The Big Sleep

American Association of Nurse Anesthetists founder Agatha Hodgins (far left) and Dr. George Crile (second from right), of Lakeside Hospital in Cleveland, were among the first medical units sent overseas prior to U.S. involvement in World War I. Photographed here in Neuilly, France, in 1915, Hodgins applies an ether mask while Dr. Crile performs surgery. The assistant (far right) restraining the patient was a necessity, as ether induces a feeling of suffocation when used, causing the patient to struggle.Courtesy of the American Association of Nurse Anesthetists, Park Ridge, Illinois.

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☐ Yes, I am interested in membership.

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The Society of American Archivists
600 S. Federal, Suite 504, Chicago, IL 60605.
You may call: (312) 922-0140 or fax: (312) 347-1452.
President’s Message
by Maygene Daniels

Archives and Public Policy

In recent years the Society of American Archivists has taken an increasingly active role in issues of public policy affecting the archival profession and archives throughout the nation. Our colleagues worked long and hard to ensure the independence of the National Archives. Former SAA President Anne Kenney testified concerning the opening of the Thurgood Marshall papers at the Library of Congress. SAA Council established a written policy concerning the closing of archives and has spoken out loudly and effectively in defense of many individual programs.

Even within the past few months, SAA Council has taken positions in response to a long list of public concerns: proposed elimination of archival services in the House of Representatives; the long-term plan of the National Historical Publications and Records Commission; threats to the National Endowment for the Humanities and its support for archival projects; the politically motivated firing of a state archivist; the ongoing selection of a new Archivist of the United States; archival issues in a national information infrastructure policy. The list could go on.

As the Society’s leadership has worked with these and other issues, some voices have urged SAA to take an even more active role in a wide range of public policy issues. From another point of view, other colleagues have wondered whether the Society may be devoting too many of its resources to the public arena, given the many other important concerns before our members. From yet another perspective, the Society’s strategic plan urges us to exert leadership on significant archival issues.

Debates such as this are the sign of a healthy, committed organization. How should we decide which issues are significant to the archival profession? How should we decide whether to take action?

My personal view is that as with other issues relating to our organization’s fundamental direction, we should begin with the Society’s constitution and the objectives laid out there, which establish a clear vision for our guidance. According to the constitution, our organization was established:

- to provide a means for effective cooperation among persons concerned with the documentation of human experience;
- to stimulate and to publish the results of research in archival administration and records management;
- to promote the adoption of sound principles and standards by all public and private agencies responsible for the preservation and administration of records;
- to foster a better understanding of the nature and value of archival operations and holdings;
- to develop professional standards, particularly for the training of archivists, records managers, and custodians of private papers, and to improve the facilities and increase the opportunities for such training;
- to maintain and strengthen relations with historians, librarians, educators, public administrators, and other allied disciplines; and
- to cooperate with other professional organizations, cultural and educational institutions, and international organizations having mutual interests in the preservation and use of recorded heritage.

Evidently, involvement in an issue of public policy may support any of these goals indirectly as well as directly, and the extent to which an individual action promotes one or more of these objectives is a matter for judgment. Yet taken as a whole, they provide a useful framework for evaluating any proposed action or position of the Society. If involvement furthers our constitutional goals, it is worthy of consideration. If not, it should be left to others to pursue.

Beyond this general framework, the Society also needs to establish priorities in determining how to expend its limited resources of time and money. In my view, the following are a few of the considerations that must be weighed in such a decision:

- Is the proposed action likely to have a substantial impact on the preservation of our recorded heritage and on the work of all archivists or is it more limited in scope?
- Does the action concern a widely felt community of archival interest, or does it divide our members?
- Is adequate information available to make an informed decision?
- Are adequate resources, including time and funding, available to carry the action to its proper conclusion?
- Will the resources required to achieve the end be in reasonable proportion to the value of the objective?
- Does the action involve partisan politics or lobbying that might jeopardize larger SAA interests (including its tax-exempt status)?
- Does the action relate to a Society priority as outlined in the strategic plan?
- Is the action best performed by the Society acting as a whole, or should individuals or local communities within the profession be most prominent?

These are questions and not answers, and yet they reflect the complexities that must be considered as your Society seeks to exercise an active and energetic voice on behalf of the archival community. Are these questions that we should be asking? Are there other points of view or concerns that we may have overlooked? Please let us know. I and others in the Society’s elected leadership must make choices and judgments on your behalf. We welcome your thoughts, ideas, and concerns.
**Every Vote Counts**

This month individual members of SAA will receive the 1995 ballot. Now wait, don’t stop reading yet. I know you know what I am going to say: please vote. It only takes a few minutes, we have even given you a return envelope, and the impact of your vote will influence the future direction of the Society for years to come.

SAA relies heavily on volunteers to carry out its core services and central mission. These individuals, like yourself, are genuinely concerned about the Society and the direction SAA takes in these turbulent, changing times. By volunteering to run for office your colleagues are willing to devote a significant amount of their time, energy, and resources toward bettering the profession.

Elected office is not an easy job. If it were, the Nominating Committee would be in the enviable position of choosing a slate from many eager contenders. Instead, committee members find that they must engage in spirited discussion with many desirable candidates in order to convince a few to run for office.

Granted, serving in elected office requires foresight, stamina, focus, and sometimes a thick skin. The individuals who volunteer to run for office understand this and accept the challenges, which are often more frequent than the rewards.

Peter Drucker, in *Managing the Non-Profit Organization*, speaks eloquently about why people volunteer for leadership positions: “Forty years ago, most Americans already no longer lived in small towns, but they had still grown up in one. They had grown up in a local community. It was a compulsory community and could be quite stifling. Still, it was a community.

“Today, the great majority of Americans live in big cities and their suburbs. They have moved away from their moorings, but they still need a community. And it is working as unpaid staff for a nonprofit institution that gives people a sense of community, gives purpose, gives direction... Again and again when I talk to volunteers in non-profits, I ask, ‘Why are you willing to give all this time when you are already working hard in your paid job?’

“And again and again I get the same answer, ‘Because here I know what I am doing. Here I contribute. Here I am a member of the community.’”

So, my friends, I ask you now to contribute to your professional community. When you receive your ballot please take a moment to read about your colleagues, what they envision for SAA, your community. Then take out your pen and vote.

We’ll all be the better for it.

### RESOURCES FOR PROFESSIONALS

| **Starting An Archives** | **ADVOCATING ARCHIVES:**  
An Introduction to Public Relations for Archivists | **TO ORDER,**  
contact the  
SAA Publications  
Department at  
312 / 922-0140, ext. 21  
**PREPAYMENT REQUIRED.**  
**VISA AND MASTERCARD WELCOME.** |
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<td><strong>BY ELIZABETH YAKEL</strong></td>
<td><strong>EDITED BY ELSIE FREEMAN FINCH</strong></td>
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<td>Are you thinking about beginning an historical records program in your organization? This book is designed for institutional administrators, archivists, and records managers. It provides both theoretical and practical approaches for the establishment of an archival program and discusses the managerial, financial, and administrative implications involved in beginning an archives. The clear descriptions of archival activities, samples of important archival policy documents and forms, and a current bibliography make this book a functional tool and an invaluable reference.</td>
<td>Are you looking for practical advice on how to find and relate to your various constituents? This book addresses how to better serve the client in person, launch a fund-raising campaign, work with media, market programs, organize programs around historical events, train and successfully use volunteers, and avoid the commonest public relations errors by planning. Written by archivists with previous professional experience in these areas, the book offers practical guidelines for developing a public relations program or working with public relations professionals.</td>
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The Society of American Archivists announces the availability of the position of editor of the *American Archivist*, the quarterly journal of the Society. The term of the current editor, Richard J. Cox of the University of Pittsburgh, expires on December 31, 1995. His successor, who will serve a three-year term, will be selected this fall and will begin work no later than January 1, 1996. Letters of interest for the position will be accepted until July 1, 1995, and interviews will be conducted at SAA’s annual meeting in Washington, D.C., August 30-September 3, 1995.

Candidates for editor should:

- be widely knowledgeable in matters of professional interest and concern to archivists and manuscript curators;
- be well-acquainted with the literature of the profession;
- have proven writing and editorial skills and an interest in journal editing;
- work effectively with a variety of authors;
- be sufficiently experienced with computers (primarily word processing) to manage the preparation of all edited copy in electronic form;
- be industrious, imaginative, and well-organized so that adequate material for issues is prepared on a timely basis; and
- have a schedule that permits travel to professional meetings.

*The editor is responsible for:* the solicitation, selection, and final approval of articles and features. He or she works with authors and prospective authors on necessary revisions; reviews galleys and page proofs before publication; and appoints and works closely with department editors.

The editor reports to SAA Executive Director Susan Fox and also receives advice and assistance from the *American Archivist* Editorial Board. SAA Managing Editor Teresa Brinati handles production and business matters. The Society pays the wages of a part-time copy editor, who assists the editor in copy editing and proofreading.

Past editors have found that the duties constitute as much as 50% of full-time work, and that institutional support is highly desirable. The Society will entertain compensating the editor directly but would prefer a released-time arrangement, with the Society reimbursing the host institution for reasonable and necessary expenditures connected with editorial work.

*Please send a letter of interest no later than July 1, 1995,* to Susan Fox, Executive Director, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605. Direct all questions about the position to the executive director at (312) 922-0140 or e-mail sfox@saa.mhs.compuserve.com.
What Council Did...

At its January meeting in Washington, D.C., the Council of the Society of American Archivists:

- accepted a report from the Task Force on Sections and Roundtables (see page 27) and passed a resolution commending its work (see right column); appointed an ad hoc Council committee to review the total SAA organizational structure in terms of the task force recommendations and to report back with recommendations to Council in June during planning day;
- established a Blue Ribbon Panel to develop a position paper on key archival issues involved with the developing National Information Infrastructure (see page 27);
- reauthorized the SAA intern program for an additional three years;
- established a search procedure for a new editor of the American Archivist (position announcement on page 5);
- established a procedure for a formal registration process for open discussion listservs established by official SAA groups;
- passed guidelines for removing inactive members of committees;
- accepted applications from two new student chapters—University of North Carolina and Western Washington University;
- elected by ballot three members—Larry Dowler, Linda Edgerly, and Mary Jo Pugh—to the Committee to Select SAA Fellows;
- agreed to develop a position statement on the archival principles involved in the so-called PROFS case.
- passed a resolution in support of the House of Representatives Historical Office urging permanent reauthorization (see right column);
- passed a resolution in support of the efforts of the International Council on Archives, UNESCO, IREX, the Council of Europe, and the Hoover Institution at Stanford University to preserve, protect, and make accessible the Archives of Russia and Central and Eastern Europe (see right column); and
- received an update from Page Putnam Miller, executive director of the National Coordinating Committee for the Promotion of History (NCC), and from John Fleckner, SAA representative to the National Historical Publications and Records Commission.

Resolution on Task Force on Sections and Roundtables

Whereas the Task Force on Sections and Roundtables has completed its work, and

Whereas the Task Force has forwarded its final report to the Council of the Society of American Archivists, and

Whereas Council has accepted this report,

Therefore be it resolved that the Council of the Society of American Archivists thanks the Task Force on Sections and Roundtables for its work and the effort made to grapple with a number of difficult issues.

Resolution on the House Historical Office

Whereas the House Historical Office, since its establishment, has performed the important function of providing advice to members of the House of Representatives concerning appropriate disposition of their files and assisting in the transfer of significant records to archival repositories throughout the nation; and

Whereas this has helped to ensure that a full historical record is preserved, at the same time that taxpayers’ money is conserved through efficient administration;

Therefore be it resolved by the Council of the Society of American Archivists that the Society salutes the recent decision to maintain this function on a temporary basis in the Office of the Clerk of the House, and urges that the function be permanently reauthorized to be performed, as it is at present, within the structure of the House of Representatives by a professional archivist with knowledge of the practices and standards of archives administration.

Resolution in Support of the Efforts of the International Council on Archives, UNESCO, IREX, the Council of Europe, and the Hoover Institution at Stanford University to Preserve, Protect, and Make Accessible the Archives of Russia and Central and Eastern Europe

The Society of American Archivists wishes to express its support of archival colleagues in Western Europe and the United States to offer assistance to archives throughout Central and Eastern Europe, Russia, and the countries of the former Soviet Union.

The efforts of these organizations and institutions to provide education and training; publication, microfilming, and automation projects; needs evaluation studies; preservation and rehabilitation projects; and bilateral exchange programs to assist archives and archivists in the establishment of national archives and the promotion of freedom of access to information in these nations deserve praise and support.

We at the Society of American Archivists stand ready as individuals and as a profession to offer our expertise and assistance in these efforts.

Adopted by the Council of the Society of American Archivists
January 20, 1995
SAA Lends a Hand: International and Domestic Initiatives

by Teresa Brinati

The Society of American Archivists is actively assisting and encouraging cooperation between the national and international archival communities. In keeping with goal 2 of the strategic plan, SAA is "providing opportunities for continuing professional growth and promoting high quality in archival education" through the distribution of professional literature to colleagues in developing archival communities. The literature provided is culled from journal print overruns and scuffed publications inventory. SAA is pleased to provide these much-needed materials without taxing Society resources.

