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Archival Outlook

January 1994

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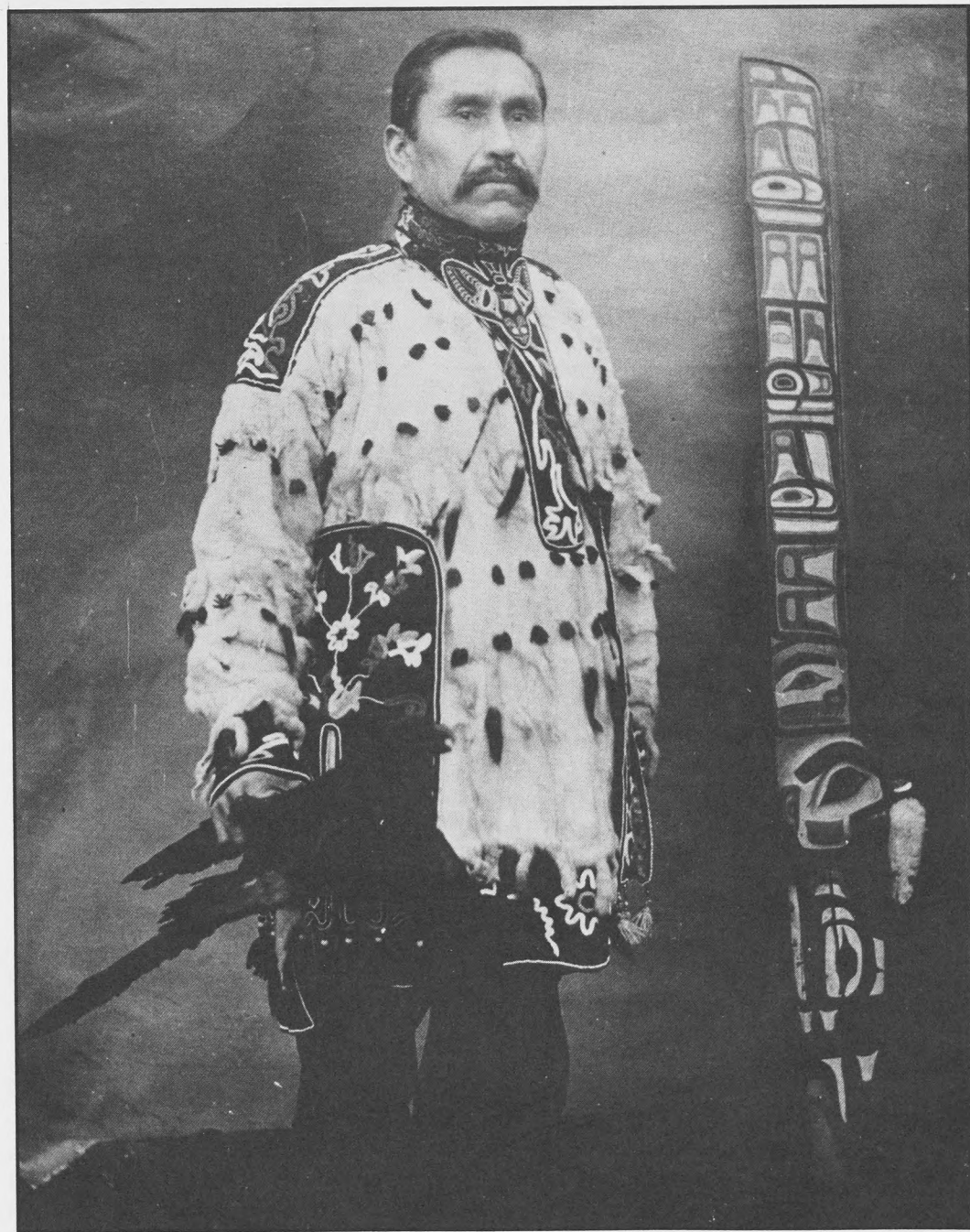
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- **SCHOLARLY ARTICLES** - *American Archivist*, a quarterly journal, offers in-depth articles on archival theory and practice, reviews of relevant literature, and reports on international archival activities.
- **PROFESSIONAL NEWS** - *Archival Outlook*, a bimonthly newsletter, features news of interest to the archival community, reports on SAA activities, details about upcoming events, a listing of archival job openings, and a wealth of related information.
- **CAREER OPPORTUNITIES** - *SAA Employment Bulletin* is a bimonthly listing of professional opportunities.
- **PROFESSIONAL DEVELOPMENT** - the SAA Annual Meeting, held for a week in early fall in different cities throughout the country, includes nearly 80 program sessions, preconference workshops, and tours of local repositories.
- **IDEA EXCHANGE** - SAA Sections and Roundtables provide a forum for individual members to meet, work, and exchange information with others of similar background and interests.



The Society of
American Archivists

Archival Outlook

January 1994



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Candidates

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Sweepstakes

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- MAS Guidelines

A Bird in the Hand...

A Tlingit Indian of the Raven Clan in the village of Yakutat, Alaska, stands in a ceremonial ermine robe clutching a raven in his right hand, circa 1906. A dance totem looms in the background.

(Courtesy of the William A. Thompson Collection, Alley Archival Services)

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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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from the President's Desk

by Edie Hedlin

Unless one believes that there is no such thing as bad publicity, the spate of attention to archives has been definitely bad news.

It began with a Senate committee report titled "Serious Management Problems at the National Archives and Records Administration"; moved to a negative *New Yorker* article by Seymour Hersh on NARA's handling of the Nixon papers; then to court decisions faulting NARA's handling of White House and National Security Council computer records; then to an uproar over the agreement between U.S. Archivist Don Wilson and President Bush regarding Bush's access to and control over the records of his administration. The final shout occurred when it was learned that Wilson had been discussing a position at the George Bush Center at Texas A&M University at the time he signed the above mentioned agreement.

Well, it has been quiet on the NARA front for some months. But while the search for a new Archivist is under way, Acting U.S. Archivist Trudy Peterson has been quietly overseeing a number of changes within the institution. These changes, both directly and indirectly related to the concerns that caused NARA's problems last year, will have a strong impact on the institution's overall priorities, methods, and operating assumptions.

Shortly before leaving office Wilson began, and Peterson continued, an institutionwide strategic planning process. This much needed vehicle for communication and coordination provides the framework through which other options for change can be viewed. Some of the changes facing NARA have been mandated governmentwide, but NARA's specific implementation of them will be in accordance with the goals and objectives stated in the strategic plan. Explaining NARA actions requires me to delve into a series of reports and bureaucratic structures, so bear with me as I wind you through the interconnecting web of initiatives under way right now.

Vice President Gore's study of government operations (called the *National Performance Review*), a series of memoranda

and Executive Orders, and the Government Performance and Results Act (GPRA) all aim at reinventing, or at least streamlining, the administration of federal agencies. The GPRA requires all federal agencies to adopt strategic plans by 1998 and to prepare annual plans based on actual performance beginning in 2000. While the strategic planning envisioned in the GPRA is even more broad ranging than NARA's current process, NARA is well on the way to being one of the first agencies to implement the provisions of the new law.

Based on the initiatives associated with implementing the *National Performance Review*, NARA, and all federal agencies, are undertaking actions that include streamlining, cutting red tape, and emphasizing customer satisfaction. Under the streamlining initiatives, NARA was given a threefold responsibility: to reduce its total number of employees over a four-year period, to reduce the number of senior level employees by ten percent by the end of next year, and to "flatten" the organization by reducing the ratio of supervisors to employees. Specifically, the agency was to provide a report to the Office of Management and Budget (OMB) by December 1, 1993, of the path it would take to achieve these goals.

Peterson's response to the three goals mentioned above has been vigorous. To develop methods of streamlining the National Archives, she established a working group of NARA employees to draft a plan incorporating the strategic plan into the effort to "reinvent NARA." The working group produced a report advocating significant restructuring of the agency to meet the stated goals, and is now the basis for agencywide discussion of NARA's future.

To identify and cut red tape, Peterson has initiated a project designed to identify and eliminate fifty percent of NARA's directives and regulations, not required by statute, that pertain to the organization, management, and personnel operations of the agency.

To enhance customer satisfaction, Peterson has commissioned a survey of

NARA's customers, to be followed by the creation of a customer service plan. The plan is to be completed by September 8, 1994. Service is one of the critical success factors contained in NARA's strategic plan, and so the President's Executive Order mandating customer surveys is a serendipitous stimulus to quick action toward the objective of providing "best in the business" customer service.

These initiatives alone comprise an ambitious agenda. In truth, however, they are but one area of NARA activity. Litigation surrounding the electronic records of the Executive Office of the President has required that NARA meet rigorous deadlines for processing and duplicating these records, and for developing archival guidance for the handling of White House electronic mail in the future. NARA has met its deadlines.

Legislation mandating that records relating to the assassination of President Kennedy be made available beginning last October demanded a major staff effort to review, declassify, arrange and describe this large and complex body of materials. NARA has met its deadlines.

And while all the above was going on, NARA was preparing to move its headquarters to College Park, Maryland. The move, which took years to plan and will take two years to fully execute, has begun. Each day moving vans arrive at one of NARA's Washington, D.C., area facilities and load equipment and records for transfer to Archives II in a carefully orchestrated dance intended to maintain NARA's capacity to provide its full range of internal and external services throughout the lengthy moving period.

So if you have not heard much from NARA lately, it is not because there is nothing happening. Perhaps it is because criticism makes for more exciting headlines than accomplishment. (For more details on this subject, see the articles on pages 12 and 13.)

SAA Fellow Nominations

The SAA Committee on Professional Standards invites members of the Society to nominate colleagues for election as Fellows of the Society in 1994.

Nominees must be individual members of the Society in good standing for the past seven years. Other criteria on which the Committee evaluates nominees are:

- 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.

The Professional Standards Committee includes the five most recent past presidents of the Society and three members—

all Fellows who are elected annually by SAA officers and Council. This year, past presidents Anne R. Kenney, Frank Burke, Trudy H. Peterson, John A. Fleckner, and Frank B. Evans will be joined by three Fellows elected at the SAA Council meeting in January.

A nomination form is printed on pages 5 and 6 of this newsletter. Completed forms must be postmarked by April 29, 1994, and addressed to the chair, Frank G. Burke, University of Maryland, Hornbake Library, College Park, Maryland 20742. A nomination submitted in 1993 that did not result in the election of a Fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Amplifications or revisions may be submitted if desired.

Fellows are elected by a three-quarters vote of the Committee. In accordance with the Constitution of the Society, the total number of Fellows may not exceed five percent of the SAA membership as of the previous annual business meeting.

SAA Fellows

Herbert E. Angel*
Howard L. Applegate
Douglas Bakken*
Brenda Banks
David Bearman
Henry P. Beers*
V. Nelle Bellamy
Lewis J. Bellardo, Jr.
Edmund Berkeley, Jr.
William E. Bigglestone
Francis X. Blouin, Jr.
Lynn A. Bonfield
Maynard J. Brichford
Edwin C. Bridges
Mary Lynn McCree Bryan
Nicholas C. Burckel
Frank G. Burke
Ann Morgan Campbell
Paul Chestnut
Robert Claus
Agnes C. Conrad*
J. Frank Cook
Richard J. Cox
Miriam I. Crawford
George M. Cunha
John Daly
Maygene Daniels
Josephine Harper Darling
Lewis J. Darter, Jr.
William N. Davis, Jr.

Bruce W. Dearstyne
Mabel E. Deutrich
Leon de Vallinger
Anne Polk Diffendal
Charles M. Dollar
Mary Jane M. Dowd
Lawrence Dowler
Kenneth W. Duckett
Sherrod E. East
Terrence Eastwood
Linda Edgerly
Timothy L. Ericson
Frank B. Evans
Max J. Evans*
H. B. Fant*
C. Herbert Finch*
Shonnie Finnegan
Meyer H. Fishbein
John A. Fleckner
James E. Fogerty
Elsie Freeman-Finch
Carolyn L. Geda
Robert S. Gordon
David B. Gracy II
Susan Grigg
Larry J. Hackman
F. Gerald Ham
Bruce C. Harding
Edie Hedlin
Margaret L. Hedstrom
Ruth Walter Helmuth

Linda Henry
Steven L. Hensen
H. Thomas Hickerson
Andrea A. Hinding
Sue E. Holbert
Richard A. Jacobs
Almer K. Johnson, Jr.*
H. G. Jones
William L. Joyce
Lucile Kane
Anne R. Kenney
John M. Kinney*
Philip D. Lagerquist
W. Kaye Lamb
Charles E. Lee*
Richard W. Leopold*
Lydia Lucas
Richard H. Lytle
William J. Maher
Philip P. Mason
Linda M. Matthews
Paul H. McCarthy, Jr.
Donald R. McCoy
William L. McDowell, Jr.*
Eva Moseley
James O'Toole
Charles G. Palm
Edward C. Papenfuse*
Ann Pederson
Trudy Huskamp Peterson
Harold T. Pinkett

Seymour J. Pomrenze
Jean F. Preston
Mary Jo Pugh
Virginia C. Purdy
Patrick M. Quinn
Leonard Rapport
Dolores C. Renze
James B. Rhoads
Alan D. Ridge*
Mary Lynn Ritzenthaler
Kathleen Roe
William L. Rofes
Nancy A. Sahli
Helen W. Samuels
Charles R. Schultz
Jane F. Smith
Wilfred I. Smith
August R. Suelflow
Hugh A. Taylor
Victoria Irons Walch
William K. Wallach
Peter Walne*
Christine Ward
Robert M. Warner
Joan Warnow-Blewett
Lisa Weber
Edward Weldon
Merle William Wells
Daniel T. Williams
Dorman H. Winfrey*

*inactive SAA membership



FELLOW NOMINATION FORM

Nominators must be members of the Society of American Archivists. Please complete the form below or submit the same information in typed or computer-generated copy.

GUIDELINES - No member of the Society shall be elected a Fellow who has not been an individual member of the Society in good standing for at least seven years immediately preceding his/her election; a duly-elected Fellow shall retain this designation so long as membership in good standing is maintained in the Society; and election of Fellows shall be seventy-five percent of the vote of the Committee on Professional Standards of SAA.

CRITERIA - Appropriate academic education, and professional and technical training in any fields of the Society's interest; professional experience in any of the fields of the Society's objectives for a minimum of seven years, which shall include evidence of professional responsibility; contributions to the profession demonstrating initiative, resourcefulness, and commitment; writings of superior quality and usefulness; contributions to the archival profession through active participation in the Society and innovative or outstanding work on behalf of the Society.

NAME OF CANDIDATE

DATE OF SAA MEMBERSHIP
(please with confirm with SAA office)

PRESENT INSTITUTIONAL AFFILIATION

POSITION

EDUCATION

COLLEGE/UNIVERSITY

DATE

DEGREE/CERTIFICATE RECEIVED

OTHER TRAINING

INSTITUTION AND LOCATION

DATE

TRAINING RECEIVED

PREVIOUS PROFESSIONAL POSITIONS

EMPLOYING INSTITUTIONS

DATE

POSITION TITLE

HONORS, AWARDS, FELLOWSHIPS

ORGANIZATION

DATE

HONORS/AWARDS RECEIVED



SAA Fellow Nomination

MAJOR PUBLISHED MATERIALS (LIST PUBLISHER, DATE, AND TITLE)

SAA ACTIVITIES (OFFICES HELD, COMMITTEE ACTIVITIES, ANNUAL MEETING PROGRAM APPEARANCES, SPECIAL PROJECTS, ETC.)

OTHER CONTRIBUTIONS TO THE ARCHIVAL PROFESSION (INCLUDE REGIONAL AND INTERNATIONAL ACTIVITIES)

LIST NAMES AND ADDRESSES OF THREE PERSONS FAMILIAR WITH NOMINEE'S WORK (NEED NOT BE SAA MEMBERS).

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- ATTACH A ONE-PAGE NARRATIVE OF PROFESSIONAL ACTIVITIES SHOWING THE NOMINEE TO BE A DISTINGUISHED AND WORTHY CANDIDATE.

Submitted by _____

Signature _____

Institution _____ Date _____

Address _____ Phone _____

SEND NOMINATIONS TO:

Frank G. Burke, University of Maryland, Hornbake Library, College Park, MD 20742

NOMINATION DEADLINE: APRIL 29, 1994.

Awards Competition

The Society of American Archivists announces its 1994 awards competition to recognize achievements of the 1993 calendar year. This year's competition features two new awards—Minority Student Award and Preservation Publication Award. Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Thomas Battle and Sharron G. Uhler. Awards will be presented on September 8, 1994, at the SAA annual meeting in Indianapolis.

Descriptions of the awards are below and an awards nomination form is on the next page. The SAA awards policy is described in the *American Archivist* 39:415-417; copies are available from the co-chairs.

Requests for additional information and forms should be addressed to either Thomas Battle, Howard University, 13004 Chalfont Avenue, Fort Washington, Maryland 20744, (202) 806-7241, fax (202) 806-6405; or Sharron G. Uhler, Colorado Springs Pioneer Museum, 215 Tejone Street, Colorado Springs, Colorado 80903, (719) 578-6650, fax (719) 578-0965. **The deadline for awards nominations is April 29, 1994.** Nominations will not be considered unless all materials, including books and other supporting documentation, are received by that date.

Distinguished Service Award

Created in 1964, this award recognizes a North American archival institution, organization, education program, or nonprofit or governmental organization that has given outstanding service to its public and has made an exemplary contribution to the archival profession. Each nominee must be supported by three SAA members, each representing a different institution. A person may not nominate his/her own institution. This award was established through the generosity of three SAA Fellows: Leon de Valinger, Jr., Mary Givens Bryan, and Dolores Renze.

J. Franklin Jameson Archival Advocacy Award

Established in 1989, this award honors an individual, institution, or organization not directly involved in archival work that promotes greater public awareness, appreciation, or support of archival activities or programs. Contributions should have a

direct or indirect national impact. Nominations, which must include three letters of support, will remain eligible for two years, and additional supporting documentation may be submitted the second year. This award honors historian J. Franklin Jameson, who labored for over 25 years to establish the United States National Archives.

C.F.W. Coker Prize for Finding Aids

Established in 1983, this award recognizes finding aids, finding aid systems, projects that involve innovative development in archival description, or descriptive tools that enable archivists to produce more effective finding aids. To merit serious consideration, the nominee must, in some significant way, set national standards, represent a model for archival description, or otherwise have substantial impact on descriptive practices. This award honors SAA Fellow C.F.W. Coker.

