



The Society of  
American Archivists

# Archival Outlook

March 1994



## *We're all connected*

A Northwestern Telephone crew repairs lines along the St. Croix river in the upper Midwest, circa 1914.

*(Courtesy of the Minnesota Historical Society, John Runk Photograph Collection, John Runk, photographer)*

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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  
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## Archival Outlook

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## from the President's Desk

by Edie Hedlin

There is heightened interest these days in the Society of American Archivists' role in the evaluation of candidates for Archivist of the United States. The position of Archivist has been vacant for over nine months, during which SAA and other professional organizations have played a consultative role. Even before this, three SAA leaders were chosen to write the Clinton Transition Team report on the National Archives and Records Administration (NARA). Communications between SAA and the White House, then, have been under way for some time.

Current interest appears to emanate from two recent letters signed by me. One letter was in support of a candidate; the other letter was in opposition. As I understand it, the current debate raises three issues: the process by which SAA develops and offers opinions on candidates; the validity or correctness of the opinions themselves; and the degree to which the opinions were made known to the membership after issuance.

I will take these in order, and will be as frank as possible. I must caution you, however, that in this instance SAA processes are intertwined with White House search processes. Some things are not mine to reveal, although some information given to me in confidence has now assumed a public character. For instance, between the initial drafting and final printing of this column, the names of some candidates have appeared in the media. I am responding to concerns raised prior to press attention, however, so this column describes leadership handling of information that, at the time, was confidential. Moreover, it focuses on process, not individuals.

How is SAA reaching decisions on candidates for Archivist? First we are applying the criteria stated in NARA's enabling legislation and the National Association of Government Archives and Records Administrators/SAA Joint Statement on Selection Criteria for Archivist of the United States.

Second, we are using the Society's

traditional decision-making process. The Society is governed by a nine member council and three officers (president, vice president, and treasurer). The great bulk of SAA business is conducted during Council meetings which normally occur in January, June, and September. However, matters that require action in between Council meetings are the responsibility of SAA's Executive Committee which consists of the officers plus a member of Council chosen by his peers to represent their views. SAA's practice of referring items to the Executive Committee and the president between meetings is designed to permit quick action on critical issues. This speed of response is necessary if SAA is to have an effective voice in matters of public policy impinging on archives.

In keeping with our governance structure, the Executive Committee and the president have been the vehicles through which SAA responded to requests from White House Personnel for comments on the qualification of candidates for Archivist. While most of the communication has been verbal, the Society recently has addressed two letters to White House Personnel. The manner of preparation and issuance of these letters was in accordance with SAA's normal and traditional method of handling matters involving personal privacy and confidentiality, as well as matters requiring action between Council meetings.

Nonetheless, there are procedural differences between the two letters. The letter of support was discussed by Council at its September meeting. No vote was taken, but the majority of Council felt that a letter encouraging White House consideration of the candidate was in order if the timing and circumstances for issuing such a letter seemed appropriate. Ultimately, then, its issuance was a judgment call on the part of the Executive Committee.

In the case of the second letter, I was responding to a request from the White House for comment. As noted above, the Society has been commenting on candidates for some time. The choice in this instance of written rather than verbal

remarks reflected the view, shared by others, that a clear message of opposition was in order. SAA, the Organization of American Historians, and the American Historical Association all sent letters of opposition. The individual in question, we believed, failed to meet the basic criteria of a "non-partisan professional" as called for in the National Archives' enabling legislation. The possibility of politicizing the position of Archivist was our paramount concern, and we felt it important to state our views in writing.

So much for process. Are the opinions that we rendered valid, correct, or reflective of the members' wishes? You will have to answer that. I did not operate in a vacuum, nor did the rest of the Executive Committee. To be certain, there was no opinion we could render—including the decision to offer no opinion—that would have satisfied all SAA members. We did our level best to represent you. Beyond that, you and not we render judgment.

Should the letters have been disseminated more broadly after issuance? I can see both sides of this issue, but have opted for one. SAA needs to assure accountability for leadership actions, and it would have been possible to include the letters, or a summary of them, in the January issue of *Archival Outlook*. However, we are not dealing solely with an internal SAA activity. We are dealing with another institution's search process, and with the lives and reputations of candidates.

If I had released or publicized the letter of support but not that of opposition, the leadership could have been accused of "hiding" some actions and promoting others. If I had released both letters, the candidacy of the person we opposed (a person who had chosen not to bring his candidacy to the attention of constituent groups) would have been made public, SAA's negative views broadcast, and White House confidentiality compromised. To be sure there are other ways of looking at this, but my view was that prudence dictated confi-

continued on page 27

# Susan Fox Named SAA Executive Director

by Teresa Brinati

Susan E. Fox, director of programs at the Center for Science and International Affairs of the John F. Kennedy School of Government, Harvard University, has been selected as the new executive director of the Society of American Archivists and will officially assume the post on April 1, 1994. She has an extensive background in management, advocacy, fund raising, meeting planning, publications programs, and working with advisory boards.

"I am tremendously excited and honored to be appointed SAA's next executive director," Fox said in a recent interview. "I am looking forward to a long, successful tenure and especially working with SAA staff and wonderfully productive and diverse membership."

Fox has served in a director position at the Kennedy School for the last six years. At the Center for Science and International Affairs, she managed a one million dollar operating budget and was responsible for program development, implementation, and administration at the school's largest research facility. She has organized multiple conferences and workshops; supervised 25 fellows and an internal staff of six; and initially developed and produced a variety of publications for the center. As the administrative director for the Kennedy School's Science, Technology, and Public Policy Program, she developed a fund-raising plan to leverage endowment, gift, federal, and foundation funding.

When asked about her vision for the Society or initial plans, Fox noted that she sees SAA as a beacon for the archival profession, built on the foundation of a dedicated membership.

"The more clearly we focus our energies and attention on the many challenges contained within SAA's strategic plan, the more effective we will be in provid-



Susan E. Fox, director of programs at the Center for Science and International Affairs of the John F. Kennedy School of Government, Harvard University, has been appointed executive director of the Society of American Archivists and will officially begin in that position on April 1, 1994.

ing leadership on many levels for all archivists from all disciplines," said Fox.

"It will be my job to build on the existing success of the association, to help SAA adapt easily and well to the constantly changing needs of the profession, and by building bridges among constituencies and across a broad range of fields, to help SAA lead archivists through the '90s and beyond—in short, to gather the many individual sparks of energy into one illuminating star from which we can all profit," Fox added.

Prior to joining the Kennedy School, Fox served as assistant to the executive director of the International Physicians for the Prevention of Nuclear War, with 170,000 members in 61 nations. The organization was awarded the Nobel Peace Prize in 1985.

Fox earned her undergraduate degree in public relations from the Boston University College of Communications. In

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SUSAN E. FOX

Newly-appointed SAA executive director

1992, she received a master's degree in public affairs from the McCormack Institute at University of Massachusetts at Boston.

Fox will replace Anne P. Diffendal, who has opted not to renew her contract with the Society. Diffendal will return to her home in Lincoln, Nebraska, to resume her career as a consulting historian in research, program planning, grant writing, and exhibit planning and coordination. Diffendal, a longtime SAA member, has served as the Society's executive director since March 1991.

Fox will be the fourth person to serve in the executive director position since it was initiated in 1972.

More than 350 individuals 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 and selected six candidates for in-person interviews held in December and then recommended three to Council. At its January meeting, Council interviewed these candidates and selected Susan Fox for the executive director position.

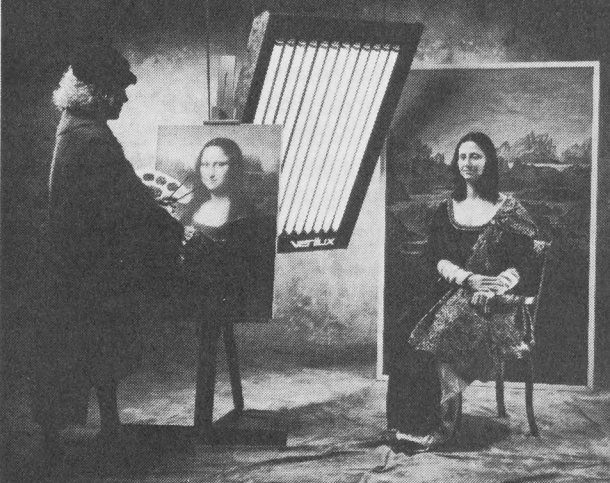


## What Council Did ♦ ♦ ♦

At its meeting on January 5-9, 1994, in Chicago, the SAA Council:

- ♦ Established a Task Force on SAA Coalitions to identify ways in which the Society can improve its links with allied organizations.
- ♦ Decided to extend SAA's contract with the University of Pittsburgh for the services of Richard Cox as editor of the *American Archivist*.
- ♦ Chose to cooperate with the Campbell Center for Historic Preservation Studies in submitting a proposal to NEH to continue the Preservation Management Training Program.
- ♦ Established a Mentoring Program for the Society (see page 21); and voted a resolution of thanks to Lee Miller, chair of SAA's Membership Committee, for his work in developing the program.
- ♦ Accepted a proposal from the Editorial Board to establish a separate editorial board for the *American Archivist* and to assign advisory responsibility for other publications to another body, named the Publications Board (see page 22).
- ♦ Upon recommendation of the Standards Board, adopted *Guidelines for the Evaluation of Archival Institutions* (see page 6).
- ♦ Established a new Privacy and Confidentiality Roundtable.
- ♦ Elected Larry Hackman, James O'Toole, and Kathleen Roe as the Fellow-members of the Professional Standards Committee for this year.
- ♦ Established a new SAA Student Chapter at the State University of New York at Albany.
- ♦ Took several actions in response to member needs regarding new information technologies:
  - decided to separate responsibilities for electronic records and automated techniques issues;
  - set up a Task Force on Electronic Records Strategies to provide coordination and leadership on electronic records issues as identified in the 1993 SAA Strategic Plan;
  - established a Task Force on Automated Techniques Activities Coordination to identify existing activities within SAA and others that should be addressed;
  - dissolved the existing Committee on Automated Records and Techniques; and
  - established a new Electronic Records Section.
- ♦ Decided to participate with other associations of information professionals in the American Library Association's new federated process for accreditation of graduate programs in library and information studies (see page 24).
- ♦ Voted to present a Certificate of Commendation to Harriet Ostroff upon her retirement from the Library of Congress for her many contributions to the National Union Catalog of Manuscript Collections.
- ♦ Selected a new SAA executive director, Susan E. Fox, to succeed Anne P. Diffendal on April 1, 1994 (see page 4).
- ♦ Set the dates of June 2-5, 1994, for the next Council meeting.

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# Guidelines for the Evaluation of Archival Institutions

The *Guidelines for the Evaluation of Archival Institutions* first appeared in 1977 as the *Principles of Institutional Evaluation*, a product of the Task Force on Institutional Standards, and have been revised and updated by the Committee on Institutional Evaluation (CIED). SAA Council established CIED in June 1989 to carry forward the work of the task force.

In 1986, the SAA Task Force on Goals and Priorities described the archival mission: to ensure the identification, preservation, and use of records of enduring value. The task force's report, *Planning for the Archival Profession*, pointed to planning by archival institutions as the best means for the profession to fulfill the archival mission. Strong institutions should be able to evaluate their progress as well as explain their program to those outside the profession.

The purpose of the guidelines is to provide an objective and consistent framework against which archives can measure their development, recognizing the diversity of both archival institutions and archival media. Each statement points to a fundamental aspect of an archives' operations and describes a basic level of resources or activity. Archives are encouraged to use these guidelines as a basis for self-evaluation and program development. Institutions wishing to embark on a fuller self-study should consult the additional information in the *Archives Assessment and Planning Workbook* by Paul H. McCarthy, which is available for purchase from SAA (contact the SAA publications department at 312/922-0140, ext. 21). The broader audience for this document includes other constituent groups, such as donors and resource allocators, who may need to understand and evaluate the effectiveness of archival institutions.

The ten statements that follow have already appeared in several SAA publications, including *The Evaluation of Archival Institutions* (1982), *Archives Assessment and Planning Workbook* (1989), and a series of articles in the *SAA Newsletter* (May, July, and November 1989; May and September 1990). This framework derives from the accreditation approach adopted by the American Association of Museums. Variations on these guidelines have been issued by other archival organizations, including the New York State Archives and the National Association of Government Archives and Records Administrators.

The Society of American Archivists has published and/or endorsed standards, guidelines, and recommendations on a wide range of topics, including arrangement and description, preservation, ethics, access to archival materials, cataloging and bibliographic description, archival education, acquisitions and collection development, reference services, and public programs. A variety of complementary standards and guidelines, issued by related organizations (e.g. the Rare Books and Manuscripts Section of the Association of College and Research Libraries) provide additional information on many of these topics.

## 1. Legal Authority and Purpose

There should be explicit documentation of the legal status and authority of an archives. The archives should have a formal statement of its purpose.

## 2. Governing Authority and Administration

The governing authority of the archives should adopt statements of basic policy and establish areas of administrative authority. There should be a clear understanding of the differences between governance and administration. Staff should be involved in both the planning and evaluation of specific objectives and priorities established to carry out the statement of purpose.

An archives which is part of a larger institution should be within an appropriate organizational unit, one which understands and supports the goals and functions of the archives. The administrator of the archives should be involved in the planning and evaluation processes of the parent institution as they affect the archives.

## 3. Financial Resources

Financial resources dependably available to the archives should be adequate to carry out its stated purpose. These available resources should be identified in a separate budget for the archives. Staff should have the opportunity to contribute to the budgeting process, and the administrator should be involved at a higher level if the archives budget is part of a larger budget.

## 4. Staff

Every archives should include on its staff at least one person who possesses, through education or experience, professional competence in archives management and should support continuing professional training and development. The archives should also have sufficient staff to supply services commensurate with its volume of holdings, the needs of its researchers, and programs designed to meet goals and objectives.

## 5. Physical Facilities

The archives should provide adequate and suitable space and facilities for administration, processing, storage, and use of its records in all formats and for all programs that are designed to meet stated goals and objectives.

## 6. Building Archival and Manuscript Holdings

An archives should have authority to receive the records, in all formats, of the institution of which it is a part. In order to identify records to be retained or destroyed, the archives, in conjunction with the other administrative subdivisions of the parent institution, should prepare and maintain written, approved records retention schedules.

If a repository acquires private papers or records from other organizations, it should have a formally adopted written acquisitions policy identifying the types of records the archives will attempt to acquire. Where appropriate, the



repository should devise a manuscripts acquisition strategy that will enable it to obtain the types of materials that are compatible with its acquisition policy.

All acquisitions should be appraised to identify permanently valuable materials in all formats. The archives should maintain records to document the acquisitions process and should record the provenance of all accessions.

#### 7. Preserving Archival and Manuscript Holdings

Archives should establish systematic programs of preservation management that are integrated with every other archival function through a coordinated set of activities designed to maintain records for use, either in their original form or in some other usable manner. Such programs should give priority to activities that mitigate the deterioration of materials or information and that encompass groups of material (environmental controls, storage management, disaster preparedness, staff and user education, holdings maintenance, security, and reformatting) over activities that redress damage such as item level conservation treatment. Principles of archival appraisal should govern the selection of materials for prospective or retrospective preservation. Only conservation treatment methods consistent with current professional standards should be employed.

#### 8. Arrangement and Description

Records and papers should be arranged in accordance with the principles of provenance and original order; records of different sources should not be intermingled, and records should be retained, whenever possible, in their original organizational pattern in order to preserve all relationships. Records in all formats should be appropriately housed, identified, and stored so that they are easily maintained and readily retrieved.

The archives should employ a system of finding aids that reflects current professional standards and provides essential information about the holdings for users and enables the archivist to retrieve materials. Finding aids should provide intellectual control and should proceed from the general to the specific. The level of description of records depends on their research value, the anticipated level of demand, and their physical condition.

#### 9. Access Policy and Reference Services

The archives should provide opportunity for research in the records it holds and should be open for research use on a regular and stated schedule. It should provide adequate space and facilities for research use and should make its records available on equal terms of access to all users who should abide by its rules and procedures. Any restrictions on access should be defined in writing and carefully observed.

Staff members familiar with the holdings and capable of making informed decisions about legal and ethical considerations affecting reference work should be available to provide information about holdings and assist and instruct users. The archives should provide information about its holdings, services, and fees and report its holdings to appropriate publications, databases, and networks. The archives should provide reproduction of materials in its possession whenever possible.