In 1991 the Midwest Archives Conference (MAC) launched a program to establish professional relations with archives in a number of countries in Africa and Asia. SAA was invited to join forces with MAC and participate in the initiative. Initially, four countries with strong use of English as a business and professional language were selected. The program was expanded to include three other countries that fit the program guidelines. At the end of 1994, archives in participating countries included Bahrain, Botswana, India, Pakistan, Sierra Leone, Sri Lanka, Zimbabwe. Conceived by former MAC president and SAA Council member James E. Fogerty, the central objective of the program is to provide copies of United States archival journals in those countries in exchange for their publications. SAA contributes overrun copies of the American Archivist to this initiative.

Last fall, SAA donated a selection of titles to Bridge to Asia, an information transfer program to send books and journals to universities and schools in China, the Philippines, Vietnam, Cambodia, Mongolia, Laos, Indonesia, and Myanmar. Bridge to Asia has been in existence since 1987 and is the largest program of its kind serving Asian countries. Program Manager Newton Liu noted that their efforts are ongoing and will continue through the 1990s. Former SAA Executive Director Anne P. Diffendal read about the program in 1993. Over the course of a year, "bruised" SAA publications such as the seven-volume Archival Fundamentals Series, Basic Manual Series, and other selected titles were accumulated. These books, not in salable condition, were sent to the program's Chicago Collection Point last November. In December, Bridge to Asia shipped the books overseas.

Last May, SAA was contacted by the president of the Society of Ohio Archivists (SOA), Michael McCormick, with a request for a donation of a set of the Archival Fundamentals Series to be included in a package of materials being sent to Cuba. SOA was initially approached in the spring of 1993 by Carlos Suarez Balsiero, president of the Society of Cuban Archivists, who sought books for establishing a library for an archival education program at Havana University. The library is designed to make these valuable American archival resources available to the financially-challenged archival community in Cuba. SOA took the initiative to gather archival and records management materials from a variety of sources, including MAC, in an effort to extend a hand of international professional cooperation. The materials were presented to the Cuban archivists by Ohio Archivist Editor Frederick Lautzeneheiser during a personal visit he made there late last spring. SOA continues to seek archival materials for donations to Cuba, according to Lautzeneheiser, who will return to that country in April.

SAA is currently exploring the possibility of assisting archival colleagues in Russia. Eugenii Vassillievich Starostine, director of the Institute of History and Archives in Moscow, contacted SAA earlier this year regarding the possibility of acquiring the Archival Fundamentals Series and other works for the purpose of translating them into Russian. The Institute is the principal school for the preparation of archivists in Russia and many other former Soviet countries.

The translation of SAA publications into foreign languages is a continuing effort. In 1990, SAA signed a licensing agreement with the Organization of American States for the translation, publication, and distribution of the Archival Fundamentals Series into Spanish and Portuguese. To date, one manual in the series has been translated into Spanish, Arranging and Describing Archives and Manuscripts, by Fredric M. Miller. At the beginning of the year, SAA entered into an agreement with Archivi and Computer, the scientific journal of Archivio Storico Comunale, to translate Archives Personal Papers and Manuscripts, by Steven Hensen, into Italian.

Finally, on the domestic front SAA donated mailing labels in January to the National Institute for the Conservation of Cultural Property (NIC) in its effort to assist those areas in California affected by the recent flooding. NIC sent packets of response/recovery information to cultural institutions in the disaster regions. With SAA's assistance, NIC was able to address the archival community in its efforts.

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Deer Park, New York 11729
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Fax: (516) 586-1273
The National Information Infrastructure and Its Importance to the Archival Profession

by David A. Wallace

School of Library and Information Science, University of Pittsburgh

As envisioned, the NII will facilitate a plethora of electronic transactional activity—from renewing a driver’s license to receiving government benefits to conducting health care related procedures to purchasing goods and services. As individuals and institutions come to conduct much of their business electronically, they will need the means to reference and access the remnants of their electronic transactions in order to secure and protect their rights and to monitor their purchases. The dramatic socio-cultural transformation associated with the emerging networked digital environment means that both individuals and institutions will increasingly rely upon electronic records as evidence of the transactions in which they participate. The electronic records resulting from this diverse transactional activity will need to be secure, and the integrity of the data they contain reliable and trustworthy.

As archivists are largely concerned with the evidential value of the records they manage and curate, they can substantively inform much of the NII debate. The absence of a full discussion of the implications of the digitization of transactions and of the requirement to have evidence of these transactions is troubling. On one hand, the NII promises delivering a tremendous amount of information and services to the fingertips of individuals. On the other hand, if secure, reliable and accountable records are not created as remnants and evidence of electronic transactions, then the reality of a fully functional NII (to say nothing of Local Information Infrastructures—LII’s or the Global Information Infrastructure—GII) remains beyond society’s reach. For example, in the healthcare field, how exactly will “unified electronic claims” and “computer-based patient records” be created and managed in the virtual environment?

How will the access and privacy concerns attending such records be concretely and effectively managed?

To draw a small example from the policy-making environment, consider the records implications of the following statements taken directly from a few of the “Principles” documents recently passed by the NIIAC:

- Principle 7, “Privacy and Related Security,” reads: “Data integrity—including accuracy, relevance, and timeliness of personally identifiable information—must be paramount on the NII. Users of the NII, including providers of services or products on the NII, should establish ways of ensuring data integrity, such as audit trails and means of providing authentication.”
• Principle 9, "Intellectual Property," reads: "The NII must provide the opportunity, through reasonable technological means, for owners of rights to control, identify, monitor, and be compensated for uses, and for users of works easily to seek permission and make payments."

Drawing off their expertise as records professionals, archivists can contribute intellectual insight and concrete strategies for mitigating some of these vexing concerns. The profession has spent well over a decade developing strategies for electronic records management. It is now time to "step up to the plate" and join the wider NII discussion before it is too late.

One means for the archival voice to leap into the arena is to submit written comments to NII-related documents offered for public comment. This can be done either by individual archivists acting on their own volition or by groups such as SAA sections and roundtables. Each can contribute reasoned and relevant commentary. There is a pressing need for cultural heritage professionals such as archivists to point out the value of their materials and services to the public, as much of the NII discussion revolves around business and for-profit applications.

Another way to join the NII fray is to take advantage of and participate in publicly-held NII-related meetings. For example, the NIIAC is developing a stakeholder outreach and public education program. Using the "Principles" documents as a basis, the NIIAC will seek a dialogue with interested stakeholder groups, providing them the opportunity to comment and make suggestions. The NIIAC will also hold a series of public meetings across the United States over the course of 1995. A portion of these NIIAC meetings are reserved for public comment. Issues at the top of the NIIAC's agenda for 1995 include developing principles for "Government Information and Services," "Public Safety," and "Health Care."

The following dates and cities have been confirmed for NIIAC meetings in 1995:

- March 10, Los Angeles, California
- April 12, Santa Fe, New Mexico
- June 14, Washington, D.C.
- August 9, Boston, Massachusetts
- October 11, Pittsburgh, Pennsylvania
- December 13, Washington, D.C.

Archivists in these geographic areas should make it a point to attend these meetings to witness first-hand the policy-making process and to point out some of the unsolved records issues which underlie these discussions. What is essential, for all archivists, is that they educate themselves about the NII and critically examine the policy documents being disseminated by the government. Equally important is the need to more fully explore and draw out the archival implications of a networked society and to communicate these to a wider audience. For example, how will preservation be accomplished across distributed computerized networks?

The NII initiative provides the profession with an opportunity to not only electronically deliver its services and holdings, but also to fundamentally analyze the records and transactional assumptions propelling us towards the virtual society. Record-keeping has been a fundamental aspect and driving force of society since the advent of widespread literacy (some would argue that this has been the case even before literacy was common). The transformation to an increasingly electronically-based society, shepherded by the NII process, gives archivists a unique opportunity to demonstrate the wide application of archival principles for managing electronic records and transactions. Aside from a few bold initiatives, archivists themselves need to fully confront the challenges presented by a digital society. In serving our interests, we can also help to solve some of the broader and granular barriers to NII implementation.

NII: Electronic Resources

- Gopher, telnet (login = gopher), or anonymous ftp to: iitf.doc.gov

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Academy of Certified Archivists
600 S. Federal St., Suite 504
Chicago, IL 60605
(312) 922-0140, fax (312) 347-1452
e-mail: tshimandle@saa.mhs.compuserve.com

Already an ACA member? Keep in touch. Membership updates should be submitted directly to the ACA Secretariat at the above address.
We'd Like to Thank You

The Society of American Archivists extends its grateful appreciation to all who participated in the sixth annual giving campaign or who contributed to SAA with their regular dues payments. 1994/95 donors are listed on the back cover of this newsletter.

Exercise Your Right to Vote

The 1995 SAA ballot was mailed in early February to all individual members of the Society. Please complete the ballot and return in the envelope provided, postmarked by March 24, 1995. Election results will be posted in the May issue of Archival Outlook.

Editor Wanted

Do you have what it takes to edit the journal of the oldest and largest national archival professional association in North America? SAA is seeking an editor for the American Archivist to assume duties in January 1996. If you are interested, see the ad on page 5.

SAA Abroad

The Society of American Archivists is pleased to sponsor an exciting international travel adventure to Beijing, China, and points east, September 2-14, 1996, immediately following the SAA annual meeting in San Diego. Tour a variety of fascinating Chinese archives and explore the exotic landscape of China. An itinerary and other pertinent details are listed on page 22.

Publications Update

- Donating Your Organizational Records to a Repository (product code 260) is now available from SAA. The heart of an organization’s memory is in its records. If an organization values its history, it must act to save the original letters, minutes, reports, photos, publications, and other documents that officers, members, directors, employees, or volunteers have produced and compiled over the years. This brochure is designed to educate and identify potential donors about the donation process and to make clear the essentials of donor agreements and financial aspects of donations, etc., according to nationally practiced standards. List $20 per 50 copies, $120 per 500; SAA members $15 per 50, $115 per 500.

- Oral History Cataloging Manual is in pre-production and is slated for publication this spring. Oral history interviews have become increasingly important as primary sources of historical information. This valuable manual will integrate oral history cataloging in accordance with current standards.

- Protecting Your Collections: A Manual of Archival Security is in production and slated for publication this spring. This comprehensive manual outlines all of the steps necessary to develop and adopt a security policy which will insure the safety of your collections.

- Retention of Records: A Guide for Retention and Disposal of Student Records (product code 183). The price in the 1995 SAA Publications catalog is no longer current. Based on direct cost increases by the publisher, AACRAO, the new prices effective January 1995 are list $17, SAA members $15 (plus shipping/handling). Please note for future orders.

American Archivist

The spring 1994 issue of the American Archivist (57:2) was mailed to members and subscribers in February. This issue features an “Editor’s Special Forum on Needs in Archival Research and Publication.” The forum includes contributions from the editors of four major North American archival journals—Archivaria, Provenience, Archival Issues, and Primary Sources and Original Works—which share their views on these needs. Research articles, perspectives, case studies, and book reviews are also featured.

The summer 1994 issue is in production and slated for publication in May. In various stages of pre-production are the fall 1994 and winter and spring 1995 issues of the journal.

Colonial Dames Scholarship

A scholarship to the National Archives’ Modern Archives Institute, to be held June 5-16, 1995, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers up to $1,200 of the total tuition, travel, and housing expenses at the institute (tuition is $475). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant’s qualifications should be submitted in triplicate (original and two photocopies) to Carol A. Rudisell, Reference Department, University of Delaware Library, Newark, Delaware 19717-5267, by April 1, 1995.

 Corrections to Leadership List

The 1994-95 SAA Leadership List, mailed to members along with the November issue of Archival Outlook, should be updated as follows:

COUNCIL
Susan Davis
Fax 608/264-6486
Margaret Hedstrom
Fax 518/473-7573

New Media Kit

Are you looking to advertise in one of SAA’s periodicals—Archival Outlook, American Archivist, or the SAA Employment Bulletin? If so, request a 1995 media kit from SAA Managing Editor Teresa Brinati, (312) 922-0140 or e-mail tbrinati@saa.mhs.compuserve.com.
**SAA DEADLINES**

**MARCH**
24 Ballots must be postmarked and returned to SAA office

**APRIL**
3 Registration for "Hidden Lives Revealed: Planning an Archives Week Celebration" workshop in Oakland, California
5 All submissions (including job ads) for May Archival Outlook
10 Registration for "Photographic Collections Management" workshop in Chicago; registration for "Advanced Appraisal" workshop in Seattle
17 Registration for "Managing Electronic Records" workshop in Reno, Nevada
24 Registration for "Photographic Collections Management" workshop in Philadelphia

**MAY**
5 Job announcements for June SAA Employment Bulletin
16 Registration for "Getting Your Piece of the Pie: Strategies for the 90s" in St. Louis
20 Nominations for graduate student participation in 1995 SAA annual meeting session

**JUNE**
5 All submissions (including job ads) for July Archival Outlook
15 1995 annual meeting audiovisual deadline
30 Indication of interest form for 1996 Beijing Tour (see page 22)

**JULY**
1 Letter of interest for position of editor, American Archivist (see page 5)
5 Job announcements for August SAA Employment Bulletin
28 1995 annual meeting early bird registration deadline

**AUGUST**
5 All submissions (including job ads) for September Archival Outlook

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**Spotlight**

> Member News

The National Historical Publications and Records Commission recently honored CHARLES E. LEE of Columbia, South Carolina, with its Distinguished Service Award for 1994. Lee was cited for his exemplary work as an archivist, educator, administrator, advocate and member of NHPRC. Lee joined the Commission in 1975 and represented SAA through 1979. He provided leadership in developing the records program and when NHPRC established a network of state historical records coordinators and boards to help solicit and evaluate grant proposals, Lee served as coordinator for South Carolina. Prior to joining NHPRC, Lee was director of the South Carolina Department of Archives and History, a position he held with distinction for more than 25 years.