Philip M. Hamer and Elizabeth Hamer Kegan Award

Established in 1973 and subsequently modified by Council, this award recognizes an individual, organization, institution, or group of individuals, organizations, or institutions who have increased public awareness of manuscripts and archives through compilation, transcription, public presentation, exhibition, or publication. The award honors two SAA Fellows and former presidents, Philip M. Hamer and Elizabeth Hamer Kegan.

Waldo Gifford Leland Prize

Created in 1959, this prize encourages and rewards writing of superior excellence and usefulness in the field of archival history, theory, or practice. Monographs, finding aids, and documentary publications published in North America are eligible. Periodicals are *not* eligible. The award honors Waldo Gifford Leland, one of America's archival pioneers and SAA's second president.

Theodore Calvin Pease Award

Created in 1987, this award recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship programs. Eligible manuscripts must be unpublished, 15-20 pages in length, and

conform to stylistic guidelines of the *American Archivist*. Papers examining major trends and issues in archival administration are preferred. The award honors Theodore Calvin Pease, first editor of the *American Archivist*.

Oliver Wendell Holmes Award

Established in 1979, this award enables overseas archivists already in the United States or Canada for training, to travel to or attend the SAA annual meeting. The award honors SAA Fellow and former president Oliver Wendell Holmes.

Sister M. Claude Lane Award

Created in 1974, this award recognizes individual archivists who have made a significant contribution to the field of religious archives. The award honors Sister M. Claude Lane and is co-sponsored by the Society of Southwest Archivists.

New

Minority Student Award

Established in 1993, this award encourages minority students to consider careers in the archival profession and promotes minority participation in SAA. The award provides complimentary registration to the SAA Annual Meeting to a minority student enrolled in a postsecondary institution. Nominees must have a minimum scholastic grade point average of 3.0 (B) while enrolled in the academic year preceding the award. Preference will be given to full-time students.

New

Preservation Publication Award

Established in 1993, this award recognizes the author(s) or editor(s) of an outstanding work, published in North America, that advances the theory or the practice of preservation in archival institutions. Eligible publications include articles, reports, chapters, and monographs in print, audio-visual, or electronic form.

Descriptions of the **Fellows' Posner Prize** and **Colonial Dames Scholarship Award** are on page 27.

Use the nomination form on the next page for these awards. The deadline is April 29, 1994.



AWARDS NOMINATION FORM

Name of Award _____

Person/Organization to receive Award _____

Address _____

City/State/Zip _____

Country _____ Telephone (_____) _____

Person making the nomination _____

Address _____

City/State/Zip _____

Telephone (_____) _____

Please answer the following questions about the nominee. Attach additional pages if necessary.

How does the nominee meet the criteria of the award?

What are the outstanding characteristics of the nominee?

List supporting documents (three copies of all supporting documents, including nominated publications, must accompany this form).

RETURN FIVE COPIES OF THIS FORM BY APRIL 29, 1994. Send nominations for the Distinguished Service Award, C.F.W. Coker Prize, Theodore Calvin Pease Award, Oliver Wendell Holmes Award, and Minority Student Award to Thomas Battle, Howard University, 13004 Chalfont Avenue, Fort Washington, Maryland 20744, (202) 806-7241. Send nominations for the Philip M. Hamer and Elizabeth Hamer Kegan Award, J. Franklin Jameson Archival Advocacy Award, Sister M. Claude Lane Award, Waldo Gifford Leland Prize, and Preservation Publication Award to Sharron G. Uhler, Colorado Springs Pioneer Museum, 215 Tejone Street, Colorado Springs, Colorado 80903, (719) 578-6650.

1994 Slate of Candidates

The Society of American Archivists 1994 Nominating Committee has proposed the following slate of candidates for election this year:

Vice President/

President Elect

Brenda Banks
Patrick Quinn

Treasurer

Ellen Garrison
Leon Stout

Council

Roland Baumann
Paul Conway
Susan Davis
Steven Hensen
Sara Sue Hodson
Sharon Thibodeau

Nominating Committee

Edward Galvin
Leon Miller
Kaye Lanning Minchew
Deborra Richardson
Roy Tryon
Elisabeth Wittman

Individual members of SAA will vote for one vice president, one treasurer, three Council members, and three Nominating Committee members. The vice president will serve in that capacity for one year and then will become the Society's 51st president in 1995-1996. The treasurer and the three Council members will serve three-year terms through the 1997 annual meeting. The Nominating Committee members will serve one-year terms.

Candidates are required to answer a question related to their prospective offices. Their responses, along with their vitae, will appear in the ballot. The following questions were formulated by this year's Nominating Committee, chaired by Faye Phillips and including Marie Allen and Richard Szary, together with Council members Randall Jimerson and Waverly Lowell.

Vice President

How should SAA provide an effective national voice for the profession while addressing the diverse concerns of membership?

Treasurer

How should SAA manage its financial resources to respond to the programs and priorities identified in SAA's strategic plan?

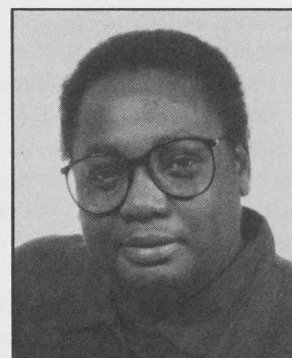
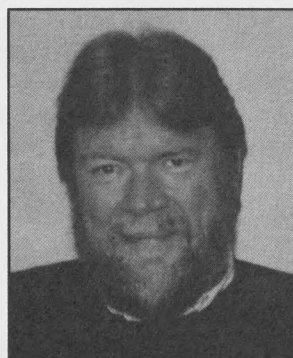
Council

How should Council most effectively respond to the needs and concerns of the membership and provide leadership in carrying out SAA's strategic plan?

1995 Nominating Committee

How should leaders be identified to adequately represent SAA's diverse membership?

Voters will have the opportunity to write in candidates on the ballot, which will be mailed in February. If you have not received a ballot by March 1, please contact the SAA office.



Patrick Quinn and Brenda Banks are running for vice president/president elect of the Society of American Archivists. The winner will become SAA's 51st president.

Survey

The ballot will also include a membership survey. The survey is designed to help SAA target products and services of primary interest to members by collecting demographic and other valuable information useful to prospective advertisers, exhibitors, and the Society as a whole. Please complete the survey and return it in the envelope provided.

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Short Subjects

Executive Director Search Committee Update

The SAA Executive Director Search Committee met December 8-11 to interview six candidates in Chicago. The committee ranked the candidates and forwarded a short list of names to Council for consideration at its early January meeting. The committee reported that all final candidates are well qualified and that there are excellent prospects for a new executive director to be appointed to succeed Anne P. Diffendal by April 1.

More than 350 individuals had inquired about becoming SAA's executive director, resulting in 187 formal applications. Those surviving the initial review were then asked to respond to additional written questions. The Search Committee met in October to select six candidates for the in-person interviews held last month. Council will interview selected candidates and make a final decision at its January meeting.

The Search Committee was co-chaired by J. Frank Cook and William K. Wallach and included Margaret Hedstrom, Mary Janzen, William J. Maher, and Teresa Brinati.

Leadership List Corrections

Please note the following corrections to the 1993-94 Leadership List, which was included as an insert in the November issue of *Archival Outlook*:

COUNCIL

Margaret Hedstrom
(518) 474-6771

AMERICAN ARCHIVIST EDITOR

Richard J. Cox
(412) 624-3245 Fax (412) 648-7001

ROUNDTABLES

Women Religious Archives (not Archivists for Congregations of Women Religious)

Newsletter Pullouts

There are two pullouts in the center of this issue of *Archival Outlook*: *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree* (white); and *Directory of Archival Organizations in the United States and Canada* (gold).

Preservation Publication Completes Archival Fundamentals Series

Preserving Archives and Manuscripts, by Mary Lynn Ritzenthaler, the seventh and final volume in the Archival Fundamentals Series, was published in mid-November. This volume addresses preservation as a management function. Core elements in an archives preservation program are defined and the nature of archival materials and the factors that affect long-term keeping are broadly discussed. The manual also features extensive illustrations and a variety of appendices.

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

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

Each publication is \$19 for SAA members, \$25 for nonmembers, plus shipping. The series price is a buy-six-get-one-free deal: \$114 for SAA members, \$150 for nonmembers, plus \$7.75 shipping. Prepayment is required. Visa and Mastercard welcome. Contact SAA publications at (312) 922-0140, ext. 21.

New Video Preservation Publication

Video Preservation: Securing the Future of the Past, by Deirdre Boyle (New York: Media Alliance, 1993), is now available from SAA. It provides practical

information on common questions about technical, managerial and philosophical issues posed by preservation as well as outlines new ideas for programs and funding to secure the treasury of video history for future generations.

The publication also includes a report on collaborative video preservation techniques; a survey of video collections; a list of facilities that clean and remaster videotape; a list of experts and organizations that assist archival efforts; a report on the Video Preservation Symposium convened by Media Alliance at the Museum of Modern Art in 1991; a glossary of video and preservation terms; and a bibliography.

Video Preservation: Securing the Future of the Past is \$20 for SAA members and \$24 for nonmembers, plus \$5.75 shipping. Prepayment is required. Visa and Mastercard welcome. Contact SAA publications at (312) 922-0140, ext. 21.

Out-of-Print Publications

The following publications are out-of-print and no longer available from SAA:

Archives & Museum Data Models and Dictionaries (Technical Report #10) by David Bearman, published by Archives and Museum Informatics, 1990.

The Management of Local Government Records: A Guide for Local Officials, by Bruce Dearstyne, published by AASLH Press, 1988.

Steve Mansee Joins SAA Staff

Steve Mansee recently joined the SAA staff as Director of Automated Operations. He replaces James Sauder, who departed in November after five years with SAA to pursue employment opportunities in the Twin Cities.

Mansee was previously employed by the Realtors National Marketing Institute as a technical support specialist, where he maintained the association management database. In his spare time, he sculpts and does special effects make-up for film and stage.

SAA DEADLINES

FEBRUARY

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

MARCH

- 4 Registration for "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;
Registration for "Advanced Appraisal" workshop in Atlanta, GA, and "Photographic Collections Management" workshop in Seattle, WA
- 15 Intern application form due

APRIL

- 1 Application for Colonial Dames Scholarship
- 5 All submissions (including job ads) for May *Archival Outlook*
- 4 Registration for "Public Relations" workshop in Santa Barbara, CA and "Advanced Appraisal" workshop at Mount Holyoke College, South Hadley, MA
- 15 Registration for "Management for Archivists" workshop in Hamilton, Ontario, Canada
- 18 Registration for "Fundamentals of Appraisal" workshop in Lexington, KY, and "Digital Imaging Technology" workshop in Chicago
- 29 Nominations for Fellows and awards

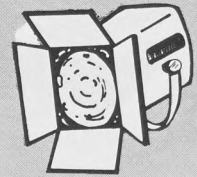
MAY

- 5 Announcements for the June *SAA Employment Bulletin*

JUNE

- 1 Submit proposals to write case studies under NHPRC grant (see page 22)
- 5 All submissions (including job ads) for July *Archival Outlook*
- 3 Enter membership sweepstakes
- 9 SAA Council meeting
- 15 Annual Meeting early registration

Spotlight



SUSAN MITCHEM of the Salvation Army has been promoted to Archives Supervisor.

EDWIN BRIDGES, director of the Alabama Department of Archives and History, was elected to the Research Libraries Group board of directors in June.

SUSAN GRIGG recently completed her MSLIS at Simmons College and has been appointed librarian/archivist at Strawberry Banke Museum in Portsmouth, New Hampshire.

VALERIE METZLER, archivist/historian, has moved her consulting practice from Chicago to Vermont. She may be reached at RD1 - Box 99, Woodbury, Pennsylvania 16695, (814) 793-9289.

Lend a Photo and Receive a Free Publication

A new manual on *Security*, by Gregor Trinkhaus-Randall, is currently in progress and will be published later this year by SAA. The author invites your assistance with photographs. If you have any of the items listed below, please forward them to the author. All those whose donations are used will receive a complimentary copy of the new *Security* manual. In addition, individual and/or institutional credit will be given.

The following photographs are needed (8"x10" or 5"x7" black/white glossies preferred):

- a disaster with archival materials;
- a reading room or a layout of a reading room;
- proper housing of materials;
- environmental damage—water or light—to materials
- climate control apparatus or a control panel;
- exhibits of archival materials;
- lockers for storage of researchers' materials; and
- a checkout station.

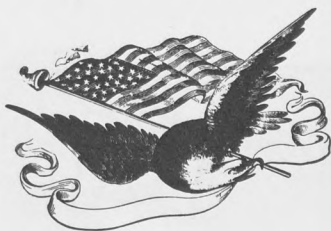
Please clearly identify all submissions. Photos should be identified by place, date, activity, person, photographer, and institution. Material will be returned if accom-

panied by a self-addressed, stamped envelope. Please submit all items by March 1, 1994, to: Gregor Trinkhaus-Randall, Massachusetts Board of Library Commissioners, 648 Beacon Street, Boston Massachusetts 02215-2070.

Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held June 6-17, 1994, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers up to \$1,200 of the total tuition, travel, and housing expenses at the Institute (tuition is \$475). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts, regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicants qualifications should be submitted in triplicate (original and two photocopies) to Patricia Ortega, 4102 Sampson Road, Silver Spring, Maryland 20906, by April 1, 1994.



From the Acting Archivist of the United States

by Trudy H. Peterson

During the past few months, both ends of Pennsylvania Avenue have required the National Archives, like all other government agencies, to begin serious efforts to change its ways. The new administration and Congress have "reinvented" government incorporating the best principles of quality management. "Streamlining," "cutting red tape," and "customer satisfaction" are the buzz words of Vice President Gore's *National Performance Review* and the watch word for the planning exercises now taking place in all federal agencies. The Government Performance and Results Act, passed by Congress last summer, requires comprehensive planning and performance-based reporting in all agencies by the year 2000.

As most of you know, the National Archives had already undertaken a strategic planning effort in late 1992 and early 1993, and the first strategic plan was released in February. A revision was developed over the summer and is now in effect. Reinforced by presidential and congressional actions, and buttressed by extensive consultations with staff and constituent groups, the National Archives is now beginning an effort to streamline and restructure the agency. These moves —

strategic planning and restructuring — have put the National Archives among the first agencies to reach the initial goals of the reinventing government effort.

In addition to our internal planning and restructuring initiatives, the National Archives is reinventing itself by looking outward to its customers. In response to the Government Performance and Review Act and Executive Order 12862, "Setting Customer Service Standards," we are undertaking a customer survey. Key elements of this project include identifying our customers and the services we currently offer, finding out what services customers expect, and determining how services can be measured for effectiveness.

Those who have undertaken similar surveys report that identifying one's customers is the most difficult part of the process. This has proved true for the National Archives, with our broad spectrum of facilities and functions ranging from regional archives to the Federal Register, and our array of customers ranging from schoolchildren to other federal agencies. The final product of the customer survey, due next September, is a customer service plan that establishes service standards to be published and used by customers to mea-

sure this agency. The goal is to provide choices and sources for service throughout a user-friendly mechanism commonly referred to as "one-stop shopping."

A second outreach effort currently under way is a feasibility study to determine the best means of disseminating information to customers without direct access to our facilities. Using a test population in Nebraska, we will identify users and potential users of electronically disseminated information, evaluate their needs for federal information, and determine the optimum technologies and formats for delivering it. The goal of this effort is to develop a blue print for our long-term information delivery systems, together with cost estimates for implementing these systems. This project is to be completed by December 1994.

By looking both inward and outward simultaneously, the National Archives proposes to examine every facet of its role as keeper of the nation's memory, regulator of the government's records, and disseminator of federal information. Our goals is to preserve what works, fix what does not, and develop new initiatives to serve the public and strengthen our role as a central government agency.



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Contact SAA Publications at
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Washington Beat

by Page Putnam Miller

Agencies Respond to Government Management Initiatives

As a part of broad "reinventing government" initiatives, the Congress passed the Government Performance and Results Act and President Clinton issued two Executive Orders and a Presidential Memorandum. On August 3, the President signed Public Law 103-62, the Government Performance and Results Act, and soon afterwards the Administration released the report "From Red Tape to Results: Creating a Government that Works Better and Costs Less." This report described the problem in government as "industrial-era bureaucracies in an information age" and proposed solutions in four key categories: cutting red tape, which focusses on reducing regulations; putting the customer first; empowering employees to get results; and getting back to basics. This legislation requires all federal agencies to adopt strategic plans by fiscal year 1998, prepare annual plans by 1999 that contain performance goals based on the strategic plans, and report annually to Congress beginning in 2000 on actual performance.

On September 11, President Clinton issued executive orders and a memorandum to begin the implementation of the performance review initiatives that do not require additional legislation. Executive Order 12861 titled "Elimination of One-Half of Executive Branch Internal Regulations" requires each executive department and agency to eliminate not less than fifty percent of its civilian internal management regulations that are not required by law within three years. The reductions in regulations are aimed at increasing productivity, streamlining operations, and improving customer service.

Executive Order 12862 titled "Setting Customer Service Standards" begins with the affirmation that "Putting people first means ensuring that the federal government provides the highest quality service possible to the American people." This order requires agencies to become "customer-driven." To achieve the goals of providing the highest quality of service, executive departments and agencies are to:

identify their customers; survey them; post their service standards; give customers choices in both the sources of service and the means of delivery, and make information, services, and complaint systems easily accessible. This order calls for agencies to report on the results of a survey of their customers by March 8 and to publish a customer service plan by September 8, 1994.

In a Presidential Memorandum to all heads of departments and agencies on "Streamlining the bureaucracy," Clinton calls for the reduction of the executive branch civilian workforce by 252,000 or not less than twelve percent by the end of fiscal year 1999. This memorandum specifically directs agencies to reduce the ratio of managers and supervisors to employees. The government in general has an estimated ratio of 1:7 of managers to other personnel. The goal for the entire federal bureaucracy is to achieve a 1:15 ratio of managers to employees within five years. This initiative seeks to reduce over-control and micromanagement that hamper efficiency. All executive branch agencies were to have submitted by December 1, 1993, a streamlining plan to the Office of Management and Budget.

