Library and Information Science, The University of Texas at Austin. Contact: David Terry, (512) 471-8806.

December 6-8

RESTORATION 93 International Conservation and Preservation Trade Event, Boston, Massachusetts, Hynes Convention Center. Contact: (617) 933-6663.

January 26-28

5th National Librarian, Archivist, and Documentalist Congress in Lisbon, Portugal. Theme: Multiculturalism. Contact the Secretariat, 5th Congresso Nacional, Rua Morais Soares, 43-C1 Dto., P-1900 Lisbon, Portugal, fax (01)8154508.

February 19

Cataloging Audiovisual Materials for On-line Systems, at the Education Building at The University of Texas at Austin (and sponsored by the Graduate School of Library and Information Science). Fee is \$45 (\$40 @ group rate). Contact: David Terry, (512) 471-8806.

February 21-26

International Congress of Informatics in Culture, Informatics '94 Convention, at the International Conference Center, Havana, Cuba. Sponsored by the Cuban Ministry of Culture, UNESCO, Latin American and Caribbean Regional Office of Culture and ARTEX S.A. Contact: Lic. Rafael de la Osa Diaz, Secretario Ejecutivo del Comité Organizador del Congreso Latinoamericano de Informatica en la Cultura, Ministerio de Cultura, Calle 4 e/ 11 y 13 Verdadero, Ciudad de la Habana, Cuba. Apartado Postal 10400. Fax: 309922.

March 15

9th Annual National Archives Preservation Conference. Topic: "Acetate Film — Magnitude and Nature of Preservation Concerns: Motion Pictures, Still Photographs, Microforms, X-Rays, Sound Recordings, and Laminated Documents." Preregistration required: \$50. Contact: Preservation Conference Coordinator, National Archives (NNP), Washington, D.C. 20408, (202) 501-5355.

April 14

Joint Committee on Canadian Architectural Records and Research/Society of American Archivists Architectural Records Roundtable Joint Conference on the Appraisal of Architectural Records, at the Canadian Centre for Architecture, Montreal. Open session presenting topics: the historians' view; legal and administrative factors; appraisal theory and documentation strategies; archival functions; a case study panel. Contact: Allan Penning, conference coordinator (514) 939-7000.

May 11-15

The Association of Systematics Collections and the Society for the Preservation of Natural History Collections will have a joint meeting at the Missouri Botanical Garden. Theme: "Collections Planning and Policies." Contact ASC, 730 11th Street, NW, Second Floor, Washington, D.C. 20001, (202) 347-2850.

May 19-21

"For History's Sake: State Historical Collections in the Early Republic" national conference at the University of North Carolina at Chapel Hill. Contact H.G. Jones, North Carolina Collection, UNC Library, Chapel Hill, NC 27599-3930.

June 2-3

"APPM and Archival Cataloging: A Workshop in the Practical Application of *Archives, Personal Papers and Manuscripts*," at the Guest Quarters Suite Hotel in Austin, Texas. Limited to 40 registrants. \$250 fee. Lunches and handout material included. Bring your own copy of APPM (2nd ed.) for use in the workshop (order copies from SAA at 312/922-0140). Sponsored by the Graduate School of Library and Information Science, The University of Texas at Austin. Contact: David Terry, (512) 471-8806.

FELLOWSHIPS

AACRL Fellowship

The Association of College and Research Libraries is accepting applications for its Doctoral Dissertation Fellowship. The \$1,000 cash award fosters research in academic librarianship by encouraging and assisting doctoral students in the field with their dissertation research. The recipient of the fellowship must be an active doctoral student in the academic librarianship area in a degree-granting institution; have completed all coursework; have had a dissertation proposal accepted by the institution; and have not previously received this fellowship. ACRL membership is not required. Qualified students who wish to be considered for the fellowship may apply by submitting a brief (ten pages or less, double-spaced) proposal that includes the following: (1) description of the research, including significance and methodology; (2) schedule for completion; (3) budget and budget justification for items for which support is sought; (4) name of dissertation advisor and committee members; (5) cover letter from dissertation advisor endorsing the proposal.

An up-to-date curriculum vitae should accompany the proposal. Deadline: December 1, 1993. Send application to: Doctoral Dissertation Fellowship, Association of College and Research Libraries (ACRL), American Library Association, 50 East Huron Street, Chicago, Illinois 60611. If you have questions, contact: Althea H. Jenkins, (800) 545-2433, ext. 3248, (312) 280-3248.

Bentley 1994 Fellowships

The Bentley Historical Library, University of Michigan, will host the twelfth year of its Research Fellowship Program for the Study of Modern Archives in summer 1994. Both individual fellowships and team fellowships are available. The program will award research stipends to individual fellows up to \$4,000. A housing allowance is also awarded. Fellowship awards to teams are based on a separate budget that typically has included modest stipends along with travel expenses for the team. Further information about the 1994 program and application forms are available from William K. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, Michigan 48109-2113. Postmark deadline for applications is December 17, 1993.

History of Information Processing Fellowship

The Charles Babbage Institute is accepting applications for the Adelle and Erwin Tomash Graduate Fellowship to be awarded for the 1994-95 academic year to a graduate student whose dissertation will address a topic in the history of computers and information processing. Topics may be chosen from the technical history of hardware or software, economic or business aspects of the information processing industry, or social, institutional, or legal contexts of computing.

The stipend will be \$10,000 plus an amount up to \$2,000 for tuition, fees, travel to the Babbage Institute and relevant archives, and other approved research expenses. Priority will be given to students who have completed all requirements for the doctoral degree except the research and writing of the dissertation.

Applicants should send biographical data and a research plan, which should contain a statement and justification of the research problem, a discussion of procedures for research and writing, information on availability of research materials, and evidence of faculty support for the project. Applicants should arrange for three letters of reference, certified transcripts of college credits, and GRE scores to be sent directly to the Institute.

Complete application materials should be received by January 15, 1994, by the Charles Babbage Institute, University of Minnesota, 103 Walter Library, 117 Pleasant Street, S.E., Minneapolis, Minnesota 55455, (612) 624-5050.