ERIK NORDBERG, formerly archivist at Indiana University-South Bend, has joined the J. Robert Van Pelt Library Staff at Michigan Technological University as the local collections archivist, a position funded by NHPRC. He will coordinate the use of the university archives and the Copper County Historical Collections with the newly established Keweenaw National Historical Park and develop a five-year work plan for processing the collections.

> Staff News

KIMBERLY READER has joined the SAA staff as the new meetings/member services/office assistant. She replaces Carolyn Aeby who joined the staff of the American Dietetic Association as a meeting planner. A native of Massachusetts, Kim previously worked as a customer service representative for an insurance agency. SAA welcomes Kim to its staff.

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**Obituary**

SISTER THOMAS AQUIN KELLY, O.P., died June 26, 1994, at Mount Carmel East Hospital in Columbus, Ohio, after a brief illness. Sr. Kelly, a member of the Society of American Archivists, served as archivist of Albertus Magnus College in New Haven, Connecticut, from 1980 until her retirement in 1994. Prior to her appointment as archivist, she was a teacher and administrator and was academic dean of the college from 1962-1971. She also served as an administrator at the Ohio Dominican College. Sr. Kelly received her bachelor's degree from Albertus Magnus College, a master's degree from Ohio State University, and a Ph.D. from the Institutum Divi Thomae in Cincinnati.
Catalog of 1995 Preconference Workshops

Below is a list of the 1995 SAA annual meeting preconference workshops to be held August 28-30 at the Washington Hilton and Towers, Washington, D.C. A star—★—preceding the title indicates a new workshop. If you have any questions, contact Jane Kenamore at e-mail jkenamore@saa.mhs.compuserve.com or phone (312) 922-0140.

★ Planning New and Remodeled Archival Facilities
August 28-29, 1995

Many archivists are facing the renovation of an existing building or planning a new facility. Their directors expect them to have expertise in space planning and design specific to archives; yet few archivists have had experience in planning or remodeling a facility, and they have access to virtually no published information on the subject.

This workshop is designed to provide the archivist with specific knowledge and skills related to planning renovation or construction of a new archival facility. Using lecture and case studies, the instructor will address the following:

• the design and construction process;
• interaction with architects and contractors;
• selecting new equipment;
• and the skills necessary to develop a building program in conjunction with the architect.

The instructor will be Thomas Wilsted, associate director of the American Heritage Center of the University of Wyoming, Laramie.

Managing Electronic Records
August 28-29, 1995

This two-day course is designed for archivists and records managers in academic, corporate, religious, and other institutional settings. The workshop will present 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.

The instructor will be Anne Gilliland-Swedland, director of SourceLink at the Historical Center for the Health Sciences of the University of Michigan.

Records Management for Archivists
August 28-29, 1995

The basis of an effective archives program is a good records management system. Whether asked to supervise records management programs or simply to voice the archival perspective, the archivist should become familiar with the theory and skills behind the management of records in all stages of the life cycle.

This course will introduce records management concepts and guidelines. Topics to be addressed include strategic planning for the records management function; obtaining upper management authorization and user support; marketing records services; delineating records creators and records management roles; conducting records inventories; creating records schedules; disposing of records; and establishing a vital records program.

The following publication is included with the registration: Information and Records Management by Robek, Brown, and Maedke (Mission Hills, California: Glencoe/McGraw Hill, 1987). The instructor will be Lori Hefner, archivist and records manager of the Lawrence Berkeley Laboratory. Ms. Hefner is certified both as a records manager and an archivist.

Archives: An Introduction
August 28-30, 1995

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 and sources for further education and training. Topics...
to be addressed include accessioning, appraisal, arrangement, description, reference, copyright, ethics, and standards.

The registration fee includes two volumes from the SAA Archival Fundamentals Series: Arranging and Describing Archives and Manuscripts by Fredric Miller, and Selecting and Appraising Archives and Manuscripts by F. Gerald Ham.

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 for Boston Edison.

★ The Permanence and Care of Color Photographic and Digital Images
August 28, 1995

This workshop will address issues surrounding the preservation, storage, and exhibit of traditional color slides, prints, and negatives, and the newest digital print processes. Instructor Henry Wilhelm will address the role of cold storage as an effective means of preserving traditional color photography; brief slide presentations showing state-of-the-art facilities will be contributed by Robin Siegel of the National Geographic Society, James H. Wallace of the Smithsonian Institution, Steven Puglia of the National Archives and Records Administration, and Mark McCormick-Goodhart of the Conservation Analytical Lab at the Smithsonian.

The second half of the workshop will focus on new information not yet in print: a description of the major digital print processes, where the latest technology is going, and preservation issues associated with the new processes.

The instructor will be Henry Wilhelm, author of The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures (Grinnell, Iowa: Preservation Publishing Company, 1993).

This workshop may be taken together with "The Digitization of Photographs," or separately.

★ The Digitization of Photographs
August 29, 1995

Vendors from coast to coast are encouraging archivists to digitize their photographs for preservation and access. What does that mean, in terms of cost and effectiveness? This workshop will address the following:

• overview of current technology;
• advantages and disadvantages of undertaking digitization projects;
• requirements in personnel, time, and equipment;
• preservation issues: how effective is the current technology?
• access: what is the best way to link description with imaging?
• copyright and legal issues.

Instructors will be Helena Zinkham and Carl Fleischauer of the Library of Congress.

This workshop may be taken together with "The Permanence and Care of Color Photographic and Digital Images," or separately.

Training the Trainer: Teaching Techniques and the Adult Learner
August 28, 1995

A general course designed for graduate archival educators and continuing educators interested in teaching on the local, regional, or national level. Using discussion, lecture, and exercises, the instructor will introduce participants to the following:

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

The instructor is Jack Prostko, Ph.D., associate director of the Center for Teaching and Learning at Stanford University.

This workshop may be taken together with "Case Teaching and Case Writing in Archival Education," or separately.

Case Teaching and Case Writing in Archival Education
August 29, 1995

This workshop will focus on the case study, how it is created, and how it is used 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 their own. Finally, session participants will consider the role and implications of the use of case studies in archival education.

The instructor is Jack Prostko, Ph.D., associate director of the Center for Teaching and Learning at Stanford University.

This workshop may be taken together with "Train the Trainer: Teaching Techniques and the Adult Learner," or separately.

★ Automating Processing Practices and Finding Guides
August 29, 1995

This course is designed for archivists who wish to use a computer to aid processing; it is not intended to lay the foundation for a full-fledged automated cataloging program. Participants should have a firm grasp of the principles of arrangement and description of archival collections, and they should have a basic knowledge of computers. Some familiarity with database software is desirable, but not required; no knowledge of procedural programming languages is required.

This course will introduce the basic concepts of using simple database programs to automate archival processing functions, such as collections management, continuing on page 28.

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SAA Members Respond to Annual Meeting Survey

Last September the Society of American Archivists asked members what they liked and what they would change about the SAA annual meeting. Published in the September issue of Archival Outlook and distributed at the 1994 annual meeting, the survey garnered a ten percent response rate. Following are the topics addressed and the results of the survey.

Time of Year

The favored time of year, indicated by the majority responding, should come as no surprise. Thirty percent of members surveyed indicated that October or November was their preferred meeting time. A distant second—August—rallied nineteen percent and trailing third, on or near the Labor Day holiday, received fourteen percent of the vote. Typically scheduled on or near Labor Day because of favorable hotel rates, the annual meeting hosts an attendance of 1,100-1,200 archivists. A twenty-five to thirty percent increase in sleeping room cost can be expected during the fall or spring, which for most destinations are peak seasons. Cost differentials will be further explored as alternate dates are considered for future meeting contracts.

Educational Sessions

Overall, members were pleased with the number of educational sessions offered. In fact, forty-one percent indicated so. New technology sparks the interest of thirty-one percent and how-to sessions interest thirty-four percent of the respondents. In continuing efforts to meet the diverse educational needs of the membership, this information is vital to future program committees.

Section and Roundtable Meetings

Forty-one percent of those responding indicated that two hours is sufficient time for sections and roundtables to meet. An interest in allowing time for group social activities was marked by thirty-two percent. As it currently stands, units have the opportunity to organize their social events with the assistance of SAA and publish their events in the annual meeting program.

Meeting Schedule

Thirty-three percent of the respondents say, “More time for lunch!” We are pleased to announce that in response to this, more mid-day free time is scheduled during the 1995 annual meeting. Additionally, forty-one percent of members would like the meeting to end on Saturday. This would involve deleting the Sunday morning session block while fulfilling current hotel contracts and meeting overall membership expectations. The impact of ending the conference on Saturday will be further investigated.

Special Events

The prospect of adding a keynote speaker at the annual meeting garnered an overwhelmingly positive response—sixty-three percent—from those surveyed. Thirty-seven percent of the respondents expressed interest in attending local cultural events. Survey results indicated that twenty-nine percent of members responding favor a non-ticketed, opening evening program, while twenty-eight percent favored a non-ticketed, opening morning program. The feasibility of the former is being explored for the 1995 annual meeting.

Employer Support of Expenses

One third of the members surveyed are employed by organizations that reimburse for 100 percent of annual meeting expenses. Twenty-one percent have seventy-five percent of their expenses paid for, while eleven percent foot at least half of their own bill. SAA recognizes that most members are on a shoestring budget. Standard operating procedure for the Society includes keeping costs down by negotiating discounted airfare, sleeping room, audiovisual, and other rates.

Thank You

SAA expresses its gratitude to all who completed the survey. Your input is essential.
Attend the 1995 Annual Meeting — A "Capitol" Idea

Did you know that the 1995 SAA annual meeting is just six months away? In planning for this year’s conference at the Washington Hilton, Washington, D.C., your colleagues have exciting activities in store for you. Following is a sneak preview:

- **International Day** (Saturday, September 2) - In support of SAA’s continuing effort to enhance its international awareness, the Program Committee has developed sessions featuring archivists from other countries who will discuss their professional activities and perspectives. The keynote speaker will be Jean-Pierre Wallot, president of the International Council on Archives and National Archivist of Canada.

- **Information Open House** - Organized by members of the Electronic Records Section (ERS), this event will feature representatives of other information-profession organizations, such as AIIM, ASIS, ARMA, and NAGARA. The goal of the open house is to provide SAA members and members of related organizations with an opportunity to learn about activities of mutual interest, to consider joint projects or coordinated initiatives, or to simply chat with colleagues who share similar interests. The event will include brief presentations, small group discussions, displays of sample publications, and membership materials from participating organizations. Suggestions and inquiries should be addressed to the co-chairs of ERS by April 15, 1995. Contact Nancy McGovern at (301) 713-6630 ext. 300 or Tom Ruller at (518) 474-6771.

- **Digital Imaging Technology Open Forum** - Organized by the Visual Materials Section, this is an opportunity for members to discuss digital imaging technology perspectives, pitfalls and products with one another as well as vendors.

- **History Factory Tour** - Proposed by the Business Archives Section, this tour will allow SAA members a chance to view all areas of the History Factory. A storehouse of approximately twenty business records collections, the History Factory uses state-of-the-art software for managing records and historical information. Members will learn how the History Factory assists clients in making use of their historical assets through exhibits, videos, and publications.

- **Our Other Lives Pavilion** - Here’s a chance to share your life outside of work. SAA members who create arts and crafts projects during their free time will have an opportunity to display their works at the SAA annual meeting. Whether you quilt or knit, paint or sculpt—you are invited to show off your talents.

- **International Archives and Information Technology Exposition** - How does cutting-edge technology relate to you? Come explore the latest in archival products and services. This year’s exposition will offer more time for member/vendor interaction and product demonstrations, which will allow members to increase their understanding of technology and how it relates to them.

- **Archives II and Maryland Repository Tours** - Organized by the Local Arrangements Committee, the Archives II tour and nearby Maryland repository tours have long been in the works. An overview and walking tour of the public complex, research complex, preservation laboratories, stacks, and a records processing area are planned for Archives II tour participants. Open houses at the George Meany Archives, American Institute of Physics, the University of Maryland McKeldin and Hornbake Libraries and the Agricultural Center are also planned.

All of these activities are open to SAA members. For more information, refer to your annual meeting program which is due to be mailed in May or contact the SAA office at (312) 922-0140.

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Come join us . . .

SAA Member Fred Stielow of the Amistad Research Center, Tulane University, in New Orleans, Louisiana, finds that his membership allows him to watch the profession mature and new members enter.

See what SAA can do for you!

Contact the Society of American Archivists at (312) 922-0140

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The Society of American Archivists

1995 Annual Meeting
August 28 - September 3
Washington Hilton and Towers
Washington, D.C.

Early Bird Registration Fee - $180

Contact the Society of American Archivists at (312) 922-0140

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Page Putnam Miller is the director of the National Coordinating Committee for the Promotion of History (NCC), a coalition of 49 member organizations and 29 state coordinating committees. NCC functions as a central-advocacy office and clearinghouse for historical and archival associations by monitoring legislation, issuing alerts, and coordinating strategic efforts at the national level. SAA, represented by its executive director, holds a permanent seat on the NCC Policy Board.