#### 10. Outreach and Public Programs

The archives should identify its various constituencies in terms of its purpose, should plan and implement methods to assess the needs of these groups in relation to the resources of the institution, and devise outreach programs that will fit their needs. These programs may include workshops, conferences, training programs, courses, festivals, exhibits, publications, and similar activities, aimed at such groups as students, faculty members, scholars, administrators, researchers, donors, records creators, or the general community.

*Adopted by the Council of the Society of American Archivists, January 1994.*

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# Anne Diffendal to Resume Consulting Practice

by Teresa Brinati

Now she has been on both sides of the fence. Anne P. Diffendal joined the Society of American Archivists in 1965. For the last three years, Anne has served as its executive director.

"Being a member for so long, this has been my chance to see the profession from a different perspective," Anne said in a recent interview. As of March 31, 1994, Anne will step down as executive director to resume her consulting career in her home of Lincoln, Nebraska. Anne was SAA's third executive director since the position was initiated in 1972.

She has had ample opportunity to apply her analytical and problem-solving skills running North America's oldest and largest professional archival association, which includes a membership of 3,800 individuals and institutions concerned with the identification, preservation, and use of records of historical value.

"As an SAA employee for more than fourteen years, I knew Anne a long time before she came to work for the Society. So actually working side-by-side with her has been a pleasure," commented Member Services Assistant Bernice Brack. "Anne does a lot of good things that most people never hear about."

For example, Anne secured the services of a volunteer acquisitions editor. This much needed position has contributed to the growth of the SAA publications program, which now distributes more than 100 titles of pertinence to the archival profession. Modifying office practices so that SAA could run more efficiently with its limited resources is another one of those good things. This involved a major upgrade of SAA's automated system, which included the addition of a local area network. The result is greater effectiveness in providing member services and products.

"Under Anne's leadership, SAA membership development efforts have expanded significantly, strengthening the Society's role within the profession," noted Director of Meetings/Member Services Debra Mills.

Anne believes that the high level of energy, enthusiasm, and the strong commitment of members distinguishes SAA from other membership associations. One of the things that she likes about working for SAA is the wide range of services, activities and products that the Society provides.



Anne P. Diffendal steps down as SAA's executive director on March 31, 1994.

The Preservation Management Training Program, funded by the National Endowment for the Humanities, has flourished with her guidance and support. Among Anne's early responsibilities were to assemble an advisory committee and hire a program director.

"Anne's support and involvement in the program, as advisor and faculty member, has allowed us to meet our NEH mandate of building a core of archival preservation programs across the nation," said Program Director Evelyn Frangakis.

Another highlight of Anne's tenure at SAA has been serving on the Clinton/Gore Transition Team, along with SAA members Anne R. Kenney and Brenda Banks, for a performance audit of the National Archives and Records Administration. The transition team was part of a "cluster" on education, labor, and cultural agencies. As a member of the team, she spent a week in Washington, where she met with administrators of the National Archives. This work included hearing from panels representing various constituencies of the National Archives—researchers, college professors, federal agency representatives, representatives of the Office of Management and Budget, and other oversight agency representatives—to discuss their concerns with NARA administrators. Anne indicated that she has enjoyed participating in archival activities in the national arena.

Anne also cited the opportunity to work with a talented, bright, and energetic staff as the most rewarding aspect of the executive director position. According to Anne, the SAA office exemplifies current management principles in action.

"It has been gratifying to work in an office environment where self-directed teams work effectively to accomplish the Society's goals," observed Anne.

Another aspect of her job which she has liked very much was fielding telephone calls from people who have turned to the national association for assistance in solving archival-related problems. This one-to-one contact has helped her to keep abreast of the current concerns of the profession.

"Anne has been a great executive director who has provided steadfast support to the staff," said Education Officer Jane Kenamore. "Her combination of creative ideas and practical thinking have helped the education program grow to attract the participation of nearly twenty percent of the individual members."

Anne's contributions as a member of the Society have been significant as well. Over the years she has served on many different committees, including the Committee on Goals and Priorities, the Joint Committee of the American Library Association/SAA, and the Professional Standards Committee. Anne also served as SAA's representative to the National Historical Publications and Records Commission. In 1984 she was elected to the Nominating Committee and the following year was elected to a term as treasurer. In 1988 she was awarded the honor of SAA Fellow. Currently, she represents SAA on the National Coordinating Committee for the Promotion of History.

Anne is also a founding member and has served as secretary/treasurer of the Omaha Tribal Historical Project, Inc., an organization that assists the Omaha Tribal Council in perpetuating its culture and traditions by raising funds for research and educational projects and by linking scholars with the tribe. She is also a member of the Midwest Archives Conference, the Western History Association, and the Academy of Certified Archivists.

When Anne returns to her home in Lincoln, Nebraska, she will resume her career as a consulting historian in research, program planning, grant writing, and exhibit planning and coordination.

As Director of Financial Operations Carroll Dendler observed, "Her devotion to the archival field is unsurpassed. We will miss her knowledge and experience."



# Cruising the Super Highway: SAA on Electronic Mail

by Teresa Brinati and Evelyn Frangakis

Buckle up. The office of the Society of American Archivists has entered the electronic super highway and there is no exit. SAA staff can now be accessed by computer through the Internet addresses listed in the box at right.

On February 14, the listing of staff addresses was emailed to all SAA members for whom we had email addresses on file. Approximately 600 SAA members—roughly 15 percent of the total individual membership—are connected to electronic mail. If you have an electronic mailbox, and did not receive anything from us, please send a message to the SAA general inquiries address, [info@saa.mhs.compuserve.com](mailto:info@saa.mhs.compuserve.com), so that we can update our records.

If you have questions for SAA staff but are unsure of who to contact, please send a message to the "general inquiries" address. By May 1, the following items will be posted in the "general inquiries" address: *SAA Publications Catalog*, membership brochure, upcoming workshops, and annual meeting updates.

## What is the Internet?

The Internet is the world's largest computer network and has brought about an information revolution. The Internet contains an unknown but vast quantity of information and also runs without any single authority in charge. It is estimated to include 11,000 interconnected electronic networks in 40 countries, which link as many as 20 million people, according to a recent article in *Dollars and Cents* magazine (December 1993). In other words, you can search online databases on just about any topic, "talk" to colleagues anywhere in the world, subscribe to electronic "discussion groups" known as listservs or bulletin boards, and much, much more. A great deal of the information on the Internet is in the public domain.

The Internet was initiated more than twenty years ago as a Pentagon experiment to assist researchers in communicating via computer. Today, it draws an estimated \$30 million in federal subsidies from the National Science Foundation (NSF), which was instrumental in making the Internet widely accessible throughout

the higher education community. Most funding for the Internet, however, is from states, universities, and individual users. The Internet continues to grow at a rapid pace and is generally considered the forerunner of future networks.

Although NSF has been a driving force, it plans to scale back its management of the Internet. According to an article in the *Chronicle of Higher Education* (February 23, 1994), NSF recently announced it has made agreements with a Michigan company and an institute at the University of Southern California that will govern how the Internet is managed over the next five years. The agreements are part of NSF's efforts to reduce the government's involvement in the system and to allow commercial providers to play a larger role. SAA accesses the Internet through a commercial provider, Compuserve.

NSF operates the backbone network—NSFNET—that moves traffic among the various state and regional networks around the country. The NSF provides the service under an agreement with Merit Network, Inc.,—a nonprofit consortium of Michigan universities—and several other partners. NSF's agreement will expire in April 1995 and under the new arrangement, private companies will provide the backbone service. Meanwhile, the NSFNET will be upgraded to very high speed lines and be reserved for traffic among the four national super computer centers in Ithaca (New York), Pittsburgh, San Diego, and Urbana (Illinois).

The new plan also mandates that NSF make agreements with private industry to help subsidize the regional networks. Most colleges and universities are connected to the Internet through these regional networks. The subsidies are meant to defray expenses that the regional networks will incur in buying backbone services from private companies.

Those interested in learning more about the Internet and electronic mail will find invaluable resources in *The Whole Internet: User's Guide and Catalog*, by Ed Kroll (O'Reilly & Associates, Inc., 1992, \$24.95); *Zen and the Art of the Internet*, by Brendan Kehoe (Prentice Hall, 1992, \$22). The latter book may also be accessed for free on the Internet.

## SAA Office Electronic Mail Directory

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## Short Subjects

### Preservation of Magnetic Media Institute

The Association of Library Collections and Technical Services (ALCTS) is holding an institute on the preservation of magnetic media on April 29-30, 1994, on the Queen Mary, in Long Beach, California. The institute, co-sponsored by SAA, is based on the one held last spring in Atlanta. SAA members are being offered the same registration rate as ALCTS members—\$155 (this represents a savings of \$90). See the "Bulletin Board" listing on page 29 for further details.

### 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*:

#### EDITORIAL BOARD

**Ellen B. Garrison**, chair  
Capital District Library Council  
28 Essex Street  
Albany New York 12206  
(518) 438-2601

#### COUNCIL

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Phone and fax: (614) 481-3087

**H. Thomas Hickerson**  
E-mail: Internet  
HTH2@CORNELL.EDU

**Waverly Lowell**  
E-mail: Internet  
DLW@CU.NIH.GOV

### New SAA Publication

*Standards for Archival Description: A Handbook*, compiled by Victoria Irons Walch for the Working Group on Standards for Archival Description, was published by SAA in February. The publication is designed to introduce archivists to existing standards and the organizations that developed them. It is also a useful reference for those generally familiar with the standards but in need of assistance in tracing sources and interconnections among available standards and their spe-

cific applications. Some 85 standards are featured with an additional 185 more briefly cited in listings at the end of each chapter. These include standards for information systems, data exchange, cataloging, finding aids, authority control, editing and publishing, and statistics.

*Standards for Archival Description: A Handbook* is \$25 for SAA members, \$30 for nonmembers, plus \$5.75 shipping/handling. Prepayment required. Visa and Mastercard welcome. Contact the SAA publications department at (312) 922-0140, ext. 21.

### Exercise Your Right to Vote

The 1994 SAA Ballot was mailed in late February to *all Individual Members of the Society*. It also included a "Member Interest Survey." Please complete the ballot and survey and return in the envelope provided, postmarked by March 25, 1994.

### 1998 Annual Meeting Site Selected

Designed by the internationally acclaimed architect Michael Graves, the Walt Disney World Dolphin Hotel in Orlando has been selected as the location for the SAA 1998 Annual Meeting which is scheduled for September 2-6, 1998. SAA members in the area and members of the Society of Florida Archivists look forward to assisting with local arrangements and anticipate that the selection of a Florida site for the SAA Annual Meeting will be a tremendous boon to the state's historical community.

### Caption Correction

On the cover of the January issue of *Archival Outlook*, the correct spelling of the name of the Native American tribe is Tlingit. We regret this error.

### With this Issue

Mailed in an envelope along with this issue of *Archival Outlook* were three other separate pieces: a letter and a brochure about the new SAA Mentoring Program and a report from the Bentley Historical Library, University of Michigan.

## SAA DEADLINES

### APRIL

- 1 Application for Colonial Dames Scholarship;  
Listing in *Education Directory*
- 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*
- 6 Applications due for On-site Assistant for Annual Meeting
- 9 Registration for "Donor Relations" workshop in Laramie, WY

### JUNE

- 1 Submit proposals to write case studies under NHPRC grant
- 2 SAA Council meeting
- 3 Enter membership sweepstakes
- 5 All submissions (including job ads) for July *Archival Outlook*
- 15 Audio visual requests for 1994 Annual Meeting

### JULY

- 15 Proposals for preconference workshops at 1995 Annual Meeting
- 29 1994 Annual Meeting and preconference earlybird registration

### AUGUST

- 12 Westin Hotel deadline for reduced room rates at 1994 Annual Meeting; Last postmarked day to mail 1994 Annual Meeting registrations



## Obituaries

**CAROLYN HIXON HARRIS**, a longtime member of the Society of American Archivists, passed away on Saturday, January 15, 1994. Harris was a pioneer in the conservation and preservation of library and archival material. From 1981 to 1987, she was the head of preservation for the library system of Columbia University in New York, and served as assistant director for preservation from 1987-1989. She began teaching for Columbia's preservation and conservation programs in 1989, and was named director of the programs in 1990.

In 1992, the programs under Harris's direction were moved to the Graduate School of Library and Information Science, University of Texas at Austin. The Preservation and Conservation Studies Programs dedicated their new facilities last December.

Harris received a bachelor's degree in art history in 1969, and a master's of library science in 1970 from the University of Texas at Austin. She was a manuscript cataloger at the university's Harry Ransom Humanities Research Center from 1973 to 1980.

Harris published widely and received the John Brubaker Award for superior writing from the Catholic Library Association in 1983. She also received the Rex Dillow Award in 1990, also for distinguished writing.

Harris was very active in professional associations, including SAA. In 1988-89 she served as president of the American Library Association's Resources and Technical Services Division.

A Carolyn Hixon Harris endowment is being established. This fund will be used for scholarships to benefit students in preservation and conservation studies, or if donors designate, for laboratory and other equipment. Contributions should be sent to Preservation and Conservation Studies, Graduate School of Library and Information Science, EDB 564, University of Texas at Austin, Austin, Texas 78712.

**SETAREKI TUINACEVA**, dean of Oceanic Archivists at the National Archives of Fiji, passed away on November 24, 1993, after thirty-five years of devoted service. Tui, as he was known to all, inspired many young Pacific students to study history and to see archival work as a viable and honorable profession. He is survived by his mother, his wife, two sons, and a daughter.

## Spotlight



**R. JOSEPH ANDERSON** was recently appointed head of the Niels Bohr Library, Center for History of Physics at the American Institute of Physics' new facility in College Park, Maryland. Anderson was formerly director of the library and archives at the Balch Institute for Ethnic Studies, Philadelphia.

**MEG BELLINGER**, formerly with Research Publications, has recently been appointed president of Preservation Resources, the new name for MAPS (MicrogrAphic Preservation Services).

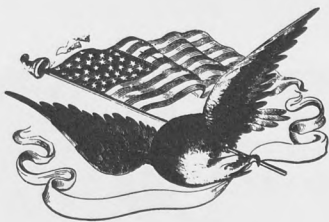
**BEVERLY A. COOK** has recently been promoted to assistant curator of Special Collections at the Harold Washington Library Center in Chicago.

**DEBORAH S. GARDNER** has been awarded an NEH Fellowship to work on her biography of prominent New York architect, philanthropist, and civic activist I.N. Phelps Stokes (1867-1944). Stokes was one of the first people—before World War I—to call for the creation of a municipal archives in New York City and also toiled for many years to build the collections at the New York Public Library. Gardner is currently creating an archives at the law firm of Cadwalader, Wickersham & Taft, the oldest in the United States, founded in 1792. She would like to hear from anyone else who has established a law firm archives. She can be reached at Cadwalader, Wickersham & Taft, 100 Maiden Lane, New York, New York 10038, (212) 504-6266.

**H.G. JONES**, president of the Society of American Archivists (1968-69) and recipient of two Waldo Gifford Leland Prizes, retired as curator of the North Carolina Collection at the end of 1993 and returned part-time as Thomas W. Davis Research Historian. The University of North Carolina has announced the establishment of the H.G. Jones North Carolina Heritage Endowment. Colleagues wishing to participate may send tax-deductible contributions to the H.G. Jones Endowment, North Carolina Collection, Wilson Library, UNC Campus Box 3930, Chapel Hill, North Carolina 27514-8890.

**BRENDA MARSTON**, associate archivist in libraries at Cornell University, recently received a Cook Award from Cornell for her contribution to improving the lives and status of women at the university. Marston was honored for her stewardship of the Human Sexuality Archives, which is already achieving national and international recognition. The award, presented by Cornell's Advisory Committee on the Status of Women, is named after Alice Cook, professor emeritus of industrial and labor relations, and Constance Cook, the only woman to serve as vice president at Cornell.

Clarification: **VALERIE METZLER**, archivist/historian, has moved her consulting practice from Chicago to Pennsylvania (not Vermont). She may be reached at RD1 - Box 99, Woodbury, Pennsylvania 16695, (814) 793-9289.