Congress is engaging in some of its own "reinventing" initiatives and the Library of Congress will be subject to congressional and not executive directives. But executive branch agencies, such as the National Archives, were hard at work by the end of November putting the finishing touches on their first attempts at developing streamlining plans. For some agencies, like the National Endowment for the Humanities (NEH), there are strong indications that the goals for reduction in staff can be met through attrition. And NEH, like many other agencies, is focusing on how to upgrade its computer systems to increase management efficiency.

In response to the administration's initiatives on reinventing government, the Acting U.S. Archivist, Trudy Huskamp Peterson, has appointed three working groups to study and prepare recommendations. Ralph Bledsoe, Director of the Reagan Library, is leading the group of staff

members working on the requirements of the Presidential Memorandum on "Streamlining the Bureaucracy." The working group on the customer service executive order is headed by Linda Brown, Assistant Archivist for Public Programs. Claudine Weiher, Assistant Archivist for Special and Regional Archives, is leading the effort to reduce National Archives directives and regulations by fifty percent.

The National Archives, which began a very intensive strategic planning process over a year ago, is building on that work in responding to the new directives. The streamlining bureaucracy working group is developing a draft reorganizational plan that offers a bold new approach for the way the National Archives does its business and interacts with its users. As federal agencies begin next year to move from the conceptualization to the implementation phase, we can expect to see many changes.

Congressional Hearing on the Implementation of the JFK Assassination Records Legislation

Over a year ago the President signed Public Law 102-526, which called for public disclosure of almost all of the government records on the 1963 assassination of President John F. Kennedy. During a hearing held on November 18, John Conyers (D-MI), chair of the House Commission on Government Operations, noted that secrecy fuels the growing distrust in government. He stated that the best way to deal with this problem of distrust is through increased openness. Conyers, along with Representative Alfred McCandless (R-CA), expressed dismay that many federal agencies had not complied with the assassination records law and that the five members of the Review Board, which has the task of deciding which records should remain closed, has yet to be confirmed.

Although the House Government Operations Committee invited a number of agency officials to testify, only the Acting U.S. Archivist Trudy Huskamp Peterson accepted. She reviewed the various dead-

continued on page 27

A Message from the Vice President

by Maygene Daniels

From time to time I am asked how best to become involved in the affairs of the Society of American Archivists. Sometimes the enquirer is new to the profession or has just joined the Society. On other occasions, the question comes from an experienced archivist who is committed to progress or change in a particular facet of archival activity.

In either case, the answer is the same: seek out like-minded groups within the Society and volunteer.

Sections of the Society were established to provide meeting places and forums for discussion of key archival functions including acquisition and appraisal; description; oral history; preservation; reference, access, and outreach; and care of visual materials. Other sections bring together individuals working in particular archival environments, including business archives, governments, manuscript repositories, museum archives, or religious collections. Membership in up to two sections is a privilege open to any individual Society member.

Each of the sections has its own officers and committees. Many publish newsletters, including some of great scope and sophistication. Sections also develop substantive programs for their own meetings and propose program ideas for the SAA's annual meeting. The Society's elected leaders turn to them for guidance, and the sections in turn influence the Society's direction and policies.

Roundtables provide another focus for the Society's activities. These groups, although sometimes highly organized, often are small and informal, bringing together a community of interest in a particular archival topic. All roundtables are open to any Society member and to others committed to archival concerns, and thus provide a professionwide link of communication.

All of this activity in sections and roundtables requires enormous effort by the Society's members. But participation also brings with it the rewards of accomplishment and communication with like-minded colleagues, and opens the door to ever-widening circles of involvement in the Society's affairs.

Perhaps you do not know which sections or roundtables might interest you the most. The Society's annual meeting is the ideal place to find out. Every section and roundtable meeting is open to all, and you will find a welcome wherever you go.

You can, of course, also volunteer and participate even if you cannot attend the annual meeting each year. Although many activities take place at the meeting, other — writing, editing and producing a section newsletter, for example — take place around the nation and throughout the year. To begin, all that is needed is to volunteer.

Finally, in the last three years, a new experimental program of internships has been established to make it possible for newer members of the Society to gain first-hand experience with the specialized responsibilities of selected committees, task forces, and boards. The program is open to those who have been members of the Society for five years or less.

I encourage you to contact the chair of any section or roundtable (all are listed in the Society's Leadership List that

appeared in the November issue of *Archival Outlook*) or apply for an internship (see below for more information). The Society will benefit from your involvement, and you will find yourself part of a wonderful endeavor.

Intern with SAA

Students and newcomers to the Society have an opportunity to serve as interns to selected SAA committees and boards, as listed below. The internship program is aimed at encouraging newer members of the profession to become informed and involved in the affairs of the Society. SAA members are eligible to serve as interns if they have been members of SAA for less than five years. The Vice President/President Elect appoints, as appropriate, an intern in consultation with the chair of a prospective group. Interns serve as non-voting members for a term of one year. They are expected to attend the SAA annual meeting and assist in the work of the group throughout the year.

For an application form, contact the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140. Upon submission of the form, applicants will be contacted by SAA Vice President Maygene Daniels.

BOARDS

Editorial Board develops goals and monitors the direction of the Society's publications activities, both serial and occasional.

Education Office Advisory Board works with the SAA staff in establishing directions for the Society's continuing education program and monitoring the effectiveness of offerings in light of professional needs.

Standards Board oversees the process of developing, reviewing, and implementing standards pertinent to archival practice and to the archival profession, and for providing for effective interaction with other standards-developing organizations whose work affects archival practice.

STANDING COMMITTEES

Committee on Archival Information Exchange (CAIE) is responsible for developing and promoting standards for the exchange of information among archival repositories about their holdings and programs.

Committee on Automated Records and Techniques (CART) is responsible for monitoring developments in the administration of automated records and the use of automated techniques in archives, and for increasing awareness among SAA members of the impact of automation on archives.

Awards Committee, through its subcommittees for each award, evaluates nominees and selects winners for each award, conducts the awards ceremony held each year during the Society's annual meeting, and develops criteria and guidelines for awards.

Committee on Education and Professional Development (CEPD) assesses the educational needs of the profession and prepares and promotes standards for archival education programs, those based in graduate schools as well as continuing education workshops, seminars, and institutes.

Committee on Goals and Priorities (CGAP) proposes and analyzes goals and objectives for the archival profession and for the Society of American Archivists, and suggests strategies and activities to accomplish these goals.

Host Committee assists the SAA staff with local arrangements for the Society's annual meeting.

Committee on Institutional Evaluation and Development (CIED) promotes standards for archival programs and the development of tools for assessing and evaluating archival and manuscript repositories in order to improve the management of archival and professional services.

Committee on International Archival Affairs promotes contacts and communication between American Archivists and professional colleagues worldwide, encouraging participation in international archival activities and monitoring issues of international concern on behalf of the Society.

Committee on Legal and Legislative Issues monitors and informs SAA leaders and members about legal and legislative activity having archival implications.

Membership Committee assists the SAA staff and Council in increasing the numbers of individual and institutional members and ensuring the retention of these members through the offering of services that meet their needs.

Program Committee develops and implements program sessions for the Society's annual meeting.

Committee on Public Information assists the SAA staff and Council in its public relations functions including promoting media coverage of the archival profession and its activities and identifying activities to raise the public perception of archives.

Committee on Regional Archival Activity services as liaison between SAA and the various, local, state, provincial, and regional archival organization and works with these organizations in order to improve archival cooperation.

Committee on the Status of Women monitors the status of women in the archival profession, and promotes the participation of women in all phases of SAA's activities and the profession as a whole.

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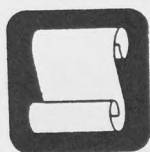


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Education Notes

by Jane Kenamore

MAS Guidelines

Appearing as an insert in this issue of *Archival Outlook* is the revised draft of the *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree*. The revisions resulted from the review of an earlier draft submitted by the Committee on Education and Professional Development to the Standards Board. After the first submission, members of the profession had the opportunity to comment on the proposed standard in writing and at an open forum at the annual meeting in New Orleans. Following the annual meeting, CEPD incorporated many of the suggestions into the current draft and submitted the revised guidelines to the Standards Board for consideration. The Standards Board will accept comments on this draft until March 1, 1994, and will submit the final document, with its recommendation, to Council this June.

Comments on the revised draft of the MAS guidelines should be directed to Linda Matthews, SAA Standards Board, Special Collections Department, Robert W. Woodruff Library, Emory University, Atlanta, Georgia 30322-2870 or through e-mail at lib-rim.emuvml.cc.emory.edu.

Digital Imaging Technology to be Offered in Chicago

A new SAA workshop on "Digital Imaging Technology" will be offered on May 12, 1994, in Chicago, in conjunction with the spring meeting of the Midwest Archives Conference. The work-

shop is designed to provide archivists with information that will enable them make decisions with regard to their own collections and to communicate with the many vendors, who have their own agendas. Topics will include a brief overview of the technology and its capabilities; identification of needs; uses for preservation, access, and storage; components of the digital imaging system; issues regarding quality, costs, refreshing, access, standards, collaboration, vendor negotiations, and legalities; and implications for libraries and archives.

The instructors for the course will be Anne R. Kenney and H. Thomas Hickerson of Cornell University.

Continuing Education Schedule Update

FEBRUARY 28-MARCH 3: "Archives, Personal Papers, and Manuscripts" and "Understanding the USMARC Format for Archival and Manuscripts Control," Lawrence Berkeley Laboratory, Berkeley, California. Instructors: 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," Arizona State University in Tempe; co-sponsor, Coordinating Committee for History in Arizona. Instructor: Frank Boles of Central Michigan University.

MARCH 23-27: "Archives: An Introduction" for the National Association of Equal Opportunity in Education. Funded by the National Endowment for the Humanities. Instructors: Brenda Banks of the Georgia Department of Archives and History and Daniel T. Williams of Tuskegee University.

APRIL 7-8: "Advanced Appraisal," Atlanta, Georgia; co-sponsor, Society of Georgia Archivists. Instructor: Julia Marks Young.

APRIL 22-23: "Photographic Collections Management," Seattle; with American Association of Museums annual meeting. Instructors: Laurie Baty of NHPRC and Richard Pearce-Moses of Arizona State University.


APRIL 28: "Managing Public Relations" Santa Barbara; co-sponsor, Society of California Archivists. Instructor: Julie Bressor, Shelburne Farms, Vermont.

APRIL 29: "Advanced Appraisal," Mount Holyoke College; co-sponsor, the New England Archivists. Instructor: Frank Boles.

MAY 7-8: "Management for Archivists," Hamilton, Ontario; co-sponsor, The Ontario Association of Archivists. Instructor: Thomas Wilsted of the University of Wyoming.


MAY 12: "Fundamentals of Appraisal," Lexington, Kentucky; co-sponsor, Kentucky Council on Archives. Instructor: Anne Diffendal, SAA Executive Director.

MAY 12: "Digital Imaging Technology," Chicago, Illinois; co-sponsor, Midwest Archives Conference. Instructors: Anne R. Kenney and H. Thomas Hickerson, Cornell University.



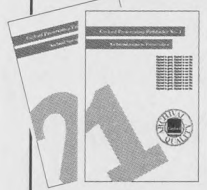
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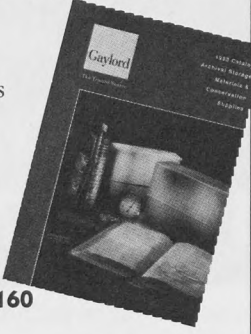


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Preservation

by Evelyn Frangakis

The Preservation office initiated the second half of its management training program last November with the Western Series. Twelve archivists from a diverse geographic region spanning from Alaska to Hawaii to Texas descended upon scenic Palo Alto, California, for six days of intensive training.

Judith Fortson of the Hoover Institution at Stanford University and Evelyn Frangakis of SAA were the lead faculty for this workshop. They were assisted by a host of informative special media instructors: Debra Evans of the Fine Arts Museums in San Francisco (photographs); Mark Roosa of the Huntington Library (sound recordings); Margaret Byrne of the National Center for Film and Video Preservation (moving images); and Charles Dollar of the National Archives and Records Administration (electronic records).

Participants enjoyed the opportunity to conduct a site-visit of the Hoover Institution archives to help them prepare to conduct surveys of their own repositories in the coming months. Anne Van Camp, archivist of the Hoover Institution, introduced participants to the Hoover's mission and the nature of its collections. Hoover staff member Linda Bernard facilitated the archives walk-through. Stanford University archivist and head of Special Collections, Maggie Kimball, spoke to the group about the effect of the 1989 Loma Prieta earthquake on the collections under her care. She discussed storage, preservation, moving, and access issues, which are ongoing concerns as a result of the quake. As part of a class exercise, participants gained hands-on experience in salvaging water damaged materials (see photograph at right).

The final series of this program begins as this newsletter arrives in your mailbox. The Southeastern Series is being held January 29 - February 3 at the Center for Continuing Education, University of Georgia in Athens.

The preservation office extends sincere thanks to those of you who responded to the Preservation Needs Survey last October and November. We received almost 1,000 responses. Your answers are helping us develop recommendations for future initiatives.

Ode to Preservation Management Studies

The following limericks by Todd Ellison of Fort Lewis College in Colorado, were inspired by his participation in the SAA Preservation Management Training Program, Western Series. The study of poesy is not part of the curriculum.

We've gathered from all o'er the nation
to implement smart preservation.
Now if we take the lead
we know we'll succeed
with our bosses' sincere adulation.

If you hope to preserve for posterity
something treasured or thought to be verity,
you'd better learn fast
how 'twas made in the past
and act now with forethought and clarity.



Instructor Judith Fortson (left) and program participants Todd Ellison, Linda Fagan, Julie Reiz, Maxine Trost, and Cindy Martin practice disaster recovery techniques in Palo Alto, California, as part of SAA's Preservation Management Training Program, Western Series.

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



GENCAT Relational Cataloging Software is preferred because of "the large record size and the fact that all the fields are searchable. No other software package I looked at had these features which are critical to our application," says *Franklin Muse, Archivist of CoreStates Financial Corp.* Join with *The Johns Hopkins University, The Massachusetts Historical Society, The Washington State Archives,* and others to enjoy these features:

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Membership Sweepstakes

by Debra S. Mills

The SAA 1994 membership campaign commences this month with numerous incentives to encourage new members and to increase current member involvement in the Society. Designed to expand awareness of the benefits of SAA membership throughout the archival profession, this is the first comprehensive campaign undertaken by SAA in a number of years.

"Through a targeted, personalized approach, we hope to generate goodwill and to encourage individuals to join their national professional association," commented Leon C. Miller, SAA Membership Committee chairman. "For SAA to successfully lead the profession into the twenty-first century, we must strive to engage the active participation and expertise of all those for whom the association exists to serve."

Bringing SAA groups and other archival organizations into the arena is one unique aspect of this campaign. "Diversity and representation from all related areas of interest and geographic locations will strengthen the efforts of the entire profession. Although the institutional setting or area of the country may be different, we need to recognize what we all have in common and pull together to strengthen our efforts," said SAA Executive Director Anne Diffendal.

Another unique aspect of this campaign is the special attention that new members will receive once they join. In addition to a new member packet, they will receive information on how to get involved in SAA and will be provided with special incentives to participate in a variety of association activities. This includes a new member discount off of workshop and annual meeting registration fees. It also includes a chance for a new member who joins between January 1 - June 3, 1994, to win roundtrip airfare on American Airlines to the 1994 annual meeting in Indianapolis, four complimentary nights at the Westin Hotel and one complimentary annual meeting registration fee.*

Incentives for SAA members, groups and regional, state or local archival organizations to get involved with the 1994 Membership Campaign are as follows:

■ If you are currently a member of SAA, encourage a nonmember to join and be eligible to win a roundtrip airfare on American Airlines to the 1994 annual meeting in Indianapolis, four complimentary nights at the Westin Hotel and one complimentary annual meeting registration fee.* All you have to do is make a photocopy of the coupon on the following page, complete it, and send it along with the new member's application. Between January 1 - June 3, 1994, any member's name that is included along with a new member application will be thrown into a hat for a drawing. The member's name will be included as many times as it is submitted along with any new member applications (between January 1 - June 3). The drawing will take place at the June Council meeting the week of June 6, 1994. The winner will be notified by June 15, 1994.

■ If you are a currently a member of an SAA Section or Roundtable, encourage a nonmember to join and be eligible to win \$250 towards a reception or refreshments for your group at the 1994 annual meeting in Indianapolis.* All you have to do is encourage nonmembers to join and be sure your section or roundtable name is included with any new member's application. You may want to use the coupon on the following page to ensure your group receives credit. Between January 1 - June 3, 1994, any section's or roundtable's name that is included with a new member application will be thrown into a hat for a drawing. The group's name will be included as many times as it is submitted along with any new member applications (between January 1 - June 3). The drawing will take place at the June Council meeting the week of June 6, 1994. The winner will be notified by June 15, 1994.

■ If you are currently a member of an SAA Student Chapter, encourage a nonmember to join and be eligible to win \$100 towards a reception or refreshments for your chapter at the 1994 annual meeting in Indianapolis.* All you have to do is encourage nonmembers to join and be sure your student chapter name is included with any new member's application. You may want to use the coupon on the following page to ensure that your group

receives credit. Between January 1 - June 3, 1994 any student chapter's name that is included with a new member application will be thrown into a hat for a drawing. The chapter's name will be included as many times as it is submitted along with any new member applications (between January 1 - June 3). The drawing will take place at the June Council meeting the week of June 6, 1994. The winner will be notified by June 15, 1994.

■ If a regional, state or local archival association encourages a nonmember to join, they may be eligible to win \$250 towards a reception or refreshments at the 1994 annual meeting in Indianapolis.* All the group has to do is encourage nonmembers to join and be sure the organization's name is included with any new member's application. The group will want to use the coupon on the following page to ensure they receive credit. Between January 1 - June 3, 1994, any regional, state or local association's name that is included with a new member application will be thrown into a hat for a drawing. Their name will be included as many times as it is submitted along with any new member applications (between January 1 - June 3). The drawing will take place at the June Council meeting the week of June 6, 1994. The winner will be notified by June 15, 1994.

SAA looks forward to recognizing the winners of these drawings at the 1994 Annual Meeting and would like to thank everyone, especially the Membership Committee, for their involvement with this campaign. For more information on this or SAA Membership Services, contact SAA Membership Services Director, Debbie Mills at (312) 922-0140.