Selection of U.S. Archivist

There seems to be renewed commitment at the White House Personnel Office for the task of selecting a nominee for U.S. Archivist. It appears that the leading candidate is a former Democratic governor of Kansas, John Carlin, who holds a B.S. degree in dairy science. Trudy Huskamp Peterson will soon be completing her second full year as acting archivist; and several earlier attempts to fill the position stalled for various reasons. During the last two months the administration has considered several other possibilities for this position and interviewed, in addition to Carlin, individuals including Raymond W. Smock, former historian of the House of Representatives, and Nicholas C. Burckel, assistant dean for collections and services at the Washington University Libraries in St. Louis. There is considerable concern in the historical and archival communities about Carlin’s lack of professional qualifications. The law specifies that the U.S. Archivist should be a non-partisan professional.

President Submits Budget for FY’96

President Clinton has recommended for the National Endowment for the Humanities (NEH) budget of $182 million for FY’96. This is a $5 million increase over the current funding level. Most of the increase, $4 million, will go toward a special, new NEH initiative, “Technology and the Humanities,” which will support humanities projects and programs that employ electronic technologies.

For the National Archives, President Clinton has recommended a FY’96 budget of $195,291 million, which is very close to the current budget. This budget proposes increases in FY’96 for fire and safety improvements at the Johnson Library and for more staff for processing the papers of George Bush. Additionally there are increases slated for rent and facility-related expenditures. Most of these increases are to come from the $4.1 million saved from not replacing those employees who took advantage of the government’s buy-out and retired early.

The grants program of the National Historical Publications and Records Commission (NHPRC), which is an earmarked portion of the National Archives’ budget, is designated to have $4 million in FY’96 for competitive grants. Although NHPRC had $9 million appropriated in FY’95, a large part of that was for non-competitive grants that dealt with the papers of former Minority Leader Robert Michel and former Majority Leader Thomas P. O’Neill. The President’s proposal would decrease by $750,000 the amount for competitive grants in FY’96.

Personnel Issue Resolved at the National Archives

After more than two years of review, a personnel issue at the National Archives concerning Claudine Weiher, former deputy archivist, has been resolved and she has been cleared of allegations against her. The issue arose in October 1992 when the Senate Committee on Governmental Affairs issued a report entitled “Serious Management Problems at the National Archives and Records Administration.” In a series of recommendations the Senate Committee urged further review of the management at the National Archives. Don Wilson, then the U.S. Archivist, responded by writing to the chairman of the President’s Council on Integrity and Efficiency and indicating that he would welcome a thorough review. In April 1993 the President’s Council on Integrity and Efficiency recommended further action on some of the issues. In November the Department of Justice found, as stated in a National Archives’ memorandum, “that Ms. Weiher’s actions did not constitute grounds for any charge of misconduct or for any disciplinary action.” She has been reinstated to a Senior Executive Service position and is currently the special assistant to the assistant archivist for Policy and Information Resources Management.

Presidential Libraries

Richard Jacobs, a long-time National Archives employee who has headed both the National Historical Publications and Records Commission and the Presidential Libraries, has been given an interim appointment as Acting Assistant Archivist for Presidential Libraries. Recently James Hemphill was appointed Deputy Assistant Archivist for the Presidential Libraries. In reporting in November on the early retirement of Assistant Archivist for Presidential Libraries John Fawcett, there was no intention of implying that his resignation was other than voluntary.

National Endowment for the Humanities Faces Major Cuts or Possible Abolishment

The House Republicans’ “Contract With America” recommends major reductions for the National Endowments for the Humanities (NEH) and some members of both the House and Senate are now questioning whether there needs to be federal funding of the humanities. When Congress established the endowments for the humanities and the arts in 1965 it recognized that humanistic studies are central to the very idea of a civilized, democratic society. Thus Congress determined that humanistic studies should be a national priority and deserved federal support. This year with a budget of $177 million, NEH has supported a wide range of programs that promote the best of teaching, research, and public programming in the humanities. Attempts to pass reauthorization legislation for NEH failed in the 103rd Congress; however, NEH was funded in FY’94 and FY’95 without authorization.

continued on page 29
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Editor’s note: “Illuminations” is a new feature that will regularly appear in Archival Outlook. Based on reader requests for “how-to” information, these articles will briefly address archival topics and refer the reader to more in-depth resources.

Disaster Planning Basics*

Developing a Plan

There are several elements of planning and preparedness that enable institutions to meet the threats of disasters. The developmental step that comes first to most people’s minds is that of writing the disaster plan. First, and basic to all subsequent pursuits, is the articulation of a commitment to disaster preparedness. This requires and deserves administrative support for both the staff time that will be needed to carry out various procedures and a pledge to allocate, to the extent possible, the funds necessary for implementation of emerging recommendations. This commitment may be formalized through a written charge to an established committee, or it may be in the form of personal recognition of responsibility. The important thing is to have a definitive, sustained structure for disaster planning, without which it is unlikely that the necessary work will be accomplished.

Staff Responsibilities

The way in which planning activities will be carried out will vary from institution to institution, dependent upon size, nature of holdings, type of facility, staff capabilities, and financial base. Basically there should be one person who will both give direction to this general undertaking and provide the follow-up attention required to make sure the work is done. The person selected to head these activities should have the interest and the authority necessary for successful implementation.

Regardless of the size and expertise represented in an archives or library, a realistic and advisable course of action entails contacting and establishing a cooperative rapport with similar institutions within close geographical proximity. This can be both an educational activity and a very pragmatic means of laying the foundation for tangible assistance at the time of a disaster. It may even promote financial savings through facilitating the cooperative purchases of disaster related supplies.

In addition to the assignment for actually writing the plan, the primary areas of concern are for education and for a survey of facilities and staff practices. The first of these, education, is a fundamental charge for disaster preparedness. Not all necessary

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Survey of Facilities

Another primary responsibility of those in charge of disaster preparedness encompasses the tasks involved in a physical examination of the facilities. It is useful to carry this procedure out in the company of the facilities manager, who will not only probably know more than anyone else about the building and its shortcomings, but will also thereby become aware of the special concerns of the library or archives. The crucial element is to have a systematic and thorough evaluation not only at the time of initial planning, but at regular and continuing intervals, at least on an annual basis.

The staff should know about special housing and shelving considerations as they contribute to mitigation of the effects of a disaster, such as segregating photographs from archives collections so they can be identified and treated quickly, or spacing books properly so they are not so tightly wedged in that they will be impossible to remove without damage if they become wet. Continuing discussion of all procedural details affecting disaster prevention should be integrated into regular staff meetings.

There are two parts to a survey of an institution’s holdings: first is a determination of what types of media are present; the second deals with the establishment of priorities for treatment, based on research value, intrinsic or monetary value, or legal obligations. In evaluating a repository’s collections it is useful to designate several layers of priority, such as those listed below. It may also be wise to suggest some sort of triage approach, assuming that, if a top priority category is obviously beyond salvage, it should give way to materials of secondary priority that are nevertheless candidates for recovery.

1. Top priority: materials that are difficult or impossible to replace or replicate and that are either essential for the ongoing operations of the institution or of some larger body, such as a state agency; or have prime research value; or have significant monetary value.

2. Secondary priority: items that are difficult to replace or replicate and that provide significant operational or research resources.

3. Last priority: materials that can be replaced, either in original or reprographic format, or that may if necessary be considered expendable to the institution and its constituents.

One specific collection constituent that is seen as essential to most institutions is the finding aids; these may thus be designated as priority for rescue. Without them it is difficult both to verify what was damaged or destroyed by the disaster and to reestablish proper order subsequent to recovery. Any security copies, whether paper, tape, disk, or film, should be stored off-site.
Implementation of Recommendations

Underlying the foregoing constituents of disaster readiness, and also a responsibility of the staff member or members accountable for oversight, is the obligation to lobby for widespread endorsement of all related activities, and, perhaps even more challenging, to seek the funding needed to implement certain aspects of the preparedness agenda. Final proposals must not only be clear and well-formulated, but must be accompanied by a detailed documented budget.

The Written Plan

Even if staff members have the background and knowledge needed for carrying out recovery procedures, it is still important to have a written plan that will serve as a vital organizational tool in the event of a disaster. The person or persons designated to be in charge of recovery action may be unavailable when a disaster occurs; without a reference document, other staff members may be at a loss in trying to determine what steps should be taken. The process of writing itself fosters a more intensive analysis of circumstances and needs, and may encourage input from a broader spectrum of resource people. Developing a disaster plan does not require technical conservation knowledge, though it would be helpful. It is not necessary to have a conservator on staff in order to carry the planning process out successfully.

Initial Stage

The first steps in writing a plan are devoted essentially to information gathering. It is useful in this early phase to review other plans as possible models. In doing so, choose a model from an institution that is similar to your own. This refers not only to the size and nature of the collections, but to geographical considerations as well. Another step in putting a recovery plan into writing entails consultation with a variety of experts, people who might be helpful in formulating the plan and in actual recovery as well.

Upon completion, the disaster plan should be submitted for approval by the director and other administrative personnel, in some cases including the board of trustees. Discussion at this stage should be seen as an opportunity to inform those at the highest administrative level of the scope and needs of a viable preservation program, as illustrated by disaster preparedness. This aspect of preservation should be legitimately presented as integral to effective institutional management and cost control. A copy of the plan should be distributed to every person expected to respond in the event of a disaster. It may also be wise to give a copy to every member of the library, archives, and facilities or maintenance staff. The designated head of recovery activity, or coordinator, and each group leader, in addition to keeping a copy in the workplace, should have a copy at home for security reasons. Following an actual disaster and subsequent recovery, a thorough revision of the plan may be called for in light of the experience gained.

Suggested Further Readings

Disaster Planning and Recovery: A How-To-Do-It Manual for Librarians and Archivists, by Judith Fortson (New York: Neal-Schuman Publishers, 1992). This is an excellent manual that incorporates the most recent information on the subject. Chapters include fire, water, wind, recovery, developing a plan, and managing risk. Discusses the problems associated with structural damage and includes sample disaster plans and the addresses of suppliers, national organizations, treatment centers, and publications. Available from SAA: list $40; SAA members $35; plus $6 shipping/handling. Contact SAA publications at (312) 922-0140.

Disaster Planning, Preparedness and Recovery for Libraries and Archives: A RAMP Study with Guidelines, by Sally Buchanan (Paris: UNESCO, 1988). Practical information on a range of topics, with a focus on institutions without formal preservation programs.


Columns

Archives in the Media
submitted by the SAA Public Information Committee

Here is a sampling of some recent press coverage of archives and archivists:

■ Newt Gingrich attracted a lot of media attention when he fired the House of Representatives historian, hired a replacement, then fired her. The controversy over his decisions has been connected to the search for a new U.S. Archivist because the (original) fired historian, Raymond Smock, has been cited by some press accounts as being a candidate for the national archivist. Gingrich also called for plans to privatize the nine presidential libraries. For more details, see the following articles: “GOP ax ends post of House historian” (Chicago Tribune, December 29, 1994); “House office of the historian is history” (Washington Post, December 30, 1994); “Archivists cool to Gingrich’s plan” (Washington Times, January 4, 1995); “A personal ‘chronicler’ for Newt Gingrich” (New York Times, January 9, 1995); “Gingrich dismisses his choice for House historian” (Washington Post, January 10, 1995); “Searching for historians” (Washington Post, January 11, 1995); “Gingrich knew of comment by historian, her aide says” (New York Times, January 11, 1995); “When history haunts you” [editorial] (Washington Times, January 11, 1995); “Gingrich would cut aid to presidential libraries” (Chronicle of Higher Education, January 13, 1995); “Archives hunt focuses on ex-House historian” (New York Times, January 15, 1995 [unfortunately all of the “experts” interviewed for this article were historians; none were archivists]); “Smock, ousted House historian, wants Archives job” (Washington Times, January 17, 1995); “WU official suggested as National Archivist” (St. Louis Post-Dispatch, January 18, 1995) [about Nick Burckel’s possible candidacy].

■ The last two editions of this column featured negative publicity received by archival repositories seeking to reclaim their legal right to records held by other institutions or individuals. We can now add another example of that phenomenon. The New York State Archives and Records Administration is claiming ownership of an 1852 ledger listing inmates at Sing Sing prison. A collector had paid $50 for the ledger at a yard sale a few years ago, and was planning to auction it for as much as $2,000. When the ledger came to the attention of the New York State Archives, officials realized that it was 13 years older than any similar item in the archives’ collection. The state put a stop to the auction and is now trying to recover the ledger. This action brought a “thumbs down” response in an editorial from the November 19 edition of the Democrat and Chronicle in Rochester, New York. The editorial ends, “What about ‘possession is nine points of the law’? Do you think that even after a costly legal battle anyone will be able to say for sure, after all these years, that the ledger wasn’t sold off by the state or simply tossed out decades ago?”