## From the Acting Archivist of the United States

by Trudy H. Peterson

The word "change" certainly characterized 1993 in Washington, D.C., and some of the initiatives within the federal government that were launched during the last year are already bringing results. Vice President Al Gore's *National Performance Review*, an intensive study of the federal government that was released in September 1993, focuses on the need for a dramatic change in the way government works — especially in how it serves its "customers," the American people. The President has directed federal agencies to implement the recommendations contained in the Review, and I would like to tell you what the National Archives is doing to fulfill this responsibility.

Executive Order 12862, "Setting Customer Service Standards," requires all federal agencies to become more customer-focused — to "put customers first," as the Executive Order states. A group of National Archives staff members chaired by Assistant Archivist Linda Brown and representing each major program area, has been developing a framework of activities for this effort. An integral part of this process will be an ongoing dialogue with our customers to understand what they expect in terms of the kind and the quality of services from the National Archives.

What does this process mean for the National Archives and for our "customers"? Even an agency like the National Archives that is already service oriented has much to learn from this kind of thorough review of its operations. Fortunately, the National Archives has spent the last year developing and refining a new strategic plan, *The National Archives and Records Administration Strategic Plan for a Challenging Federal Environment, 1993-2001*. This document articulates our mission, our fundamental values, and the goals we believe are critical for the successful achievement of our agency's mission during this decade. (For a copy of the strategic plan, contact Donn C. Neal, Director of External Affairs, 202/501-5521.)

The strategic plan renews our commitment of service to the Federal government and the American people. In fact, the first critical success factor included in

the plan is "serve the records and information requirements of the government and the people." We believe that this is the cornerstone responsibility of the National Archives.

The Executive Order on customer satisfaction introduces new terminology; indeed, the very word "customer" is a somewhat different concept for some of us. As an agency with a multifaceted mission, though, we must look beyond organization lines to define our "customers" and the products and services we provide to them. Linda Brown's planning group is identifying our customers and their needs in an agency-wide, systematic way. It will be asking them, through a variety of formal and informal methods, what services they expect to receive from the National Archives, how they evaluate the services we provide, whether the services meet their needs, what their concerns are, and how well we are addressing those concerns. The National Archives is committed to involving its customers in the process of defining service standards and service-delivery systems, including options and alternatives, that satisfy their needs and guide us in thinking about how to improve and expand our services.

As this process develops, we will be actively soliciting information from our customers in many ways, from meetings with individuals and with professional organizations like SAA, to structured interviews and focus groups with a variety of customers who seek similar services from us. We also intend to develop customer surveys and to expand some of the surveys already in place. As a customer or potential customer of the National Archives, your input and your feedback will be vital: to help us measure where we are; to help us determine our shortfalls and how to address them; and to help us decide where we should be focussing in the future.

Our initial *Customer Service Plan*, which must be published by September 8, 1994, will contain several things. It will describe the overall customer-service strategy for the National Archives and Records Administration. It will lay out our cus-

tomers-service standards and objectives. It will include a benchmark analysis of the customer service performance, measured against "best-in-the-business" practices. And it will delineate a method for addressing customer complaints, as well as for identifying systematic problems and improving processes where appropriate. Establishing a continuing dialogue with our customers will be key to accomplishing these tasks.

Through our strategic plan and our Customer Service Review, the National Archives is committed to serving its customers with excellence. They represent ways in which we are re-examining the fundamental processes of the agency and are looking creatively at how we can improve and expand our services. Out of the efforts now underway should come some exciting new initiatives. One such initiative has already begun, thanks to funds appropriated in 1994 under a provision sponsored by Senator Bob Kerrey of Nebraska: a study of how to integrate the vast collections of the National Archives into the Internet and other follow-on systems in order to ensure that needed information is widely available in a useful and easily retrievable form. As part of the study, we intend to investigate the needs of users and potential users for our holdings and information, especially users who are unable to visit our facilities in person.

A wealth of information about or from the federal government is available to citizens, other government agencies, and organizations through our holdings, and federal agencies and the public alike are placing ever greater demand on the National Archives for more information from or about these holdings. In addition, our holdings would be of use to more citizens and agencies if they were better aware of them. The emergence of digital networks may make it possible for the National Archives to improve service to all of our customers, regardless of their geographic location.

Over the past decade, the Internet has become a fundamental tool in scholarly research, and it is likely that development continued on page 31





## Washington Beat

by Page Putnam Miller

### Archivist Urges Streamlining of Declassification

In a strongly worded letter to Vice President Albert Gore, Acting Archivist of the United States Trudy Huskamp Peterson recently pointed out the need to drastically streamline the federal government's procedures for declassifying documents. She expressed support for a clause in the Clinton administration's new draft Executive Order on declassification that calls for automatic declassification of documents after a specified period of time.

Specifically, Peterson stated that "there is virtually no information over 30 years old that requires continued classification. Most documents of this age are so irrelevant to current security concerns that continued withholding seems inappropriate if not laughable."

### Senate Holds Confirmation Hearing on Nominees for the JFK Assassinations Review Board

The Senate voted on February 10 to confirm the President's five nominees for the JFK Assassinations Review Board—Henry Graff, professor emeritus of history at Columbia University; Kermit Hall, dean and professor of history and law at the University of Tulsa; former SAA President William L. Joyce, manuscripts librarian at Princeton University; Anna Kasten Nelson, professor of history at American University; and Minnesota Chief Deputy Attorney General John R. Tunheim. Senator Joseph Lieberman (D-CT), chair of the Subcommittee on Government Information and Regulation of the Governmental Affairs Committee, chaired the confirmation hearing of the Governmental Affairs Committee on February 1 for the Review Board members, all five of whom were present at the hearing.

Lieberman's opening statement emphasized the importance of Public Law 102-526, the Assassination Materials Disclosure Act of 1992, for ensuring that federal agencies cooperate in making these unique records available to the public. He stressed the role of the review board in

determining what constitutes an assassination record and he noted that the intent of the law was for the board to operate from a strong presumption that favors full disclosure. Lieberman then recognized two senators, Paul Wellstone (D-MN) and David Boren (D-OK), who introduced nominees from their respective states, Tunheim and Hall. It was particularly fitting that Senator Boren could attend the hearing for he and Representative John Conyers (D-MI) were the two primary sponsors of this legislation.

Following introductions Lieberman offered the nominees an opportunity to make brief statements. All recognized the challenge of the task before them and accepted the responsibilities of both carrying out the mandate of this law and also renewing confidence in the federal government by providing access to previously closed federal records.

Lieberman asked the five nominees three questions. First, if they were comfortable with the legislation's presumption in favor of disclosure? All responded affirmatively. Second, if they thought there should be an Advisory Committee or a special vehicle for receiving views from the public and the research community? The nominees recognized that dialogue with researchers would be important and agreed to explore the best ways to achieve this. Third, he reminded the nominees that they would have access to unique information and asked would they be willing not to use any information that they were privy to until that information had been made public. All agreed to this request of confidentiality.

In a strong closing statement Lieberman reminded the nominees that the Review Board has significant powers to subpoena witnesses, hold hearings, and grant immunity in seeking the discovery and disclosure of pertinent records. He said that he hoped that they would not hesitate to use these powers but would use them wisely. Lieberman concluded by expressing to the nominees his confidence that "you are the right people for the job."

### Government Information Locator Service

During the last two months the National Coordinating Committee for the Promotion of History (NCC) has participated in hearings and working groups to promote the establishment of an agency-based Government Information Locator Service (GILS). The purpose of GILS is to help the public locate and access public information throughout the U.S. Government. The Office of Management and Budget along with the Information Policy Committee of the Information Infrastructure Task Force is collaborating on the development of a conceptual design document for GILS.

Many aspects of how GILS will be developed and maintained are still under discussion. Thus at this initial stage, the NCC has had the opportunity to raise questions about how GILS will be tied to the agencies and the National Archives' records management activities and to an understanding of the life cycle of records—that is how records are created, used, and if determined historically significant, preserved.

In the age of electronic records it is particularly important for information, at the time of its creation, to be identified as records that will or will not require preservation. Since the National Archives works with agencies in developing records retention and disposition schedules, the NCC has urged that the National Archives to be a part of the early identification of information available through GILS. A close relationship between the National Archives and GILS would facilitate both the work of agencies and the National Archives in establishing their inventory of records.

The conversations about GILS raise again distinctions between government information and federal records. At first GILS will concentrate on information products and services. However, there is an expectation that GILS will eventually move into the area of identifying all federal information systems that are unrestricted.

# Annual Meeting Update

by Debra S. Mills

## 1994 Annual Meeting and Rosh Hashana

Given that the 1994 Annual Meeting and the Jewish High Holy Day of Rosh Hashana occur during the same week, those requiring an alternate date for committee, task force or other meetings should contact the SAA office as soon as possible. Although Rosh Hashana begins the evening of September 5 and lasts through September 7, those observing the holiday could begin participating in the Annual Meeting the first day of sessions, Thursday, September 8, 1994. The ACA Exam has been rescheduled for Friday, September 9, and the ACA Breakfast will take place Saturday, September 10.

## What to Look for at Indy Meeting

*Eleven Preconference Workshops* — on a variety of topics. See listing on pages 16-17.

*SAA Leadership Forum* — An interactive program, focused on SAA's strategic plan, and designed for current and incoming SAA committee, board, task force, section and roundtable chairs, and representatives.

*Committee, Board, and Task Force Meetings* — The annual opportunity for committees of the Society to review their progress from the past year and set goals for the coming year. SAA committees include: Archival Information Exchange; Education and Professional Development, Goals & Priorities; Host; Institutional Evaluation & Development; International Archival Affairs, Legal & Legislative Issues; Membership; Nominating; Professional Standards, Public Information; Regional Archival Activity; and Status of Women.

*More than Eighty Educational Sessions* — Including 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 cover topics such as Internet, Gopher, legal issues for electronic text, preservation for smaller repositories, and making archivists newsworthy.

*Section and Roundtable Meetings* — Including the business and working annual meetings of the Society's thirteen sections and twenty-two roundtables. SAA sections address the following areas of interest: Acquisitions and Appraisal; Business Archives; College and University Archives; Description; Electronic Records; Government Records; Manuscript Repositories; Museum Archives; Oral History; Preservation; Reference, Access and Outreach; Archivists of Religious Collections; and Visual Materials. SAA roundtable areas of interest include: African American & Third World Archivists; Architectural Records; Archival Educators; Archival History; Archives Management; Art & Architecture Thesaurus; Congressional Papers; Labor Archives; Lesbian & Gay Archives; Local Government Records; MARC-VM Users; MARCON Users; MICROMARC Users; NOTIS Users; OCLC Users; Performing Arts; Privacy and Confidentiality; Recorded Sound; RLIN Users; Science, Technology & Healthcare; Women Religious Archives; and Women's Collections.

## WANTED: On-Site Meeting Assistant for 1994 and 1995 Annual Meetings

The Society of American Archivists is accepting letters of interest from individuals who wish to be considered for the position of on-site annual meeting assistant. A two-year commitment, this position calls for an individual with excellent communication skills, good judgment, a high level of professionalism and an ability to work under pressure. Responsibilities include assisting the SAA meetings director and coordinator with all aspects of on-site annual meeting implementation. Annual meeting registration fee, meals, ground transportation between airport and hotel, and sleeping room provided. Must arrive on-site no later than Wednesday and leave no earlier than Sunday. The 1994 Annual Meeting is September 7-11 in Indianapolis and the 1995 Annual Meeting is August 30 - September 3 in Washington D.C. This is an excellent opportunity for a student or newer member. To apply, please send a letter of interest along with two work references to SAA Meetings Director, 600 S. Federal, Suite 504, Chicago, Illinois 60605. Deadline for application: May 6, 1994.

*New Member Orientation* — A personal welcome to new SAA members and an introduction on how to fully participate in the annual meeting and year-round.

*Archives Exposition* — More than 30 vendors will display their archival products and services. Complimentary coffee will be served in the exhibit hall and prize giveaways will take place during the last day of exhibits.

*Repository and Other Tours* — Including tours of the Lilly Library at Indiana University in Bloomington; the Indiana Historical Society; Indiana University and Purdue University at Indianapolis; local area churches; Crown Hill Cemetery; Benjamin Harris Home; Indianapolis Children's Museum; African American community; city and speedway; Germans in Indiana; Victorian Indianapolis; and Columbus, Indiana, Architecture.

*Opening Event with Presidential Address* — To officially open the meeting and welcome attendees, this event will feature SAA President Edie Hedlin's presidential address.

*Eiteljorg Museum of American Indian and Western Art Reception* — Capturing the spirit and history of the early 19th century through the present, the Eiteljorg Museum features Native American and Southwestern works of art.

*Connor Prairie Soiree* — Costumed residents of a living historic village (1836), a picnic, barn dance, and hay rides will be a part of these final evening festivities.

*Closing Brunch* — To officially close the meeting, this event includes remarks from incoming SAA President Maygene Daniels as well as a glimpse of the 1995 Annual Meeting in Washington, D.C.

For more information about the SAA Annual Meeting, contact the SAA Meetings Department at (312) 922-0140 or refer to the Annual Meeting Program which will be mailed in May.





## Preservation

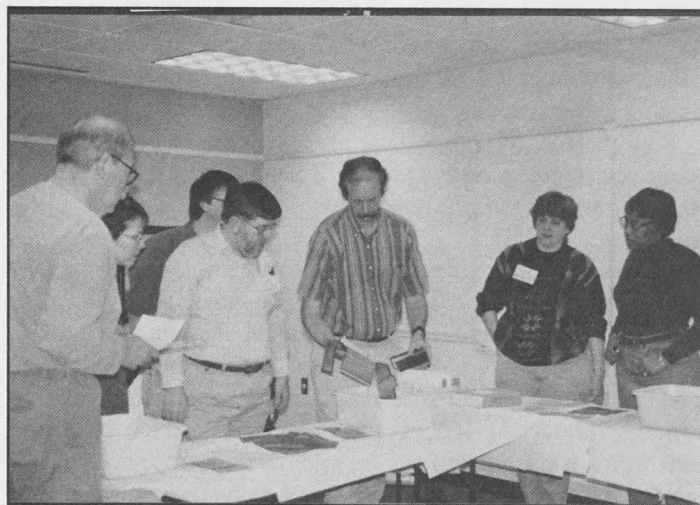
by Evelyn Frangakis

### The Southeastern Series

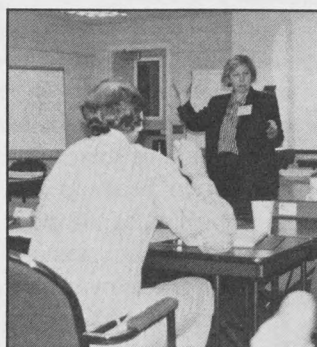
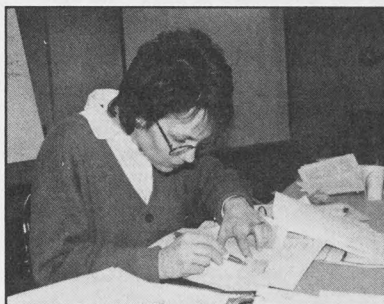
Eight archivists trekked to the Georgia Center for Continuing Education for a week of preservation immersion. SAA's Preservation Management Training Program conducted the first of its three Southeastern series workshops, January 29-February 3, on the campus of the University of Georgia at Athens.

Maria Holden of the New York State Archives and Records Administration and Evelyn Frangakis, director of the SAA Preservation Program, were the lead faculty for this workshop. They were assisted by several special media instructors: Debbie Hess Norris of the University of Delaware/Winterthur Art Conservation Program (photographs); Margaret Byrne of the National Center for Film and Video Preservation (moving images); and Chris Paton of Georgia State University (sound recordings).

Participants toured the University of Georgia at Athens university archives and special collections departments to gain familiarity with preservation survey techniques. Sheryl Vogt, department head of the Russell Library, facilitated an informative walk-through of the facility. Mary Ellen Brooks, acting department head of the Hargrett Library, and Linda Aaron, library technical assistant, also directed a tour of the library and discussed some special collections and preservation activities and concerns. The Russell Library staff, including Director William Potter, demonstrated their warm Southern hospitality by hosting a reception for the series participants. The group will reconvene in June and October.