* A new member must not have previously been an SAA member to be eligible for the new members' drawing. Only one per category per new member application may be eligible for the drawing. For example, one SAA member; one regional, local or state organization; one section or roundtable; and one student chapter may be credited along with one new member application. If American Airlines does not service winners' area, SAA will pay up to \$200 to supplement the member's airfare on another airlines.



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REVISED DRAFT *For Final Comment and Review*

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

The Committee on Education and Professional Development has submitted to the Standards Board the revised draft of *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree*, along with the supporting materials required by the Board to document the review process. The revised draft is printed here in full. The purpose of this proposed standard is to revise the current *Guidelines for Graduate Archival Education* adopted by SAA Council in 1988.

The first draft was published in the May 1993 issue of *Archival Outlook* with a request for comments from the membership. Written comments were to be directed to the chair of the committee, Frank Boles, by August 31, 1993. Copies of the draft were also sent to related professional organizations (e.g., The Association of Records Managers and Administrators) that would have an interest in educational standards for archivists. The committee met during the SAA annual meeting in New Orleans (September 1 and additional times, as needed) to discuss comments and suggestions and to revise portions of the document. The committee also received comments from the membership at a panel discussion scheduled as part of the annual meeting program. Based on all comments received, discussion in open session at the annual meeting, and further discussion in the

committee, CEPD has revised the draft and presented it to the Standards Board as a proposed standard.

The Standards Board has determined that the Committee has met the requirement for full and open review and full consideration of all comments and suggestions. Further comments relating to the review process or the proposed standard should be directed to Linda Matthews, Chair, SAA Standards Board, Special Collections Department, Robert W. Woodruff Library, Emory University, Atlanta, Georgia 30322-2870 or through e-mail at librlm.emuvm1.cc.emory.edu. Comments must be received by March 1, 1994.

The Board will submit the proposed standard with its recommendation to SAA Council for the June 1994 Council meeting.

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Introduction

By ensuring that archival documents are identified, preserved, and made available, archivists help to secure society's cultural heritage, protect legal rights and privileges, and contribute to the effective management of a wide range of institutions. Without a careful selection of records, our social, cultural, institutional, and individual heritages will be lost. Without the preservation of legal documents, individual and institutional rights cannot be preserved and protected. And without the proper management of administrative records, government and organizations cannot be held accountable.

The increasing volume of documents and the complexity of the information technologies that produce them are making the archivist's task ever more complicated. To understand the problems and answer the questions archivists face today requires a thorough knowledge of archival science. These questions and problems also demand an understanding of the purposes, functions, and activities that lead to the creation of records, as well as the legal and cultural purposes to which the records may be put.

The importance and complexity of archival work requires that individuals entering the profession receive a strong archival education, which must be coherent, autonomous, and based on archival knowledge. Archival knowledge, however, must be supplemented by relevant contextual knowledge and knowledge drawn from other disciplines. In order that students receive the necessary education required to do archival work, the Society of American Archivists (SAA) has adopted these guidelines for the development of a Master of Archival Studies (M.A.S.) degree. These guidelines provide a basis for a curriculum that achieves the following:

- Providing students with a solid foundation in the theory, methodology, and practice of their science, and in the scholarship of their discipline;
- Strengthening this foundation by giving students the opportunity to acquire knowledge of other disciplines relevant to the development of their own discipline;
- Preparing students to conduct and communicate scholarly research for the enrichment and development of their discipline; and
- Inculcating in the students the sense of their professional and social responsibilities and the knowledge of the ethical and legal dimensions of their work.

SAA has five specific objectives in presenting these guidelines:

1. To define the body of knowledge that characterizes the archival profession;
2. To identify the curricular components of a self-contained, complete, and internally consistent archival studies program;

3. To outline the academic infrastructure required to support an archival studies program;
4. To assist universities and colleges in developing archival studies programs; and
5. To assist prospective students and employers in the evaluation of available programs of archival education.

By means of these guidelines, the Society of American Archivists endorses the development of master's degree programs of archival education. SAA believes that programs of the extent and nature outlined in these guidelines are the best form of preappointment professional education for archivists. For this reason, these guidelines supersede prior documents on archival education issued in 1977 and 1988.

Conceptual Foundations of These Guidelines

The knowledge a professional archivist must acquire and the curricular components of a university graduate program designed to deliver such knowledge are based on concepts related to the following:

- The nature of the materials for which the archivist is responsible
- The nature of the activities that generate these materials and the contexts in which they are generated
- The nature of archival work

An **archives** is "the documents created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their continuing value."¹ Because an archives represents a means for carrying out actions and/or is a by-product of human activities (whether organizational or personal), an archives receives its meaning from its relationship with its creator; with the creator's functions, activities, procedures, and processes that generate the archives; and with the facts, acts, and transactions attested in the archives.

An archival document is recorded information, regardless of physical format or type of creator (public or private), that is created or received by an individual or organization carrying out its activities and is set aside for preservation. The term **archival document** encompasses the terms **record**, **manuscript**, and **papers**. The nature of archival documents depends on the circumstances of their creation (*i.e.*, why they are made or received), not merely on whether they have been selected for permanent preservation, the manner and extent of their use over time, or even their current repository. The circumstances of their creation impart to archival documents unique evidence of societal events and actions and of legal rights and obligations. Given this unique evidential value, archival documents provide administrative, political, and

historical accountability.² They therefore need to be safeguarded from the moment of their creation.

Archivists are the professionals responsible for the documents' protection at every stage of their lifecycle and, eventually, for the documents communication to any user with the right to consult them.

Archival work traditionally has included appraisal for acquisition and selection, preservation and conservation, arrangement and description, reference service, and administration of access. Because past recordkeeping systems often preserved all but the most ephemeral documents, these functions were traditionally undertaken only after the documents were no longer actively used. However, given the volume, complexity, and varying formats of modern documents, archival work has shifted closer to the moment of document creation. Today, archival work may include providing records creators with advice on the maintenance and use of current and semicurrent records and on the definition of requirements for electronic and multimedia records systems.³

Regardless of when an archivist enters the lifecycle of particular documents, he or she must understand the characteristics that determine an archival document. These characteristics are not altered by variations in physical format and intellectual form, by the passage of time, or by changes in users and their purposes. This understanding constitutes the core of the archivist's unique professional knowledge and expertise. Although this core knowledge guiding an archivist's work remains constant, the archivist's responsibilities have expanded and now include overseeing and embracing all the stages of the records lifecycle. Because of this expansion of responsibilities, archivists have recognized that they must now reach out to work not only with records creators but also with allied professionals, resource allocators, and an informed public. Furthermore, archivists are increasingly becoming managers who use their professional knowledge in the care of archives for administrative purposes, the protection of rights, and the preservation of culture.

Today many archivists have a variety of professional roles. In addition to their traditional role of archivist, they now also function as managers, public officials, cultural mediators, and information professionals. To fulfill their multiple professional responsibilities, archivists must have an understanding of the principles and methods of archival science, and a broad knowledge of the field of archival studies.

Archival science is the core of archival knowledge. It is divided into theory, methodology, and practice. Archival studies encompass all the fields that increase knowledge of archives and their management from any perspective useful to the archivist. Archival studies go beyond the domain of archival science and of the archival discipline in general.⁴ Archival studies also include elements of administrative, legal, financial, historical, management, and information studies. The study of these elements needs to be informed by an

understanding of the nature of archives, but the perspective and methods of these other disciplines distinguish them from archival knowledge. They are, therefore, auxiliary to archival knowledge, to be utilized as appropriate.⁵

Archival education is both academic and professional; therefore, it includes both scholarly and experiential elements. These elements will permeate every aspect of the archival curriculum, but they will find their best expression in the writing of a thesis (or equivalent research paper) and in the fulfillment of a practicum. Ultimately, archival education is the formation of an intellectual framework that enables students to understand the ideas at the foundation of their profession, to engage in the development of this framework, and to apply the framework in a wide variety of settings. In contrast, archival training is the building of skills or the acquisition of practical knowledge according to a replicable pattern, in some cases for the development of specialization in certain areas. No graduate program in any discipline can provide all the scholarly and experiential knowledge needed for its practitioners. However, by inculcating in students the attributes of professionalism, a graduate program can cause students to realize that professional education is a lifelong undertaking, involving not simply learning but also questioning accepted ideas and methods, revising received wisdom, and developing professional standards.

Like every area of learning, archival studies is dynamic and evolving. These guidelines therefore leave room for a variety of different curricular implementations and for curricular innovation and specialization. An almost unlimited number of curricula can be constructed in accordance with these guidelines.

Curriculum

The body of knowledge that a student should master as part of a graduate archival education program is classified here as contextual knowledge, archival knowledge, and complementary knowledge. **Contextual knowledge** provides students with an understanding of the contexts in which archival documents are created. **Archival knowledge** prepares students to treat archival documents in accordance with their nature. **Complementary knowledge** introduces students to elements of other disciplines that relate to archival issues.

Although the three knowledge areas will be covered to different extents and in different ways, all students must receive instruction in each area. Two-thirds of the students' work should be dedicated to the area of archival knowledge, while one-third should be related to the contextual and complementary knowledge areas. As an integral part of their course work, students should regularly undertake major research activities that produce scholarly papers, and students should conclude their studies with a thesis or a comparable

original research project. The program should also include practical experience, such as a practicum or internship. As standards are developed and approved by the profession, they should be incorporated into the curriculum of the M.A.S. degree.

1. Contextual Knowledge

Rationale: Archival work rests on an understanding of the environment in which archival documents are created, preserved, maintained, and used. Understanding this environment involves becoming knowledgeable about two broad contexts.

The first broad context consists of the administrative, legal, and economic structure, and the culture of the United States. This context determines the specific purposes for which records are created and used, the procedures and processes of their creation and maintenance, and their form and content. The second broad context consists of specific cultural climates as they relate to systems of organization, communication, and records making and keeping. This second context is an integral part of the archival area of knowledge, because through understanding it an archivist comes to understand the specific nature of archival documents. Both broad contexts comprise the common core of contextual knowledge.

More specialized contexts also influence the archivist's understanding of records in areas such as literature, religion, the sciences, or family records. Although these records are created within the same organizational, legal, financial, and cultural framework that defines classical archival work, they are also shaped by more specific and equally significant professional, (sub)cultural, and family frameworks. These more specific frameworks are diverse, and the educational needs of individual students in these areas may be met by specific instruction achieved either through previous education or through electives while in the archival education program.

Although these guidelines relate to programs that educate archivists in the United States, in a world moving toward a global community it is important that archival education programs emphasize the relationships between the U.S. society and other societies. For this reason, instruction in the contextual knowledge area should be delivered in a comparative way.⁶

Components:

1A. *U.S. Organizational History*

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

Curriculum of an Archival Studies Program

Overview

1. Contextual Knowledge

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

2. Archival Knowledge

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

3. Complementary Knowledge

- 3A. *Conservation*
- 3B. *Library and Information Science*
- 3C. *Management*
- 3D. *Research Methods*
- 3E. *History*

4. Practicum

5. Scholarly Research

1B. *U.S. Legal System*

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

1C. *U.S. Financial Systems*

Archival education programs should focus on the principles, methods, and procedures of accounting, budgeting, and financial planning and on how these affect the creation of records. Instruction in this area should cover the origin, development, and structure of accounting systems, as well as

Directory of Archival Organizations in the United States and Canada



The Society of
American Archivists

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Chicago, Illinois 60605
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1994

The information in this
directory was compiled by the
SAA Membership Office with
assistance from the SAA
Committee on Regional
Archival Activity, and is the
most current information
available as of November 1993.

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64. Archives Association of Ontario
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66. Réseau des Archives du Quebec
67. Saskatchewan Council of Archives



1. Academy of Certified Archivists
(830/\$0)*

ACA Secretariat
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2. Archivists For Congregations of Women Religious
(190/\$25)*

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Silver Spring, MD 20903
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3. Archivists of Religious Institutions

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(914) 424-4254

4. Association of Catholic Diocesan Archivists
(180/\$15)*

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

ACDA Bulletin
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5. Association of Moving Image Archivists
(270/\$50/\$150/\$300)*

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6. National Association of Government Archivists and Records Administrators
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7. Society of American Archivists
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9. Arizona Paper and Photograph Conservation Group
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10. Austin Archivists Associated
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11. Bay Area Archivists
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13. Society of California Archivists
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15. Chicago Area Archivists
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16. Chicago Area Business Archivists
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17. Cleveland Archival Roundtable
(40/\$5)*

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18. Connecticut River Archives Group
(125/\$0)*

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19. D.C. Caucus
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20. Delaware Valley Archivists Group
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21. Society of Florida Archivists
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22. Society of Georgia Archivists
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24. Conference of Inter-Mountain Archivists
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25. Kansas City Area Archivists
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26. Kentucky Council on Archives
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27. Lake Ontario Archives Conference
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28. Library Council of Metro Milwaukee Archives Committee
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the characteristics of accounting for private organizations compared with the characteristics of accounting for government agencies and offices.

2. Archival Knowledge

Rationale: The identity of a profession is founded on a body of knowledge belonging exclusively to it, and on a professional culture that arises from a common history, a united purpose, a shared language, and collective values, norms, and standards.⁸ Archival knowledge is the core of an archival studies program, and as such it should be given the proper emphasis in terms of both instructional time and teaching perspective. Because the elements of archival knowledge are interwoven, the components described below will overlap. Since archival knowledge and professional culture transcend geographical and national boundaries, each component should be taught from an international and multicultural perspective.

Components:

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

Archival education programs should teach the historical development of recordmaking and recordkeeping systems and of archives in various civilizations, ranging from the ancient world to modern times. This instruction should cover the structure of the archival network in the Western world in general and in North America in particular; the types of archival repositories and programs in existence in the United States, along with their policies and procedures; and the legislation and regulations governing archives and influencing archival work in the United States. Instruction should also address the historical development of the archival profession; its missions, roles, and values over time; the professional code of ethics; and the profession's contemporary concerns.

2B. *Records Management*

Archival education programs should teach those aspects of organizational culture, structure, procedures, processes, and communication systems that relate to records creation and use. Instruction should include records control as it refers to information systems and records forms; recordkeeping systems (including classification, retention and disposition, identification and retrieval, maintenance, storage, and transfer systems); design and implementation of multimedia integrated records management programs (including methods of analysis of records systems, and taking inventories); and information technologies.

2C. *Archival Science*

Archival education should emphasize the analysis of fundamental ideas about the nature of archives, archival documents, and archival functions (archival theory); the analysis of ideas for

performing archival functions (archival methodology); and the study of practical implications and implementations of theory and method in actual circumstances (archival practice).⁹ Instruction should cover the history of archival theory and methods, and their articulation in the professional literature (archival scholarship). Archival science should be taught with a focus on the functions of appraisal, acquisitions and collection development, preservation, arrangement, description, reference services and the administration of access, and outreach.¹⁰ Proper attention should be given to the development of new records formats, due to changing information technologies for the creation, maintenance, and use of records, and to emerging automated systems for archives. The challenge posed by these two phenomena to archival thinking and practice must be explored.¹¹

3. Complementary Knowledge

Rationale: Archivists, like all professionals, rely on knowledge not entirely of their own creation. Archival work is rooted in archival knowledge, but it is essential also to employ methods and perspectives from other fields. The interdisciplinary nature of archival studies is due both to the complexity of the documents and their contexts of creation and also to the many roles that archivists fill. The components of this knowledge area are listed below by field of study. Archivists need to be knowledgeable about select elements of these fields.

Components:

3A. *Conservation*

Archivists' most traditional role is that of preserving the materials in their custody. Therefore, archivists need to know about the physical nature of archival documents (regardless of format), the causes of deterioration, the methods of preventing deterioration, and the methods of reversing existing deterioration. To accomplish the last two objectives, archivists should also have some familiarity with basic conservation treatments and techniques. They should be able to establish and administer institutionwide programs of preservation and conservation.

3B. *Library and Information Science*

Because archivists are increasingly concerned with providing access to varied constituencies, they need to know some of the principles, methods, and practices developed for bibliographic control of library material. These include fundamental concepts governing indexing, cataloging, and the compilation of thesauri and authority lists. In addition, archivists increasingly must be knowledgeable about, and conversant with, information systems and technologies. This knowledge extend beyond basic familiarity with hardware and software to include such topics as telecommunications and information networks, information storage and retrieval, and database design and use. Although these subjects are not the exclusive purview of library and information science, they are most often taught by faculty in these fields.

3C. *Management*

At all career levels, archivists manage resources and make decisions that should be based on thorough evaluations. For this reason, archivists need to know the fundamental principles related to organizational management, systems analysis, program planning, resource development, human resources management, financial management, and the management of buildings, facilities, and equipment.

3D. *Research Methods*

An understanding of research methods is necessary to enable archivists to assess the status of research in their discipline, to undertake new research, to manage archival functions and institutions, and to understand archival users and their research needs. Knowledge of research methods contributes to the ability to blend theoretical and empirical aspects of archival studies into scholarly investigations.¹²

3E. *History*

History provides an understanding of social systems and relationships that over time create and change archival institutions and archival documents. History assists archivists in acquiring knowledge regarding the evolution of organizations and their functions, as well as knowledge about the activities of individuals. The historian's skills in evaluating evidence and the context of its creation also contribute to the skills of archivists.

4. **Practicum**

The knowledge acquired in course work should find expression through experiential learning. In the context of archival education, practical experience is not an exercise to discover theory and methods empirically; rather it is an opportunity for students to verify their understanding of archival principles by applying them in real-life situations. The practicum should be viewed as an integral part of the student's program of study. It should primarily serve the student's educational goals, even if institutions benefit from the work accomplished by the student. Some aspects of the practicum might also be regarded as a training exercise in the practices and procedures of the host institution and, therefore, as an opportunity for archivists already working in the field to contribute to archival education.

5. **Scholarly Research**

Scholarly research is an essential component of the archival studies curriculum because it establishes in the student the habit of thinking critically and rigorously about archival issues. In a graduate education program, a thesis (or an equivalent research paper) is the traditional means by which students demonstrate

scholarly accomplishment. Writing a thesis provides students with a fundamental learning experience, and it gives them the opportunity to offer an original contribution to the professional literature. For this reason, a thesis, as opposed to shorter research papers, is strongly recommended as the best method for achieving archival research and learning objectives.

Infrastructures

An archival education program must be a clearly identifiable component of its parent institution, and it must be supported by an adequate infrastructure. The elements of such an infrastructure are directly related to the institutional setting, the duration of the program, the institution's teaching and research staff, its resources, and its students.