■ When New York Governor Mario Cuomo was voted out of office last November, his staff destroyed great quantities of state records. Although state law does not mandate which records from the governor’s office should be saved, the New York press did sound a note of disapproval in response to the staff’s action. The most prominent coverage was a front-page story in the New York Post dated November 15, 1994: “The Shreds of Evidence: Cuomo aides destroy tens of thousands of state documents.”

■ For a fascinating (though somewhat technical) reading on electronic records, see “Ensuring the longevity of digital documents” in the January 1995 issue of Scientific American. Although written by a computer scientist, the article nicely addresses the dilemmas faced by archivists when trying to preserve electronic records. The article presents two strategies commonly used by archivists in digital preservation efforts, and proposes some technical developments that will help archivists in their challenging task. All of the sources listed in the author’s reference to “further reading” are from archives and library literature.

■ Another fascinating reading is in the January 15, 1995, issue of the New York Times Magazine, which features a cover story on a collection of nude photos of students entering Ivy-league schools. The photos were taken as part of what the author portrayed as an ethically troubling posture study conducted at some of the top schools in the country during the 1940s through the 1960s. Thousands of prominent people, including George Bush, Diane Sawyer, Hillary Rodham Clinton, Bob Woodward, Nora Ephron and Sally Quinn, were photographed nude or semi-nude during their first week as entering freshmen. Most of the photos from this questionable study (which the author identified as an effort to register attitudes toward body, race and gender, disturbingly similar to Nazi efforts) have been destroyed. However, a large number of prints and negatives are held by the National Anthropological Archives at the Smithsonian. The article raises pointed questions about the ethics of preserving such a collection. Publicity generated by the article led the Smithsonian to decide to close access to the collection (see “Smithsonian seals off nude photos,” New York Times, January 21, 1995; and “The Student Bodies,” Washington Post, January 22, 1995).

Assassination Records Review Board
The Assassination Records Review Board, created as part of Public Law 102-526, the President John F. Kennedy Assassination Records Collection Act, has received an appropriation for the current fiscal year, established an office in Washington, D.C., hired staff, and is now underway. The Board has held two hearings, one initially in Washington, D.C., in October, and a second in Dallas, Texas, in November, to give researchers an opportunity to comment to the Board as to their views of what constitutes an assassination record. The Board is preparing to publish soon in the Federal Register a definition of an assassination record in order to guide the work of the Board with federal agencies and others concerning which records shall be made part of the John F. Kennedy Assassination Records Collection housed at the National Archives and Records Administration.

Four of five Review Board members were nominated by President Clinton from lists of recommended individuals provided
Electronic Link with Russian State Archives

In December the Research Libraries Group (RLG) announced that, in partnership with the Hoover Institution, it is developing an electronic link with the Russian State Archival Service (Rosarkhiv). The link will make information about Russian archival material available to researchers around the world for the first time, and Western material more accessible in Russia. The project, which will take place over the next two years, builds on a cooperative relationship established in 1992 between the Hoover Institution and Rosarkhiv.

As part of this compact, Rosarkhiv is becoming an RLG member—the first in Russia—taking its place beside 145 other research institutions in North America and Europe. Since the collapse of the Soviet Union, scholars have sought access to long-closed records of twentieth-century Soviet history. To make them electronically accessible to scholars in the West, Russian archivists will catalog Rosarkhiv materials online in RLG's Research Libraries Information Network (RLIN), where this information will be immediately accessible to librarians, archivists, scholars, students, and independent researchers who use RLIN. In exchange, the 67 million records already in the RLIN database will be available to scholars in Russia, also for the first time.

ASSOCIATION ADMINISTRATION
Midwest Archives Conference

The Midwest Archives Conference, a major nonprofit professional organization with a membership of 1,100 and an annual operating budget of $25,000, invites individuals or agencies to bid on one or both of the following contracts for administrative support:

1) BOOKKEEPING - Duties include entry of income and expenditures, balancing accounts, preparation of cash statements and balance sheets, and preparation and filing of tax returns.

2) PUBLICATION PRODUCTION - Duties include design layout, rekeying, proofreading, preparation of camera-ready manuscripts, coordination with printers, and delivery to mailing services. Publications include a semi-annual journal, quarterly newsletter, annual membership directory, semi-annual meeting programs, annual ballot, and annual pictorial calendar.

Bidders should submit documentation of relevant experience and qualifications, statement of fee requirements, and names/addresses of at least three references to: Joel Wurl, Screening Committee Chair, IHRC, University of Minnesota, St. Paul, MN 55114.

Deadline for bids is April 15, 1995.
China Adventure in 1996

The Society of American Archivists is pleased to sponsor an exciting international travel adventure to Beijing, China, and points east, September 2-14, 1996, immediately following the SAA annual meeting in San Diego. Come join us as we tour a variety of fascinating Chinese archives and explore the exotic landscape of China.

The tour is scheduled to begin with attendance at the XIII International Congress on Archives, then proceed to Shenyang, Tianjin, Nanjing, and Shanghai. It is designed specifically for archivists and will present an unusual opportunity to combine sightseeing with visits to Chinese archival institutions.

If you are interested in participating, please return a copy of the coupon below by June 30, 1995, to Susan Fox, SAA Executive Director, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

YES, I am interested in learning more about this exciting archival travel opportunity in China. Please keep me updated on the latest details.

Name:
Address:
City/State/Zip:
Daytime Phone: ( )

I CA Round-trip Air Transportation and Post Congress Tour: September 2-14, 1996

ITINERARY:

Monday, September 2
Depart San Diego via United #934 at 10:10 a.m. Arrive Los Angeles at 10:59 a.m. and connect to United #897 departing at 12:35 p.m.

Tuesday, September 3
Arrive Tokyo/Narita Airport at 4:00 p.m. and connect to United #803 departing at 5:10 p.m. Arrive Beijing at 8:35 p.m. After clearing customs and immigration you will be met and transferred to your hotel, the China Mandarin Hotel.

Wednesday, September 4
At ICA. Transfers to Congress provided. Overnight at China Mandarin Hotel.

Thursday, September 5
At ICA. Transfers to Congress provided. Overnight at China Mandarin Hotel.

Friday, September 6
Transfer from China Mandarin Hotel to Beijing Rail Station for overnight train to Shenyang.

Saturday, September 7
Arrive Shenyang and transfer to Yingkou Hotel. Visit Liaoning Provincial Archives. Sightseeing at Shenyang Gu Gong (Old Imperial Palace) and Bei Ling (Manchu Tombs). Overnight at Yingkou Hotel.

Sunday, September 8
Transfer from Yingkou Hotel to Shenyang Airport for flight to Tianjin. Arrive Tianjin and transfer to Crystal Hotel. Afternoon sightseeing tour. Overnight at Crystal Hotel.

Monday, September 9
Visit Tianjin Municipal Archives. Lunch at Tianjin Television Tower followed by afternoon visit to Nankai University Archives and Tianjin Municipal Historical Museum. Overnight at Crystal Hotel.

Tuesday, September 10
Transfer to Tianjin Airport for flight to Nanjing. Arrive Nanjing and transfer to Central Hotel. Afternoon sightseeing tour. Overnight at Central Hotel.

Wednesday, September 11
Visit First Historical Archives and Sun Yatsen Mausoleum. Nanjing to Shanghai via overnight train.

Thursday, September 12
Arrive Shanghai and transfer to Windsor Evergreen Hotel. Visit Shanghai Municipal Archives followed by sightseeing at the Jade Buddha Temple and Yu Yuan. Evening Banquet. Overnight at Windsor Evergreen Hotel.

Friday, September 13
City sightseeing including the Shanghai Museum of Art and History; and a shopping expedition. Acrobatic show in the evening (subject to availability). Overnight at Windsor Evergreen Hotel.

Saturday, September 14
After breakfast, transfer to Shanghai International Airport. Depart via United #852 at 11:00 a.m. Arrive Tokyo/Narita Airport at 2:50 p.m. and connect to United #890 departing at 4:00 p.m. Arrive in Los Angeles at 9:55 a.m. same day and continue on domestic flight(s) to home city.

TOUR PRICE:

- $2,950/per person/double occupancy with National Guide
- $2,500/per person/double occupancy without National Guide
- $350/single supplement
- $45/group visa processing

TOUR COST INCLUDES:

- Round-trip airfare via specified airline
- Domestic air and rail fares within China
- First-class hotel accommodations (specific hotels indicated may be substituted with comparable or better properties)
- Meals as indicated
- All sightseeing as indicated
- Transfers to and from hotels, to the ICA and for locally arranged professional visits
- The services of local English-speaking guides
- The services of a national guide throughout, if the option is selected
- Visa processing, if the option is selected

TOUR COST EXCLUDES:

- Foreign airport taxes
- Items of a personal nature
- Tips to guides and drivers

B = Breakfast; L = Lunch; D = Dinner
World View reports on international archival activities. Those wishing to share information on the work of archives and archivists abroad should contact World View Editor Thomas Connors, National Public Broadcasting Archives, Hornbake Library, University of Maryland, College Park, Maryland 20742, (301) 405-9235, fax (301) 314-9419, e-mail tc65@umail.umd.edu.

International Council on Archives

- At the suggestion of the executive committee of the International Council on Archives (ICA), the Committee on the Archives of Science is to be temporarily subsumed by the Section on University Archives (SUV), where it will constitute a subgroup with Odile Welefe as chair. SUV’s 1995 seminar will be held August 28-29, just prior to SAA’s annual meeting in the nation’s capital. The first day of the seminar, at the Moorland-Springarn Research Center and Howard University Archives in Washington, D.C., will focus on the components necessary for a successful university archives program. The second day will be held at the Center for the History of Physics at the American Center for Physics in College Park, Maryland. For more information about SUV or the upcoming seminar, contact Marjorie Barritt at (313) 764-3482 or e-mail marjorie_barritt@um.cc.umich.edu.

- In conjunction with the 1996 centenary of the first Olympic Games, the ICA Section on Business and Labor Archives (SBL) is conducting a survey of archival materials relating to the history of sports. Information on relevant collections in American repositories is welcome. Please send data (including collection name, range of dates, name of repository, and indicate whether a collection inventory exists) to Anna Christina Ulfsparre, ICA/SBL Chair, Box 2016, S-220 02 Lund, Sweden.

- The ICA Committee on Disaster Preparedness (DP) held its third meeting at the Fujisawa City Archives in Fujisawa City, Japan, last November. It continued work on its project of developing prevention and preparedness guidelines for the international archival community. The guidelines will include appropriate preventive and response actions when archival collections are threatened by war or other human conflict. The next meeting is this May in Zagreb, Croatia. For more information about the activities of ICA/DP, contact SAA’s representative, Brenda Banks at (404) 656-2374 or e-mail bm.gsp@rlg.stanford.edu.

- The ICA Section on Professional Associations (SPA) held its steering committee and annual delegates meeting last October in Thessaloniki, Greece. It approved for submission to the ICA Executive Committee an “International Code of Ethics for Archivists” and received a revised draft model constitution for professional archival associations, as well as held discussion on a proposed directory and database of archival associations. Larry Hackman of the New York State Archives and Records Administration is SAA’s representative to SPA.

Guide to Spanish Documents on the Americas

The Library of Congress has just published The Hispanic World 1492-1898 (El mundo hispanico 1492-1898), a resource guide to Spanish documents on the Americas that have been photographed and preserved by research institutions in the United States, Guam, and Puerto Rico. The bilingual guide provides detailed information on the holdings of 53 libraries based on a survey of more than 250 research institutions throughout the United States and its territories. It also includes a major descriptive essay on particular manuscript collections about the Americas in Spanish archives and libraries. Contact the Library of Congress Publishing Office, Box J, Washington, D.C. 20540-8620.

International Visitors

During 1994, the Family History Department of the Church of Jesus Christ of Latter-day Saints in Salt Lake City, Utah, hosted delegates from Slovakia, Russia, Poland, and Armenia. Peter Kartous, director of the Slovakian State Archives, visited last July. Six microfilm administrators from Russia also visited during that month. Jerzy Skovronik, director of the Polish State Archives, visited in November. The following month Sonya Mirzoyan, director of the Central Historical Archive of Armenia, made a visit. The Family History Department has 200 microfilm projects ongoing worldwide.
1995 CALENDAR

March 28-29

March 30-April 2
88th annual meeting of the Organization of American Historians held in conjunction with the 17th annual meeting of the National Council on Public History in Washington, D.C. Contact NCPH executive offices at (317) 274-2716.

April 20-22
Mid-Atlantic Regional Archives Conference (MARAC) and Oral History in the Mid-Atlantic Region (OHMAR) present a joint spring conference in Baltimore, Maryland. The conference will explore issues of mutual concern to archivists and oral historians, and will feature speakers, workshops, and plenary sessions, as well as tours of Baltimore and regional attractions. For more information, call (410) 539-0872, ext. 345.

April 21-22
8th annual Museum Archives Institute at Old Sturbridge Village, Sturbridge, Massachusetts. Sponsored by the New England Museum Association and Old Sturbridge Village, this institute will include both introductory and special topic programs. The 1995 special topic will focus on security for museum archives. Participants in either program qualify for 1.2 C.E.U. credits. Contact Theresa Rini Percy, Associate Director of Research, Library, and Collections, Research Library, Old Sturbridge Village, One Old Sturbridge Village Road, Sturbridge, Massachusetts 01566, (508) 347-3362 ext. 203, fax (508) 347-5375.