Peabody Essex Museum

The Peabody Essex Museum in Salem, Massachusetts, is accepting applications for fellowships to encourage use of its library and museum collections for research and publication on New England history and culture. Fellowships are open to advanced scholars, graduate students, independent scholars, and library and museum professionals. Stipends will be awarded for up to two months, at a rate of \$750 a month. Application deadline for projects beginning after June 1, 1994: January 31, 1994. Contact: Fellowship Program, James Duncan Phillips Library, Peabody Essex Museum, East India Square, Salem, Massachusetts 01970, (508) 745-1876.

AWARDS

Society for History in the Federal Government

The Society for History in the Federal Government is seeking nominations for four awards to be presented at the April 1994 annual meeting. The Henry Adams Prize will be given for a book length narrative history, or other work of this type, such as an edited collection of articles, that makes a contribution to understanding federal government history. The James Madison Prize will be given for a published article related to the history of the

federal government. The John Wesley Powell Prize will be made for historical preservation, such as preservation of records, artifacts, buildings, historical sites, or other historical materials. The Thomas Jefferson Prize will be awarded for a research tool, such as a finding aid, an inventory, an index, a biographical dictionary, or a bibliography.

Nominations for the Adams and Madison prizes are for work published during 1993. Nominations for the Powell and Jefferson prizes are for work completed during 1992 or 1993.

Entries must be postmarked by February 1, 1994, and sent to David Wigdor, Manuscript Division, Library of Congress, Washington, D.C. 20540. For more information, call (202) 707-5383.

Forest History Society Travel Grants

The Forest History Society announces the availability of Alfred D. Bell, Jr. travel grants for 1994. Those wishing to study at the Society's library and archives may receive up to \$750 in support of travel and lodging expenses. Eight Bell grants were awarded during 1993. For information on the Society's holdings and application procedures, write: Bell Travel Grants, Forest History Society, 701 Vickers Avenue, Durham, N.C. 27701, (919) 682-9319.

Gaylord Collections Conservation Award

Library/archives supplier Gaylord Bros. has created the Gaylord Collections Conservation Award to support the professional development of individuals engaged in the conservation of general library collections or archives, whether books, paper, or photographic materials. Applicants should describe how they would implement the \$1,000 grant to enhance care for their collections through activities such as workshops, seminars, courses, short-term internships, or conservation conferences. The grant also includes a paid trip to the annual conference of the American Institute for Conservation in Nashville in June 1994. Contact Gaylord Bros., Collection Conservation Award, P.O. Box 4901, Syracuse, New York 13221, 1-800-448-6160. Applications are due December 1, 1993.

New Member Roster

The following new members joined the Society of American Archivists during August and September. Welcome aboard!

Individual Members:

Adams SSF, Sr. M. Boniface
Sisters of the Holy Family
Allayban, Rodolfo G.
Ateneo De Manila University
Alvarez, Ruth M.
Anderson, Ellen, *Student*
Anderson, Margaret T., *Student*
Aprill, Susan, *Student*
Asseln, Diane, *Student*
Banducci, Laurie
Wells Fargo Bank
Barbry, John D.
Smithsonian Institution
Barry, Richard
Barton, Paulette E.
Bauman, Nancy
Benavides Jr., Adan, *Student*
Blatteis, Carmen
Bowker, Bridget
Ithaca College
Burr, Suzanne A., *Student*
Cael, Zita M.
Florida Atlantic University
Calkins, John T.
NASA Johnson Space Center
Callaway, Elizabeth W.
Carleton, Janet M., *Student*
Carrasco, Rebecca, *Student*
Chabot, Victorin
Universite du Quebec at Hull
Chapman, David L.
Texas A&M University
Cheadle, Laura, *Student*
Chen, Kao-Chung, *Student*
Ciccone, Amy Havratil
University of Southern California
Cobon, Linda L.
Canadian National Exhibition Archives
Conrad, Arvin C.
Menil Foundation Incorporated
Copeland, Charlotte M.
University of Arkansas-Monticello
Corrigan, Mary Beth
Historical Society of Washington, D.C.
Crumley, David O.
Currie, Charles E.

Daily-Brothers, Kristina
Student
Demilio, Paul H.
Duquesne University
Denis, Sr. Mary
Sisters of Charity
Doggett, Mary B.
Drummond, Susan
Student
Estey, Janice M.
Student
Foight, Michael
Student
Frame, Cyndie L.
Frazier, Michelle
Student
Friedman, Lara
Student
Frownfelter, Melissa
Student
Gallion, Patricia
Jackson State University
Galtman, Ira
Student
Garrett, Rachel
History Associates Incorporated
Gerstle, Judy Hunt
Sierra Club Library
Gorder, Erika Briana
Rutgers University
Graedel, Laura H.
Museum of Science & Industry
Greenwood, Robert J., *Student*
Gunn, Brenda, *Student*
Hardikar, Katrin Drew, *Student*
Herbert, Terri M., *Student*
Heyman-Steppa, Roberta
The Jewish Museum
Houser, Bonnie June
Taylor University
Ishizuka, Karen
Japanese American National Museum
Johnson SJ, Francis D.
Jones, Daniel P.
New Jersey State Archives & Records Management
Jones, Victoria
University of Oregon
Keller, Cynthia
Cincinnati Historical Society
Keller, Marisa Bourgoon
The Corcoran Gallery of Art
Kuhlman, Ms. Joey
Houston Museum of Fine Arts
Lammers, Jennifer A.
University of Michigan
Landis, William E.
Student