Participants in the SAA Preservation Management Training Program, Southeastern series, salvage records, one of several hands-on exercises completed during the workshop. From left to right: Henry Grunder, Virginia State Library and Archives; Marie Holden, faculty; Clark Center, University of Alabama; Larry Lafollette, Florida State Archives; Pam Hackbart-Dean, University of Georgia; and Theresa Jacobs Montgomery, South Carolina Department of Archives and History.



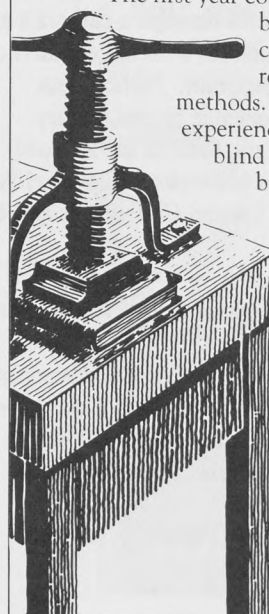
Instructors for the SAA Preservation Management Training Program, Southeastern series, included (clockwise, from top left) Marie Holden, Debbie Hess Norris, Chris Paton, and Margaret Byrne.

## Bookbinding

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## Education Notes

by Jane Kenamore

### 1994 Preconference Workshops

The Education Office Advisory Board has selected the following workshops to be held this September at the SAA Annual Meeting in Indianapolis.

#### *Sound and Light: Administration of Sound Recording and Moving Image materials in Archives*

September 5-6, 1994

Sound and moving image records are among the most challenging formats found in twentieth-century collections. While the recordings contain irreplaceable information, they are also unstable formats. In this two-day workshop, the instructors, experts in sound and moving-image archives, will address the history of recording formats; the types of recording media and technologies used, from cylinder recordings through film and videotape; the aging and deterioration characteristics of each medium; ways to extend the life of the non-archival formats, including the proper storage and handling of the materials; and the types of equipment needed for staff and patron use of audio-visual recordings.

Instructors will be Christopher Ann Paton, archivist of the Popular Music Collection at Georgia State University, Barbara Sawka, head of the Stanford Music Library, and Maxine Fleckner Ducey, archivist for the Wisconsin Center for Film and Theater Research at the University of Wisconsin.

#### *Through the Camera's Eye: Videotaping Oral History*

September 6, 1994

Videotape is an exciting medium that gives oral history a visual dimension. This workshop explores the planning and production of video oral history, with discussion of script preparation, equipment, lighting, costs, editing, and much more.

Participants will help plan a video interview, view examples of video oral history in several formats, learn how to select and scout an interview site, and see the world through a camera's eye. The finished product will also be discussed, with information on using the raw tape to create a public program. Participants should have basic training and/or experience in oral history.

Instructors will be James E. Fogerty, head of the Acquisitions and Curatorial Department at the Minnesota Historical Society, and William J. Marshall, head of Special Collections at the University of Kentucky.

#### *Managing Electronic Records in Non-governmental Repositories*

September 5-6, 1994

This two-day course is designed for archivists and records managers in academic, corporate, religious, and other non-governmental settings. The workshop will address the following:

- an overview of electronic records data structures and their organizational applications;
- information systems analysis and design;
- legal issues;
- technological standards;
- appraisal;

- preservation;
- description;
- reference, marketing, and evaluation;
- ways to stay current with technological and professional developments.

This course will address issues outlined in the curriculum compiled by the Committee on Automated Records and Techniques. The instructor will be Anne Gilliland-Swetland, Director of SourceLink at the Historical Center for the Health Sciences of the University of Michigan.

#### *Let the System Describe Itself: Using Metadata to Support the Access and Preservation of Electronic Records*

September 6, 1994

This workshop introduces the concept of metadata—the stored information about the organization of records in a system—and how it can be used to support traditional archival objectives. This course will address the following questions.

- What do electronic records “look” like?
- What do archivists need to know about how electronic records are created and maintained?
- What is metadata?
- How might metadata be used to support the preservation, access, and use of electronic records?

This course will address some key issues in the curriculum compiled by the SAA Committee on Automated Records Techniques and will incorporate demonstrations by the instructors using a sample system, small group exercises to apply the concepts introduced, and interactive discussions of the issues raised.

The presentations will presume a basic understanding of computer concepts and some familiarity with, or strong interest in, electronic records issues. The instructors will be Nancy Y. McGovern of the National Archives and Records Administration and Thomas J. Ruller of the New York State Archives and Records Administration.

#### *Archives, Personal Papers, and Manuscripts*

September 5-6, 1994

This two-day course is designed for archivists and librarians responsible for cataloging archival materials and addresses:

- archival cataloging in general;
- bibliographic components and record types;
- determining sources of information;
- choice of headings and other access points;
- archival titles and dates;
- physical description and statements of extent;
- archival cataloging notes in general; principal notes;
- USMARC AMC format considerations.

To register for this course, you should be familiar with the fundamental principles of arrangement and description. The instructor will be Steven L. Hensen, Assistant Director of Special Collections, Duke University Library, and author of *Archives, Personal Papers, and Manuscripts: A Cataloging Manual for*



*Archival Repositories, Historical Societies, and Manuscript Libraries* (Chicago: Society of American Archivists, 1989).

**Archives: An Introduction**  
September 5-7, 1994

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

Instructors will be Megan F. Desnoyers, supervisory archivist and Curator of the Ernest Hemingway Collection of the John F. Kennedy Library, and David E. Horn, Corporate Archivist of Boston Edison.

**Training the Trainer: Teaching Techniques and the Adult Learner**  
September 5, 1994

Back by popular demand, this workshop is designed for graduate archival educators and continuing education instructors interested in teaching on the regional or national level. Using discussion, lecture, and exercises, the instructor will introduce participants to the following:

- an analysis of teaching and learning experiences;
- theory and practice of teaching adults;
- learning styles;
- role of the facilitator;
- assessment, evaluation, and learning;
- presentations and teaching techniques;
- integrating audio-visual materials;
- timing and time limitations;
- leading discussions;
- using case studies and group work.

The instructor will be Jack Prostko, associate director of the Center for Teaching and Learning at Stanford University. One of the first programs of its kind in the United States, the center works with regular faculty to expand and improve teaching methods.

**Case Teaching and Case Writing in Archival Education**  
September 6, 1994

Business and other professional disciplines have used the case study as a teaching tool for years with considerable success. This one-day workshop is offered as a starting point in the effort to expand case teaching in archival education. The course will introduce educators, managers, potential case authors, and other interested parties to the case study, how it is created, and how it is employed in teaching. The instructors will take participants through a case-study-based lesson, reviewing both the case product itself and its accompanying support materials. The workshop will then concentrate on how archivists can create case studies of

**Request for Proposals:  
1995 Preconference Workshops**

The SAA Education Office Advisory Board is accepting proposals for pre-conference workshops to be held prior to the SAA Annual Meeting in Washington, D.C., August 27-September 3, 1995. Workshops can originate with individuals or SAA committees, sections, or roundtables.

A successful proposal includes a brief description of the workshop, goals of the course, intended audience, a detailed outline in the form of a schedule, a list of advance readings, case studies and exercises, budget, and names and vitas of proposed instructors.

For a workshop proposal form and/or more information, contact Jane Kenamore, SAA 600 S. Federal, Suite 504, Chicago, IL 60605; (312) 922-0140 or fax (312) 347-1452. The deadline for submission of proposals is July 15, 1994.

their own. Finally, session participants will consider the role and implications of the use of case studies in archival education.


Instructors for the course will be John McDonald, Director of Information Management Standards and Practices, National Archives of Canada, and Leon J. Stout, University Archivist at Pennsylvania State University.

continued on page 31

# 3

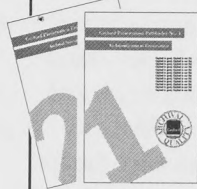
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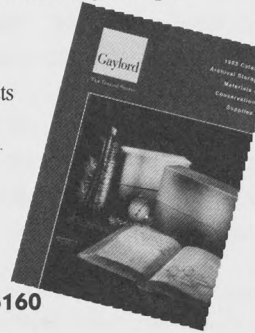


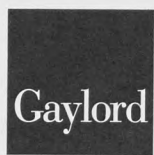
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# Expanding SAA's Membership Base

by Debra S. Mills

Ninety-six men and twenty-nine women—representing twenty-three states, Canada, and Cuba—voted the Society of American Archivists into formation in 1936. A short time later, Lester J. Cappon expressed the newly formed association's view on membership when he wrote that "the broad basis of membership has been one of the strongest features of the Society in giving it flexibility to extend its influence and nurture its growth."

By 1957, SAA had grown to 1,000 members and by 1974 total membership reached 2,710.\* Today, SAA membership consists of 3,262 individual and 519 institutional members representing every U.S. state, Canada, Mexico, and a number of other countries including England, France, Hong Kong, Japan, the Philippines, and New Zealand.

In today's world of rapid technological change, a diverse SAA membership representing the interests of all who perform archival functions is just as important now as it was nearly sixty years ago.

"A unified, active effort is critical in exerting leadership on significant archival issues, building effective coalitions, and improving public awareness of the value of archives," SAA Executive Director Anne Diffendal said. The SAA Strategic Plan, *Leadership and Service in the '90s*, addresses this challenge by recognizing that strength lies in a broad membership base. The recent development of a comprehensive membership campaign seeks to increase SAA's national voice by involving everyone concerned with the care and preservation of the historical record.

Although a number of nonmembers will be personally invited to join SAA over the next few months, the expertise and enthusiasm of a variety of groups will be called on to reach out and reaffirm the benefits of belonging to a national professional association. Through a membership sweepstakes, participating SAA sections, roundtables, student chapters and other archival organizations have a chance to win refreshments or a reception at the 1994 SAA Annual Meeting; and those joining will enjoy recently developed new member benefits which include a chance for a new member to win travel, lodging and one registration fee for the 1994 Annual Meeting. The individual and group winners' names will be drawn at the June Council meeting and notified by June 15, 1994.

For more information on this campaign and ways you or your group can participate, please refer to the information on the following page or contact SAA Membership Services at (312) 922-0140.

\*Historical information taken from J. Frank Cook's presidential address at the 47th annual meeting of the Society of American Archivists.

## Geographic Representation of SAA Individual Members

Alaska .....	13	Puerto Rico.....	5
Alabama .....	38	Rhode Island .....	13
Arkansas.....	7	South Carolina .....	39
Arizona.....	36	South Dakota.....	7
California .....	225	Tennessee .....	28
Colorado.....	39	Texas .....	173
Connecticut .....	51	Utah.....	37
District of Columbia .....	95	Virginia.....	106
Delaware .....	17	Virgin Islands .....	2
Florida .....	51	Vermont.....	13
Georgia.....	53	Washington.....	55
Hawaii .....	13	Wisconsin .....	79
Iowa.....	30	West Virginia.....	12
Idaho .....	9	Wyoming.....	12
Illinois .....	159	Canada .....	127
Indiana.....	49	Other Countries .....	78
Kansas .....	32		
Kentucky .....	44	TOTAL.....	3,262
Louisiana.....	55		
Massachusetts .....	190		
Maryland.....	140		
Maine .....	13		
Michigan .....	46		
Minnesota.....	77		
Missouri .....	105		
Mississippi .....	21		
Montana .....	10		
North Carolina .....	70		
North Dakota.....	6		
Nebraska .....	7		
New Hampshire .....	19		
New Jersey .....	79		
New Mexico.....	14		
Nevada .....	3		
New York .....	339		
Ohio.....	105		
Oklahoma.....	16		
Oregon.....	26		
Pennsylvania .....	174		

## Sample of Other Archival Organizations

Number of members\*\* /  
Number and percentage  
of members from that  
organization who are  
also SAA members

Society of California Archivists  
457 / 180 or 39%

Society of Florida Archivists  
92 / 31 or 34%

Midwest Archives Conference  
870 / 598 or 69%

New England Archivists  
736 / 315 or 43%

Society of Ohio Archivists  
103 / 53 or 51%

\*\*Information gathered in 1993



# Academy of Certified Archivists Newsletter

Volume 20 / March 1994

## ACA Welcomes 32 New Members

**R. Jackson Armstrong-Ingram**  
402 E. Broadway  
South Bend, IN 46601  
219/235-2091

**Mary Edith Arnold**  
625 S. Newbury Pl.  
Arlington Heights, IL 60005  
708/538-2967  
fax 708/576-6401

**Brady Banta**  
LSU School of Medicine  
in Shreveport  
1501 Kings Hwy.  
P.O. Box 53932  
Shreveport, LA 71130-3932  
318/674-6530  
fax 318/674-5442

**Carol Bartels**  
10128 Jane Ct.  
River Ridge, LA 70123  
504/523-4662  
fax 504/522-5108

**Steven Bean**  
220 South Rush St. #3-A  
Itasca, IL 60143  
708/773-2938

**James F. Cartwright**  
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Honolulu, HI 96822  
808/956-8264  
fax 808/956-5968

**Mark Cave**  
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504/527-5080

**Deborah L. Dandridge**  
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Spencer Research Library  
Lawrence, KS 66045-2800  
913/864-4274  
fax 913/864-3855

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Austin, TX 78748  
713/799-9038

**Amy Fischer**  
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Cincinnati, OH 45208  
513/871-5007  
fax 513/983-1193

**Susan Fraser**  
The New York  
Botanical Garden  
Library  
Bronx, NY 10458-5126  
212/220-8750

**Ann M. Kenne**  
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Lancaster, PA 17603  
717/291-4225  
fax 717/291-4160

**Carol A. Mathias**  
504 Pineland Dr.  
Houma, LA 70360  
504/448-4621  
fax 504/448-4925

**David Nathan**  
263 Chestnut Ave. #1  
Jamaica Plain, MA 02130-4403  
617/364-8679  
fax 617/361-5729

**Peter A. Nelson**  
Scott Memorial Library  
Thomas Jefferson  
University Archives  
1020 Walnut St.  
Philadelphia, PA 19107  
215/955-8097  
fax 215/955-7642

**David E. Richards**  
3650 Nicholson Dr.  
#1158  
Baton Rouge, LA 70802  
504/923-3553

**C. Richard Roberts**  
Florida State Archives  
R. A. Gray Building  
500 S. Bronough St.  
Tallahassee, FL 32399-0250  
904/487-2073

**Richard D. Salmons**  
505 Ellis Blvd. #C-45  
Jefferson City, MO 65101  
314/761-4195

**Nancy Sandleback**  
Archdiocese of Chicago  
Archives and  
Records Center  
5150 Northwest Hwy.  
Chicago, IL 60630  
312/736-5150

**Joseph D. Scott**  
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Theological Seminary  
Bowld Music Library  
Box 22000  
Ft. Worth, TX 76122  
504/523-4662  
fax 504/522-5108

**Rosalyn A. Settles**  
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**Mark Shenise**  
87B East Main St.  
Mendham, NJ 07945  
201/822-2787

**Rebecca A. Smith**  
7650 S.W. 82 St. #H201  
Miami, FL 33143  
305/375-1492  
fax 305/375-1609

**Warren Stricker**  
1700 Jackson-Keller  
##5505  
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210/225-1071

**Carla Z. Tobias**  
37 Miriam Dr.  
Matawan, NJ 07747  
908/566-2046

**Susan N. Tucker**  
Newcomb Center for  
Research on Women  
Tulane University  
New Orleans, LA 70118  
504/865-5238

continued on page 2

## New Members - continued from page 1

**Ms. Bobs M. Tusa**  
301 Reynolds Dr. #8-D  
Ruston, LA 71270  
318/257-2935  
fax 318/257-2447

**Frank T. Wheeler**  
165 Blackwater Rd. #8  
Somersworth, NH 03878  
608/742-0585  
fax 608/862-2637

**Stanley J. Waide, Jr.**  
819 North Metter  
Columbia, IL 62236  
314/658-3908

**Lisa C. L. Wood**  
1041 Magnolia St.  
Winston-Salem, NC 27103  
919/631-9068

**Irene Wainwright**  
529 Joseph St.  
New Orleans, LA 70115  
504/596-2609

**Susan Navarre Wright**  
107 Morris Blvd.  
Birmingham, AL 35209  
205/945-9440

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## ACA

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James B. Rhoads (1994)

#### Vice President

Elizabeth Adkins (1994)

#### Secretary

Scott Cline (1995)

#### Treasurer

Carla M. Summers (1995)

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Wilda Logan Willis (1994)

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Clifford L. Muse, Jr. (1995)

Sara Hodson (1995)

Timothy A. Slavin (1995)

#### ACA Secretariat

Tara J. Shimandle

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

#### ACA Secretariat

Academy of Certified Archivists

600 S. Federal, Suite 504

Chicago, Illinois 60605

(312) 922-0140 ext. 17



# Results of the 1993 ACA Certification Examination

Elizabeth Adkins, VICE PRESIDENT

Congratulations to our new members! On September 1, 1993, forty individuals took the exam at three sites: New Orleans, Louisiana; Chicago, Illinois; and Boston, Massachusetts. Thirty-two candidates scored at least 70 percent or higher to pass the test of 100 multiple choice questions. Forty-one percent of the candidates who passed the test scored 80 percent or higher.