April 22

April 25
"Strengthen Your Fund Raising Using Collections Care: Strategies for Libraries and Archives" one-day workshop in Andover, Massachusetts, sponsored by the National Institute for Conservation of Cultural Property (NIC) and the Northeast Document Conservation Center (NEDCC). $45 fee. Contact Gail Pfeifel at (508) 470-1010.

April 26-28
1995 annual convention of the Alabama Library Association in Auburn. Contact Sheri Downer at (205) 844-1767 or e-mail sherid@lib.auburn.edu.

May 4-6
Midwest Archives Conference (MAC) annual meeting, Midland Hotel, Chicago. SAA "Photographic Collections Management" preconference workshop on May 3. Contact Steve Carvell at (708) 696-2981 or Laura Graedel at (312) 684-1414.

May 4-6

May 11-13
Conference of Inter-Mountain Archivists (CIMA) spring meeting at the Clarion Hotel, Reno, Nevada. Theme - "Technology in the Archives: When, Not If." Contact Kathy Ouma (702) 322-3192.

June 6-10

June 12-23
29th ANNUAL GEORGIA ARCHIVES INSTITUTE, "An Introduction to Archival Administration," Atlanta, Georgia. Sponsored by Clark Atlanta University School of Library and Information Studies, Georgia Department of Archives and History, Jimmy Carter Library, and the University Center in Georgia. Designed for beginning archivists, manuscript curators, and librarians to offer general instruction in basic concepts and practices of archival administration and management of traditional and modern documentary materials. For application, write: Donald E. Oehlerts, School of Library and Information Studies, Clark Atlanta University, Atlanta, Georgia 30314; (404) 248-1322 or (404) 880-8702.

July 6-9

July 30-August 11
9th WESTERN ARCHIVES INSTITUTE, Guest House at Fuller Seminary, Pasadena, California. The institute offers an introduction to modern archival theory and practice for a variety of participants. James O'Toole of the University of Massachusetts-Boston is the principal faculty member. The program includes visits to historical records repositories in the area. Tuition is $475 and includes a selection of archival publications. The application deadline is May 15, 1995. For additional information and an application form, contact Nancy Zimmelman, Administrator, Western Archives Institute, 201 N. Sunrise Avenue, Roseville, California 95661, (916) 773-3000. The Western Archives Institute is sponsored by the Society of California Archivists and the California State Archives.
**FELLOWSHIPS & AWARDS**

**NEH Deadlines**
The National Endowment for the Humanities has established the following application deadlines:

- Conferences Program - deadlines are May 15, 1995, with awards to be announced by the following December; and December 15, 1995, with awards to be announced by the following August. The Conferences Program supports scholarly meetings that promise to advance the state of research on topics in the humanities. Contact the Division of Research Programs, Room 318, National Endowment for the Humanities, 1100 Pennsylvania Ave., N.W., Washington, D.C. 20506, (202) 606-8210.

- Fellowships - deadline is May 1, 1995. Fellowships for University Teachers, College Teachers, and Independent Scholars provide support for work on a project that will make a significant contribution to thought and knowledge in the humanities. Contact NEH Fellowships, Room 316, National Endowment for the Humanities, 1100 Pennsylvania Ave., N.W., Washington, D.C. 20506, (202) 606-8466.

- Carl Albert Center Visiting Scholars
  The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program. The purpose of this program is to assist researchers by providing financial awards for on-campus work in the center’s archives. Awards are normally from $500 to $1,000 to defray the cost of travel and lodging. The center’s holdings are composed of the papers of 51 members of Congress, most of whom served in the twentieth century. To obtain more information, contact Archivist, Carl Albert Center, 630 Farrington Oval, University of Oklahoma, Norman, Oklahoma 73019, (405) 325-5401, fax (405) 325-6419.

**Oral History Association Awards**
The Oral History Association announces an annual awards program to recognize outstanding work in oral history. In 1995 and subsequent odd-numbered years, the following three awards will be made: for a book that draws upon oral history in a significant way or significantly advances understanding of important theoretical issues in oral history; for a nonprint format production, including film, video, radio program or series, exhibition, or drama, that makes significant use of oral history to interpret a historical subject; and to a precolligate teacher who has made exemplary use of oral history in the classroom.

In 1996 and subsequent even-numbered years, awards will be made for a published article or essay that either uses oral history to advance an important historical interpretation or addresses significant theoretical or methodological issues; for a completed oral history project that has a significant scholarly value and exemplifies sound oral history methodology; and to a college or university professor who has made outstanding use of oral history in the classroom.

Awards are honorific and will be announced at OHA’s annual meeting. OHA welcomes entries and nominations from academic scholars, public history institutions and practitioners, independent professionals; and community-based groups and individuals. For guidelines and submission information, write Jan Dodson Barnhart, Executive Secretary, Oral History Association, Box 3968, Albuquerque, New Mexico 87190-3968. Deadline for awards is April 1, 1995.

**Kansas State Historical Society Research Grants**
The purpose of the Landon grants program, now in its sixth year, is to encourage research in the collections and holdings of the Kansas State Historical Society that will enhance the public’s knowledge and understanding of the heritage of Kansas. Grants are awarded annually to nonacademic researchers and to graduate students for projects relating to the history and heritage of Kansas. Funds for the program are provided by the Alfred M. Landon Historical Research Endowment, which was established in 1987 by family and friends to honor Governor Landon. Ranging up to $500 in monetary awards, the grant funds may be used for travel, lodging, and supplies such as microfilm, photocopies, and other consumable materials.

Applicants will be evaluated on the basis of expected utilization of the Historical Society’s holdings, the degree to which the project addresses new scholarship in Kansas heritage, the potential for wide dissemination, the timetable for project completion, and the qualifications of the applicant. The deadline for applications is April 1, 1995, for projects to be completed in the fiscal year from July 1, 1995, to June 30, 1996. Additional information and application forms may be obtained from David A. Haury, Assistant Director, Kansas State Historical Society, 120 W. 10th Street, Topeka, Kansas 66612-1291, (913) 296-3251.

continued on page 26

Archival Outlook — March 1995
American Heritage Center Travel Awards
The American Heritage Center at the University of Wyoming is offering travel grants to be used by scholars during 1995. 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 performing arts. For further information and an application, contact: The American Heritage Center, University of Wyoming, P.O. Box 3924, Laramie, Wyoming 82071. The application deadline is April 15, 1995.

Kress Conservation Publication Fellowships
The Foundation of the American Institute for Conservation of Historic and Artistic Works announces the availability of Samuel H. Kress Conservation Publication Fellowships to increase the written body of knowledge available for the conservation field. For more information, contact FAIC, 1717 K Street, N.W., Suite 301, Washington, D.C. 20006, (202) 452-9545.

Fulbright Professional Archivist Award
The Fulbright Commission in London announces the availability of an award for an archivist to assist the Memorial Trust of the Second Air Division (8th Air Force) to develop the replacement of the 2nd Air Division Memorial Library in the new Norwich Central Library. The Professional Archivist Award is designed for applicants who hold an M.L.S. and are experienced in archival work. The person selected for the award will help develop a collection of materials to replace books, records, and war-time memorabilia relating to more than 6,000 American airmen based in the Norfolk/Suffolk area who were killed between 1939 and 1945. The original materials in this collection were destroyed in a fire in August 1994.

The application deadline is August 1, 1995. For an application, contact e-mail we6@ciesnet.cies.org or phone (202) 686-7878 or write the Council for International Exchange of Scholars, 3007 Tilden Street, N.W., Suite 5M, Washington, D.C. 20008-3009. Please indicate your interest in the Norwich award so that special supplementary materials can be sent to you.

ATTENTION STUDENTS:

MAC Minority Scholarship
The Midwest Archives Conference (MAC) is soliciting applications for its Scholarship for Minority Students in Archival Administration. The scholarship is designed to provide professional assistance to minority students pursuing graduate education in archival administration and to encourage greater ethnic diversification in both MAC and the archival profession.

Applicants must be students of African, Asian, Hispanic, Native American, or Pacific Islander descent and enrolled in a graduate, multi-course program in archival administration listed in the SAA Directory of Archival Education, or accepted into one of these programs for the next academic year. Applicants must have a grade point average of 3.0 or higher (on a 4.0 scale) in their most recent academic program.

For more information or an application, contact Eric Pumroy, Special Collections and Archives, IUPUI University Libraries, 755 W. Michigan Street, Indianapolis, Indiana 46202, (317) 274-0464. The deadline for applications is April 1, 1995.

Library of Congress Junior Fellows Program
The Serial and Government Publications Division of the Library of Congress offers academic fellowships to qualified college juniors, seniors, and graduate students in a program designed to increase knowledge and use of the Library’s collections throughout the nation; to help the Library inventory, chronicle, and make available previously unexplored materials; to give selected fellows an opportunity to explore the Library’s unique collections; and to expose fellows to the challenging career opportunities available at the Library of Congress. The Division’s special collections include comic books, current underground newspapers, pulp fiction, a World War II Agencies Collection, Newspaper Bound Volumes Collection, and a collection of classified U.S. government agencies. Inquiries about possible interim projects may be addressed to the Chief, Karen Renninger, or the Head, Periodicals and Government Publications Section, Lyle Minter, Library of Congress, Serial and Government Publications Division, Washington, D.C. 20540.
Report of the Task Force on Sections and Roundtables

The report of the SAA Task Force on Sections and Roundtables, delivered to Council during its January meeting in Washington, D.C., includes 44 recommendations that concern the organization and work of sections and roundtables and their relationship to the structure and functions of the Society of American Archivists. Many of the recommendations concern the fundamental role and activities of these groups within SAA. The recommendations relate specifically to the work of the Committee on Goals and Priorities, the Dues Review Committee, and a proposed task force to evaluate the annual meeting. The report also outlines recommendations for improved performance of existing administrative and leadership functions to further involve sections and roundtables in Society activities.

The Task Force on Sections and Roundtables was established in 1992 to evaluate the structure and role of these organizational components of SAA, to make recommendations to improve their effectiveness, and to remove any barriers to their success. To facilitate its work, the task force, chaired by Paul McCarthy, was divided into three groups—the Subcommittee on Mission and Expectations, the Subcommittee on Governance and Structure, and the Subcommittee on Communications. Task force members met with many sections and roundtables, consulted widely with SAA’s leadership and with many individual members, and discussed their findings in depth. The report of the task force is the result of this effort.

Because of the significance of issues relating to the fundamental role and activities of sections and roundtables, Council established an ad hoc Committee on Organizational Effectiveness to evaluate key recommendations in the context of SAA’s overall organization and governance. This group of four Council members is to report back to Council with recommendations in June. Their analysis and recommendations, along with those of the Committee on Goals and Priorities, the Dues Review Committee, and the Executive Office, will be the basis of discussion within the Society and eventually for action.

SAA members and leaders of sections and roundtables already have made important contributions to the ideas, discussions and recommendations of the task force. Your ideas and comments will continue to be welcome and important elements in the continuing process of evaluating the Society’s structure and activities. For a copy of the report, Susan Fox, Executive Director, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

Blue Ribbon Panel on NII

At the January SAA Council meeting, President Maygene Daniels proposed, and Council passed, the establishment of a Blue Ribbon Panel on the National Information Infrastructure (NII).

The panel’s work will support goals 1 and 3 of the strategic plan. Goal 1 states that SAA will “exert active leadership on significant archival issues by shaping policies and standards, building effective coalitions, and improving public awareness of archives.” Goal 3 states that the Society will “lead the archival profession in advancing electronic records issues and represent the interests of the profession in shaping policies and accepted practices for identifying, preserving, and using electronic records.”

The panel exists for the single purpose of writing a position paper encapsulating key archival concerns and interests in NII, and is scheduled to complete its work by May 15, 1995. The paper will be written with the intention of being broadly publicized so that it can be used and adapted by the archival community and its members as they seek, collectively and individually, to affect development of public policy.

The panel will be composed of Tom Hickerson (chair), Peter Hirtle, Nancy McGovern, Tom Ruller, Lisa Weber, and Rutherford Witthus. Susan Fox will serve as an ex officio member of the panel.

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ment, subcollection-level description, and indexing. The instructor will focus on using computers as intermediary tools to produce printed guides and indices for patron use, rather than the development of an on-line public catalog; however, the course will suggest strategies to increase the value of the data through mediated queries and future migration to a fully automated catalog.

Participants will assess their existing processing and reference activities to see how manual systems might be automated and will refine their policies and procedures for successful automation.

The course will emphasize the problems of intellectual content (data form and organization) over programming techniques, and will not be oriented toward any single software package. Through readings, lecture, group discussion, and exercises, participants will explore a variety of techniques for using most off-the-shelf database packages. Participants will learn how to evaluate which software best meets their needs and how to use that software to best advantage.

The instructor will be Richard Pearce-Moses of the Heard Museum, Phoenix, Arizona.

★ Case Studies in Appraisal: An Advanced Seminar August 29, 1995
Archivists who undertake this most difficult of archival responsibilities know well that successful appraisals combine a substantial theoretical base with a good deal of real world skill. Participants in this professional discussion will be invited to examine several appraisal case studies from a theoretical and practical viewpoint. Participants will leave the discussion with a fuller appreciation for the range of theoretical options affecting appraisal, as well as a clear sense of the pragmatic practices employed by their colleagues.