Lawrence, Patricia
The Roeper School
Little RSM, Sr. Eleanor
Salve Regina University
Long, Nina P.
The Wistar Institute
Looney, Rebecca
Student
Luongo, Paul
Episcopal Community Services of the Diocese of Pennsylvania
Mannix, Mary K.
McClure, Susan
Student
McGuinness, Jane H.
Student
Mertz, Michael
Miller, David S.
Student
Mina, Barbara E.
Student
Moore, David F.
Student
Moroco, Jodie Ann
Morrow, Maureen
Mott, Darlene
Sam Houston Regional Library
Neal, Kathryn M., *Student*
Neidorf, Daniel I.
Niessen, James P., *Student*
Nunn, Colleen A., *Student*
O'Brien, Patrick J., *Student*
Oestreich, John, *Student*
Painter, Susan A., *Student*
Parsons Jr., Henry W.
US Army Investigative
Pope, James H.
BASF Corporation
Porter, Jack W.
Archdiocese of Indianapolis
Potter, Vikki
St. Louis Jewish Community Archives
Powell, Trevor J. D.
University of Regina
Proce, Cynthia M., *Student*
Raeburn, Bruce Boyd
Tulane University
Reigle, Cathy
Pueblo Grande Museum
Remar, Jim, *Student*
Ross, Theresa Ann
Rosary College
Russell, Etta
Combined Arms Research Libraries
Sauter, Sylvia
Lummi Indian Business Council
Scalera, Nicholas J., *Student*

Schlankey, Margaret, *Student*
Schoenthaler, Jean A.
Drew University
Schroeder, Kim
Scott, Sheila
Sens, Charles
Library of Congress
Sharp, Rose Marie
County of El Paso
Siegel, Paula, *Student*
Sih, Julie Ann
Smith, David A., *Student*
Snyder, Holly, *Student*
Sokolow, Daniel, *Student*
Sprouffske, Sr. Mary Ellen
Sisters of St. Joseph in California
Staples, Joan V.
Stephensen, Sally S.
Stone, Elizabeth
Catholic University of America
Tellefsen, Lisbet
Theno, Lynda R.
Thompson, Joan
Toland, Erica
San Francisco Maritime National Historic Park
Troncale, Anthony
New York Public Library
Vireday, Carol
W.L. Gore & Associates Inc.
Webb, Ann
Welsh, Emily A, *Student*
Wenger, Tara, *Student*
White, Matthew
WPA Film Library
White, Sandra J.
Georgia Department of Archives & History
Wilbur, Sharon Faye
Combined Arms Research Library
Woodward, Margaret C.
The Bryn Mawr School
York, Sandra
Young-Sook, Lee
Korean Government Archives

Institutional Members:

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Smithsonian Institution
CAC History Office
Matagorda County Museum,
Texas
Minnesota Orchestral Association
United States Air Force Museum

Appreciated Property Deduction Reinstated

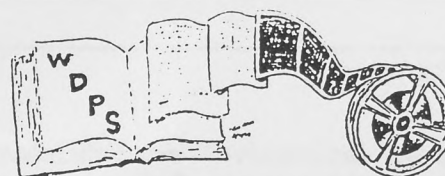
All gifts of appreciated property are now fully deductible at fair market value for all taxpayers on a permanent basis. The American Association of Museums (AAM) has worked for the reinstatement of this tax law since 1986, when Congress limited this charitable deduction for a subsection of taxpayers. The provision was included in President Clinton's omnibus budget plan.

All forms of appreciated property will now be deductible, including tangible gifts (such as historical objects, artwork, or manuscripts), securities, and real estate. The new provision would be retroactive for tangible property to June 30, 1992, and to December 31, 1992, for securities and real estate. (Congress had temporarily reinstated this provision from January 1, 1991, for 18 months only for tangible property. That window-of-opportunity closed on June 30, 1992, the start date for the new provision. During that window, gifts to museums jumped by more than 500 percent, according to a survey by AAM.)

In exchange for the reinstatement of the provision, the charitable community agreed to two revenue-raising "offsets." The law now requires recipients of gifts to notify donors of the value of any goods or services—such as dinners, trips, or promotional items—rendered in return for their donations of more than \$75; it also would require receipts for any gifts worth more than \$250, without which the donors could not substantiate their deductions. Recipient institutions would not have to appraise donations of tangible property. Every donor's tax situation is unique, and repositories will want to continue to tell donors to speak to an accountant before donating.

The law makes no changes regarding how gifts are given or appraised. The budget includes a provision requiring donors to have receipts for gifts for which they intend to claim deductions of \$250 and above. This applies to all types of gifts, including both cash and property. By requiring a receipt rather than a simple cancelled check as substantiation, the provision will prevent people from claiming deductions for payments that were not truly gifts.

If you have questions about any of these provisions, please contact: AAM Government Affairs Program, 1225 Eye Street, N.W., Washington, D.C. 20005. Fax (202) 289-6578 or phone (202) 289-9125.



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Awards

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(*Varsity Letters: Documenting Modern Colleges and Universities*, 296 pp., published jointly by Scarecrow Press, Inc. and the Society of American Archivists, is available from SAA Publications, 312/922-0140.)

C.F.W. Coker Prize

The C.F.W. Coker Prize for Finding Aids has been awarded to Diane Vogt-O'Connor for the *Guide to Photographic Collections at the Smithsonian Institutions*. Established in 1985, the award is named in honor of an SAA fellow.

A comprehensive survey of one of the world's largest photographic collections, the three-volume guide addresses the needs of researchers and archivists alike. Its clear and informative descriptions of both archival and non-archival collections are presented in a well-organized and visually appealing format. Recognizing how researchers approach photographic collections, Vogt-O'Connor includes indices by creator, subject, and photographic form or process. The carefully controlled vocabulary and precise terminology of these indices make them virtual authority files, and they will enable other archivists and descriptive catalogers to produce more effective finding aids and catalog records for graphic materials. Vogt-O'Connor, now with the National Park Service, is applauded for her vision. Her series is

recognized as a model finding aid whose usefulness transcends its institution's needs and impacts descriptive practices throughout the archival community.

Fellows' Posner Prize

Frederick J. Stielow of the Amistad Research Center of Tulane University was awarded the Fellows' Posner Prize for the most outstanding essay published in 1991 in the *American Archivist*, the Society's quarterly journal. Established in 1982 and conferred annually, the prize is named in honor of the first editor of the *American Archivist*.

In "Archival Theory Redux and Redeemed" (*American Archivist* 54:1, pp. 14-26), Stielow advances the profession's discussion of archival theory through his command of scholarly and research apparatus and his sound ideas about the direction in which the profession should be heading. The three principles of administration, stewardship, and development will form the basis for archivists serving as, in the author's words, "agents of change," and will stimulate the development of archival theory and practice throughout the profession.