1. **Institutional Setting**

The interdisciplinary character of archival studies programs makes it possible to place them in a variety of settings, such as a school of library and information science, department of history, a law school, or a school of business administration. Archival studies programs might be administered jointly by two departments, thereby emphasizing the interdisciplinarity of the archival field. Regardless of the organizational setting, archival studies programs must be coherent, cohesive, and identifiable.

2. **Duration**

A graduate archival studies program should be of a length comparable to that of other master's degree programs offered by the graduate school or department of which it is a part.

3. **Teaching and Research Staff**

3A. *Size*

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

3B. *Qualifications*

Tenure-track archival teaching faculty must possess both formal academic education in archives and relevant archival experience. They should have a record of research and

publication in the archival field, and they should be active in professional archival organizations. Faculty members drawn from other disciplines should have an understanding of the relationships between their discipline and archival studies. Archivists from the field who are invited to teach, present demonstrations, or supervise students' practical work should possess extended, distinguished experience in their subject matter, as well as appropriate teaching skills.

3C. *Subject-Area Teaching Responsibilities*

Archival knowledge areas must be taught by instructors with appropriate archival academic and professional qualifications and with archival experience. Contextual knowledge areas may be taught by archival specialists, but they ordinarily would be taught by subject specialists from other departments or faculties. In either case, the subject matter must be approached from the archival perspective. Complementary knowledge areas might be taught either by archival specialists or by experts in the disciplines in question, who may be from other departments or from the professional field. (A conservator, for example, might teach the elements of conservation.) Team teaching by an archivist and a specialist in the subject may be a fruitful way of dealing with some topics, such as management.

3D. *Nonteaching Responsibilities*

Beyond fulfilling teaching, research and publication, and community and university service responsibilities, as required of all full-time tenure-track faculty in any university environment, archival educators must maintain strong links with professional organizations, archival institutions, and archivists in the field; participate actively in the promotion of archival studies and education; and promote the advancement of archival knowledge within the profession (e.g., by offering continuing education opportunities, or by advising archival managers).

4. Resources

An archival studies program must be supported by an adequate base of resources, including easy access to international archival literature and other pertinent information; information technology; and other resources.

4A. *Access to Literature and Information*

Faculty and students must have easy access to scholarly and other source materials, such as finding aids or internal reports of archival institutions, in different formats (paper, microforms, electronic forms), regarding all the knowledge areas covered in the program.

4B. *Information Technology*

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

4C. *Other Resources*

Because the link between the education program and the real world is essential, an archival studies program needs to have access to a sizable number of archival institutions and a community of archivists. Proximity to such institutions offers the benefits of visits to repositories, participation by archivists from the field in classes, and the ready availability of archival materials for demonstrations and research.

5. Students

An archival education program may serve both full-time and part-time students. The number of students within the program should be related to the resources available and to the demand for archival graduates. Admission standards should be the same as those of the program's parent unit. Because archival documents result from any human activity, and background knowledge in any field is important to archival work, students in possession of a bachelor's degree in any discipline should be admitted to the archival program, provided that they meet the appropriate standards. Because of the international nature of the archival profession, its knowledge, its literature, and its practice, proficiency in a foreign language is desirable.

End Notes

- ¹ Lewis J. Bellardo and Lynn Lady Bellardo, *A Glossary for Archivists, Manuscript Curators, and Records Managers* (Chicago: Society of American Archivists, 1992), "Archives."
- ² If accountability is the obligation of an individual to explain or justify actions, historical accountability might be seen as the obligation of one generation to explain itself to succeeding generations.
- ³ The responsibility for early intervention falls particularly on archivists who work with institutional records. However, archivists fulfilling a traditional curatorial role have a responsibility to identify individuals creating archival documents of a personal nature that would be appropriate for acquisition by their institution, and to encourage these individuals to care for their documents in a way that will preserve them and facilitate their use if and when the documents enter the public domain.
- ⁴ A discipline is a form of study having a distinct methodology for gaining knowledge. The concept comprises both the rules that guide scholarly research and the results of that research. The archival discipline has a distinct methodology that derives from archival science, and archivists use it to gain a systematic understanding of record making and record-keeping practices and their historical evolution, of archival institutions and their development, and of the archival profession and its body of knowledge. This methodology is also used to communicate such understanding in the form of scholarship. Thus, the history of archival institutions, archival theory and methods, archival documents and information systems, and the archival profession constitute the body of scholarship that, together with archival methodology, make up the archival discipline. However, because scholarship is the examination of existing things in light of concepts held about reality, archival theory, which gives origin to the archival methodology, is itself part of the archival discipline. Therefore, the archival discipline includes theory, methodology, practice, and scholarship.
- ⁵ Auxiliarity is a specific type of interdisciplinarity. For a complete taxonomy of types of interdisciplinarity, see J. Michael Pemberton and Ann Prentice, eds., *Information Science: The Interdisciplinary Context* (New York: Neal-Schuman, 1990), p. xviii.
- ⁶ While archival theory and methodology are universal, archival documents have a unique, specific, and local character. The need to harmonize the universality of archival science with the particularity of a given set of records corresponds to the need to harmonize the academic with the professional aspects of archival studies, the traditional archival functions and activities with continuous innovation in the communication and information fields, and thus the universal archival science with the necessary emphasis on national developments, ideas, and practices.
- ⁷ Laws directly affecting archival work (including the copyright laws, the Freedom of Information Act, and privacy legislation, the replevin and expropriation procedures, the part of contractual law relating to the compilation of deeds of purchase and donations, the part of taxation law as it relates to exemptions) belong in the archival knowledge area, because the legal context as a topic does not relate to records creation but rather to the way archival work must be carried out.
- ⁸ See, for example, Richard Cox, "Professionalism and Archivists in the United States," *American Archivist* 49 (Summer 1986): 229 - 47.
- ⁹ Analysis involves examining the meaning of an idea and determining its essential character. Therefore, the analysis of ideas on the management of archival materials has a theoretical nature, but it is appropriate to call it methodology because it deals with "how" not "what."
- ¹⁰ The archival knowledge area should also include diplomatics. Diplomats is included here as part of archival science rather than as a separate component.
- ¹¹ The curriculum developed by the Committee on Automated Records and Techniques (CART) is very useful in this regard. Archivists in other areas may also develop an appropriate curriculum.
- ¹² Ernst Posner was the first to suggest that the study of social sciences' methods be included in an archival curriculum; see "European Experiences in Training Archivists," *Archives and the Public Interest*, edited by Kenneth W. Munden (Washington, D.C.: Public Affairs Press, 1967), p. 57.



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3. Have the nonmember submit a completed membership application along with payment and the coupon to receive proper credit (one coupon per application submitted).

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- Between January 1 and June 3, 1994, any member and/or group's name submitted with a new member will be eligible in the drawing.
- One name per category will be drawn to win the prizes listed.
- The drawing will take place at the June Council Meeting, the week of June 6, 1994.
- The winners will be notified by June 15, 1994.

Here's what you can be eligible to win...

CATEGORY 1

A current member of SAA encouraging a nonmember to join is eligible to win:

- 1 roundtrip airfare on American Airlines to the '94 Annual Meeting
- 4 complimentary nights at the Westin Hotel Indianapolis
- 1 complimentary annual meeting registration fee

CATEGORY 2

A current SAA member, representing a Section or Roundtable, encouraging a nonmember to join, allows the section or roundtable to become eligible to win:

- \$250 towards a reception or refreshments for your group at the 1994 Annual Meeting

CATEGORY 3

A current SAA member, representing a Student Chapter, encouraging a nonmember to join, allows the Student Chapter to become eligible to win:

- \$100 towards a reception or refreshments for your chapter at the 1994 Annual Meeting

CATEGORY 4

A regional, state or local archival association, encouraging a nonmember to join, allows its association to become eligible to win:

- \$250 towards a reception or refreshments at the 1994 Annual Meeting

Note - New members will have a chance to win airfare, hotel accommodations and a complimentary annual meeting registration fee once they join. If American Airlines is unable to service the winners' area, SAA will pay up to \$200 to supplement the winners' airfare on another airline.

I encouraged a colleague to join the Society of American Archivists!

PART I. Recruiting Individual Information

CATEGORY 1

SAA Member Name

Daytime Phone Number

Complete by naming one group per line

CATEGORY 2 SAA Section or Roundtable

CATEGORY 3 SAA Student Chapter

CATEGORY 4 Regional, State or Local Archival Association

PART II. Applying Member Information

Recruited Member Name

Daytime Phone Number

Send this form along with a completed membership application and check to:



Membership Department
Society of American Archivists
600 S. Federal, Suite 504
Chicago, IL 60605

Offer valid through June 3, 1994

Indy '94: Annual Meeting Update

Mark your calendars for September 7 - 11, 1994, and plan on attending the 58th annual meeting of the Society of American Archivists in Indianapolis, Indiana. If you think that the Indy meeting will have little more to offer than modest midwest meandering, then think again, because Hoosier hospitality is just around the corner! Whether you are looking for great restaurants, turn of the century charm, sporting events, museums, night life or more, Indy has it all!

Of the many fine or casual restaurants available in Indianapolis, you are bound to find one you like at Union Station, which is located just a few blocks from the Westin Hotel. The nation's first union depot, Union Station now contains twenty eateries, seven full service restaurants, three nightclubs and forty-five specialty shops. In addition to the Union Station offerings, there are a variety of other restaurants in the area sure to suit any taste and budget.

Also within a few blocks of the Westin Hotel is Monument Circle, a war memorial which features a 284-foot tall limestone column surrounded by fountains and statuary, and topped by the sculpture "Victory." The circle also contains the recently restored Circle Theatre (1916), home of the Indianapolis Symphony Orchestra. Across the street from the Westin is the Indiana Statehouse, built in 1888, and the Indiana Theatre with its elaborate facade, home of the Indiana Repertory Theatre.

In the national and international spotlight, Indianapolis is world renowned for the famous Indy 500. The city is also home to professional baseball, basketball, football, and hockey teams.



Hats off to Hoosier hospitality. Indianapolis, Indiana will host the 58th annual meeting of the Society of American Archivists, September 7-11, 1994. (Photograph courtesy of the Indiana Historical Society)

The Indianapolis Motor Speedway Hall of Fame is just one of the many museums the city has to offer. The Indianapolis Children's Museum is the largest of its kind in the country. The Eiteljorg Museum of American Indian and Western Art is also nationally acclaimed. And, the Indianapolis Museum of Art has much to offer, including lunch at its "Garden on the Green" restaurant which was formerly a playhouse for Lilly family children.

For those looking for nighttime adventure, plan on investigating the Broad Ripple neighborhood, which contains a variety of pubs, restaurants, and musical entertainment. Closer to the Westin Hotel are Rick's Cafe Americain and The Slippery Noodle. The Westin's own Fillibusters pub offers a warm atmosphere and is popular among locals who work in the area.

If you are looking for a spiritual break throughout the meeting, St. John Catholic Church (1871) is nearby and offers masses every day except Monday. A number of other churches, including Christ Episcopal Church (1860) are in the area.

Whatever you are looking for, you will be hard pressed not to find it in Indy at the SAA annual meeting, September 7-11. Stay tuned for details on the exciting events and historical tours that SAA and its Local Arrangements Committee have planned for you!



Selecting Sessions for Indianapolis

by Jane Kenamore

One of the most interesting and arduous committee assignments is the SAA Program Committee. The 1994 Committee, chaired by Fynnette Eaton of the National Archives and Bob Sink of the New York Public Library, is composed of nineteen members representing a cross section of the Society. Using the process in effect for the past several years, the Committee began its work at the SAA annual meeting in New Orleans, where members visited committees, sections, and roundtables to distribute session proposal forms (also published in the July issue of *Archival Outlook*) and discuss the criteria for selection of the 1994 annual meeting program.

During the month that preceded the meeting in Chicago, members of the Committee reviewed and rated each submission on a scale of 1-10, based on relevance, timeliness, clarity of focus, innovative ideas, appropriateness of format, and qualifications of speakers, as well as balanced representation with regard to gender, type of institution, interest, and geography. In addition to the standard criteria, the Committee considered the proposals with respect to the theme for the 1994 annual meeting: "The Archival Core: Defining the Profession in the Information Age." The goal was not that every session pertain to this theme, but that a series be devoted to issues related to the core of archival work, consideration of our differences with other information professions, and

archival education. Eaton averaged the scores for all submissions and ranked the proposals prior to the Chicago meeting. In Chicago, the Committee carefully reviewed nearly 120 of the top-ranked proposals and selected eighty for the 1994 program.

Leading the list of accepted sessions, are four core sessions on "The Information Age," "Archival Education," "Archival Advocacy for the Future," and "From the Same Roots: Specialization within the Profession." Other sessions include a two-hour workshop, "Internet for Archivists: An Introduction," special focus sessions on "Gopher It!," "Electronic Technology for Textual Information," and "Legal Issues for Electronic Text." Other sessions include "Preservation for Smaller Repositories," "Diethyl Zinc Deacidification," "Without Consent: The Question of Third-Party Privacy Rights," "Ten Years After: MARC as Archival Stonehenge," "Making Archivists Newsworthy," and "Documenting the AIDS Epidemic."

Of special note is the session on "How to Write an SAA Session Proposal," led by the 1995 Program Committee Chair Deborah Skaggs. Members who are interested in participating in the 1995 annual meeting in Washington, D.C., are encouraged to attend this special focus session to learn the fundamentals of a successful proposal.

Between the Landscape and Its Other

Paul Vanderbilt

In this book, the pioneer of "iconography" explains and illustrates his most important ideas about visual images. *Between the Landscape and Its Other* features fifty pairings of Paul Vanderbilt's landscape photographs from the 1960s with archival photographs from the renowned collection he developed. In each case the images appear unrelated. But connections emerge intuitively—according to Vanderbilt, by the same unconscious process that organizes mental images into complex and revealing composites.

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look to any distant,
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Around SAA

SAA Awarded NHPRC Grant for Case Studies

SAA has received a grant of \$95,052 from the National Historical Publications and Records Commission (NHPRC) for a three-year project to produce up to ten case studies with teaching notes that address the archival administration of electronic records and the use of new information technologies in archives. These case studies will offer archival educators in continuing education programs and institutions of higher education, as well as individual professionals, a means to enrich their learning and training experiences.

This project follows upon two others previously supported by the Commission. The first brought a group of experts together in January 1991 to define the archival profession's national agenda concerning electronic records. The report from this project, "Research Issues in Electronic Records," posed ten questions that together constitute a foundation for a research agenda. Included among these questions was "What do archivists need to know about electronic records?"

NHPRC funding also enabled SAA's Committee on Automated Records and Techniques to establish learning objectives and guidelines for core educational requirements. In April 1993 the curriculum development group completed its report, which will appear as an upcoming special issue of the *American Archivist*. Among its conclusions is the recommendation that "archivists should focus on use of the case method as a principal vehicle for presenting education on every topic but especially in the areas of electronic records and automated applications in archives."

More than most other curriculum materials, case studies address real-life situations in their complexity and ambiguity. Issues raised by new information technologies are particularly well-suited for case method analysis which requires the student to draw upon a wide range of knowledge and experience. Cases foster the development of problem-solving skills that are especially needed in dealing with automated systems.

Funding from NHPRC will allow SAA to offer honoraria and editorial assistance to authors of cases and teaching notes and will partially support the publishing and distribution of the cases. Serving as Project Editor will be Elsie Freeman Finch, aided by a Project Editorial Board consisting of Richard Kesner (chair), Luciana Duranti, Fynette Eaton, Margaret Hedstrom, John McDonald, and Leon Stout.

Proposals are being sought from individuals or teams who wish to prepare cases. Application materials including guidelines and a sample case with teaching note will be available from the SAA office beginning March 1. Applications from persons with training in the principles of adult education or case-writing experience are particularly welcome.

In order to encourage the writing of cases by archivists and improve the skills of instructors, SAA conducted two preconference workshops at the 1993 Annual Meeting in New Orleans, one on teaching techniques and materials for the adult learner and another on the writing and teaching of case studies. Both courses

will be presented again at the 1994 Annual Meeting in Indianapolis, offering those interested in submitting a proposal under this project an opportunity to develop their competencies.

Look for further details about this project in upcoming issues of *Archival Outlook*. For additional information, contact SAA Executive Director Anne Diffendal at (312) 922-0140.

Women's Caucus

The SAA *Women's Caucus Newsletter* is currently in production and will be sent to those on the mailing list in February. If you would like to receive the *Women's Caucus Newsletter* or want to contribute items to be included in the newsletter, send your name and address to: Sandra Tonnesen, Sandia National Laboratories, P.O. Box 5800, Albuquerque, New Mexico 87185-0612.

Training Historians and Archivists

The joint committee on Historians and Archivists of the Organization of American Historians, American Historical Association, and Society of American Archivists has published *Historians and Archivists: Educating the Next Generation*. With support from the Mellon Foundation and the University of Michigan, the committee held meetings in 1991 and 1992 at the University's Bentley Historical Library to analyze future needs in the education of historians and archivists.

According to the committee chair, Robert Zangrando, the committee hopes that "historians and archivists interested in improving both the practice of their professions as well as the education of future members" will find these papers useful. These papers will also be published in a forthcoming issue of the *American Archivist*.

Copies of *Historians and Archivists: Educating the Next Generation* are available for \$5 from the OAH, 112 N. Bryan Street, Bloomington, Indiana 47408-4199.

Archives in the Media

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

The *Washington Post* carried a story on November 14, 1993, entitled "Computers Whet Appetite for Paper," which examined the theory of the paperless office. As the article pointed out, despite the increasing use of computers to manage paperwork (including the federal bureaucracy), people still like to have hard copies. Therefore the volume of records deposited at government and business records centers is growing astronomically. The article took an in-depth look at the false assumption that the computer age would reduce the need for paper and also reported on the growing business of commercial records management centers.

An October 24, 1993, article in the *San Jose Mercury News*, "One Call Tells All: Nixon Will Be Nixon," was a humorous look at a serious subject for archivists interested in their public image: the impression made on an archives client by archives staff. The writer contacted six different presidential libraries to find out which press secretaries served each president. The responses he

received seemed to reflect the tenor of each presidential administration. They ranged from reverential and humorous (Kennedy Library) to overly detailed and boring (Carter Library) to suspicious (Nixon Library). The writer ended up preparing a story that focused not on his original question, but on the responses he received from each library. Here are a few examples:

- Nixon Library: "Why do you need to know this?"
- Ford Library: The phone rang a dozen times and no one answered.
- Reagan Library: A recorded message said to allow two hours to visit the museum.