Four or more case studies will be discussed, with a preference given to case studies submitted by participants in the workshop. Participants will be asked to read the case studies in advance, think about how they would have approached the problems presented, and come prepared to discuss the issues at hand. The workshop will be oriented toward those archivists who have had experience with appraisal and will be of most benefit to participants who have such a background.

The instructor will be Frank Boles, Director of the Clarke Historical Library of Central Michigan University. Boles is the author of Archival Appraisal (New York: Neal-Schuman, 1991).

★ Management: Getting Things Done When You Are Not in Charge August 29, 1995
Most archivists are not in charge; yet they have the responsibility of managing effective programs. The typical archivist works in an organization, such as a corporation, university, or religious institution, where the primary mission is to provide a service or product that is unrelated to archives. Like accountants, attorneys, and human resources professionals, archivists in these settings are support professionals.

This course will identify the knowledge and personal skills that are most useful in enabling support professionals to build their influence and achieve the goals that they have set for their own programs. Participants of the workshop will:

- gain an understanding of organizational politics and how the archivist can use the system to improve the archival program;
- identify their own leadership styles and potential for adapting the styles to changing circumstances;
- understand the techniques they employ in dealing with people with whom they differ.

The registration fee will include a copy of Getting Things Done When You Are Not in Charge, by Geoffrey M. Bellman (New York: Simon & Schuster, 1992).

The instructor will be Anne P. Diffendal, consultant and former executive director of the Society of American Archivists (1991-1994).

★ Cyberspace for Archivists August 29, 1995
The past few years have witnessed an explosion of interest in the Internet and its cousins in cyberspace. This workshop will introduce novices, persons with moderate computer experience, and the merely curious to how archivists in particular are using the Internet as an information, reference, and outreach tool. Topics to be addressed include:

- an overview of the history and function of the Internet;
- how to get connected;
- an overview of the most common Internet tools, including e-mail, list-servers, gophers, World-Wide-Web, and FTP;
- tips and techniques for accessing resources on the ‘Net’;
- archival “publishing” and outreach on the Internet;
- a discussion of how archivists can use the Internet for reference;
- “netiquette”;
- ethical and legal issues in cyberspace;
- implications for archivists of the emerging National Information Infrastructure.

In all instances, the focus of the discussion will be on how archivists are currently utilizing these tools. Examples of many of the sites will be provided. Participants should leave the workshop with a general understanding of the broad Internet services and ideas for applying the Internet to their archives.

Instructors will be Leon Miller Manuscripts Librarian, Howard-Tilton Memorial Library, Tulane University and Peter Hirtle of the National Archives and Records Administration.

Grant Proposal Preparation August 29, 1995
Participants of this one-day workshop will learn the components of competitive grant applications for individual or consortia projects to establish or develop...
archival programs and to preserve archival materials in all media. The National Endowment for the Humanities (NEH) and the National Historical Publications and Records Commission (NHPRC) are the major funding agencies to be addressed, but the instructors will highlight skills that are applicable to all funding agencies, public or private.

As part of the learning experience, registrants will have the opportunity to critique sample grant proposals, some actual (though anonymous) and some created for the course.

Instructors will be Richard Cameron of the National Historical Publications and Records Commission and Barbara Paulson of the Division of Preservation and Access of the National Endowment for the Humanities.

Security in Archives and Manuscripts Repositories
August 29, 1995

With the forthcoming publication of Protecting Your Collections: A Manual of Archival Security, by Gregor Trinkaus-Randall (SAA, 1995), the issue of providing adequate security is again in the forefront. This workshop is designed to complement the publication and will examine what is stolen, who steals, and the psychology of theft. Through advance reading, lecture, case studies, and discussion, the instructors will present the following ways to avoid theft or loss:

- security policies and procedures that cover staff and researchers;
- storage and reading room design;
- techniques of processing;
- collection management;
- secure exhibition policies;
- security equipment.

A copy of Protecting Your Collections: A Manual of Archival Security is included in the registration fee.

The instructors will be Richard Strassberg of Cornell University and Mary B. Bowling of The New York Public Library.

Washington Beat
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On January 4, Representative Sidney Yates (D-IL) introduced H.R. 100, a bill to authorize appropriations for Fiscal Years '96 and '97 for the National Foundation on the Arts and Humanities Act of 1965. It is most doubtful that the new Congress will allow appropriations to be made without authorization legislation. Without passage of reauthorization legislation, NEH could cease to exist after September 30, 1995. Thus the role of the authorization oversight committees, which have the responsibility for passing reauthorization legislation, are extremely important. The House oversight committee for NEH is the Economic and Educational Opportunities Committee, chaired by Representative Bill Goodling (R-PA), with the Subcommittee on Early Childhood, Youth and Families, chaired by Representative Duke Cunningham (R-CA) taking the lead role on NEH. The Senate oversight committee for NEH is the Labor and Human Resources Committee, chaired by Senator Nancy Kassebaum (R-KS), with Senator James Jeffords (R-VT) chairing the Subcommittee on Education, Arts, and the Humanities. The two appropriations subcommittees are the House Subcommittee on Interior and Related Agencies, chaired by Ralph Regula (R-OH) and the Senate Appropriations Subcommittee on Interior and Related Agencies, chaired by Senator Slade Gorton (R-WA).

The House Appropriations Subcommittee on Interior and Related Agencies held a hearing on January 24 on the National Arts and Humanities Endowments. Reflecting the high visibility of the debate over the future of these endowments, almost all members of the subcommittee attended. In a packed hearing room, five witnesses addressed the basic question of whether there should be federal funding for the arts and humanities. Two former chairs of NEH — Lynne Cheney of the American Enterprise Institute and William Bennett of Empower America — and Edward Delattre of the School of Education of Boston University called for an end of federal funding for the endowments. All three cited examples of what they considered inappropriate grants and stressed that as government downsizes and as new priorities are developed for a smaller budget that there is no longer money to support scholars and artists, who represent elites.

The last two witnesses — actor Charlton Heston and Frank Hodsell, former head of NEA under the Reagan Administration — made strong statements in support of NEA and NEH. Both acknowledged that there had been mistakes, but Hodsdell estimated the mistakes at about one percent, which he said was a much better performance rate than most corporations. Heston refuted the notion that these endowments are for the elite and talked about how NEA had nourished regional theater and brought the arts to ordinary people across the country. If NEH and NEA are abandoned, Heston stated the U.S. would be the only industrial democracy in the world that does not provide support for its culture. In closing, Heston quoted eloquently from Shakespeare to make the point that the arts and humanities are fundamental to the fabric of American life. Hodsdell asserted that arts and humanities are as important to the national life as science and that the National Science Foundation has made mistakes that cost millions of dollars, yet no one suggests that NSF be abolished.
The following new members joined the Society of American Archivists during December and January. Welcome to SAA!

**Individual Members:**

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Barden, John R.</td>
<td>Student</td>
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<td>Jesse Besser Museum</td>
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<td>Burt, Merlín D.</td>
<td>Loma Linda University</td>
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<td>Leo Burnett Company</td>
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**Institutional Members**

- American Association of University Women
- City of Miami, Florida
- DePaul University Library
- Historical Manuscripts Commission - London
- Midland Bank PLC - London
- Newport Historical Society - Rhode Island
- Parliament De Catalunya - Barcelona, Spain
- University of Ghana
- University of Texas at Tyler
Professional Opportunities

HOW TO LIST A PROFESSIONAL OPPORTUNITY

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 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 or by e-mail info@saa.mhs.computer.com.

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

REFERENCE ARCHIVIST
(Tenure-track Position)
Archives of Labor and Urban Affairs
Wayne State University
Detroit, Michigan

Responsibilities: Planning for excellent reference service; coordinating and training staff for reference activities; providing substantial reference service; scholarly productivity and research leading to publication and presentations; outreach related to reference use of the archives; and other reference-related activities.

Qualifications: Graduate degree in appropriate discipline, terminal degree preferred; archival training; and minimum three years experience. Salary commensurate with qualifications and experience. Application: Vita and three references to Margaret Raucher, Walter P. Reuther Library, Wayne State University, Detroit, Michigan 48202, (313) 577-4024. Wayne State University is an equal opportunity/affirmative action employer. All buildings, structures, and vehicles at Wayne State University are smoke-free. Wayne State University — people working together to provide quality service.

PROJECT ARCHIVIST
Civil Rights and Civil Liberties Processing Project
Chicago Historical Society
Chicago, Illinois

The Chicago Historical Society is seeking qualified applicants for the position of Project Archivist for a one-year project, funded by the U.S. Department of Education, to process collections in the archives and manuscripts department relative to civil rights and civil liberties. The project is in the second year of a two-year endeavor that began October 1, 1993, and will run through September 30, 1995, with the possibility of a one-year extension to complete the work of the project. This position is open now. The project archivist will work closely with the archives and manuscripts department staff to appraise, arrange, and describe collections of national and local significance. Preferred qualifications: Master's degree in history, library studies, or related fields; courses and practicums in archival method; two years of archival work experience; excellent writing skills and familiarity with word processing. The ability to work independently and to conceptualize the organization of large collections is important qualifications as well. Familiarity with the USMARC-AMC bibliographic format is desirable, as is knowledge of historical research issues related to civil rights, civil liberties, urban politics, and civic reform.

Salary: $28,000 annually, plus fringe benefits. To apply: Please send letter of application, resume, and names of three references to: Human Resource Manager, Chicago Historical Society, Clark Street at North Avenue, Chicago, Illinois 60614-6099, (312) 642-5035, ext. 310. The Chicago Historical Society is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.

ASSISTANT ARCHIVIST
Iowa Women's Archives
University of Iowa Libraries
Iowa City, Iowa

The Iowa Women's Archives seeks an assistant archivist for a two-year temporary position to identify and collect the papers of African-American women in the state of Iowa and at the University of Iowa. Established in 1992 to collect, preserve, and make available primary source material on the history of women, the archives holds more than 500 linear feet of personal papers and organizational records. Responsibilities: Identify and contact potential donors of materials and arrange their transfer to the archives; conduct or oversee oral history interviews. The position is funded by private donations and corporate grants to the University of Iowa Foundation. Qualifications: Graduate study in archives related fields; courses and practicums in archival method; two years of archival work experience; excellent writing skills and familiarity with word processing. The ability to work independently and to conceptualize the organization of large collections is important qualifications as well. Familiarity with the USMARC-AMC bibliographic format is desirable, as is knowledge of historical research issues related to civil rights, civil liberties, urban politics, and civic reform. Salary: $28,000 annually, plus fringe benefits. To apply: Please send letter of application, resume, and three references to: Human Resource Manager, Chicago Historical Society, Clark Street at North Avenue, Chicago, Illinois 60614-6099, (312) 642-5035, ext. 310. The Chicago Historical Society is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.
Professional Opportunities

administration; library science; history; American, African-American, and women’s history; or a related field. Excellent oral and written communication skills. Archival experience and knowledge of African-American and women’s history is preferred. Candidate must be willing to travel, primarily within Iowa. Salary range: $26,000 - $31,000. Excellent benefits. Application deadline: Applications received by April 15, 1995, will receive first consideration. To Apply: Submit a letter of application, resume, and the names, addresses, and telephone numbers of three references to: Barbara I. Dewey, Director of Administrative and Access Services, University of Iowa Libraries, Iowa City, Iowa 52242, (319) 335-5867. Minorities and women are encouraged to apply.

Three positions
ASSOCIATE DIRECTOR/CONSERVATION DIVISION and CONSERVATORS
Gerald R. Ford Conservation Center Nebraska State Historical Society Omaha, Nebraska
Associate Director/Conservation Division: The Nebraska State Historical Society is seeking an Associate Director/Conservation Division at its Gerald R. Ford Conservation Center. Currently under construction, the Ford Conservation Center is scheduled to open in late summer 1995. Located in Omaha, Nebraska, the Center will offer state-of-the-art laboratory and related support facilities for conducting conservation treatment on paper, textiles, or objects. The Ford Conservation Center is a division of the Nebraska State Historical Society. The Center is designed to serve the conservation needs of the Society, museums, libraries, county and local historical societies, and other public and private clients from across Nebraska and the Midwest. Its operation is supported by significant endowment, fees, and state funds. The Associate Director/Conservation Division will be part of the NSHS senior management team and will report to the Society Director. The person filling this position will manage all aspects of the Center’s operation including budgets, research, scheduling, purchasing and supervision of all Center professional and support staff. The Associate Director/Conservation Division will be expected to have appropriate training, experience, and ability to evaluate and conduct treatments on either paper, textiles, or objects. Strong interpersonal, organizational, and communication skills are necessary. Basic knowledge of electronic data management and experience in establishing and maintaining work schedules is desirable. The ability to provide directions toward the achievement of goals is essential. A valid driver’s license or the ability to provide independent transportation is required. Qualified applicants must have a minimum of a bachelor’s degree and be a graduate of a recognized conservation training program or have equivalent apprenticeship training with at least five years of experience in one of these fields: paper, textile, or objects (archeology, ethnographic or historic). Membership in the American Institute of Conservation is highly recommended. The starting salary range is $34,305 - $48,027 depending on experience and qualifications plus a generous state benefits package is included. Late summer 1995 is the anticipated start date. Conservator (2 positions): The Nebraska State Historical Society is seeking two full-time Conservators to perform treatments of paper, textiles, or objects at its Gerald R. Ford Conservation Center. Currently under construction, the Ford Conservation Center is scheduled to open in late summer 1995. Located in Omaha, Nebraska, the Center will offer state-of-the-art laboratory and related support facilities for conducting conservation treatments on paper, textiles, or objects. The Ford Conservation Center is a division of the Nebraska State Historical Society. The Center is designed to serve the conservation needs of the Society, museums, libraries, county and local historical societies, and other public and private clients from across Nebraska and the Midwest. Its operation is supported by significant endowment, fees, and state funds. The Center’s Conservators will perform treatments and make recommendations for proper storage, care, and exhibition of collections. Successful applicants will possess strong communication skills and the ability to prepare various reports relating to the objects being treated. A valid driver’s license or the ability to provide independent transportation is required. Qualified applicants must have a bachelor’s degree and be a graduate of a recognized conservation training program or have equivalent apprenticeship training with at least five years of experience in one of these fields: paper, textiles, or objects (archeology, ethnographic or historic). Strong interpersonal, organizational, and communication skills are necessary. Basic knowledge of electronic data management desired. Membership in the American Institute of Conservation is highly recommended. Salary range is $25,688 - $35,963 depending on experience and qualifications plus a generous state benefits package is included. Early fall is the anticipated start date. To apply for any of the three positions, please send cover letter, resume, and State of Nebraska Application for Employment form to Nebraska State Personnel, P.O. Box 94905, Lincoln, Nebraska 68509. Application forms available from Nebraska State Personnel. Cover letters should be addressed attention Tony Schmitz. For more information contact Tony Schmitz at (402) 471-4761, TDD (402) 471-4693.