Avra S. Michelson of Mitre Corporation and Jeff Rothenberg of the Rand Corporation have been awarded the Fellows' Posner Prize for the most outstanding essay published in the 1992 *American Archivist*.

In "Scholarly Communication and Information Technology: Exploring the Impact of Changes in the Research Process on Archives" (*American Archivist* 55:2, pp. 236-315), Michelson and Rothenberg provide a detailed overview of the new technological world with which archivists must contend now and in the future. Through their description of the intersection of information technology and research practices and their recommendations for strategies and changes in archival practice, they articulate a new basis for responding to user needs in the electronic age.

Commendation of Merit

A Commendation of Merit for writing of superior excellence and usefulness was awarded to Charles Dollar of the National Archives and Records Administration for *Archival Theory and Information Technologies: The Impact of Information Technologies on Archival Principles and Methods*. Dollar's cogent analysis of the challenges of electronic records and the applicability of archival principles and methods is the seasoned culmination of years of critical thinking and practice in the field. He provides a clear overview of the current state of information technologies and their archival implications and offers a basis for a more enlightened archival debate of fundamental questions about electronic records.

(*Archival Theory and Information Technologies: The Impact of Information Technologies on Archival Principles and Methods*, 117 pp., published by the University of Macerata, Italy, is available from SAA Publications, 312/922-0140.)



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Fellows

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said it best. "Ward exemplifies what being a professional archivist is all about. She has a keen mind that probes for new directions, yet is a skilled consensus builder. She looks to the future and the challenges that it presents to the preservation of the archival record, while not ignoring the challenges of our traditional 'paper' environment. She is a quiet, and respected, leader among her peers."

WILLIAM K. WALLACH has been a member of the SAA for 17 years and very early found a leadership role to play. He served on the all-important committee that began the serious process of planning for the SAA—its Committee on Goals and Priorities. His service then extended to work on the Committee on Archival Information Exchange, concerned with electronic information and exchange. Wallach, who recently has served on SAA Council, currently is co-chair of the SAA Executive Director Search Committee.

Wallach has also established a strong track record as a working archivist. Currently Assistant Director of the Bentley Historical Library at the University of Michigan, he has worked with its Director, Francis Blouin, to develop and support the Research Fellowship Program for the Study of Modern Archives, funded by the Andrew W. Mellon Foundation. The innovative program has provided the time and space for pursuit of research by some of our profession's most fertile minds. His commitment has been one of the keys to its success. He also serves as a lecturer in archival administration at the University of Michigan bringing his insights to a new generation of archivists.

One of Wallach's deep and abiding interests has been the challenge of archival automation. He has pushed for improvements in automation-related literature and educational opportunities. Through participation on task forces and committees of the Research Libraries Group, Wallach has helped develop better automated access to archival materials through national bibliographic databases. He has also been a persistent and articulate advocate for the development of standards within the profession.

LISA B. WEBER has led the archival community through the intricacies of machine-readable cataloging (MARC) and is now taking it into the future of electronic recordkeeping. In her earliest efforts, while at the State Historical Society of Wisconsin, she produced a compendium with Max Evans on the use of the MARC-AMC format that provided an essential roadmap to rethinking archival description practices in this new environment. She joined the staff of the SAA in 1985 as the Automation Program Officer and initiated the MARC workshops that are still going strong.

In 1988 she then joined the staff of the National Historical Publications and Records Commission (NHPRC) as Assistant Director for Technological Evaluation. One of her letters of support came from David Hooper, speaking as a commission member, who said the commissioners rely on her expertise and judgment, both "far above the norm." Another nominator, describing

Weber's service as SAA's representative to MARBI, said that she was looked to as the voice of the archival profession and was relentless, yet gentle, in expressing archival needs.

Weber has already received one of the American Library Association's highest honors, the Esther Piercy Award, recognizing extraordinary achievement of professionals early in their careers. Those who have been fortunate enough to received NHPRC grants under Lisa's supervision have benefitted doubly, for she is not just a grants administrator but an active, insightful, and willing participant in bringing each project to its best conclusion.

Nominating a Fellow

The January issue of *Archival Outlook* will contain the guidelines and criteria for nominating a Fellow of the Society of American Archivists. Nominees must be members of SAA in good standing for the past seven years; have appropriate academic education, and professional and technical training; a minimum of seven years of professional experience in any of the fields encompassed in the archival profession; writing of superior quality and usefulness in advancing the Society's objectives; and contributions to the profession through work in and for the Society. A nomination form will also be included in the next issue of this newsletter.

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The manual is heavily illustrated and includes an extensive bibliography, lists of helpful organizations, and lists of museums with maritime collections. Special binding allows this book to be used in the field.

Published by AASLH, Nashville, Tennessee, and the Museum Small Craft Association, Mystic, Connecticut

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Illustrations. Appendices.