The sixteen women and sixteen men who passed the examination represent the diversity of the archival profession, and live in the following fifteen states:

Alabama (1)  
Florida (2)  
Hawaii (1)  
Illinois (4)  
Indiana (1)  
Kansas (1)  
Louisiana (9)  
Massachusetts (1)  
Missouri (1)  
New Jersey (3)  
New York (3)

North Carolina (1)  
Ohio (1)  
Pennsylvania (1)  
Texas (2)

The Academy's testing company, Professional Examination Services (PES), worked together with the Certification Examination Committee in reviewing and revising the test. The Examination Committee members were Daria D'Arienzo, Timothy Ericson, H. Thomas Hickerson, Eva Moseley, Nancy Sahli and Deborah Skaggs. Professional test examiners administered the three test sites.

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

We commend each archivist who took the certification examination for demonstrating a commitment to the profession, and encourage those who did not pass to try again in 1994.

## ACA FACTS

<b>Total Membership:</b> 884	<b>Number of Women:</b> 450
	<b>Number of Men:</b> 434
<b>By Petition:</b> 689	
<b>1989 Exam:</b> 20	<b>Countries:</b> United States (all
<b>1990 Exam:</b> 29	50 states and District of
<b>1991 Exam:</b> 46	Columbia), American Samoa,
<b>1992 Exam:</b> 68	Canada, England, Japan,
<b>1993 Exam:</b> 32	New Zealand, Phillipines

## Examination Date Changed

Due to a scheduling conflict with the Rosh Hashanah holiday, the date of the 1994 Certification Examination has been changed from Wednesday, September 7, to Friday, September 9. Unfortunately the new exam date will result in a scheduling conflict with program sessions at the Society of American Archivists Annual Meeting in Indianapolis. We regret any inconvenience this conflict may cause to those wishing to take the examination, but trust that the need for a change of date will be understood.

# Academy of Certified Archivists Examination Fact Sheet

## ELIGIBILITY:

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

- A master's degree with a minimum of nine semester hours of graduate study in archives administration and a minimum of one year of qualifying professional archival experience.
- Any master's degree with two years of qualifying professional archival experience.
- A master's degree that includes a minimum of nine semester hours of graduate archival education. (A candidate may sit for the exam prior to obtaining a professional position. If the candidate passes the examination, the candidate will become eligible for certification after completing one year's qualifying professional archival experience.)
- A bachelor's degree and three years of qualifying professional archival experience.

## EXAMINATION SITES AND DATE:

The examination will be given September 9, 1994, in conjunction with the Society of American Archivists annual meeting in Indianapolis,

Indiana. You need not register for the SAA Annual Meeting to take the examination. The examination will also be offered on the same date in New York, New York; Atlanta, Georgia; and Seattle, Washington.

## APPLICATION DEADLINES:

To register for the 1994 examination, the following applications and fee schedule applies. All applications and fees (\$50) must be postmarked no later than midnight, June 10, 1994. Applications postmarked after June 10, 1994, will not be processed. For early notification, submit your application before the deadline.

## CERTIFICATION FEES:

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

## APPLICATION:

The 1994 *ACA Candidate Handbook* and application form are available from the ACA Secretariat, Academy of Certified Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140 ext. 17.

## Are you interested in becoming a Certified Archivist?

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

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

*Send this coupon to:*

The examination will be given at these sites:

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

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

Fax (312) 347-1452

## Membership Change of Address Notification

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





# Spread the word about membership in the Society of American Archivists!

**Recruit a new member and be eligible to win the following:**

## Here's what you have to do...

1. Encourage a nonmember to join SAA (as many as you wish).
2. Complete the coupon below including your name and the SAA group and/or other archival organization you represent. You and up to three categories can receive credit for recruiting a new member.
3. Have the nonmember submit a completed membership application along with payment and the coupon to receive proper credit (one coupon per application submitted).

## Here's what will happen...

- 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*

# New Member Roster

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

## Individual Members:

Ahmed, Dr. Nahed Hamdi  
*Cairo University*  
Bachman, Rebecca  
Beatty, Frederick M.  
*Student*  
Bennett, Grace  
*Sisters of Providence*  
Biber, Teresa C.  
*Student*  
Bloom, Marshall  
Broadwell, Jessica G.  
*Student*  
Brown, Rick  
*Student*  
Burke, Patricia E.  
Campbell, Leslie P.  
*Hoopa Valley Tribal Council*

Cargill, David R.  
*Student*  
Clark, Gwendolyn D.  
*Student*  
Clark, David L.  
Clarke, Carol L.  
Clawson, Todd W.  
*Student*  
Clougherty, Erin L.  
*Student*  
Coddling, Jennifer L.  
*Student*  
Dobel, Elayne M.  
*The Salvation Army*  
Duff, Wendy  
*Student*  
Duffy, Paul T.  
Dyson, Stephanie  
*Student*  
Eiken, Sr. Francisca  
*Incarnate Word Archives*  
Even, Kaia L.  
*Student*  
Favretto, Cristina  
*Student*  
Fitch, Amy R.  
*Student*  
Flannery, Michael A.  
*Northern Kentucky University*  
Gerencser, James W.  
*Student*  
Giroux, Gail L.  
Graebner, Rebecca  
*College of Charleston*  
Grelick, Susan J.  
*Amherst Town Clerks Office*  
Grunder, Henry  
*Virginia State Library & Archives*  
Hayward, Marilyn  
*Canada College Library*  
Hazard, Catherine  
*Woodstock Artists Association*  
Heisey, Terry  
Hevener, Diana L.  
*Cape May County Clerk*  
Hudson, Mark S.  
*Student*  
Huffman, Sharon  
*St Louis Public Schools*

Hull, Robert  
*Student*  
Hunsaker, Julie  
*Student*  
Jensen, Charles  
Johnson, Sandra K.  
*Student*  
Kyle, Jerry Richard  
Kushner, Frederica  
Larkin, Vincent S.  
*Rutgers University Library*  
Lea, James D.  
Leonard, David W.  
Lethbridge, F. Scott  
*Student*  
Litehizer, Alan  
*University of North Carolina*  
Madzelonka, Gary  
*Student*  
Mason, Karen M.  
*Iowa Women's Archives*  
McCall, Bill  
McCluskey, Elaine M.  
Miethke, Heidi  
Milam, Sheila A.  
*Univ de las Americas-Puebla*  
Mixon, Jeanne  
Moskowitz, Ricki  
*Student*  
Nonack, Stephen  
*Boston Athenaeum*  
Norce, Kerry J.  
*Presbyterian Historical Society*  
Nordberg, Erik C.  
Palmer, Joseph W.  
Panek, Tracey  
Parker, Lissa Roos  
Peterson Jr, Paul D.  
*Student*  
Petion, Hervay  
Radden, Craig Franklin  
*University of Idaho*  
Reisner, Yale J.  
DeWitt, Donald L.  
Reynolds, Geoffrey D.  
*Student*  
Roberts, Randy  
*Western Historical Manuscript Collection*  
Rohfeld, Sara  
*Student*  
Rutt, Helen  
Saputo, Theresa A.  
*Student*  
Scheiner, David L.

Schlessinger, Burd  
Silva, Jim  
*Student*  
Smith, Jenifer A.  
*Joint Archives of Holland*  
Smith, Vernon R.  
Sokoll, Susan P.  
*Student*  
Sommer, Ronald R.  
*University of Tennessee-Memphis*  
Stephens, Elizabeth C.  
*Student*  
Sukoff, Alicia  
*Student*  
Swieszkowski, Linda Stanislava  
Sylvester, Mrs Lee  
*Choate Rosemary Hall*  
Thompson, Natalie  
*Student*  
Upton, Ann W.  
*Indiana University at South Bend*  
Weiss, Karen  
*Archives of American Art*  
Westbrook, W. Michael  
*Illinois College*  
Williams, Roger M.  
*Nazarene Bible College*  
Winslow, Gordon W.  
Yates, Morgan P.  
*Student*

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# New Mentoring Program

Designed to encourage greater communication between archival generations and accelerate newer archivists' entry into the profession, the SAA Mentoring Program was officially approved at the Council meeting in January. Several SAA groups participated in the development of this member service including: the African American and Third World Archivists Roundtable, the Lesbian and Gay Archives Roundtable, the Status of Women Committee, and the Membership Committee. At the helm was Membership Committee Chair Leon C. Miller, who propelled this project from start to finish.

The SAA Mentoring Program calls for individuals to be paired based on the specific subject interests indicated on their application forms. The SAA office will contact each individual in writing with the name of the person to whom he or she is

paired, and include suggested mentor and mentee guidelines. Ongoing dialogue between participants is key, as well as agreement in the beginning as to the mentor/mentee relationship structure. Individuals should plan to be in contact for at least two years, and, any extension of this relationship would depend solely on the wishes of the participants.

While both mentor and mentee stand to benefit from the Mentoring Program, the real beneficiary will be the profession. Every SAA member is eligible to be a mentor or "mentee" and may apply by completing and returning the application form below to the Society of American Archivists. For more information about the SAA Mentoring Program, please contact Debbie Mills or Carolyn Aeby in SAA Membership Services at (312) 922-0140.

I am interested in being a:

☐ mentor ☐ mentee

Would you prefer someone in your geographic region?

☐ yes ☐ no

Are you a student? ☐ yes ☐ no

I would prefer:

☐ female ☐ male ☐ no preference

How many years have you been active in the profession?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

Please indicate your areas of interest. We cannot always match your specific subject interests because of the limitations of our volunteer pool, but if you would like for us to try to find someone from one of the following groups, please circle the one or two in which you are most interested.

Acquisitions and Appraisal	Description	OCLC Users
African-American & Third World Roundtable	Electronic Records	Oral History
	Government Records	Performing Arts
Architectural Records	Labor Archives	Preservation
Archival Educators	Lesbian and Gay Archives	Recorded Sound
Archival History	Local Government Records	Reference, Access and Outreach
Archives Management	Manuscripts Repositories	RLIN Users
Archives of Religious Collections	Marc-VM Users	Science, Technology and Health Care
Art and Architecture Thesaurus	Marcon Users	Visual Materials
Business Archives	MicroMarc	Women's Collections
College and University Archives	Museum Archives	Women Religious Archives
Congressional Papers	Notis Users	

Please return this form to SAA Membership Services, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605. 312/922-0140; Fax: 312/347-1452

*The Society of American Archivists will attempt to coordinate a suitable match, however, the Society is not responsible for any action or circumstance following from this member service or mentor/mentee match.*

## Around SAA

### Proposals for Case Studies Sought

SAA invites proposals from prospective authors for a case studies with teaching notes on the impact of electronic records and automated applications on archival management. Under a grant from the National Publication and Records Commission, the Society is able to offer honoraria and editorial assistance to individuals or teams of authors for cases with teaching notes, to be used in archival education and training programs.

The case studies envisioned include a wide and varied content based on actual organizational and information management situations. They may include, but are not limited to, the impact of technology on records management and archives; the nature of documentation; the new and changing role of the archivist in an IRM universe and the transformation of traditional archival concepts within that universe; the archival uses of information technology, including both its successes and failures; the use of new technologies to create products from traditional texts and images that will be used in educational and outreach settings; and the interdisciplinary and inter-institutional nature of information technology applications.

Case study methodology, first developed in law schools, is now widely used in business management programs. Based on the analysis of problems in real organizations, the case study is a powerful instrument for empowering learners to act positively in their own organizational settings. Using information technology as their content, these case studies and their accompanying teaching applications aim to move the archivist not only from the loading dock to the reference desk, but also within the organization and among other organizations whose resources have information implications.

Application materials, including guidelines and a sample case with teaching note, are available from the SAA office. If you have questions, contact Project Editor Elsie Freeman Finch at (607) 273-8706 or Project Editorial Board Chair Richard Kesner (617) 239-4529). The deadline for applications is June 1, 1994.

To assist potential authors, SAA is offering two preconference workshops at the 1994 annual meeting in Indianapolis: *Training the Trainer* and *Case Teaching and Writing* (see page 17 for details).

### Independent Editorial Board for *American Archivist*

The SAA will establish a separate Editorial Board this year to advise and assist the editor of the *American Archivist* in soliciting manuscripts, reviewing articles for possible publication, and developing editorial policies for the journal. The current SAA Editorial Board will become the Publications Board with responsibility for coordination and oversight of SAA's growing publications program, emphasizing non-serial publications.

In approving this change of direction at its January meeting, Council recognized that SAA's publications program has grown and become more complex during the past few years. In addition to publishing *Archival Outlook*, *American Archivist*, and mono-

graphs such as the Archival Fundamentals Series, SAA has become the leading distributor of archival literature in North America. Some works that SAA cannot publish get into print through an arrangement with Scarecrow Press. The expanded publications program makes a wider variety of literature much more readily available to practicing archivists, students, faculty, and other individuals who are interested in archives.

This change, which was endorsed by the SAA Editorial Board and by Richard Cox, editor of the *American Archivist*, will provide more support and oversight to both journal and the non-serials aspects of SAA's publications program. Development and coordination of SAA's non-serial publications has become a demanding task in itself that requires full attention of an advisory committee. This change will also provide an independent Editorial Board to concentrate on the *American Archivist* which is typical for peer-reviewed professional journals. The editor of the *American Archivist* will nominate members to the Editorial Board for approval by Council. Individuals serving on the Editorial Board are to be selected on the basis of their knowledge of archival theory, methods and practice, expertise in research, and familiarity with archival literature and publication.

The Council Committee on Boards, Task Forces, and Representatives will work with Ellen Garrison, chair of the Editorial Board; Teresa Brinati, SAA Managing Editor; James O'Toole, SAA Acquisitions Editor; and Richard Cox to develop revised guidelines for the Editorial Board and the Publications Board. Council will make appointments to the new Editorial Board at its June meeting. SAA members with comments and recommendations should contact Council liaison to the Editorial Board, Margaret Hedstrom, (518) 473-6771 or e-mail [gzep@rpitsmts.bitnet](mailto:gzep@rpitsmts.bitnet).

### Women's Collections Roundtable

During the SAA annual meeting in New Orleans last September, the Women's Collections Roundtable discussed the need for greater dissemination of information about women's history archives. This need is being met in part by May Lee Tom, the 1993-1994 NHPRC/Mellon Foundation Fellow in Archival Administration at the Schlesinger Library. Tom is setting up a network of repositories throughout the United States that are willing to acquire records of contemporary women's organizations.

The purpose of the network is to (1) improve sharing of information about organizational archives and coordination of collecting activities among repositories, (2) help organizations find appropriate repositories for their records or assist them in establishing records retention guidelines, and (3) provide information about the repositories' holdings to potential researchers. For more information, please contact May Lee Tom, Schlesinger Library, Radcliffe College, 10 Garden Street, Cambridge, Massachusetts 02138 or via e-mail at [mtom@harvard.edu](mailto:mtom@harvard.edu) by May 1, 1994.



### Committee on the Status of Women

For those SAA members who may wonder who we are and what we do, the Committee on the Status of Women serves to encourage the participation of women in SAA activities and leadership, as well as promote an awareness of women's issues in SAA's missions, goals, and priorities.

The twelve committee members (10 core plus *ex officio* past chair and intern) convene at SAA's Annual Meetings to discuss a range of issues pertinent to the concerns of women within SAA. In New Orleans last September, the committee began reviewing its bylaws. A sub-group of committee members is currently drafting revisions to the bylaws to better reflect the needs as well as the goals outlined in SAA's strategic plan. Other committee discussion topics included: the potential for women to advance within the profession, *i.e.*, "the glass ceiling;" achieving gender balance both within SAA activities and the institutions in which we work; mentoring; grievance resolution; combating sexual harassment; and the availability and quality of child care at the SAA Annual Meeting. The committee has also actively pursued the nomination of deserving women archivists to be designated as "SAA Fellows."