These responses (if accurate) could portray archivists as overly protective, unresponsive, and not very eager to reach an interested public. This article illustrates the concept that something as mundane as how you answer the phone can be an important outreach tool.

"Archives and Electronic Records" Special Issue of ASIS Bulletin

The co-chairs of SAA's Electronic Records Roundtable, Nancy Y. McGovern of the National Archives and Records Administration and Thomas J. Ruller of the New York Archives and Records Administration, co-edited a special issue of the *Bulletin* of the American Society for Information Science (October/November 1993). The issue, "Archives and Electronic Records," is a compilation of narratives outlining current electronic records initiatives. Single copies are \$10 each. If you are interested in obtaining a copy, contact ASIS, 8720 Georgia Avenue, Suite 501, Silver Spring, Maryland 20910.

Electronic Records Listserv

The Electronic Records listserv, ERECS-L@ALB-NYVM1, is open to all SAA members and is hosted by the State University of New York at Albany and managed by SAA's Electronic Records Roundtable. It is an "open" list that can be accessed by posting a subscription command via message to LISTSERV@ALBNYVM1.

This list provides an opportunity for archivists and other information professionals to share information that will advance the ability of institutions to make information in electronic form available, understandable, and usable as long as it is needed. The purpose of the listserv is to provide a forum for discussion of ideas, techniques, and issues associated with the management and preservation of electronic records.

If you have questions about the listserv, contact Thomas J. Ruller at (518) 474-6771 (TOM_RULLER@MTS.RPI.EDU) or Nancy Y. McGovern at (202) 501-5565 (NMI@CU.NIH.GOV).

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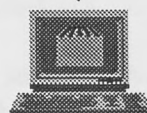
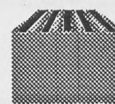
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News Clips

Standards Brochure

As more museums, libraries, and cultural heritage centers throughout the world invest in documenting their collections, often with sophisticated new technologies, the need for standards to manage the information these collections contain becomes more and more urgent. A new brochure, *Developments in International Museum and Cultural Heritage Information Standards*, provides an overview of how such standards are currently being developed and is the outcome of an ad hoc meeting on information standards that took place in Canterbury, England, in September 1991. Sponsored by the Getty Art History Information Program and the International Documentation Committee of the International Council of Museums, the meeting examined the present state of standards in such cultural heritage fields as the museum and archival communities, archaeology, architecture, and conservation.

Representatives from these fields looked at the growing need for standards and talked about ways to cooperate in developing them. The group, which included representatives from SAA, agreed that a guide to some of the major standards initiatives now in progress around the world would stimulate interest in standards issues, help avoid duplication of effort, and interest a more diverse set of individuals and organizations in working to help develop standards. For a copy of this brochure, contact The Getty Art History Information Program, 401 Wilshire Boulevard, Suite 1100, Santa Monica, California 90401-1025, (310) 395-1025, Fax (310) 451-5570.

The Care and Preservation of Archives

Trinity College, Oxford, England
and
University of Massachusetts, Amherst

A residential three-credit course, June 30 - July 20, 1994, for students and professionals, taught by Jennifer Thorp, University Lecturer in Local History, Oxford University.

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Contact: Professor David Paroissien
Director, Oxford Summer Seminar
University of Massachusetts
Box 30515
Amherst, MA 01003-0515
Tel. (413) 545-1914; Fax (413) 545-3880
E-mail: Paroissien@English.UMass.edu

Oral History Cataloging Manual Draft Available for Review and Comment

Under the sponsorship of the Minnesota Historical Society, with funding from the National Historical Publications and Records Commission, a working group of archivists, catalogers, and oral historians has been assembled to prepare a cataloging manual for oral history materials. The manual will contain cataloging rules and guidelines compatible with *Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries*, 2nd ed. (Chicago: SAA, 1989), and with *Anglo-American Cataloging Rules* (2nd ed., 1988 rev.).

Thorough review of the guidelines by archivists, oral historians, librarians, and any other interested persons is an important part of the development process. The first draft of the *Oral History Cataloging Manual* is now available for comment. The response deadline is March 1, 1994. Contact Ms. Lila Goff, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, Minnesota 55102, (612) 296-2150 or fax (612) 296-9961.

Financial Assistance Directory

The 1994-95 edition of *Financial Assistance for Library and Information Studies* is an annually revised directory of awards from state library agencies, national and state library associations, local libraries, and academic institutions offering undergraduate or graduate education programs in library and information studies. For a copy of this directory, send \$1 for postage and handling to SCOLE, American Library Association, 50 E. Huron Street, Chicago, Illinois 60611.

Storing Oversized Paper Artifacts

The Northeast Document Conservation Center recently published a new technical leaflet on storage solutions for oversized paper artifacts. The leaflet is designed to help curators, collections managers, and others with collections of maps, posters, large prints, architectural drawings, and other oversized paper materials. To obtain a copy contact Gay Tracy, Northeast Document Conservation Center, 100 Brickstone Square, Andover, Massachusetts 01810, or call (508) 470-1010.

Archival Schema

The *Madonna University Archival Schema*, by Sister M. Marcia Ryniewicz, CSSF, is a numerical guide to the grouping of materials by subject and category, encompassing the origin, history, and progressive development of Madonna University. The document is adapted to the Archival Control System (ARCS), published by Christopher Langford, and licensed by Circle Development Incorporated. The Schema is an adaptive instrument as the institution grows and develops, new numerical categories can be added to the existing format. For more information, contact S.M. Marcia Ryniewicz, Archivist, Madonna University Archives, 36600 Schollcraft Road, Livonia, Michigan 48150-1179, (313) 591-5011.

NARA Moves to Archives II

The National Archives and Records Administration building at College Park, Maryland, informally known as Archives II, will open for research in early 1994. More than one million cubic feet of records are being moved to Archives II from facilities in Suitland, Maryland, and Alexandria, Virginia, as well as from the National Archives building in Washington, D.C.

The complex relocation of records and 600 staff members will cause some unavoidable inconvenience during the moving period, which runs from December 1993 through December 1995. Archival records will be closed to research for varying periods of time so that they can be properly inventoried, physically prepared for the move, transported to Archives II, and readied for researchers there. The National Archives intends to keep researchers fully informed of its plans for the move so that they can plan their research activities accordingly.

During the next six months, the following records will be relocated to Archives II. Except for certain non-textual records that are listed first, the listing is by closing date, with record group number shown in brackets.

Description of Records	Closing Date	Opening Date
Nixon Presidential Materials.....	10/29/93	1/3/94
Cartographic and Architectural	11/12/93	2/1/94
Electronic Records	1/25/94	2/1/94
Still Pictures	1/28/94	5/2/94
Motion Picture, Sound, Video	2/12/94	3/21/94
U.S. Fish and Wildlife Service [22]	12/10/93	1/24/94
Bureau of Entomology and Plant Quarantine [7].....	12/17/93	2/1/94
Office of the Housing Expediter [252].....	5/24/94	6/28/94
Federal Water Pollution Control Administration [382]	5/24/94	6/24/94
Historic American Buildings Survey Engineering Division [515]	5/24/94	6/11/94
Public Land Law Review Commission [409]	5/27/94	6/28/94
Federal National Mortgage Association [294].....	5/30/94	6/30/94
Environmental Protection Agency [412]	5/30/94	6/30/94
Surplus Marketing Administration [124]	5/31/94	6/22/94
War Production Board [179]	6/1/94	7/13/94
American Revolution Bicentennial Administration [452]	6/6/94	8/8/94
Coast and Geodetic Survey [23]	6/6/94	8/8/94
Agricultural Stabilization & Conservation Service [145]	6/6/94	8/8/94
Bureau of Dairy Industry [152].....	6/21/94	7/25/94
Commodity Credit Corporation [161].....	6/21/94	7/27/94
Board of War Communications [259]	6/22/94	8/10/94
Weather Bureau [27]	6/30/94	8/16/94

All dates given are subject to change without notice. Further information about the latest relocation schedule, about where specific records will be located following the move, and about other aspects of the move can be obtained by writing the Textual Reference Division, Office of the National Archives, Washington D.C. 20408 or by telephoning the Reference Services Branch at (202) 501-5400.



World View

by Thomas Connors

NARA's Archives Library Information Center (ALIC) is currently working with the International Council on Archives (ICA) to explore means of exchanging professional literature citations internationally. ALIC and the Canadian Centre for Information and Documentation on Archives have conducted a bibliographic data exchange pilot project which they demonstrated at the 1992 ICA meeting in Montreal and at SAA's New Orleans meeting last September. The two centers are now investigating the possibility of mounting their respective databases on the Internet. For further information on this project contact Lida Holland Churchville, ALIC, (202) 501-5415.

The ICA Committee on Archival Legal Matters held its first meeting in Eisenach, Germany, October 27-31, 1993. The meeting focused on national archives legislation, representation of archives and the issue of multiple jurisdictions, copyright, and access/privacy. The committee identified several projects to be undertaken:

1. Identify guidelines for draft archives legislation for countries seeking to write such legislation or revise existing laws;
2. Serve an advisory role to *Archivum* editor, Andre Vanisse, who will publish an updated volume on national archives legislation.
3. Support a project proposal to the Council of Europe to collect information about archival legislation from fifteen European countries to be incorporated into a searchable database.
4. Examine the archival issues that have crossed national boundaries or have been affected by new territorial arrangements.
5. Provide advice on new legislative matters referred to the Committee by ICA.

Nicholas Burckel of Washington University is the U.S. representative to the Committee on Archival Legal Matters. The next meeting of the Committee is scheduled for next August in Stockholm, Sweden.

The ICA Committee on the Preservation of Archival Materials met in Oxford, England, May 14-17, 1993. At the meeting Committee members made brief presentations on the status of preservation training and education in their respective countries. U.S. Committee representative Lewis Bellardo spoke about preservation training at the National Archives and Records Administration and about the preservation component of the Modern Archives Institute and of various American library school programs. Other business conducted by the Committee was to prepare for the 1996 ICA Congress in Beijing. Chinese archivists have requested that a preservation workshop be conducted in Shanghai just prior to the Congress. Potential themes and speakers were discussed. The next Preservation Committee meeting will be held in Oslo, Norway, in May.

A group of eighteen archivists, librarians, and guests travelled to the People's Republic of China last October as part of People to People International's Citizen Ambassador Program.

The delegation visited the First Historical Archive and National Library of China in Beijing, the Second Historical Archive, Jiangsu Provincial Library, Nanjing University Archival/Computer Science Department, the Wuhan University School of Library and Information Science, and the Hubei Provincial Archives in Wuhan. The delegation also met with officials of the Chinese Archives Society. Bill Moss, former archivist of the Smithsonian Institution, organized the tour and Shirley Stephenson of Fullerton, California, led it.

There is a new U.S. distributor for publications of the *Archivo General de la Nacion* (Mexico). A publication catalog and actual publications can be obtained through: Jose de la Isla, World View, 7015 Gulf Freeway, Suite 136, Houston, Texas 77087, phone/fax: (713) 645-6536.

The ICA Committee on Oral Sources met for the first time in Washington, D.C., October 30-November 2, 1993. The meeting included members from France, Italy, Spain, Canada, and the United States. Three additional members will join the Committee in the coming year. James Fogerty of the Minnesota Historical Society serves as Committee Chair. The Committee's definition of oral sources includes oral history, oral tradition and other oral materials. Among the Committee's first tasks will be to publish a bibliography on oral history and assemble some basic source readings for distribution to archives in less developed countries. The Committee will also begin work on a handbook that will cover various aspects of oral sources including archival processing, preservation and appraisal of oral materials.

During its twelfth Congress at Montreal in September 1992, ICA established a Provisional Section of University Archives, known as ICA/SUV. The provisional section has four years - until the next ICA congress in 1996 - to prove its value, but the unprecedented interest shown in a university and college section by archivists from many countries should enable the new section to carry out activities which justify its existence. The effort to organize a university and college section was initiated by an ad hoc committee led by Alan Ives of Charles Sturt University, New South Wales, Australia. This effort was a reflection of the importance of university and college archives in the countries represented by the ad hoc committee members: Australia, Canada, Great Britain, Sweden, and the United States.

The section is beginning its work by compiling a directory of university and college archives in all of the member countries of ICA. The section will use the directory information to conduct a survey of university archives, to gather and exchange information about university archives internationally, and to solicit suggestions about activities which would be of interest to university archivists around the globe.

Archivists may participate in the Provisional Section of
continued on page 27

Washington Beat

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lines established by the law and discussed how the National Archives had met the deadlines for developing a database finding aid system, establishing the collection, and making available to the public records that had been declassified and transferred to the National Archives by other agencies. While members of Congress as well as other witnesses commended the National Archives for its work, it was clear that most other agencies had not complied with the legislation. The law required federal agencies and congressional committees to make initial disclosures by August 23, 1993. Yet, some agencies, including the FBI, the Immigration and Naturalization Service, the Naval Investigative Service, and both House and Senate intelligence committees had not by the time of the hearing in November transferred a single record to the National Archives. Specialists at the National Archives estimate that only ten to twenty percent of all Kennedy assassination records are now open to the public.

Other hearing witnesses, mostly authors of books on the JFK assassination, discussed the importance of full disclosure of federal records related to the assassination. Several witnesses made the point that the new material may not uncover a "smoking gun" but will probably reveal how various federal agencies worked to cover-up their handling of the assassination.

The Senate Governmental Affairs Committee has indicated that it plans to hold confirmation hearings on the nominees to the Review Board as soon as possible after the Senate reconvenes in January.

CIA Signals Plans for Greater Openness

In a hearing last fall before the House Permanent Select Committee on Intelligence, Director of Central Intelligence R. James Woolsey discussed CIA initiatives to declassify Cold War records. Woolsey noted that CIA was using a "block review" process instead of tedious line by line reviews on analyses and national intelligence estimates on topics of special historical value that are thirty years or older. This method of scanning documents, Woolsey said, would be used on over 350 estimates and thousands of analytical papers.

Woolsey also announced in this hearing his decision to review for declassification significant Cold War covert actions more than thirty years old. These include, he stated, activities in support of democracy in France and Italy in the 1940s and 1950s, support to anti-Sukarno rebels in Indonesia in 1958, support of the Tibetan guerrillas in the 1950s and early 1960s, operations against North Korea during the Korean War, operations in Laos in the 1960s, the Bay of Pigs operations, the coups against President Arbenz of Guatemala and against Prime Minister Mossadeq in Iran, operations in the Dominican Republic and the Congo, and the Berlin crisis records of the 1950s and early 1960s. Woolsey said that these initiatives are part of efforts "to support the President's goal of changing the way we handle intelligence information" and "to help serious scholars and researchers understand recent history as completely as we can."

While the scholarly community applauds new openness ini-

tiatives at CIA, may veteran researchers who have long sought CIA records have a wait-and-see attitude. In 1992 with much fanfare, the CIA issued a publication of selected documents on the Cuban Missile Crisis. However, the large majority of records related to this event remain closed.

OMB Hold Public Meeting for Comments of Information Locator System

On December 13, the National Coordinating Committee offered oral testimony at a public meeting co-sponsored by the Office of Management and Budget and the Information Policy Committee of the administration's Information Infrastructure Task Force. The public meeting offered organizations and concerned individuals an opportunity to comment on the administration's November 11 draft document outlining plans for a Government Information Locator Service (GILS).

SAA Awards Competition

continued from page 7

Fellows' Posner Prize

Established in 1982, this award recognizes an outstanding essay dealing with some facet of archival administration, history, theory, and/or methodology that was published during the preceding year in the *American Archivist*. There are no nominations for this award. The winner is selected by a subcommittee composed of three SAA Fellows. The award honors SAA Fellow and former president Ernst Posner.

Colonial Dames Scholarship Award

Established in 1974, this award enables two archivists each year to attend the Modern Archives Institute of the National Archives and Records Administration. The Award is given in conjunction with the Colonial Dames of America, Chapter III, Washington, D.C. For more information, contact Patricia Ortega, 4102 Sampson Road, Silver Spring, Maryland 20906. (See page 11 for information on current award availability.)

World View

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University Archives if they are individual members of ICA or if they represent an institution which has an institutional ICA membership. For additional information, contact Marjorie Barritt, Bentley Historical Library, University of Michigan, 1150 Beal, Ann Arbor, Michigan 48103-2113, (313) 764-3482. For information about joining ICA, contact the ICA Secretariat, 60, rue des Francs-Bourgeois, 75003 Paris, (33-1) 40-27-63-06, fax (33-1) 40-27-66-25.

1994 CALENDAR

March 3

"Crisis Communications Planning for Museums," sponsored by Mid-Atlantic Association of Museums, External Affairs Committee, and Small Museums Committee at the Winterthur Museum, Winterthur, Delaware. For more information, contact MAAM, P.O. Box 817, Newark, Delaware 19715-0817, (302) 731-1424.

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 (NRP), Washington, D.C. 20408, (202) 501-5355.

March 21-23

The New York University Conservation Environment Workshops are intended for museum, library, and archives professionals, such as conservators, curators, archivists, registrars and directors, as well as for architects, engineers, and others involved in construction and facilities management for collections-holding institutions. Series of separate one-day seminars: "Conservation Environments for Museums and Libraries"; "Fundamentals of Conservation Environment Lighting"; and "Conservation Environment Case Studies." Contact: The Real Estate Institute, New York University, 11 West 42nd Street, New York, New York 10036, (212) 790-1345.

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 docu-

mentation 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.

August 19-20

4th Conference of the North American Sport Library Network, Ottawa, Ontario. Contact: Gretchen Ghent, (403) 220-6097.

INSTITUTES AND FELLOWSHIPS

Museum Archives Institute

The 7th Annual New England Museum Association and Old Sturbridge Village Museum Archives Institute will be held at Old Sturbridge Village, Sturbridge, Massachusetts, on April 8-9 and will include both introductory and special topic programs. The introductory program is

designed for the beginning archivist who works in a museum or historical society and will offer a variety of comprehensive and in-depth sessions focused on basic archival theories and practices. Two programs, "Arrangement and Description" and "Records Management and Appraisal," will be offered concurrently. Participants may choose to attend either of these sessions.