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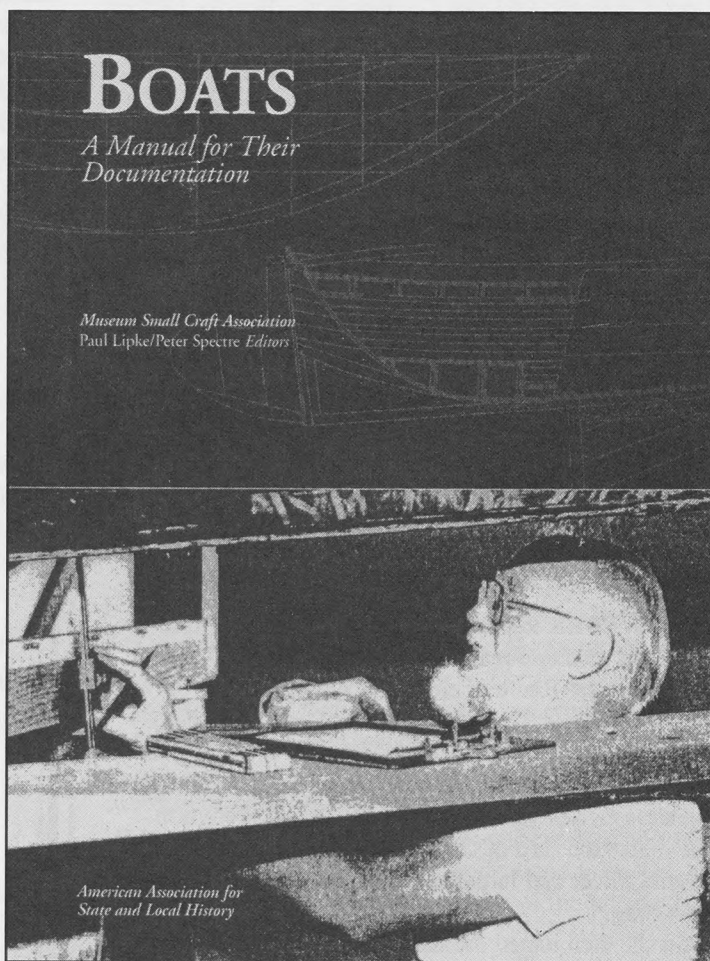
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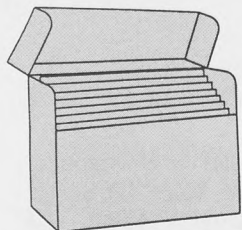
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Professional Opportunities

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 *Archival Outlook* 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 job ads submitted be double-spaced.

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

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

DIRECTOR, GRADUATE PROGRAM IN ARCHIVES AND RECORDS MANAGEMENT

*Department of History
Western Washington University
Bellingham, Washington*

Full-time senior position to direct two-year interdisciplinary master's degree program designed to prepare graduate students for entry-level positions in archival or manuscript repositories and records and information management programs. Tenure track, beginning September 1994. Rank and salary competitive. **Responsibilities:** Supervise, teach, and advise students in Graduate Program in Archives and Records Management; in addition, a limited amount of undergraduate and graduate teaching (outside the Archives Program) is expected. **Qualifications:** PhD preferred; experience in archival management required; teaching experience desirable. **To apply:** Submit application letter describing background and educational outlook, complete transcripts, vita, and three letters of recommendation addressing candidate's qualifications in archives and records administration and teaching. Review of applications in early December to continue until position is filled. Address inquiries and send materials to: Search Committee Chair, Department of History, Western Washington University, Bellingham, Washington 98225-9056, (206)650-3457, fax (206) 650-4837. EE/AA.

UNIVERSITY ARCHIVIST AND HEAD, SPECIAL COLLECTIONS DEPARTMENT

*Northeastern University
Boston, Massachusetts*

The Northeastern University Libraries invites nominations and applications for the position of University Archivist and Head, Special Collections Department. **Responsibilities:** Leadership and articulation of library programs to serve the archival needs of University scholars and administrators, including historical research and the repository management of University records; administration of special collections program, including

archival management, and collection development and preservation of rare, unique and/or historically significant materials; planning and implementation of innovative technology-based solutions to achieve dual goals for preservation and access to archival collections; development of grant proposals and administration of funded projects; participation in public relations and celebratory events and activities; and participation in general library management, planning, and budgeting processes. The successful candidate will play a leading role in the further establishment of a University records management program, and in planning and development of programs and events in celebration of the University's centennial in 1998. **Qualifications:** ALA-accredited MLS degree. Additional advanced degree in history, graduate level archival training preferred. At least five years demonstrated successful experience in archival management and/or special collections in an academic or research institution. Knowledge of the development of special collections including rare books, manuscripts and historical materials. Knowledge of computer and imaging applications, the arrangement and description of special collections, and standards for bibliographic control and preservation. Knowledge of trends and developments in higher education and scholarly research and communication. Significant experience with donor and public relations, fundraising and grant-funded projects. Evidence of professional and scholarly activity. Excellent oral and written communication skills; excellent planning, analytical, and conceptual skills. **Salary:** Salary is commensurate with qualifications and experience. Excellent benefits package. Applications received by November 30, 1993, will receive first consideration. Please send a letter of application, resume, and the names of three references to: Carol Chamberlain, Associate Dean, Northeastern University Libraries, 320 Snell Library, 360 Huntington Avenue, Boston, Massachusetts 02115. Northeastern University is an affirmative action, equal opportunity employer.

Professional Opportunities

ARCHIVIST

*Vanderbilt Medical Center Library
Vanderbilt University
Nashville, Tennessee*

Vanderbilt Medical Center Library invites applications for the position of archivist in its division of Collections Management. The appointee will plan, develop, and manage the Medical Center Archives utilizing the latest electronic technologies and will assist patrons in their use. The position requires an ALA-accredited MLS or MA in history or acceptable equivalent and at least four years of relevant professional experience. A strong background in records management, archives, history or science, and certification by the Academy of Certified Archivists are preferred. Experience with automation is highly desirable. Salary negotiable. Send letter of application, resume, and names of three references to: T. Mark Hodges, Director, Medical Center Library, Vanderbilt University, Nashville, Tennessee 37232-2340. For more information, call (615) 322-2006 or (800) 288-0110. AA/EO employer.

ADMINISTRATIVE SPECIALIST 3: RECORDS ANALYST AND DOCUMENT CONTROL SPECIALIST

*Environment, Health, and Safety Division
Lawrence Berkeley Laboratory
Berkeley, California*

Job C/1821; \$2,806-\$4,208/month. **Duties:** Essential: Reporting to the Division Administrator and in consultation with the Laboratory Archivist, the Records Analyst Document Control Specialist will implement the division's records management and document control programs according to an established long range plan. Duties include assisting records creators with complex records problems; training division managers and appropriate personnel in records management regulations specific to each department/discipline; records inventorying and scheduling; establishing a division-wide files management program; transferring inactive records to the LBL Archives and Records Office; and maintaining document control program for tracking all EH&S directives. Upon implementation of the EH&S records management and document control program, other special division-wide assignments will be made. **Qualifications:** Essential: Requires extensive experience in archives and records management func-

tions, preferably with federal records. Demonstrated knowledge and experience in assisting records creators; creating a standardized files management program; inventorying, appraising and scheduling records; transferring inactive records to records center; and, maintaining a directives management program. The incumbent should be able to communicate well both verbally and in writing and must be able to lift records cartons up to 35 pounds. Marginal: A bachelor's degree with relevant graduate work is preferred. Knowledge of National Archives and Records Administration (NARA) regulations and procedures preferred. Closing date: Open until filled. **To apply:** Please fax resume and cover letter Attn: Lori Hefner, fax (510) 486-7200.