The Committee on the Status of Women also supports the publication of the *Women's Caucus Newsletter*. The committee's ability to continue publishing and distributing this newsletter seemed uncertain at the SAA annual meeting in New Orleans. Overwhelming support for preserving this publication was, however, evident during the gathering of the Women's Caucus. Sandra Tonnesen volunteered to take on the formidable task of editing the newsletter and the result of her hard work is a new look for the February 1994 issue. To request a copy of the newsletter or to reach her with your contributions, contact Sandy at the Sandia National Laboratories, P.O. Box 5800, Albuquerque, New Mexico 87185-0612, (505) 845 9442. Sandy hopes to produce newsletters twice yearly, covering all relevant topics of interest to the women of SAA.

If there are any concerns that you would like the Committee on the Status of Women to address, please contact Hilary A. Kaplan, chair, at (404) 656-2374 or e-mail BM.GSK@RLG.

### Business Archives Directory

The *Directory of Business Archives in the United States and Canada* (Chicago: SAA, 1990) is being updated. In addition to business archives, the directory will reflect the holdings of large business records collections, such as those found at the Hagley Museum and Library and the Minnesota Historical Society. This addition to the directory will further benefit researchers interested in business records. Data for the directory is being compiled in Paradox. Send any changes or additions to Frank Muse, CoreStates Philadelphia National Bank, P.O. Box 7618, FC 3-108-1-1, Philadelphia, Pennsylvania 19101-7618 or e-mail 75260.3153@compuserve.com.

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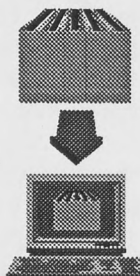
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## News Clips

### Archivists Invited to Participate in ALA Accreditation of Graduate Programs

A teleconference to prepare librarians and other information professionals to implement the American Library Association's 1992 *Standards for Accreditation of Master's Programs in Library and Information Studies* is scheduled for September 8, 1994. The teleconference is jointly funded by the H.W. Wilson Foundation and ALA.

The Committee on Accreditation invites individuals from ALA and other library and information associations to participate in a teleconference explaining the accreditation process under the 1992 standards. This interactive seminar will be downlinked to numerous locations throughout North America to make it accessible to a diverse group of librarians, educators, and information professionals. Facilitators will be available at each designated site to field questions, promote discussion, and provide additional information and materials. Participants will learn how to serve as chairs and members of the External Review Panels. These panel members review and evaluate master's programs seeking accreditation under the 1992 standards. Applications are due May 1, 1994.

Prudence Dalrymple, Director of the Office of Accreditation, said, "This teleconference is an exciting opportunity for the accreditation community. Using this technology, we hope to reach a larger and more diverse audience of participants in the new accreditation process." At its January meeting, the SAA Council voted to participate as an allied information association in this process.

To attend the teleconference, interested individuals should send their name, address, and association membership along with a self-addressed, stamped envelope by May 1, 1994, to Office of Accreditation, American Library Association, 50 East Huron Street, Chicago Illinois 60611.

### National Information Infrastructure Advisory Council

Toni Carbo Bearman, dean of the University of Pittsburgh School of Library & Information Science (which supports publication of the *American Archivist*), has been selected by the Clinton administration to serve on the influential National Information Infrastructure (NII) Advisory Council. The council will seek to answer some of NII's larger policy questions: who will build the highway, who will pay for it, who will decide on content, who will have access? Bearman and the rest of the 27-member council, which is dominated by private sector appointments with a few from the public sector, received two-year mandates to advise and offer recommendations to the President and Congress as they forge NII policy. Toni Carbo Bearman would welcome input from archivists and may be reached at (412) 624-5139.

### Archives in the Media

(submitted by Elizabeth W. Adkins, SAA Committee on Public Information)

The press has been covering in detail the story of Senator Bob Packwood's diaries, which may or may not support allegations of misconduct against Packwood. Packwood has been waging a legal battle with the Senate Ethics Committee in an effort to keep his diaries private. The *Iowa Press-Citizen* published an article on November 8, 1993, on the subject, but with an interesting twist. The story was titled "Historians Eye Diary Duel," despite the fact that three of the four experts quoted in the article were archivists, not historians. All expressed the hope that the diaries would remain intact once the controversy dies down, and pointed out the historical significance and increasing rarity of personal diaries. A sidebar to the article contained excerpts from diaries kept at several different Iowa repositories. This story took a topic of national interest and turned it into an opportunity for local archivists to highlight their collections and their professional knowledge.

### NHPRC Progress Report

*The American Record: A Progress Report* details the preservation and availability for study of America's documentary record, and the progress made with grants and other assistance from the National Historical Publications and Records Commission (NHPRC). The report notes that in 1992, the NHPRC made 250 grants to help establish records programs, to support the editing of papers of major figures and events in American history, and to devise plans for saving endangered historical documents. It provided support to preserve historical photograph collections and news film; to produce finding aids; and to help local governments, Native American organizations, and other institutions develop records management programs. In addition, commission grantees raised approximately two million dollars in 1992-93 from private-sector sources to add to federal and institutional support of this preservation and publication work. The NHPRC has helped more than 40 archives and other repositories to process collections of documents, photographs, and other original source materials vital to understanding America's past.

For a copy of *The American Record*, contact Gerald George, National Archives (NP), Room 607, Washington, D.C. 20408, (202) 501-5610.

### Preservation Science Projects

Six preservation science projects that involve vital research and the development of management tools for libraries and archives have been recommended by a group of 20 preservation administrators convened by the Commission on Preservation and Access. The recommended projects focus on the chemical deterioration of specific materials and address urgent questions that relate to the environmental conditions and storage of collections of paper, film, and magnetic media. The commission encourages laboratories, research institutions, individual researchers, and funding agencies to consider undertaking these projects. While



the commission is not in a position to fund the projects directly, it will help support submission of proposals for funding. For more information, contact Maxine Sitts, Program Officer, Commission on Preservation and Access, (202) 939-3400.

### Maryland State Archives Summer Internship

The Maryland State Archives is seeking applications for its summer intern program, which is open to graduate or advanced undergraduate students attending college in Maryland or Maryland residents attending college out of state. Eight internships are available. The stipend is \$2,625 for the ten-week program, June 13-August 19, 1994. The application deadline is April 1, 1994. Contact Internship Program, Maryland State Archives, 350 Rowe Boulevard, Annapolis, Maryland 21401, (410) 974-3914.

### Electronic Document Imaging Technology

The Association for Information and Image Management recently published *Introduction to Electronic Imaging*, 2nd edition, by Don M. Avedon. The book features an expanded discussion of communication and networking as applied to electronic image management systems, the latest capacities for various types of optical disks, and an updated glossary and reading list. It also answers commonly-asked questions concerning the advantages of electronic image management systems, available media, systems integration and workflow, how to evaluate present information management systems, digitizing, compression, backfile conversion, indexing, application analysis, sizing and scoping a project, hardware, software, communications, standards, and legal acceptance of documents stored electronically. Single copies are \$20 for AIIM members and \$25 for nonmembers. Contact AIIM Bookstore, 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland 20910-5699, (301) 587-8202.

### Managing Photographic Records

*Managing Photographic Records in the Government of Canada*, by Kathleen Owens, is one in a series of handbooks on records and information management. Its purpose is to provide departments and agencies of the National Archives of Canada with general guidelines on the organization, handling, storage, and disposition of their photographs. Contact Archives and Government Records Branch, National Archives of Canada, 395 Wellington Street, Ottawa, Ontario, K1A 0N3 Canada, (613) 947-1516.

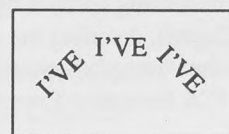
### Massachusetts DPU Updates Records Requirements

New records retention requirements have been issued by the Department of Public Utilities of the Commonwealth of Massachusetts. The updated regulations are the first revision since 1965. For further information, contact: David Horn, Boston Edison Company, (617) 424-3565.

### WUZZLE

A Wuzzle is a rebus—a word riddle created from combinations of words, letters, syllables, figures or symbols—positioned to create distinguished words, phrases, names, places, sayings, etc.

Example: NOON GOOD = GOOD AFTERNOON.



Print your answer here:

\_\_\_\_\_

Answer listed on page 31

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## World View

by Thomas Connors

### ICA Committee on Disaster Prevention

Brenda Banks of the Georgia Department of Archives and History attended the first meeting of the International Council of Archives (ICA) Committee on Disaster Prevention held in Stockholm, Sweden, October 3-4, 1993. The committee had been formed in response to worldwide reports about the destruction of archival and other cultural materials due to civil wars and other armed conflict.

After a particularly disturbing account by Miljenko Pandzic, of the Archiv Hrvatske Zagreb, detailing the destruction of archives in Croatia and elsewhere, the committee drafted the following statement to the ICA Executive Committee:

After much discussion on the results of recent conflicts, the Disaster Prevention Committee has concern for the particular risk to archives. Any attempt to destroy cultural identity through the destruction of cultural property should be condemned. The Committee urges ICA to act with UNESCO and other international organizations to provide protection through the condemnation of such acts, and for action against those guilty of the deliberate destruction of cultural and historical property.

The committee also decided to produce an article and bibliography on disaster prevention for publication in *JANUS*, as well as publishing a manual to assist archives in disaster prevention. This manual should be available for distribution by spring 1996. The committee's next meeting will be held in France in April.

### Overseas Records Management Trust

British archivists Ann Thurston and Susie Rayner visited Washington, D.C., in early January to discuss the Overseas Records Management Trust with area archivists and other interested parties. The Trust was established to promote a new approach to the problem of managing the records of government and other public sector institutions in developing Commonwealth countries. Thurston said that inadequate records management systems are a fundamental impediment to the ability of the public sector to fulfill its responsibilities. The capacity of government to formulate, implement and sustain effective policies, maintain accountability and protect citizens' rights depends on access to information contained in records of various formats.

For more information, contact Ann Thurston, Overseas Records Management Trust, Institute of Commonwealth Studies, 28 Russell Square, London WC1B 5D5.

### Chilean Archival Association Re-established

Lauren Lassleben reports that the Asociacion de Archiveros de Chile has been reincorporated as the national professional organization of Chilean archivists. One of the goals Lassleben set for herself during her Library/Book Fellows assignment to the National Archives of Chile (October 1992 - July 1993) was to establish such a group. An original Asociacion, formed in the early 1980s, had become dormant until Lassleben's agitation

among the archivists she met, taught, and worked with rekindled interest in forming a national society to carry on the work of professional development and encouragement initiated during her Fellowship.

Lassleben along with Regina Solis and Osvaldo Villaseca, both of whom had been involved with the original association, organized a charter meeting of some 60 archivists. Held in the Chilean National Library's Sala America, the meeting set the stage for the legal reincorporation of the Asociacion de Archiveros de Chile. Since that time the group has been officially established with new by-laws, constitution, officers and program and with Lassleben as its first charter member.

For more information on the Asociacion de Archiveros de Chile contact Lauren Lassleben at (510) 642-9324 or by e-mail at [llassleb@library.berkeley.edu](mailto:llassleb@library.berkeley.edu).

### Assistance Requested for Liberian Archives

SAA's International Archival Affairs Committee received a letter from E. Narplah Wren, Director General of the National Archives of Liberia, describing the plight of that country's institutions, particularly its heritage institutions. The letter reads, in part:

"The Liberian civil conflict which has dragged on for the past three and a half years, has adversely affected all aspects of national life. Apart from leaving more than 150,000 dead and more than 800,000 Liberians to seek refuge in neighboring West African countries, the Liberian civil strife left more infrastructures, including public edifices, in ruins. The National Archives building, housing the Center for National Documents and Records Agency, was not spared.

"The National Archives Building . . . was built in 1983 by then People's Redemption Council government. This historical edifice, which has since served as a repository of national historical documents and records, was a prime target for looters and vandals. The roof, ceiling, doors, windows, floor tiles, archival equipment, electrical fittings, furniture, and all that constitute a functional archives have been looted, leaving the once glamorous building a mere shadow of itself.

"Most significantly, historical records of the state and of individuals were largely destroyed, either by looters or the ravages of nature, . . . while some were retrieved to safety. Of the 24 million pages of historical records and documents collected, inventoried and preserved prior to the civil crisis, only 40% was retrieved. . . The retrieved records and documents are being stored in an archivally unfit warehouse . . . and are in a deplorable condition. Thus the Archives stands in dire need of rescue and preservation. We cannot sit idly by and watch our history and heritage destroyed.

"In an effort to halt the prevailing condition of drift, and pursuant to our desire of restoring the Center for National Documents and Records Agency, and realizing the present financial constraint of the Interim Government of National Unity, the

continued on page 31



## From the President's Desk

continued from page 3

dential treatment of both letters.

If I had it to do over, would I do things differently? Yes. I would have insisted upon a recorded vote on the issue of whether to send a letter of support, and I would have been more timely in disseminating both letters to Council. Would either of these actions have materially changed SAA's position today? No, but it would have made Council both more informed and more accountable, and it might have allowed for a more cogent response to the initial member inquiry from which the current debate emanates.

Then again, this debate is useful if it crystallizes for the Society the choices before it. Anne Kenney gave a well received presidential address last September in New Orleans that urged SAA to assert greater influence ("Shaping the Future: SAA Leadership in a Changing World," *American Archivist*, Fall 1993). She saw us needing to be more influential with Congress, more influential with the White House. Some of that influence comes from public positions, such as our stated criteria for Archivist. Some of it comes from confidential discussions with key people at key times.

Ultimately, the Society's need for an open internal process may argue against engaging in confidential exchanges. That weakens influence but leaves our vetting process intact. We may have some hard choices to make as a professional association. In debating these issues, however, I ask that you focus on how or whether to change the process rather than who to blame for what. To some extent the Society is sailing in uncharted waters. Perhaps never before have we been more vocal and visible in the political arena.

Simultaneously, we are more subject to charges of unfair play. The questions are one of risk and responsibility. How far do you want us to go in advocating positions through private rather than public channels? How much consultation with colleagues is enough? How and when should we be held accountable? Whatever your decision, the leadership needs your support and trust. We need your attention and constructive criticism. And we need your involvement in the affairs of the Society.

## SAA Study Tour to Europe

In the November 1993 issue of *Archival Outlook*, SAA President Edie Hedlin outlined in her column a proposal by Charles Kecskemeti, Secretary General of the International Council on Archives (ICA), for an SAA-sponsored study tour to Europe in 1995. Please let us know about your interest in such a tour by answering the following questions.

1. I am interested in a study tour to Europe:

- ☐ yes  
☐ no

2. I am interested in the following topics (please rank your top three choices):

- \_\_\_\_\_ archival education and training  
\_\_\_\_\_ archival buildings  
\_\_\_\_\_ conservation techniques and facilities  
\_\_\_\_\_ management of electronic records  
\_\_\_\_\_ application of automation to archival functions  
\_\_\_\_\_ other (please specify) \_\_\_\_\_

3. I am interested in visiting:

- ☐ 1-2 countries  
☐ 2-3 countries  
☐ 3 or more countries

4. I am interested in visiting the following countries (list up to three):

5. I am interested in a trip of:

- ☐ 7-10 days  
☐ 10-14 days  
☐ 14-21 days  
☐ more than 21 days

6. I am willing to spend (transportation, hotel, and some meals for a round trip departing from an East Coast location):

- ☐ \$2,500-\$3,000  
☐ \$3,000-\$4,000  
☐ \$4,000-\$5,000  
☐ more than \$5,000

7. Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Please mail the completed questionnaire to SAA Study Tour, 600 S. Federal, Suite 504, Chicago, IL 60611 or fax 312/347-1452 no later than May 1, 1994.

## 1994 CALENDAR

### April 6-11

Association of Independent Information Professionals (AIIP) 8th Annual Conference at the Radisson Plaza Lord Baltimore in Baltimore, Maryland. Theme: "The Practicalities of Running an Information Business." Fee: \$350. Contact: Suzanne Moseman, AIIP registrar, (410) 719-0651, or by fax, (410) 719-0482.