Instead of the introductory program, participants may select the special topic program, a comprehensive study of photography. For more information, contact Theresa Rini Percy, Associate Director of Research, Library, and Collections, Research Library, Old Sturbridge Village, One Old Sturbridge Village Road, Sturbridge, Massachusetts 01566, (508) 347-3362, ext. 203, TDD: (508) 347-5383, Fax: (508) 347-5375.

Georgia Archives Institute

28th Annual Georgia Archives Institute: "An Introduction to Archival Administration," June 13-24, in Atlanta, Georgia, sponsored by Clark Atlanta University School of Library and Information Studies, Georgia Department of Archives and History, Jimmy Carter Library, The University Center in Georgia. Designed for beginning archivists, manuscript curators, and librarians, the institute offers general instruction in basic concepts and practices of archival administration and management of traditional and modern documentary materials. David B. Gracy II, Governor Bill Daniel Professor in Archival Enterprise at the University of Texas at Austin will be the instructor during the first week. Topics will include acquisition, appraisal, arrangement, description, reference, and legal and administrative issues. Kathleen Roe of the New York State Archives will speak on the MARC format, and Hilary Kaplan of the Georgia Department of Archives and History will speak on preservation. The remainder of the Institute is devoted to a practicum experience.

Tuition is \$400. Enrollment is limited and the deadline for receipt of application and resume is April 1, 1994. Tuition does

not cover transportation, housing, or meals. Housing information is also available. A \$75 application fee, made payable to the Georgia Archives Institute, must accompany each application. For an application contact: Donald E. Oehlerts, School of Library and Information Studies, Clark Atlanta University, Atlanta, Georgia 30314, (404) 248-1322 or (404) 880-8702.

NHPRC Fellowships

The National Historical Publications and Records Commission (NHPRC) is now accepting applications from individuals for two Fellowships in Archival Administration. Jointly funded by the commission and the Andrew W. Mellon Foundation, these fellowships will provide advanced administrative training in archives. For the 1994-95 fellowship year, the stipend is \$35,000, with up to \$7,000 in fringe benefits, for a nine-to twelve-month period beginning between August and October 1994.

Fellows are provided with a series of administrative and decision-making experiences. Included in past fellowships have been such diverse areas as appraisal, budget preparation, personnel administration, publications, plant operation, long-range planning, disaster planning, collection policy development, and committee activities. In addition to work in these areas of administration, the fellow is expected to complete a technical project.

Applicants should have between two and five years' experience in professional archival work. While not required, it is desirable that applicants have the equivalent of two semesters of full-time graduate training in a program containing an archives education component.

Host institutions for the 1994-95 fellowship will be:

- Minnesota Historical Society, St. Paul, Minnesota. The fellow will report directly to Lila J. Goff, Assistant Director for Library and Archives. The fellow will also work with three department heads. In addition to participating in general activities such as personnel supervision, budgeting institutional relationships, and collec-

tion management, the fellow will also work with the Minnesota State Historical Records Advisory Board, and will become familiar with projects of the International Council on Archives Committee on Oral History, the Midwest Archives Conference, and the Society of American Archivists' Manuscripts Section. For the technical project, the fellow will be asked to work on reappraisal issues, including an analysis of the prospects and procedures for implementing the society's recently developed reappraisal guidelines for congressional papers and political and corporate audiovisual collections; an analysis of the state archives' collections in light of society policies and goals and specific legislation relating to government records; and recommendations for a long-term plan for institutionwide reappraisal and deaccessioning approaches and procedures. The fellow will be encouraged to prepare an article for the *American Archivist* or *Archival Issues*.

- University of Washington Libraries, Seattle, Washington. Working closely with Karyl Winn, Curator of Manuscripts and Head of Manuscripts and University Archives Division, the fellow will facilitate the process of collection analysis and redefinition of collection strategies for private papers and records. In this technical project, the fellow will investigate comparable projects of other institutions and will arrange and participate in a series of meetings with library selectors, faculty, and other parties interested in the division's collecting priorities. The fellow will also improve inadequate inventory/guides to archival holdings, help acquire papers from private donors, follow up on archival agreements with organizations, and share reference and other duties of the Manuscripts and Archives Division.

Fellowship application forms and more complete descriptions of the individual host programs should be requested from the NHPRC, National Archives Building, Washington, D.C. 20408, (202) 501-5610.

The forms must be completed and received by the Commission by March 1,

1994. The Commission will provide the completed fellowship application forms to the host institutions, each of which will select a fellow by mid-June 1994.

Oxford Summer Seminar

"The Care and Preservation of Archives," a three-week course, June 30-July 20, 1994, at Trinity College, Oxford, England. Taught by Jennifer Thorp, University Lecturer in Local History, as part of the UMass Amherst Oxford Summer Seminar. Three credits, \$2,175, includes tuition and college residence. For more information, contact David Paroissien, Director, Oxford Summer Seminar, University of Massachusetts, Box 30515, Amherst, Massachusetts 01003-0515, (413) 545-1914, fax (413) 545-3880, e-mail Paroissien@English.UMass.edu

U.S. Capitol Historical Society

Applications are invited for the ninth year of the United States Capitol Historical Society Fellowship, designed to support research and publication on the history of the art and architecture of the Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year, the stipend is \$1,500 per month. Applications must be received by February 15, 1994. Contact Barbara Wolanin, Architect of the Capitol, Washington, D.C. 20515, (202) 225-1222.

AWARDS

Museum Studies Awards

The George Washington University Museum Studies Program has received a grant from the National Endowment for the Humanities, to broaden educational opportunities for those interested in collections management and collections care. The grant provides a limited number of stipend awards (approximately \$7,000) for graduate-level study at the George Washington University. For more information, contact: Museum Studies Program, Academic Center, T-215, The George Washington University, Washington, D.C. 20052, (202) 994-7030.

New Member Roster

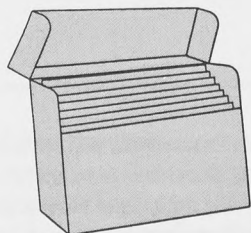
The following new members joined SAA during October and November.

Aho, Elizabeth
Altenburg, Bro. Frederic
Manhattan College
Appelman, Margaret H., *student*
Baham, Paulette
Mason & Hanger-Silas
Ballard, Jan, *Student*
Barata, Kimberly J. *Student*
Bartell, Sandra J. *Student*
Bartels, Carol O.
Historic New Orleans Collection
Beck, Tom
Bennett, Grace
Bennett, K. Sharon
Charleston Museum
Benoit, Sr. Doris
Berghaeger, Bryan
Elmhurst Historical Museum
Best, Catherine, *Student*
Best, Christy L.
Church of Jesus Christ of Latter Day Saints
Birkheimer, Nancy
Georgia Historical Society
Bloom, Lorelee J
University of Wyoming
Bragg, David *Student*
Brockman, Paul
Indiana Historical Society
Cain, Piers
International Monetary Fund
Cardin, Martine
Universite Laval
Catholic University of America
Catholic University of America
Childers, Charles
Christein, Heidi S. *Student*
Christy, Shari E. *Student*
Clark, Susan L.
Historical Society of Palm Beach County
Clarke, Victoria Pike *Student*
Cohen, Laura B. *Student*
Collins, Kathleen
New York Transit Museum
Cook, Deanna R.
Costill, Jill *Student*
Cressman, Jennifer Elizabeth
Student
D'Entremont, Susan
John F. Kennedy Library
Danos, Mary L.
Northport Public Library
Dodd, Janice
Barry Botanical Garden
Dunlap, Mary R.
Durham, Suzanne
James N. Gray Construction
Eastman School of Music
Esvang, Karen L.
Student
Faber, Mike
Paxton Record Retention
Files, Charlotte
Mississippi Band of Choctaw

Foster, Diane
Fox, Lisa L. *SOLINET*
Fullard, Roy A.
Pharmacol/LSR
Galstad, Alison Ames
Cornell College Library
Garfinkel, Simson
Student
Gearin, Joan L.
Student
Gerth, Richard R.
Gouailhardou, Marilyn
Sisters of Mercy
Grantner, Br. Gerald
St. Michaels Mission
Greifenstein, Charles B.
Harkins, Edward
Mobile Municipal Archives
Harms, Kelly *Student*
Harrington, Tracy M.
Habitat for Humanity Int'l
Harris, Karen
Ponce de Leon Library
Hastings, William N.
Student
Helfman, Amy W. *Student*
Henle, Alea *Student*
Henson, William E.
Herod, Camilla *Student*
Hightower, Kay
Hincha, Richard
Milwaukee Public Museum
Hinderliter, Alison
The Chicago Public Library
Hintzman, Douglas M. *Student*
Historical Research Department
Hogensen, Elizabeth *Student*
Holden, Jenny Kathryn *Student*
Howard, Orrin
Los Angeles Philharmonic Association
Howe, Sharon *Student*
Hunter, Cecilia Aros
Institute of Public Administration
January, Alan
Indiana State Archives
Johnson, Bary Lee
Northwestern University Library
Kesler, Elizabeth Gates
Rhodes College
Kitchell, Catherine A.
Bureau of National Affairs
Klion, Jenny
Mark Morris Dance Group
Kondelik, Vicki
Student
Kosmo, Andrea
Kushner, David R.
Lacombe, James V. *Student*
Lahue, Dena
Lewis, Thallis
Mississippi Band of Choctaw
Linke, Daniel
Princeton University Archives
Living Legacies Foundation
Long, Julia A.
University of Wyoming
Loyer, Milton W.
United Methodist Archives

Lund, Thomas D.
Golden Rule Insurance Company
Maas, Monique
HUC Skirball Museum
Mahler, Marjorie A. *Student*
Mangiafico, Lisa
Soroptimist International of
Marquardt, Marian
The National Food Laboratory
Marrinan, Audrey *Student*
Mason, Susan
Student
Mason & Hanger-Silas Mason Company
Mawhorter, Judy
McCullough, David N
McDaid, Jennifer
Virginia State Library & Archives
McNaim, Jane
Church of Spiritual Technology
McNees, Pat
Megraw, Jeremy *Student*
Meichelbeck, Sr. Mary Joseph
Sisters of Saint Joseph
Mendlovitz, Sidney
Millar, Ellen
Student
Miller, Scott
Plymouth State College
Moak, Jefferson M.
Philadelphia City Archives
Montgomery, Bruce
University of Colorado
Moser, Chad M. *Student*
Nims, Julia *Student*
Paz, Anita
Nisqually Indian Tribe
Persico, Thomas
Student
Peters, Marjorie
College of DuPage
Pop, Daniel
Rea, Robert
Reeves, Sally
New Orleans Notarial Archives
Rishel, Joseph F.
Duquesne University
Rivers, Ronna
Wayne State University
Rodgers, Betty J.
Rudisell, Carol A.
University of Delaware
Sandifer, Kevin W.
NW Louisiana Baptist Assoc
Santos, Chris
Carolina Power & Light
Sarma, Deeptee
Art Gallery of Ontario
Saunders, Janet G. *Student*
Schaffer, Eman
Schneider, Sharon
Nisqually Indian Tribe
Schroer, Amy
Student
Scoville, Pamela D.
Animation Art Guild
Shaffer, Todd L.
Sheboygan County Historical Research Center

Sisters of Mercy of North Carolina
Slifko, Sharon C. *Student*
Smith, Jane A. *Student*
Smith, Jenifer
Smith, Monica M.
Saint Louis Public Library
Soady, Ann
Southern Illinois University
Spectre, Miriam B. *Student*
Spitze, James M.
Sprinkle, Matthew
University of Wyoming
St Louis Mercantile Library
Stewart, Suzanne *Student*
Storch, Susan E. *Student*
Strong, Marjorie J.
Aldrich Public Library
Styron, Claora
Student
Sullivan, Kristina
Tacke, Eleanor Atherton
Teel, Troy
Student
Testa MPF, Sr. Clare
Rel Teachers Filippini
The David Library of the
Thomas, Theresa C.
SmithKline Beecham
Thompson, Weston T. *Student*
Tiersma, Berkeley F.
Totka Jr, Vincent A.
Tyler, Betsy
Nantucket Historical Association
US Geological Survey Library
University of Massachusetts at Boston
University of Guam
University of Hawaii Library
Van Ells, Mark D.
Van Tuyl, Elizabeth *Student*
Vardas, Christina
Gennadius Library
Varnum, Kenneth J.
Student
Wainman, Shannon *Student*
Warnick, Wendy
Watson, David
National Film & Sound Archive
Weis, Peter H. *Student*
Westerhaus, Rev. Martin O.
Whiteside, Gordon
Canadian Center for Architecture
Wiebe, Joan
SIM International
Wilkie Jr., Everett C.
Connecticut Historical Society
Wilson, Timothy T
American Philosophical Society
Wisconsin Veterans Museum
Wolf, Marguerite
Wood, Carol
Wymbs, Paul S.
Wymbs Foundation
Zino, Lynn
Student
Zoumbouli, Maria
The American College of Greece



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.

PROJECT ARCHIVIST

*Virginia Historical Society
Richmond, Virginia*

Responsibilities: Under an eighteen-month federal grant, the project archivist will conduct a retrospective conversion of the Society's descriptions of manuscript collections containing significant groupings of women's history records. The project archivist will generate MARC-AMC formatted records, upload those records into the OCLC database, prepare some original cataloging of unprocessed collections, and compile entries for a published guide to the Society's Women's History holdings.

Qualifications: MA degree in American or Southern history, with concentration in women's studies preferred, or an MLS with concentration in archival studies; experience as a manuscripts cataloger; strong working knowledge of USMARC-AMC format required; demonstrated written and oral communication skills; some knowledge of Virginia history helpful. The Virginia Historical Society is an equal opportunity employer and does not discriminate in regard to race, gender, age, or other factors. Women and minority candidates strongly encouraged to apply. **Salary:** \$25,000 minimum, with excellent benefits package.

Apply to: E. Lee Shepard, Senior Archivist, Virginia Historical Society, P.O. Box 7311, Richmond, Virginia 23221-0311, with letter of interest, current resume, and list of three references. Position open 1 January 1994.

ARCHIVIST

*LaGuardia Community College
Long Island City, New York*

Growing repository on history of 20th century New York seeks archivist. Duties include accessions, conservation, control and access to collections. Position requires BA in history, archives, or library methods, two years of related experience, and good organizational and writing skills. Advanced degree and knowledge of the 20th century New York history preferred. Salary is \$25,187, with excellent fringe benefits. Cover letter and resume by January 31, 1994, to: Director LaGuardia and Wagner Archives, LaGuardia Community College, 31-10 Thomson Avenue, Long Island City, New York 11101. EOE/AA.

COLLECTIONS MANAGER/ ARCHIVIST

*The Japanese American National Museum
Los Angeles, California*

The Japanese American Museum's collection is unique and by far the largest one of its kind in the country. It reflects the broad geographic experiences and cultural adaptations of the Japanese-Americans from the mid-1800s to the present. The Museum seeks a full-time professional Collection Manager/Archivist who is experienced in the care and management of museum collections, with knowledge of information technology and a strong background in descriptive standards/practices for a variety of materials including two- and three-dimensional objects, textiles, art, photographs, and moving images. Major responsibility will be to plan and implement the organization, care, storage, retrieval, and access of the museum's archival and three-dimensional collections. While a content background is desirable, it is essential that the professional be well versed in the cataloging of non-textual research collections, with a strong background in the design, implementation, and modification of computerized collections management systems/projects, who can supervise and train collections staff and volunteers in archival and museum practices. **Suggested qualifications:** MLS or advanced degree in Museum Studies or information management with an understanding of archival practices; knowledge equivalent to an advanced degree in American Studies, history, and/or Japanese American Studies preferred; minimum of three years experience in collections management and cataloging of the variety of materials in the museum's collections; familiarity with Argus Collection Management Systems preferred; excellent oral and communication skills; strong supervisory and problem solving skills; experience in grant writing. The Japanese American National Museum offers a competitive salary and an excellent benefits package. Please send resume, three references, and a cover letter stating why this position interests you to: Akemi Kikumura, Director of Program Development, 369 E. First Street, Los Angeles, California 90012, (213) 625-0414, ext. 249, fax (213) 625-1770.

Professional Opportunities

ASSISTANT DIRECTOR FOR COLLECTION DEVELOPMENT, SYSTEMS LIBRARIAN/ ADMINISTRATOR, and REFERENCE ARCHIVIST (THREE POSITIONS)

*Duke University
Durham, North Carolina*

Assistant Director for Collection Development: Leads the Collection Development team in shaping and developing the holdings of our Special Collections Library. Collecting areas include Southern Americana, literature, history of economics, African American studies, Methodism, women's studies, advertising history, and documentary photography. Works with other team leaders to direct all aspects of the operation of the Special Collections Library. **Position requires:** Advanced degree in relevant discipline, minimum of five years experience in special collections and/or collection development in academic or research library; excellent oral and written communication, interpersonal, and teamwork skills; demonstrated ability to work effectively with faculty, students, staff, donors, and the public in a collegial environment; adaptability and creativity; ability to plan and manage time, money, and resources to achieve goals; knowledge of automated retrieval systems and information technologies; experience in microcomputers and word processing. Strong background in rare books, bibliography, archives, and manuscripts and experience in collecting rare materials and manuscripts highly desirable. **Salary:** Based on education and experience; minimum \$35,000.

Systems Librarian/Administrator: Working as a member of the Planning and Project Development team, manages the implementation and development of automated library systems and provides technical support for library automation activities by assisting in the analysis of library systems and problems, coordinating the design of appropriate automated solutions, assisting in the implementation of the solutions, and facilitating the education of library staff. Coordinates all Special Collections automation activities with the Library Systems Office. **Position requires:** Advanced degree in relevant discipline; familiarity with and/or experience in special collections library setting; knowledge of PC, Macintosh, and Unix hardware platforms; familiarity with PC databases, relational data modeling, GUI skills, office automation tools, PC utilities, networking, and TCP/IP; experience with GOPHER,

WAIS, and other Internet-based systems; and knowledge of digital scanning systems. Also, effective communication, interpersonal, and teamwork skills. **Salary:** Based on education and experience; minimum \$27,300. **Reference Archivist, John W. Hartman Center for Sales, Advertising, and Marketing History:** As part of the Hartman Center Team and the Research Services Team in the Special Collections Library, conducts research and provides information in response to reference requests from businesses, academic researchers, and the general public. Participates in other projects and planning for the Hartman Center. **Position requires:** Advanced degree in a relevant discipline; familiarity with standard archival procedures; excellent interpersonal and teamwork skills; ability to work independently and use good judgement in making decisions; strong oral and written communication skills; ability to meet deadlines and juggle multiple projects; experience with microcomputers and word processing, knowledge of automated retrieval systems and information technologies. Archives or library experience (especially in a business environment), familiarity with advertising, and interest in visual images are highly desirable. **Salary:** Based on education and experience; minimum \$27,300. Candidates should submit letter of application, resume, and the names, addresses, and telephone numbers of three references to: Ann F. Stone, Personnel Librarian, Box 90194, Duke University, Durham, North Carolina 27708-0194. Screening for each vacancy will begin February 1, 1994, and continue until the positions are filled. Duke University is an Affirmative Action/Equal Opportunity Employer.