COLLECTIONS CATALOGER

*The Getty Center for the History of Art
and the Humanities
Santa Monica, California*

The Getty Center, a research center for the arts and humanities, has an opening for Collections Cataloger. Reports to Head/Collections Cataloging. Oversees processing of archival collections, primarily photographic materials but also textual manuscripts, in the Renaissance to Modern chronological period. Supervises three staff members. Manages in-house databases, trains staff, processes collections, identifies conservation problems, creates RLIN records, serves as subject expert. **Qualifications:** Required: Graduate degree in art history or related field, ALA-accredited MLS with training and experience; 2-3 years experience in processing archival materials; reading knowledge of at least two European languages (Italian and German preferred); proven ability to apply knowledge and research methods to assessment of resource materials; microcomputer experience; strong written and verbal communication and organizational skills; strong attention to detail; strong interpersonal skills. **Preferred:** Familiarity with AVC or VIM cataloging; specialization in history of architecture; supervisory experience. **Hiring salary range:** \$28,000-\$32,700. Excellent Benefits. **Application deadline:** December 10, 1993. Send letter of application, resume, and names, addresses, and phone numbers of three references to: Personnel Coordinator, The Getty Center

for the History of Art and the Humanities, 401 Wilshire Boulevard, Suite 700, Santa Monica, California 90401-1455. No phone inquiries, please.

PROJECT ARCHIVIST

*The American Institute of Physics
College Park, Maryland*

The American Institute of Physics has relocated from New York City to its new headquarters building in College Park, Maryland. The AIP Center for the History of Physics seeks an archivist for its grant-funded study aimed at learning how to document collaborative research involving teams from three or more institutions. The long-term project, now past the halfway mark, is currently studying collaborations in space science and geophysics. The final two-year study (to begin about May 1994) will go beyond physics to other areas of science and technology where collaborative research has played an important role. Products of the project will include publication of archival and historical-sociological findings as well as policies and guidelines in both the archival and science policy areas to improve future documentation. The position offered is for a period of some 30 months. **Responsibilities:** The project archivist—along with the project historian and project director—will participate in all aspects of the study, including interviews with scientists on patterns of collaboration, interviews with archivists and other records managers on records-keeping practices, assessment of archival findings, and recommendations for future actions. The position involves work with consulting archivists, historians, and sociologists as well as travel throughout the United States and, possibly, abroad. **Qualifications:** A master's degree in history or related field or in library science (preferably with archival coursework), at least two years experience with postwar records, and good writing skills are required. Some experience with government records and knowledge of more than one kind of archival setting are desirable. Background in science or experience with scientific records is *not* required, although a general interest in science and technology is preferred. **Salary:** Minimum \$32,000, depending upon qualifications. The position is available beginning November 1 and will remain open until filled. The AIP will pay moving

costs to the College Park area. Transportation by train from Baltimore and D.C. is available; the Metro station in College Park will open this December. The AIP has excellent health care and other benefits. The new building has a child care center, fitness center, and state-of-the-art library and archival facilities. Send resume and letter of application to: Joan Warnow-Blewett, AIP Center for the History of Physics, One Physics Ellipse, College Park, Maryland 20740, (301) 209-3171, e-mail: jwb@aip.org.

STATE ARCHIVIST

*State of Alaska
Juneau, Alaska*

The Department of Education is recruiting candidates for a vacancy in Juneau, Alaska, for State Archivist. **Salary:** \$4,284 minimum/month. **Description:** Under general direction, plans, supervises and administers the activities of the State Archives and Records Management program; exercises substantial supervisory responsibility in the hiring, promoting, transferring, suspending, discharging and settling grievances of subordinate employees. **Minimum qualifications:** Master's degree or the equivalent from an accredited school, with a major in history, government, American studies, public administration, librarianship, or closely related field, and five years of experience as a (professional) archivist in a major archival agency including at least two years of administrative or supervisory experience. **Desired:** Successful completion of a graduate level archival administration course or possession of a certificate from the National Archives' Modern Archives Institute. **To apply:** Application must be made on an official State of Alaska Employment Application form (form 02-250) available from most state offices, any Alaska Employment Service office, or Division of Personnel/OEEO office. If applicable, be sure to include transcripts with your application. Resumes will not be accepted. Applications must be mailed to: Division of Personnel/EEO, P.O. Box 110201, Juneau, Alaska 99811-0201, and received or postmarked no later than December 31, 1993. The State of Alaska complies with title I of the Americans with Disabilities Act (ADA). Individuals with disabilities who require special accommodations, auxiliary aids or services, or alternative communication formats, call (907)

465-4430 v/465-2461 TTY or correspond with the Juneau Division of Personnel/OEEO office at the preceding address. Please provide sufficient notice in order for the Department of Administration to accommodate your needs by the closing date. The State of Alaska is an equal opportunity employer. Women and minorities are encouraged to apply.