### April 14

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

### April 15-16

Africana Librarians Council of the African Studies Association spring meeting at Perkins Library, Duke University, Durham, North Carolina. In conjunction with the meeting, Library of Congress personnel will offer a workshop on cooperative cataloging. For further information contact: Helene Baumann, African Studies Bibliographer, Duke University, (919)660-5847 or Al Kagan, Africana Librarians Council, (217) 333-6519.

### April 28-30

Society of California Archivists annual general meeting, Santa Barbara. Sessions on earthquake preparedness, moving images, outreach, confidentiality and access, ethics, computer technology and digital imaging. Contact David Tambo at (805) 893-3420, fax (805) 893-4676, or e-mail tambo@library.ucsb.edu.

### April 29-30

New England Archivists 21st Annual Meeting, Mount Holyoke College, South Hadley, Massachusetts. Contact: Patricia J. Albright, (413) 538-2013.

### 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, N.W., Second Floor, Washington, D.C. 20001, (202) 347-2850.

### May 12-14

Mid-Atlantic Archives Conference (MARAC) Spring meeting and workshops, Ramada Hotel Pennsylvania, New York City. Theme: "From Cobblestones to Crabgrass: Documenting Cities and Suburbs." Contact: John Collard (212) 337-1300, National Archives-Northeast Region, 201 Varick Street, New York, New York 10014-4811.

### 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, North Carolina 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.

### June 3-4

Lake Ontario Archives Conference will be held in Buffalo, New York, at D'Youville College. Theme: "Service to the Archival Community." Contact: Mary F. Bell, Buffalo and Erie County Historical Society, 25 Nottingham Court, Buffalo, New York 14216 or call (716) 873-9612.

### June 6-11

22nd American Institute for Conservation of Historic and Artistic Works' annual meeting in Nashville, Tennessee. Contact: AIC, 1717 K Street, NW, Suite 301, Washington, D.C. 20006, (202) 452-9545, fax: (202) 452-9328.

### August 19-20

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

### September 9

The Certified Archivist Exam will be administered at the Society of American Archivists Annual Meeting in Indianapolis, and in New York, Atlanta and Seattle. Applications must be requested by May 25, 1994, and must be postmarked no later than June 10, 1994. For more information, contact the Tara Shimandle, Secretariat, Academy of Certified Archivists, c/o 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140.

### September 16-17

Nationally prominent scholars, political commentators, and archivists will convene in Portland, Maine, for a two-day conference on issues facing the preservation, use and accessibility of the personal and official papers of members of Congress, sponsored by the Margaret Chase Smith Library. Contact: Margaret F. Viens, Conference Coordinator, Margaret Chase Smith Library, P.O. Box 366, Skowhegan, Maine 04976, (207) 474-7133.

### September 25-29

39th annual conference of the Association of Records Managers and Administrators at the Royal York Hotel in Toronto, Ontario. Five-day conference registration fee for ARMA members, paid by August 6, is \$560; paid after August 6, \$680. Full fee for nonmembers, paid by August 6, is \$700; after August 6 \$820. The one-day fee, member or nonmember, is \$315 paid by August 6; \$365 after that. Hotel rate: \$125 Canadian (approximately \$100 U.S.) plus taxes. Contact ARMA International at (913) 341-3808; 1-800-422-2762 in U.S.; 1-800-433-2762 in Canada.



## INSTITUTES

### ALCTS Institute on Magnetic Media

"The Magnetic Media Challenge: Preservation of Audio Tape and Videotape in Libraries and Archives" is the title of an Association for Library Collections and Technical Services (ALCTS) institute, cosponsored by SAA, April 29-30, aboard the Queen Mary, Long Beach, California. Program sessions will focus on the history of audio and videotape recording, technology, the physical characteristics and life expectancy of magnetic tape, proper storage and handling techniques, the challenges of recording aging tape for preservation purposes, administration and management issues, how to balance the need for preservation against access and the unique role that magnetic tape serves as a source for scholarly and research information. The registration fee, which includes instructional materials, one lunch and breaks, is \$155 for SAA and ALCTS members, \$200 for American Library Association members and \$245 for non-members. Registration is on a first-come basis until April 15. To register, contact: Yvonne McLean, Magnetic Media Institute, ALCTS/ALA, 50 East Huron St., Chicago, Illinois 60611; 1-800-545-2433, ext. 5032; fax (312) 280-3257; or e-mail: U34261CVM.UIC.EDU.

### 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.

### 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

### Western Archives Institute

8th Annual Western Archives Institute, July 31-August 12, at the Kellogg West Center for Continuing Education on the campus of California State Polytechnic University in Pomona. The Institute is designed to offer an introduction to modern archival theory and practice for a variety of participants, including those whose job requires a fundamental understanding of archival skills, but have little or no previous archives education, those already in the profession who want to update and renew their archival knowledge, and those who wish to explore the possibility of an

archival career.

The 1994 program will feature David B. Gracy II of the University of Texas at Austin, Graduate School of Library and Information Science as the principal faculty member. Topics will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, outreach programs, managing archival programs and institutions, and several practical

Tuition for the program is \$450 and includes a selection of archival publications. Housing and meal plans are available at the Kellogg West Center for additional charges. Enrollment is limited. The application deadline is June 1, 1994. For additional information and an application form, contact: Nancy Zimmelman, Administrator, Western Archives Institute, 201 N. Sunrise Avenue, Roseville, CA 95661, (916) 773-3000, Fax: (916) 773-8249. The Western Archives Institute is sponsored by the Society of California Archivists and the California State Archives.

### Preservation Intensive Institute

UCLA is hosting the 1994 Preservation Intensive Institute, July 31-August 5. Three courses will be offered: "The Preservation of Moving Images," "The Politics of Preservation: Realities and Opportunities" and "Beyond the Archives Wars: Revitalizing Archival Practice and Preservation." Tuition is \$300, and participants are responsible for transportation, lodging, and food. The PII will award ten scholarships of \$750 each to ethnic librarians, or to librarians responsible for ethnic collections. Brochures and applications will be available at the end of January 1994. For further information, contact Michelle V. Cloonan at the Graduate School of Library and Information Science, GSLIS Building, 405 Hilgard Avenue, Los Angeles, California 90024-1520; (310) 206-9366; or by e-mail: mcloonan@gslis.ucla.edu;

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## Reinventing Archives?

Archives Association of Ontario  
ANNUAL CONFERENCE

4-6 May 1994

Hamilton, Ontario

Archivists are facing ever greater challenges in their working environment. New technologies, new standards of training, performance and expectations are straining the traditional methods of archival practice. Do these pressures demand that we reinvent archives or are we being offered the opportunity to take advantage of these things to make traditional practices more effective? The 1994 Conference will explore many of these issues through sessions including,

1. Descriptive Standards: A Roundtable on RAD Implementation
2. Roundtable Panel on FOI/Privacy Legislation
3. Disaster Contingency Plan
4. Archival Education: How does it meet the expectations of archivists?
5. Building design and access
6. Roundtable Panel on Privacy issues in non-government archives
7. The role of the archival association in the coming years
8. Revenue generating opportunities
9. Unconventional archives
10. Management for Archivists workshop
11. Special Interest Group meetings
12. Vendor displays

The Program Committee will endeavor to accommodate as many archival special interest groups as possible during the available time frame. If your group would like to hold a meeting or roundtable during the conference please contact the Program Committee.

Please contact Wayne Crockett, Program Committee Chair if you have any questions or comments, (613)327-1537. Or write the committee care of the Archives Association of Ontario, P.O. Box 46009, College Park Post Office, 444 Yonge Street, Toronto, Ontario, M5B 2L8 Canada.



## 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.

### American Heritage Center Travel Grants

The American Heritage Center at the University of Wyoming is offering travel grants to be used by scholars during 1994. The grants are for up to \$500 each and provide support for travel, food and lodging to carry out research using the American Heritage Center's collections. Subject areas include: Wyoming, the American West, transportation, conservation, water resources and the performing arts. For further information and an application form, contact: The American Heritage Center, University of Wyoming, P.O. Box 3924, Laramie, Wyoming 82071. Application deadline: April 15, 1994.

### Old Sturbridge Village Research Fellowship

Old Sturbridge Village, Sturbridge, Massachusetts, announces its fourth Research Fellowship to be awarded to a scholar working in the social history and material culture of rural New England from 1790-1850. The fellowship project need not be limited to rural New England nor to this period, but must relate significantly to the Village's time and place. Fellows will be in residence for six to twelve weeks, preferably in the fall or spring semester. Candidates should have significant work and accomplishment in historical, archeological, or material culture scholarship, and be strongly committed to publishing the results of their research. A stipend of \$2,500 will be awarded. For applications information please contact Jack Larkin, Director for Research, Collections and Library, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, Mass. 01566; (508)347-3362 ext. 298. Deadline for applications is July 1, 1994.

### Forest History Society Award

1994 Theodore C. Blegen Award sponsored by the Forest History Society. Eligibility is restricted to articles about forest and conservation history published in 1993. The award is \$125 cash and a plaque. Announcement will be made at the annual meeting of the Forest History Society next fall. Contact Harold K. Steen, Forest History Society, 701 Vickers Avenue, Durham, North Carolina 27701, (919) 682-9319.

## CALL FOR PAPERS

### ICHIM '95

Third International Conference on Hypermedia and Interactivity in Museums: ICHIM '95 will be held at the Hotel del Coronado, Coronado Island, San Diego, California, October 9-13, 1995. You are invited to propose papers, sessions and/or demonstrations. Contact: Archives & Museum Informatics, 5501 Walnut Street, Suite 203, Pittsburgh, PA 15232-2311, (412) 683-9775 or fax (412) 683-7366.



## Acting U.S. Archivist

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of a National Information Infrastructure will strengthen the importance of networks as a tool for scholarly researchers, other agencies, and the general public. Network technology holds the promise of providing the National Archives with new tools in support of its mission of organizing, preserving, and making available federal information. This technology may allow the National Archives to bring itself to the country in new and exciting ways.

Although the National Archives wants to make information from and about its holdings available as widely as possible, many questions must be answered. The study will develop and implement a methodology for surveying our users and potential users regarding their needs. It will also evaluate both the technological applications required for optimum information delivery and the ability of our existing and planned information systems to meet the identified needs. All of this will help the National Archives to develop a blueprint for its long-term information delivery systems, including what the various service options will cost. Completion of the study is being planned for December 1, 1994, and we look forward to sharing its findings with all of you.

## World View

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administration of the CNDRA has decided to embark upon a series of fund raising programs as well as launch appeals to our foreign friends, the business community, NGO's, PVO's, international organizations, individuals and groups . . . for possible assistance in cash or kind . . . **HELP THIS CAUSE!**"

Mr. Wren states that the estimated cost to restore the National Archives of Liberia is US\$3 million. Assistance is asked in the form of cash or materials. For further information, contact Alfred Lemmon, Chair, International Archival Affairs Committee, Historic New Orleans Collection, 533 Royal Street, New Orleans, Louisiana 70130, (504) 523-4662.

## Career Professionalization in New Zealand

*Towards Career Professionalization: An Education Program for New Zealand Archivists and Records Managers*, by F. Gerald Ham, is a comprehensive report to the council of the Archives and Records Association of New Zealand (ARANZ) which surveys current training for New Zealand practitioners, assesses likely training needs, and suggests options for future training delivery. ARANZ invited Ham, former professor of archival studies at the University of Wisconsin, to visit New Zealand in June-July 1993 and to prepare a report outlining appropriate qualification standards and suggesting future training options. Copies of the report are available for NZ\$15 from Education and Training Review, c/o ARANZ, P.O. Box 11-553, Manners Street, Wellington, New Zealand.

Wuzzle answer: ARCHIVES

## Education Notes

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### *Building the Business Archives*

September 6, 1994

This workshop is designed for business archivists with some experience, who are interested in expanding the archives in the face of decreasing resources. The course will address questions relating to the acquisition of records in the course of downsizing or divestiture, relating archives to total quality management and increasing management interest in institutional culture, building an archives within the framework of a decentralized/international organization, dealing with questions of turf and politics within the organization, and working with the legal department, with particular focus on the department that resists paper trails of any sort.

Following brief lecture, participants will analyze and discuss three major case studies written for this workshop. The instructor will be Gregory S. Hunter of the Palmer School of Library and Information Science, Long Island University.

### *The Acquisition, Processing, and Reference of Legislative Collections*

September 5-6, 1994

Acquiring and processing Congressional and legislative collections can be among the most daunting of the archivist's responsibilities. While the collections bring prestige to repositories, they also bring problems inherent in their size, variety of formats, and confidential or classified files. Other difficulties that come with the collections include working with retiring or recently defeated politicians.

This workshop will address the issues surrounding the acquisition of the collection, from first contact to deed of gift; appraisal of files that will allow the collection to be manageable in size; processing, and reference and access.

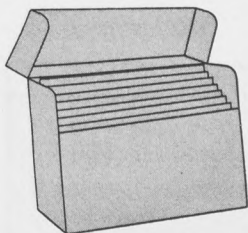
The instructors will be Herbert J. Hartsook, Curator of Modern Political Collections at the University of South Carolina, and Cynthia Pease Miller, Assistant Historian of the United States House of Representatives.

### *Managing Preservation Microfilming Projects*

September 5-6, 1994

In these days of rapidly changing technology, microfilming often represents the most inexpensive and lasting way to preserve information. All too often, however, microfilming projects are poorly planned and implemented and produce film that can never be used as it should. Participants in this course will learn skills for planning microfilming projects, including selecting the most appropriate materials to be filmed; developing specifications; and writing contracts for dealing with vendors. The program will address how to select, evaluate, and work with a vendor of microfilming services. It will include hands-on experience with inspection and quality control procedures, and it will give participants a concrete benchmark for evaluating the quality of the work.

This workshop is co-sponsored by the Northeast Document Conservation Center. Instructors will be Stephen Dalton, Director of Reprographic Services for the Northeast Document Conservation Center, and Andrew Raymond, Regional Coordinator of the Local Government Records Program of the State of New York.



## 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

*Lafayette College  
Easton, Pennsylvania*

Lafayette College seeks a processing archivist to fill an eighteen-month, visiting position available July 1, 1994. **Responsibilities:** Arrange and describe the following collections: (1) the early records of the Dixie Cup Company and the business papers of its founder, Hugh Moore; and (2) the personal papers of Robert B. Meyner, Governor of New Jersey, 1954-1962, and the personal and congressional papers of Helen S. Meyner, Congresswoman from New Jersey, 1975-1979. **Qualifications:** Advanced degree in librarianship, history, or related discipline, with graduate coursework in archival administration. At least one year of processing experience, preferably with large manuscript collections. Demonstrated ability to work independently, to meet deadlines, and to communicate effectively both orally and in writing. **Salary:** \$24,000/year. Generous benefits package including health/ life insurance and TIAA/CREF. Send letter of application, resume, and the names of three references to: Diane Windham Shaw, Special Collections Librarian and College Archivist, Skillman Library, Lafayette College, Easton Pennsylvania 18042-1797. To ensure consideration, all applications must be received by April 30, 1994. Applications received after that date may be continued until the position is filled. Lafayette College is an Equal Opportunity Employer.

### HEAD, ARCHIVES AND SPECIAL COLLECTIONS AND DIRECTOR, SENATOR THOMAS J. DODD RESEARCH CENTER

*University of Connecticut Libraries  
Storrs, Connecticut*

Reporting to the Director of University Libraries, the incumbent will participate in a range of duties including planning, supervision of staff, collection development, research assistance, and fund raising. This position will also work closely with the Directors of the Center for Oral History and the Center for Judaic Studies and Contemporary Jewish Life, which will also be housed in the Dodd Research Center, ensuring that routine administrative services are provided for them, and that programmatic

planning for the Dodd Center is coordinated. Construction of the Thomas J. Dodd Research Center, which will house rare and unique research materials, is expected to begin in 1994 and is expected to open on the Storrs campus in early 1995. **Duties and Responsibilities:** Participating in library-wide planning and policy matters; establishing and maintaining contacts with appropriate University academic departments and programs; managing and directing the archives and special collections department staff; developing grant proposals, coordinating contacts with donors, soliciting additions to the collections, and coordinating the development and fund raising activities of the archives and special collections department; preparing budget requests and managing the department's expenditures; and assuming curatorial responsibility for one or more of the department's collections. **Minimum qualifications include:** Graduate degree in English, history, library science, or another academic discipline closely related to the collections, programs, and services of the archives and special collections department; minimum of eight years of relevant professional experience, demonstrating a working knowledge of archival and special collections functions, and including experience in the administration of archives and/or special collections at a major research institution; record of achievement in fund raising, procurement of grants, solicitation of collections, and other development activities; the ability to work effectively with variety of library users, donors, and library and university staff; demonstrated managerial, organizational, and leadership skills; and strong record of active professional achievement including participation in professional associations and continuing contributions to the literature of archives/librarianship and/or an appropriate academic discipline. A combination of degrees from two or more disciplines and/or a Ph.D. in a relevant subject area is desired. The anticipated starting date is Fall 1994, and the anticipated salary range in mid-\$50,000s. Screening of applications will begin April 15, 1994, and continue until the position is filled. To apply, send a letter of application, resume, and the names, titles, addresses, and telephone numbers of three professional references to:



Brinley Franklin, Associate Director for Administrative Services, University of Connecticut Libraries, Box U-5A, Storrs, Connecticut 06289-1905. The University of Connecticut actively solicits applications from minorities, women, and people with disabilities. (Search #4A238).