ARCHIVIST

*Clayton (Frick Art and Historical Center)
Pittsburgh, Pennsylvania*

The Frick Art and Historical Center, a private operating foundation preserving the Pittsburgh home (Clayton), furnishings, art, and archives of Henry Clay Frick (1849-1919) and his daughter Helen Clay Frick (1888-1984), seeks an archivist to manage the documentary collections of the Fricks. Clayton houses records accumulated by the Fricks in the course of their various cultural, business, and domestic activities. This is an excellent opportunity for someone seeking challenging professional work in developing a modern archives program for an important historic site. **Responsibilities:** Manages col-

lections of historical manuscripts, archives, and related materials. Provides reference services and participates with other curatorial staff in the management and interpretation of the historic site. Oversees preservation, arrangement and description, and access to collections. Assists in the development of exhibitions using the archival and manuscript holdings. Develops procedures for the administration of the archives and manuscript holdings. **Qualifications:** Master's degree in history, library science, or related discipline with strong academic preparation in archival science and administration. Three to five years experience in archival and historic manuscripts work. Familiarity with the USMARC-AMC format and its application in national and local electronic bibliographic utilities is a must. Expertise in the use of information technology for archival management is preferred. Outstanding written, verbal communication, and interpersonal skills are a must. **Salary:** Competitive, with excellent benefits. Apply to: Sheena V. Wagstaff, Frick Art and Historical Center, 7227 Reynolds Street, Pittsburgh, Pennsylvania 15208-2923.

ASSOCIATE ARCHIVIST

*Chase Manhattan Archives
New York, New York*

Chase Manhattan Bank Archives has restructured its program and created a new position of Associate Archivist. Position reports to the Archivist and involves broader supervisory and project management responsibilities in addition to administrative and long-range planning. **Responsibilities:** Applicant will be immediately responsible for the design, management, and implementation of an \$80,000 documentation project to document a new, dynamic corporate culture that embraces a new corporate mission. This project will encompass collection development, utilization of a computer database, development of an oral history program with the executive team and the supervision of three archivists that will be hired to process and index the collection for automation. Additional responsibilities include the background research of information and images to support a monthly video series; research and design support of branch and regional exhibits; participation in the planning of the upcoming bicentennial; accessioning and reference. **Qualifications:** Master's degree with specialty in archival administration. Three to five years of professional experience with increasing responsibilities.

Professional Opportunities

Demonstrated experience in supervision of large processing projects, collection strategies, exhibit design, project management, and staff supervision. Strong interest in, and preferably experience with, automation and database development. Excellent communication and writing skills. High level of professionalism, motivation, and ability to work independently. **Salary:** Salary commensurate with experience (\$35-\$40). Newly expanded benefits package. Please send letter of application, resume, and salary requirements to: Jean Hrichus, Archivist, Chase Manhattan Archives, 2 Chase Manhattan Plaza - 27th Floor, New York, New York 10081. Applications accepted until position is filled.

PUBLIC SERVICES LIBRARIAN/ ARCHIVIST

*Carl A. Kroch Library
Cornell University
Ithaca, New York*

The division of Rare and Manuscript Collections includes 250,000 printed books, more than seventy million manuscripts, and another million photographs, paintings, prints, and other visual media. The collection chronicles such fields as medieval and Renaissance studies, the Reformation, eighteenth-century France and England, American history, Anglo-American literature, Icelandic history and culture, and the history of science. Other collections focus on medicine, witchcraft, women's studies, ornithology, human sexuality, graphic arts, and architecture and city planning. Located in the newly constructed Carl A. Kroch Library, the Division also houses the Cornell University Archives. The Public Services Librarian/Archivist will lead an ambitious program to expand access and use of primary sources in research and instruction campuswide.

Duties and responsibilities: The Public Services Librarian/Archivist will coordinate public service activities in the Division of Rare and Manuscript Collections; providing reference service on-site and by correspondence; overseeing reading room and paging operations; conducting classes and workshops for undergraduates, graduate students, and other researchers; working with Cornell faculty and staff to promote use of the collections. Under the general direction of the Director, and in cooperation with other Division staff, the Public Services Librarian will manage an integrated public services program for enhanced access and use of rare books, manuscripts, archival and audiovisual

materials. **Qualifications: Required:** Graduate degree in library/information science, humanities/social sciences, or archival administration; evidence of excellent written and oral communication and interpersonal skills; and a minimum of three years professional experience in a research library or an archival program. Preference will be given to candidates with significant public service and/or special collections experience, program management and supervisory experience, proficiency in online bibliographic searching including RLIN AMC, familiarity with microcomputers and emerging technologies for networked access, experience with audiovisual collections, and knowledge of western European languages. **Salary:** Minimum \$27,800. Closing: Requested by March 1, 1994, but accepted until position is filled. Apply to: Ann Dyckman, Director of Human Resources, 201 Olin Library, Cornell University Library, Ithaca, New York 14853-5301. Send cover letter, resume, and the names, address, and telephone numbers of three references. Cornell University is an Affirmative Action/Equal Opportunity Employer.

UNIVERSITY RECORDS OFFICER

*Carl A. Kroch Library
Cornell University
Ithaca, New York*

Duties and Responsibilities: Under the general direction of the Director of the Division of Rare and Manuscript Collections, the University Records Officer will promote and coordinate an active records management program including working with university staff on the maintenance, transfer, and disposition of records. Additionally, the Records Officer will actively participate in the integrated programs of the Division of Rare and Manuscript Collections. Two-year term appointment. **Qualifications: Requirements:** Bachelor's degree or equivalent. Significant working experience in an archival repository or an institutional records management program. Effective written and oral communications skills. Excellent interpersonal skills. **Preferred:** Academy of Certified Archivists and/or Association of Records Managers and Administrators certification. AMC cataloging experience. Computer experience and ability to work with electronic records. **Salary:** Dependent upon qualifications, minimum \$25,000. Send Applications to: Bernadette Heath, Assistant Director of Library and Human Resources, 235 Olin Library, Cornell University, Ithaca,

New York 14853. Closing: Requested by March 1, 1994, but accepted until position is filled. Cornell University is an Affirmative Action/Equal Opportunity Employer.

MINORITIES CURATOR

*Tulane University
Amistad Research Center
New Orleans, Louisiana*

Entry level opening at the Amistad Research Center. Must have a bachelor's degree. MLS, archival/museum certification preferred; knowledge of a Romance or West African language helpful. Send inquiries and resumes no later than January 15, 1994, to Dr. F. Stielow, Amistad Research Center, Tilton Hall, Tulane University, 6823 St. Charles Avenue, New Orleans, Louisiana 70118.

ARCHIVIST

*Manuscripts and Archives
Sterling Memorial Library
Yale University
New Haven, Connecticut*

Minimum rank: Librarian I. Performs preliminary surveys, appraisal, arrangement, description, cataloging, and preservation of manuscript collections, university records, and microforms. Assists in donor relations and public services functions. **Qualifications:** MA degree in history or related discipline and/or an MLS from an ALA-accredited library school. Formal archival training or education and demonstrated knowledge of archival theory and practice. Substantive processing experience with both manuscripts and archives in an archival repository. Demonstrated ability to communicate effectively, both orally and in writing. Ability to work effectively in a team setting with all levels of staff. Familiarity with archival automation and description standards preferred. Reference or field experience in an archival setting; previous supervisory experience; familiarity with primary source materials in all formats, including electronic records and audio-visual materials; coursework, especially at the graduate level, in writing history using primary sources; ability to read one foreign language are all preferred qualifications. **Salary:** From \$30,900 dependent upon qualifications and experience. Full benefits package including 22 vacation day; 17 holiday, recess, and personal days; health care; TIAA/CREF or Yale retirement plan; and relocation assistance. To be assured of consideration, please submit letter of application, resume, and the

Professional Opportunities

names of three references by February 18, 1994, to: Diane Y. Turner, Director, Library Personnel Services, P.O. Box 208240, New Haven, Connecticut 05620-8240. EOE/AA.

SPECIAL COLLECTIONS CURATOR (SEARCH EXTENDED)

*Penn State Harrisburg
Middletown, Pennsylvania*

Penn State Harrisburg is seeking an experienced, service-oriented librarian or archivist to organize, manage, preserve, and develop the Alice Marshall Women's History Collection and other special collections which may be acquired in the near future. The Curator may also participate in the provision of general reference service. **Responsibilities:** Develop policies and procedures for acquisition, arrangement and description, reference and access, and preservation of special collections; develop donor, patron, and colleague relationships; promote collections to students, scholars, and other constituencies through reference service, lectures and presentations, publications, and exhibits; initiate MARC-AMC cataloging; secure grants and solicit other outside support; select, train, supervise, and evaluate personnel; plan for future physical facilities, staffing, and other needs; provide general reference service.

Qualifications: MLS from an ALA-accredited program or a master's degree in history or related area; archival coursework and experience in an archives or manuscripts repository; demonstrated archival management, communication and interpersonal skills; ability to direct work of staff and promote special collections programs effectively; experience or familiarity with manuscript cataloging using the MARC-AMC format; familiarity with appropriate database management and word processing software.

Preferred: Background or interest in American history or women's studies, significant experience with donor relations, fund raising and grant writing experience, evidence of professional and scholarly activity. **Salary and Rank:** Dependent on qualifications, minimum \$29,000. Benefits include liberal vacation, excellent insurance packages, state or TIAA/CREF retirement options, and educational privileges. Formal review of applications will begin January 20, 1994, but applications will be accepted until the position is filled. Applicants should submit letter of application, resume, and names, addresses, and telephone numbers of at least three references to: Chair, Special Collections Curator Search Committee, c/o Human

Resources Offices, Box SAA, Penn State Harrisburg, 777 W. Harrisburg Pike, Middletown, Pennsylvania 17057-4898. Affirmative Action/Equal Opportunity Employer. Women and minorities encouraged to apply.

CORPORATE ARCHIVIST

*Winthrop Group, Inc.
New York, New York*

Responsibilities: Applying standard archival procedures, the archivist will establish an archival program for a corporation specializing in entertainment which is headquartered in South Florida. The archivist's duties will embrace all aspects of collection development and processing, including surveys, content appraisal, accessioning, description and preparation of a computer-based finding aid. In addition the archivist will prepare policies and a record group structure that will facilitate access to the collections and will be responsible for reference and research work. Position is full-time. Salary commensurate with experience and qualifications. **Benefits.** **Qualifications:** MA with coursework or experience in archival methods. Minimum five years experience in a corporate or organizational setting. Processing experience required. Familiarity with PC database software desired. Must demonstrate ability to work independently and communicate well within a corporate environment. Send resume (include names, addresses, and telephone numbers of a minimum of three references) and a sample of a very brief finding aid, to: Linda Edgerly, Director and Consulting Archivist, Winthrop Group, Inc., 370 Central Park West, No. 506, New York, New York 10025. For more information telephone (212) 865-6181. Search open until position is filled.

CURATOR

*The Rosenbach Museum and Library
Philadelphia, Pennsylvania*

The Rosenbach Museum and Library seeks curator to manage special collections comprising 300,000 manuscripts, 30,000 rare books (principally English and American literature, American history), and fine decorative arts collections. Reports to the director and supervises professional and support staff of five. Responsible for collections access, care, development, and interpretation, and for exhibition program. Represents the Rosenbach at professional meetings. Curator will participate in all aspects of planned capital campaign and new building program.

Distinguished academic record, advanced degree, experience with special collections and with exhibition planning and installation, demonstrated research and writing skills, computer literacy, ability to work cooperatively with a sense of humor required. Familiarity with American, English, Continental fine and decorative arts desirable. Start date, ASAP; applications considered until position filled. Send letter, resume, and names of three references to: Stephen K. Urice, Director, 2010 De Lancey Place, Philadelphia, Pennsylvania 19103. EOE/AA.

COLLECTIONS MANAGER/ ARCHIVIST

*The Lincoln Museum
Fort Wayne, Indiana*

The Lincoln Museum, founded in 1928, specializes in the collecting of Lincolniana. We seek a Collection Manager/Archivist who will be responsible for the world's largest private collection of Lincolniana including prints, photographs, manuscripts, books, research material and artifacts. Major responsibility will be to plan and implement the organization and care of museum's archival and three-dimensional collections. Opportunities exist to develop a classification system, descriptive systems, and specialized indexes to facilitate access. Collections Manager/Archivist will oversee the relocation of the collections and the development of new library and collections storage area as museum relocates to its new facility. Collections Manager/Archivist will assist the public and staff in the use of the collections and will guide the work of volunteers. The successful candidate will possess: a graduate degree with emphasis in archives administration; minimum of five years of experience, preferably with a combination of archival and three-dimensional experience; experience in writing collections policies and deaccessioning; experience working with volunteers; familiarity with the USMARC-AMC bibliographic format and word processing; ability to work independently; excellent oral and written communication skills; strong skills in investigation and problem solving. The Lincoln Museum is part of Lincoln National Corporation, a major financial services company, headquartered in Fort Wayne, Indiana. This opportunity offers a very competitive salary and an excellent benefits package. Please send resume, three references, and a cover letter stating why this position interests you to: Pat McCombs, Senior Employment

Consultant, Lincoln National Life Insurance Company, P.O. Box 7829, Fort Wayne, Indiana 46801-7829, fax (219) 455-4268.

ARCHIVIST

*MCI Telecommunications Corporation
Washington, D.C.*

MCI Telecommunications Corporation seeks an innovative and experienced head archivist to manage, operate, and market its newly established corporate archives program.

Responsibilities: Appraising, accessioning, and making available to MCI employees materials of historical value on all media; interacting with and providing reference services to MCI employees including executives; planning for and assisting with the integration of automated access and retrieval systems for archival records; supervising department staff; assisting with the management of the department budget; and planning for and assisting with outreach programs including speeches, article, and exhibits concerning the history of MCI. **Qualifications:** Candidates should possess a master's degree in history or library science from an accredited institution, graduate-level coursework in archival administration, supervisory experience, a minimum of five years experience managing a corporate archives, and a demonstrated high level of oral and written communication skills. Certification a plus. **To apply:** Fax a resume and cover letter to, Michelle Brailsford, fax (202) 887-3239.

PHOTOGRAPHIC CATALOGER

*Schlesinger Library on the History of
Women in America
Radcliffe College
Cambridge, Massachusetts*

Twenty-month, grant-funded position (0.6 time), possibly 18 months full-time.

Part of project to computerize photo cataloging. **Responsibilities:** Prepare original cataloging and enter local database; maintain authority lists; advise staff on thesauri and application of cataloging rules; assist with other tasks as appropriate. **Qualifications:** **Required:** MA in archival administration or, with archives coursework, in library science, history, or another related field. Experience or coursework in photograph cataloging. Familiarity with MARC format, databases, history of photography. **Preferred:** Academic concentration in women's history or closely related field. One or more years' experience using LCSH or Art and Architecture

Thesaurus terms, MARC cataloging, and working archivally with visual material. **Salary:** Upper twenties; salary offered will be commensurate with skills, experience. Applications accepted until position is filled; the library hopes to find successful candidate to begin work in January 1994. **To apply:** Send cover letter, resume, and list of references to: Joanne Doherty, Director of Human Resources, Radcliffe College, 10 Garden Street, Cambridge, Massachusetts 02138.

MANUSCRIPTS LIBRARIAN

*University of Georgia Libraries
Hargrett Rare Book and Manuscripts
Library
Athens, Georgia*

Duties: The Manuscripts Librarian is responsible to the Head, Hargrett Rare Books and Manuscript Library, for serving as coordinator for manuscripts, for supervision of two full-time employee library assistants and several student assistants, and for assisting in the provision of reference service. The Hargrett Library has three professional positions and six staff positions. The collections contains approximately five million manuscripts and focuses on Georgia and Southern history. Some weekend work required. **Qualifications:** Master's degree and ACA archival certification or ALA-accredited MLS with archival concentration, preferably with two years experience in a special collections setting; broad academic background and strong interest in history required, subject master's/ advanced degree preferred; successful supervisory experience; demonstrated knowledge of processing manuscripts collections and familiarity with preservation standards; strong organizational ability; excellent written and oral communication skills; ability to establish and maintain effective working relationships with co-workers, donors, and patrons; working knowledge of historical research methodology and experience with standard bibliographic tools; familiarity with USMARC-AMC and

automated access to manuscript collections, and experience in working with IBM-compatible software desirable. **Benefits:** Standard benefits package includes life, health, and disability insurance and mandatory participation in the state or optional retirement system, 21 days annual leave, and 12 paid holidays. Salary minimum: \$23,200.

Adjustments may be made commensurate with experience. **Application procedure:** Send letter of application by January 21, 1993, including a resume, and the names of three references to: Florence E. King, Personnel Librarian, University of Georgia Libraries, Athens, Georgia 30602. This position will be filled only if suitable applicants are found. An Equal Opportunity/Affirmative Action Institution.

Archivist

The Roman Catholic Archdiocese of Boston is seeking an Archivist to oversee the management and direction of its Archives.

The successful candidate will be responsible for collecting, appraising, and organizing the permanent records; aiding and instructing researchers; and supervision of records management for central Archdiocesan offices. The Archivist will also conduct outreach activities and supervise (2) staff members and student interns.

The position requires a graduate degree in history and/or library science with concentration in archives and special collections with 3-5 years of archival experience; excellent oral and written communication skills; knowledge of American religious history, records management, and computer applications in archives a plus.

We offer comprehensive benefits and an excellent work environment. Our convenient Brighton location offers free parking and easy T accessibility. Please submit resume with salary requirements to Ms. Brenda Kirwan, Archdiocese of Boston, 2121 Comm. Ave., Brighton, MA 02135.

Archdiocese of Boston

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