PROJECT ARCHIVISTS

*Nippert Collection Processing Project
The Cincinnati Historical Society
Cincinnati, Ohio*

Two positions. The Cincinnati Historical Society is seeking qualified applicants for Project Archivist positions to work on a two-year project funded by the National Historical Publications and Records Commission, to complete the processing of the Nippert Collection of manuscript materials relating to German Methodism in the United States and other countries, ca. 1826-1971. Two full-time archivists will be hired for the project which will begin no later than January 1, 1994. The project archivists will work under the supervision of the Project Director and will work closely with all departments of the Research Library to conserve, arrange, describe, catalog, and make available to the public approximately 500 cubic feet of manuscript materials in the Nippert Collection. **Preferred Qualifications:** PROJECT ARCHIVIST/SUPERVISOR: Knowledge of German and old German script, German history and German immigration; graduate degree in history, archival administration, library science, or related field; two years experience in archival administration; evidence of supervisory, writing and word processing skills. **Duties include:** Arranging, describing, and cataloging the collection and direct supervision of project staff and volunteers. **Salary:** \$25,000 plus benefits including medical insurance, paid sick leave, and 15 days paid vacation after one year. PROJECT ARCHIVIST/CATALOGER: Same as Project Archivist/Supervisor except: must also be familiar with the MARC-AMC format, but only six months of experience required. **Duties include:** Cataloging using MicroMARC-AMC assisting the Project Archivist; and supervising volunteers. **Salary:** \$23,000 plus same benefits as Project Archivist/Supervisor. **Apply:** Send letter of application;

resume; and names, addresses, and telephone numbers of three references to: Dr. Jonathan Dembo, Archivist, The Cincinnati Historical Society, 13401 Western Avenue, Cincinnati, Ohio 45203. For more information, call (513) 287-7030.

SUPERVISORY ARCHIVIST GS-12

*National Archives and
Records Administration
Pittsfield Regional Archives
Pittsfield, Massachusetts*

Responsibilities: As the Director of the Pittsfield Regional Archives, National Archives and Records Administration, is responsible for a variety of professional and archival functions in local, regional, and national settings. This includes a large microfilm research operation and an extensive outreach effort. Conducts scholarly symposia designed to disseminate information about NARA holdings. Conducts seminars in archival methodology and research. Plans and directs programs regarding the accessioning of permanent records. Supervises a staff that includes Archives Technicians/Aids, and volunteers. **Qualifications:** Requires 18 semester hours in U.S. history, or American political science or government plus 12 semester hours in history, government, public administration, American civilization, or economics and additional education and/or professional archival experience equal to a BA degree. Must also have progressively responsible experience, of which at least one year is equivalent to the GS-11 grade level in Federal sector. **Salary:** \$40,298, per annum. Ranking factors: (1) ability to communicate orally; (2) ability to communicate in writing; (3) knowledge of archival principals, concepts, and practices related to all areas of archival administration; (4) ability to establish an overall outreach program; and (5) ability to supervise. You should supplement your application with examples as to how your experience meets these factors. **To apply:** Send SF171, Application for Federal Employment (not resumes) and transcripts (or OPM Form 1170-17) to NARA, Attn: NAP/DEU, 7th and Pennsylvania Avenue, N.W., Washington, D.C. 20408. Cite announcement number DEU 94-1. Complete applications must be received or postmarked by November 30, 1993. Call TDD (202) 501-6100 or 1-800-827-4898 for information/forms.

Professional Opportunities

ASSISTANT ARCHIVIST

Bentley Historical Library

University of Michigan

Ann Arbor, Michigan

Permanent, full-time position beginning February 1, 1994 (starting date can be negotiated). Position is in the library's University Archives and Records Program. **Primary responsibilities:** Appraisal, arrangement, and description of university records. Secondary duties include periodic field work and occasional reference work. **Qualifications:** Graduate degree in history, library or information science, or related fields, with graduate coursework in archival administration. Experience required, with strong emphasis on processing of archival record groups. Demonstrated ability to communicate effectively in writing and orally. **Salary and Benefits:** \$25,500/year. Excellent benefits. **Application deadline:** January 3, 1994. Submit a letter of application, resume, and names/addresses/phone numbers of three references to: William K. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, Michigan 48109-2113.

HEAD OF CATALOGING

The Indiana Historical Society

Indianapolis, Indiana

The Indiana Historical Society is again accepting applications for the full-time position of head of cataloging. The Society, founded in 1830 and located in Indianapolis, is a private, nonprofit corporation. The Society's library, the William Henry Smith Memorial Library, is a repository of documentary and visual materials that relate to the history of Indiana and the Old Northwest. The head of cataloging is primarily responsible for printed material cataloging, as well as coordination of processes that provide access to all library materials. **Duties include:** Supervise departmental staff and set departmental goals; catalog and classify printed material; help plan and implement library automation; define and coordinate cataloging/classification procedures for all library materials; supervise OCLC operations including liaison work with OCLC, INCOLSA, and other networks; provide reference service. Position reports to director of the library. A complete position description is available upon request.

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

HEAD, SPECIAL COLLECTIONS DEPARTMENT

University of Texas at El Paso

El Paso, Texas

Head, Special Collections Department; responsible for providing leadership, management, and coordination for all activities of the Special Collections Department of the University Library. Performs major collection development and preservation functions. Assists in planning and writing department policies and procedures.

Qualifications: MLS from an ALA-accredited institution, or doctoral degree in an appropriate field in the social sciences or humanities. Five years of library experience in an academic library, manuscripts repository, or archives, of which at least two years are as department head or assistant head of a special collections department. Supervisory and administrative experience. Experience with the use of image-capturing technology, personal computers, and USMARC-AMC format is desirable. Full-time employment (12 months/year). **Salary:** \$29-\$32,500. Standard benefit package. Special Collections Department with collections in Southwest and Border Studies, Art,

Judaica, Chicano Studies, Southwestern Fiction, Military History, Books about Books, rare books and manuscripts. **Staff:** Two professionals, three staff, and seven student assistants. Send letter of application, resume, and the names, addresses, and phone numbers of three current references to: Cesar Caballero, Associate University Librarian, University of Texas at El Paso, El Paso, Texas 79968-9582, (915) 747-1994. Review of applications will begin December 15 and will continue until the position is filled. The University of Texas at El Paso does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ARCHIVIST

American Academy of Pediatrics

Elk Grove Village, Illinois

National health care association is seeking an individual to develop, manage, and maintain our history center, including oral history production and a computerized database of historical material. A master's degree in library science or history, formal training in archival principles and practices, ACA certification, and 3-4 years catalog and computer research required. Training and experience with special collections and libraries, rare book cataloging, antiquarian/out-of-print book market, and oral history production desired. We offer a salary in the low \$30s and an excellent benefits package. Please send resume and salary history to: Personnel, American Academy of Pediatrics, P.O. Box 927, Elk Grove Village, Illinois 60009-0927. M/F/D/V.