### CURATOR

(Search Extended)

*Gordon W. Prange Collection*

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

The University of Maryland College Park Libraries invites applications for the position: Curator, Gordon W. Prange Collection, McKeldin Library. The Gordon W. Prange Collection is the most comprehensive collection of Japanese language publications issued in Japan during the immediate post World War II years, 1945-1949. The Collection, which includes many first editions, is especially rich in history, politics, education, economics, fiction, and poetry. The more than 1.4 million documents in the Prange Collection contain virtually everything published in Japan during the early years of the occupation. **Responsibilities:** Develops and maintains archival policies and procedures for the administration and use of the collection. Assists the public outreach, publicity, preservation, development, and cataloging of the collections; participates in survey and appraisal work. Assists in strategic planning involving collection development, use of space, public relations, and grant funding. Oversees the preparation of 13,000 magazines for cataloging by the National Diet Library of Japan and the microfilming of these materials by an on-site contractor. **Qualifications: Education - Required:** Master's degree in archival management, library or information science, or in relevant discipline. Evidence of formal archival instruction. Japanese and English oral and written communication skills, including the ability to read and write Kyo Kanji and Shin Kanji. Knowledge of the occupation period of Japan. **Experience - Required:** Four years of experience as a professional archivist, curator, or other relevant experience in an academic or research setting. Working knowledge of archival appraisal and processing techniques, and preservation. **Preferred:** Skill in using microcomputers involving Japanese character sets. Demonstrated success in supervision and administration. **Salary:** Salary commensurate with experience. Benefits available. For full con-

sideration, submit resume and names/addresses of three references by April 1, 1994. Application accepted until position is filled. **Send resume to:** Ray Foster, Library Personnel Services, McKeldin Library, University of Maryland, College Park, Maryland 20742-7011. The University of Maryland is an Affirmative Action, Equal Opportunity Employer. Minorities are encouraged to apply.

### ARCHIVIST

*Office of the National Archives  
Washington, D.C.*

The National Archives seeks qualified applicants for entry level archivist positions. Candidates must be eligible for direct hire appointment under Outstanding Scholar provisions, i.e., those with 3.45 or above undergraduate GPA or in top 10% of undergraduate class. **Responsibilities:** Arrange, describe, preserve, and declassify records; assist researchers. **Qualifications:** Requires 18 semester hours (graduate or undergraduate) in history, government, public administration, American civilization, or economics. Persons with graduate degrees in American history, or archival studies are particularly invited to apply. **Salary:** Starts at GS-7 (currently \$23,678 annually) and increases to GS-9 (currently \$28,964) after one year; upon successful completion of a two-year training program, trainees are promoted to GS-11 (currently \$35,045). **Application information:** For application instructions, call the Personnel Operations Branch, at 1-800-827-4898. Requires copies of transcripts from all colleges attended. Apply March 7 to April 8, 1994. For additional information, call Mary Rephlo or Michael Goldman at (202) 501-5310.

### PROJECT ARCHIVIST

*Wyoming State Archives  
Cheyenne, Wyoming*

Temporary position, twelve months, funded by the National Historical Publications and Records Commission. The Wyoming State Archives is seeking a project archivist to assist in carrying out a needs assessment project and in the development of a long-range strategic plan. **Responsibilities:** Maintaining the day-to-day activities of the assessment and planning process, creating data collection forms, scheduling meetings with interested groups, working with the State Historical Records Advisory Board and the Archives Consultant. **Qualifications:** MA in history or social science, graduate

archival training and one-two years experience required. Prefer experience in state archives, computer systems (WordPerfect and d Base IV) and certified archivist.

**Salary:** \$26,000 plus fringe benefits. Send application, resume, and the names, addresses, and telephone numbers of three references, to: David Kathka, State Records Coordinator, Barrett Building, Cheyenne, Wyoming 82002, (307) 777-7013.

### 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. 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 (\$35K-\$40K). 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.

## Professional Opportunities

### RECORDS MANAGER / INVENTORY SPECIALIST

*History Associates Incorporated (HAI)*  
*Rockville, Maryland*

HAI is seeking qualified applicants for Records Manager/Inventory Specialist position to provide quality control assurance for a multi-year contract with the Department of Energy. Candidate will establish quality control methodology and procedures for verifying completed inventories, assist in inventorying DOE records, and preparing records series descriptions. Duties include travel to various DOE locations throughout the U.S. The position requires seven to ten years experience and three years supervisory experience. A strong background in federal records management/archives with demonstrated knowledge of electronic, microform, and optical imaging systems highly desirable. Position requires a bachelors degree or advanced degree with professional certification in records management or related field. Salary negotiable. Position open until filled. Send letter of application, resume, and names of three references to: History Associates Incorporated, 20030 Century Boulevard, Suite 202, Germantown, Maryland 20874 or fax (301) 353-0726.

### CHIEF LIBRARIAN

*McKinney Library, Albany Institute of  
History and Art*  
*Albany, New York*

A museum dedicated to collecting, preserving, interpreting, and promoting interest in the history, art, and culture of Albany and the Upper Hudson Valley Region. Library holdings consist of significant archival and special collections dating from the 17th century to the present and include 1,500 linear feet of manuscript and archival records, 1,500 broadsides and maps, 75,000 photographs, and a 15,000-volume reference library. The Chief Librarian is one of eight department heads and reports to the Director. Current staffing consists of one FT Assistant Librarian. **Responsibilities:** Overall management and direction of the Library and its staff, consultants, volunteers; working directly with other staff in planning, developing, and writing grant proposals, collections development, and fund raising; ensuring the proper appraisal, processing, cataloging, conservation and care of all collections. The Library, which is open to the public, works most closely with the Curatorial Department to provide reference and research services. **Qualifications:** ALA-

accredited MLS with archival specialization. Strong administrative skills, training in historical and art historical methods, and considerable archives and management experience. Demonstrated ability in supervising and training staff and volunteers. Excellent written, verbal, and interpersonal skills. Experience with automation, database development, and descriptive standards. Proven performance in administration of grant-funded projects and raising funds; writing proposals for them. Salary and benefits competitive. Send cover letter, resume, and three references to: Library Search, Albany Institute of History and Art, 125 Washington Avenue, Albany, New York 12210. AA/EOE.

### ARCHIVIST

*University of Wisconsin-River Falls*  
*River Falls, Wisconsin*

The University of Wisconsin-River Falls, Chalmer Davee Library is recruiting for an Area Research Center/University Archivist. Salary range \$25,758 - \$31,972, depending on qualifications, for a 12-month Academic Staff appointment, 22 vacation days and UW benefits package. **Qualifications:** Bachelor's degree and two years archival experience in a professional level position and training and/or experience in records management required; master's of library science from an ALA-accredited library school or master's degree in history or related field and training and/or experience with an online catalog and microcomputers desirable. **Duties include:** Administer, develop, organize, and provide appropriate access to records held in the university archives and the Area Research Center (a regional repository for the State Historical Society of Wisconsin). Establish and maintain policies and procedures allowing for the efficient operation of the university's records management program. Provide reference service to patrons and genealogists who use the archives/ARC. Provide instruction in the use of the center's program.

**Direct applications to:** N. Curtis LeMay, Search and Screen Committee Chair, Chalmer Davee Library, University of Wisconsin-River Falls, River Falls, Wisconsin 54022-5001, (715) 425-3360. Send letter of application, resume, transcripts (official transcripts not required at this time), and the names, addresses, and telephone numbers of three references. **Application deadline:** April 17, 1994. UW-River Falls is committed to achieving diversity in its academic community. Women and minorities are strongly

encouraged to apply. Under Wisconsin Statutes, the names of all nominees and applicants who have not requested confidentiality in writing, and identities of all finalists must be released upon request. AA/EOE.

### DIRECTOR

*New York University*  
*Graduate Program in Archival Management  
and Historical Editing*  
*New York, New York*

New York University's Graduate Program in Archival Management and Historical Editing seeks a Director responsible for administration, curriculum review and development, supervising and monitoring interns, recruitment, fund raising and adjunct teaching. Ph.D. in history and archival experience required. Position open until filled. Send c.v. and cover letter to: Search Committee, Archives Program, Department of History, New York University, 19 University Place, New York, New York 10003-4556.

### PROJECT ARCHIVIST

*Vermont State Archives*  
*Montpelier, Vermont*

Two-year, NHPRC-funded position. Responsible for working with Archives staff and state personnel in developing an archival component to an ongoing information strategy plan that will determine the shape of electronic information and discussing appraisal decisions with systems for Vermont state government. Work will include planning for appraisal of electronic information and discussing appraisal decisions with systems design specialists. Person should have good communication skills. **Qualifications:** Archives training or MLS and at least three years relevant experience, preferably with background in appraisal, electronic information issues, and planning. **Salary:** \$30,000 plus benefits. Send resumes to Gregory Sanford, State Archives, Government Office Building, Montpelier, Vermont 05609-1103.

### ASSISTANT DIRECTOR FOR RESEARCH COLLECTIONS

*The Center for Popular Music*  
*Middle Tennessee State University (MTSU)*  
*Murfreesboro, Tennessee*

**Duties:** Manages all aspects of the Center's library and archives under the supervision of, and in consultation with, the director of the Center. The large and rapidly growing research collection spans a broad range of materials relating to the history of American popular music, and is recognized as one of



the leading popular music collections in the country. It currently includes over 70,000 sound recordings, 50,000 pieces of sheet music, 10,000 books and scores (including c. 4,000 rare books), 500 periodical runs, as well as photographs, vertical file materials, posters, manuscripts, and ephemera. Specific duties include development and implementation of physical and intellectual access systems; providing reference service and supervising reference work; coordinating and supervising the work of one full-time assistant librarian/archivist, two part-time staff, one GRA and one-two student assistants; working cooperatively with full-time audio specialist in providing access to published and unpublished sound recordings; assisting the director with gifts and special purchases; assisting the director with collection development; other duties as may be assigned. **Minimum requirements:** MLS from an ALA-accredited program, or advanced degree in history, music, folklore, popular culture, ethnomusicology, or related discipline with proven background in archival work. Minimum of three years full-time professional experience, including supervisory duties, in a music library or archives. Evidence of strong knowledge of American music and of a disparate range of music research materials. Ability to communicate effectively orally and in writing and to work well with others in a small but active research center. Experience in cataloging and providing reference service. Strong knowledge of personal computers and software. Preference will be given to candidates with one or more of the following: knowledge of archival description practices; strong preservation skills; experience dealing with sound recordings, sheet music, rare books, iconographic items, and ephemera; a record of research and publication in American music. **Salary and Benefits:** Salary is negotiable and a comprehensive benefits package is included. Filing procedure: Interested applicants should file: (1) a cover letter indicating interest in the position (specify the above job title and Position #006030 in your letter); (2) full vita; (3) transcripts; (4) three letters of recommendation; and (5) an MTSU application for employment form (available by calling 615/898-2928). **Filing Deadline:** Review of applications will begin March 15, 1994, and continue until the position is filled. Submit application materials to: Employment Office, Middle Tennessee State University, Murfreesboro, Tennessee 37132. AA/EOE.

### DIRECTOR

*Bancroft Library  
University of California - Berkeley  
Berkeley, California*

The Bancroft Library of UC Berkeley is one of the largest and most heavily used collections of manuscripts, rare books and other special materials in the U.S. It includes the Bancroft collection of Western North America, Mexico, and Central America, the Rare Books collection, the Mark Twain Papers/Project, the Regional Oral History Office and the University Archives. The library holds 400,000 volumes, 54,000,000 manuscripts, and 4,000,000 images. The Director heads a staff of approximately 44, and is responsible for the overall direction of Bancroft's programs, including the development and management of the collections, user services and fund raising programs. The successful candidate will have the challenge and opportunity to rebuild the staff after losses to the UC's early retirement programs and to lead the library in new directions. Renovation scheduled for 1997-98 will allow for expansion and upgrading of space. Research and development projects leading to programs using advanced technologies to digitize the contents of major documents and collections and make them available over the network are underway. The Bancroft's collections have an important place in campus fund raising plans. A qualified candidate's career must show evidence of leadership, imagination and the capacity to work effectively in a complex academic organization. The Director must have an appreciation of Bancroft's distinctive collections, as evidenced, for example, by scholarly publications or research experience with manuscripts and rare books. Applicants should have a Ph.D., preferably in a field related to Bancroft's collections, or an advanced degree in librarianship or archival management, or equivalent relevant experience. Previous successful administrative or management experience is also required. A demonstrated willingness and ability to raise funds and coordinate development programs is essential. Candidates should apply in writing, including with their letter, a complete statement of qualifications, a resume of their education, and relevant experience, and the names and addresses of three references. Applications should be received no later than March 31, 1994. Send nominations or applications to: Screening Committee, Director of The Bancroft Library, c/o Cynthia Hoffman, The Bancroft Library, University of California, Berkeley, California 94720. Salary is negotiable. EOE.

### PROJECT ARCHIVIST

*National Park Service  
Boston, Massachusetts*

Project Archivist with strong collections management background to oversee archival processing projects and provide direction and assistance to the regional archival programs well as to 42 National Park Services sites in New England, New York, and New Jersey. **Responsibilities include:** Archival management, collection development, and preservation of rare and historically significant materials; planning archival processing projects and writing technical reports. Knowledge of computer applications, the arrangement and description of special collections, and standards for bibliographic control and preservation. Advanced degree in history, or ALA-accredited MLS degree with graduate level archival training preferred. **Salary:** \$35,462 - \$46,103. For position information call Michael D. Henderson at (617) 242-5613. For application procedures, call Sally Williamson at (617) 223-5101, no later than March 18, 1994. EOE.

### VICE PRESIDENT FOR COLLECTIONS

*Historical Society of Pennsylvania  
Philadelphia, Pennsylvania*

To direct and administer the Collections Division of the Historical Society of Pennsylvania in Philadelphia. **Responsibilities include:** Collections development, care, and access. As one of the society's managers reporting to the society's president, the collections vice president implements the Collection Management Policy; supervises Library, Manuscripts and Archives, and Registration Departments; develops and administers the Division's budget; participates in the Society's management and planning; and represents the Society in appropriate professional and public groups. **Qualifications:** Candidates must have substantial professional experience with collections, both documents and artifacts, in a history museum, research library or historical society, in addition to demonstrable management experience with demonstrated abilities in supervision, communication, and financial administration. Advanced degree(s) in American history or appropriate discipline a prerequisite. Competitive salary and benefits. Send resumes to President, Historical Society of Pennsylvania, 1300 Locust Street, Philadelphia, Pennsylvania 19107. Deadline: March 14, 1994. AA/EOE.

# THANK YOU FOR YOUR SUPPORT!

The Society of American Archivists' fifth annual giving campaign rallied support for a new Minority Student Award. As of February 3, 104 people had contributed \$6,476 to the campaign.

The overwhelming majority of the gifts—90 percent—were earmarked for the Minority Student Award. Established in 1993, this award provides complimentary registration to the SAA Annual Meeting to a minority student enrolled in a postsecondary institution. The remaining gifts received were for the Education Endowment and the Publications Revolving Fund, which respectively underwrite the continuing education program and production of new publications.

Contributors to the 1994 SAA annual giving campaign include the following:

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In addition, many SAA members also donated to the Society with their regular dues payments. The Society thanks everyone for their kind generosity.



The Society of  
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## Archival Outlook

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