ARCHIVIST

The Academy of Natural Sciences

of Philadelphia

Philadelphia, Pennsylvania

The Academy of Natural Sciences of Philadelphia, founded in 1812, invites applicants for a part-time Manuscript/Archives Librarian to curate its collections. **Responsibilities:** Assist researchers in person, by mail, and phone; process collections with help of volunteers; advise academy staff on records management; obtain outside funding for projects. **Qualifications:** Training or experience in archival management, ALA-accredited

Professional Opportunities

MLS, skill in communications, good team player, service oriented, and creative with slender resources. **Salary:** \$13,967 for 21-hour week, plus prorated vacation, sick leave, and holidays. An EOE institution. Minority candidates encouraged to apply. Send application and resume to: Carol M. Spawn, Librarian of the Academy, Academy of Natural Sciences, 1900 Benjamin Franklin Parkway, Philadelphia, Pennsylvania 19103-1195.

HEAD, ARCHIVES AND SPECIAL COLLECTIONS

*Health Sciences Library
Columbia University
New York, New York*

Columbia University Health Sciences Library seeks an innovative and experienced individual for the position of Head, Archives and Special Collections. This position is responsible for planning and administering all operations of the Health Sciences Library's Archives and Special Collections Department. The collection includes rare and valuable books, pictures and photographs, memorabilia and artifacts, and manuscripts and archives, including the recently-acquired archives of the College of Physicians and Surgeons. **Responsibilities:** Overseeing the acquisition, cataloging and preservation of archives, manuscripts, rare books, and other special collections; providing reference services to users of these collections; preparing exhibitions; and coordinating donor relations. A key responsibility of the position will be working with the Columbia Presbyterian Medical Center Community to build and archive documenting the history of the health sciences at Columbia University. The position supervises two support staff, and reports to the Director of the Health Sciences Library. **Requirements:** An accredited MLS or equivalent degree; knowledge of archives and manuscripts techniques and skills; excellent written and oral communication skills; working knowledge of at least one Western European language, preferably German or Latin; 3-5 years of archival/rare book experience. Knowledge of the literature of the history of the health sciences is desirable. The Health Sciences Library is the primary library for the Columbia Presbyterian Medical Center, serving the schools of Medicine, Nursing,

Dentistry and Public Health, as well as Presbyterian Hospital and other affiliated health care and research programs. The Library has a collection of over 460,000 volumes and 4,300 journal subscriptions, as well as a large media center and micro-computer lab. **Salary ranges:** Librarian I: \$30,600 - \$39,780; Librarian II: \$35,600 - \$44,010; Librarian III: \$35,600 - \$51,620. Excellent benefits include assistance with University housing and tuition exemption for self and family. Send letter of application, resume, and names, addresses and telephone numbers of three references, to: Susan Jacobson, Director, Health Sciences Library, Columbia University, 701 West 168th Street, New York, New York 10032. Applications will be accepted until the position is filled; early applications encouraged. Women and minorities are encouraged to apply. An Affirmative Actions/Equal Opportunity Employer.

ASSISTANT UNIVERSITY LIBRARIAN FOR ARCHIVES AND SPECIAL COLLECTIONS

*Loyola Marymount University
Los Angeles, California*

Loyola Marymount University seeks an Assistant Librarian for Archives and Special Collections effective January 17, 1994. The incumbent will provide managerial control of the University's archives and special collections programs; plan and

manage the University's records management program; acquire, appraise, and inventory archive materials; plan and implement a preservation program; cultivate potential donors; prepare and administer a departmental budget; and provide proper management and supervision of the department and its programs. **Requirements include:** ALA-accredited master's degree and five years archival experience, with two or more years of administrative experience in library/archives or special collections. Dual master's degrees or PhD, or Academy of Certified Archivists certification is desired. Fluency in Latin, German, or Spanish is highly desirable. Applications should include a cover letter describing the applicant's interest in the position, current curriculum vitae, and the names, addresses, and telephone numbers of three professional references. Review of applications will begin November 1993. We offer a competitive salary and benefits package, including tuition remission. Preference will be given to candidates who are supportive of the unique mission of this university and who enjoy working in a high-energy, service oriented administration. Please send all correspondence to: Dr. G. Edward Evans, University Librarian, Loyola Marymount University, 7101 West 80th Street, Los Angeles, California 90045. LMU values diversity and is committed to equal opportunity and affirmative action.

As a Fortune 500 International high-tech leader, Digital Equipment Corporation has become the leading worldwide supplier of networked computer systems, software and services. The following position is currently available:

CORPORATE ARCHIVIST

Seeking a certified archivist (CA) to build the archives collection and promote its use to internal groups. Responsibilities include: appraisal, indexing, arranging archival material; providing reference services; developing policies/procedures; training/supervising staff.

Skills required: minimum 5 years' experience in archives work, including cataloguing, reference/research skills and archival processes; excellent communication skills; service oriented; experience in managing; knowledge of Digital or high-tech preferred; basic working knowledge of e-mail, word processing, and DBMSs.

Digital Equipment Corporation offers an excellent compensation and benefits package. Respond to Martin Dorfman, Employment Consultant, Digital Equipment Corporation, 146 Main Street, Maynard, MA 01754. We are an affirmative action employer.

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and get ready for the 1994 Society of American Archivists Annual Meeting, September 7-11, in Indianapolis. The SAA Program Committee is meeting this month to develop a comprehensive program showcasing the latest in archival theory and practice. The SAA Host Committee has been diligently identifying local repositories, tour sites, and other activities designed to offer you the best of Hoosier hospitality. Stay tuned for more information in the January issue of *Archival Outlook*. (Photograph courtesy of Bass Photo Co. Collection, Indiana Historical Society Library)



The Society of
American Archivists
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Chicago, Illinois
60605

Archival Outlook

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November 1993

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