DATA ARCHIVIST
Indiana Universities Libraries Bloomington, Indiana
The Indiana University Archives is the repository for the central university administration and the Bloomington campus and is among the oldest and largest university archives in the U.S. The archives is located in the university administration building and is administered as part of the library system. The data archivist oversees daily operations and assists in the development of policies and procedures for a two-year, NHPAC-funded project designed to establish archival requirements for Indiana University’s electronic records. Major responsibilities include defining and implementing appraisal methodology and recommending retention requirements for electronic records; defining elements of a descriptive system for IU’s electronic records which meets archival require-
ments; assisting in development of policies and procedures for accessing IU's electronic records; developing maintenance schedules and identifying mechanisms for implementing the preservation process. **Qualifications:** Bachelor's degree; one or more years of data management and/or records management experience; excellent interpersonal, oral, and written communication skills. **Preferred:** M.L.S. or M.A. degree; graduate-level course work and/or archives administration experience. **Available:** May 15, 1995. **To apply:** Send application letter, resume, and names and addresses of four references to Marilyn Shaver, Personnel Officer, Main Library C-201, Indiana University, Bloomington, Indiana 47405. Phone (812) 855-8196. Application review begins March 1, 1995, and continues until position is filled. Competitive salary commensurate with qualifications and experience. AA/EOE.

**ASSISTANT ARCHIVIST**
(Librarian I Archival/Manuscript Specialist)
**MIT Libraries**
**Cambridge, Massachusetts**
Under direction of Associate Archivist, shares responsibility for operations of Institute Archives. Accessions, appraises, arranges, describes, and preserves archival and manuscript materials. Performs historical research to appraise, organize, and describe collections and prepare finding aids. Catalogs collections and prepares MARC-AMC format automated record worksheets according to AACR2 standards. Serves on reference desk and answers reference letters. Assists patrons with use of collections. **Qualifications:** Bachelor's degree and archival training required. In addition, one of following required: ALA-accredited M.L.S. (for Librarian I appointment); graduate degree in history with archival specialization; or one of these graduate programs in progress, combined with substantive professional experience. At least one year of related work experience required for Archival/Manuscripts Specialist appointment. Experience with bibliographic and research techniques required, as is ability to communicate clearly in writing, to work systematically and carefully, and to respect confidentiality of records. Experience with automated bibliographic systems, and especially with AMC format, desirable, as is some knowledge of physical sciences, computer science or engineering. Final candidates must demonstrate ability to communicate effectively in groups and with faculty, students, and peers. **Hiring Salary Range:** $26,500 - $29,500. Applications received by April 30, 1995, will receive priority consideration. Send complete applications, consisting of cover letter, resume, and names, and addresses of three current references to: Search Committee for Assistant Archivist (SAA), MIT Libraries, Room 14S-216, Cambridge, Massachusetts 02139-4307. MIT Libraries offer excellent benefits, including tuition assistance, a children's scholarship program, and a relocation allowance. MIT is a smoke-free campus. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and ethnic minority candidates.

**ARCHIVIST**
The American School of Classical Studies at Athens
Athens, Greece
Founded in 1881, the ASCSA serves graduate students and senior scholars from 148 affiliated U.S. colleges and universities as their base in Greece for research and study in history and monuments of Greek civilization. **Responsibilities:** Appraise, process, catalog, and maintain collections of archives, manuscripts, photographs, and artifacts. Identify materials needing conservation, develop, implement standards for processing and cataloging, train and supervise assistants, and provide reference services to researchers. **Qualifications:** Required: Graduate degree in archival management or library science with an undergraduate degree in the humanities or liberal arts, or an equivalent combination of training and experience. Fluency in English; knowledge of modern Greek preferable; reading knowledge of at least one additional European language, preferably French. Minimum of one year experience processing or cataloging archival collections. Microcomputer experience. Strong written and verbal communication skills; proven attention to detail; interpersonal skills to work effectively with a wide variety of staff and researchers. **Preferred:** Familiarity with MARC-AMC cataloguing; experience with archival conservation methods; paleographic skills. **Desirable:** Degree in archaeology, Classics, or Greek history. **Salary:** Commensurate with experience. Position open as of July 1, 1995, for three-year appointment with possibility of extension. **Application:** Send letter of application, curriculum vitae, and three letters of reference by May 1, 1995, to "Archivist," American School of Classical Studies at Athens, 993 Lenox Drive, Suite 101, Lawrenceville, New Jersey 08648.

**STATE ARCHIVIST**
South Dakota Department of Education and Cultural Affairs
Office of History
Pierre, South Dakota
**Position Description:** Responsible for planning, coordinating, and directing a comprehensive program of archives and management. **Example of duties:** Supervises and manages an archival collection; appraises and acquires archival records, manuscripts, and library materials; supervises staff of 7+ employees; provides research assistance and reference services for the general public and government agencies and officials. **Education and experience:** Master's degree in American history, library or information sciences, or a related field; and two years of professional and administrative archival experience. Knowledge of archival methodology; conservation techniques and methods; microfilm standards and procedures; and records management techniques and principles. Ability to catalog original archival and manuscript materials; plan and coordinate program activities; and supervise. **Salary:** $27,289.60 - $30,700.80 depending upon experience, plus state benefits. **Closing date:** April 14, 1995. Submit cover letter and resume to South Dakota Department of Education and Cultural Affairs, Judy Harens, Personnel Officer, 700 Governor's Drive, Pierre, South Dakota 57501. Phone (605) 773-3716. AA/EOE.
DIRECTOR
Immigrant City Archives
Lawrence, Massachusetts
Immigrant City Archives, Historical Society of Lawrence, Massachusetts, seeks full-time director to manage operations. Advanced degree in related fields and administrative experience desirable. Send letter and resume to Eartha Dengler, Immigrant City Archives, P.O. Box 1638, Lawrence, Massachusetts 01842.

PROJECT ARCHIVIST (temporary)
University of California-San Francisco
San Francisco, California
The University of California-San Francisco seeks applications for a temporary position as a project archivist to plan, acquire, and administer the collection of records that document the tobacco control movement in California. This will be a temporary, part-time (50%) academic appointment for two years. Salary: $29,532-$37,800. Qualifications: ALA-accredited master's in archival administration, library science, or history, with course work in archival administration and records management; experience in appraisal, description, reference, and preservation practices; familiarity with desktop and library automation. Address letter of application with resume and the names of three reference to: Janice Zeppa, Human Resources Coordinator, Library Box 0840, San Francisco, California 94143-0840. AA/EOE.

PART-TIME ARCHIVAL ASSISTANT
National Society Daughters of the American Revolution
Washington, D.C.
Immediate opening to assist archivist with maintenance of archives of major women's organization and a manuscript and rare book collection of early Americana. Responsibilities: Accessioning, computerized cataloging, processing and exhibits. Qualifications: M.A. in history or B.A. in history and M.L.S.; knowledge of American history; one or two years archival/manuscript experience; typing and computer skills; knowledge of WordPerfect preferred. Part-time position, 21 hours a week. Please send resume including current salary requirements to: Human Resources Director, National Society Daughters of the American Revolution, 1776 D Street, N.W., Washington, D.C. 20006-5392.

ARCHIVIST
United National High Commissioner for Refugees
Geneva, Switzerland
The United Nations High Commissioner for Refugees (UNHCR) with headquarters in Geneva and offices throughout the world, seeks a qualified, experienced archivist for its headquarters in Geneva. The incumbent will be responsible for the headquarters archives and records management program, which includes the coordination of records management at distributed information centers, development and management of an Archives and Records Center (ACR) at headquarters and provision of training and technical assistance for staff. The incumbent will be expected to develop policies, guidelines, and procedures on archives and records management, acquire and inspect archival material in electronic, paper, and audiovisual formats, both in Geneva and at more than 120 offices throughout the world. Evaluation of equipment hardware, PC-based software, preparation and control of regular and project budgets for the ARC, and the day-to-day management of a dispersed team of staff will be included in these responsibilities. Minimum requirements: Advanced university degree in the social sciences, preferably history or political science, with at least ten years of progressively responsible relevant experience in modern archives/records management functions. Familiarity with current trends in these fields, as well as a thorough knowledge of their methodologies. The position requires knowledge of and experience in office automation and electronic records management and a willingness to undertake frequent missions to UNHCR field locations. Fluency in English and French. Other languages an asset. UNHCR offers competitive international salaries, benefits and allowances. Applications with full curriculum vitae, including salary history, birth date and nationality should be sent to: Chief, RCMS, UNHCR, Case Postale 2500, 1211 Geneva 2 Depot, Switzerland, before March 17, 1995. Fax (41.22) 739-8475. UNHCR encourages qualified women to apply. Applications in response to the advertisement in the November 1994 Archival Outlook need not reapply, they will be taken into consideration.

CURATOR OF PHOTOGRAPHS
San Diego Historical Society
San Diego, California
Curator for a collection of over two million images. Immediate opening for department head responsible for the day-to-day administration of the photo archives; to initiate the MARC cataloging of photographs on the archives online catalog system; direct conservation projects and supervise department budget. Significant experience with the preservation of historic photographic materials is required; training in archival practice including cataloging experience with the USMARC format; experience and understanding of DOS applications, CD-ROM, and digital imaging; administrative and supervisory experience; outstanding communication and interpersonal skills necessary. B.A. in relevant subject required, ALA-accredited M.L.S. or subject graduate degree preferred. Salary commensurate with experience. Send letter of interest and resume with three references to Photo Archivist Position, San Diego Historical Society, P.O. Box 81825, San Diego, California 92138.
**DIRECTOR**

**Archives and Records Management**

Syracuse University seeks applications from creative, experienced individuals for appointment as Director of the University Archives and Records Management Program. Under the general direction of the Executive Assistant to the Chancellor/Secretary to the Board, this position is responsible for administering the combined University Archives and Records Management Program. The position holder formulates, administers and evaluates policies, procedures, and budgets to establish effective control over the maintenance, public services, retrieval, protection, retention, preservation or destruction of all University records in accordance with University operating needs, and accepted archival and records management principles and techniques.

General responsibilities include: Administering the functions of the University Archives to insure that records of evidential, historical and informational value are appraised, acquired, maintained, processed, preserved, secure and available for use. In addition, candidate will also administer a comprehensive Records Management Program that controls records throughout their life cycle, including electronic records.

The position holder will be responsible for supervising one full-time assistant plus student assistants; working with individuals at all levels within the University to create retention and disposition schedules; establishing intellectual and physical control over noncurrent and archival records; providing timely and correct information on request at the lowest possible cost; consulting, informing, and interacting with the University Archives and Records Management Advisory Committee; serving on the Data Administration Committee; educating members of the University Community on records issues through workshops, training sessions, publicity releases, gopher entries and one-on-one interviews.

Minimum qualifications include a Master's degree in a relevant discipline or equivalent combination of education and experience, and at least 5 years of experience as an Archivist or Records Manager. In addition, candidate must also have the ability to communicate effectively orally, and in writing. Strong interpersonal, organizational, and computer skills required. Previous experience in a college or University preferred. Certification as a CA or CRM desirable.

This is a twelve-month appointment available August 1, 1995. Standard benefits include TIAA/CREF retirement plan. Salary commensurate with qualifications and experience. Please send resume, cover letter, salary requirements, and the names, addresses and telephone numbers of three references by April 17, 1995 to: Syracuse University, Office of Human Resources, Skytop Office Building, Syracuse, NY 13244. Syracuse University is an Equal Opportunity/Affirmative Action Employer.

**ARCHIVIST**

Morrisstown National Historical Park
Morristown, New Jersey

National Park Service unit with 25,000 volume research library and 100,000 manuscript archive covering Colonial and Revolutionary War and history. **Responsibilities:** Reference services; arrangement and description; finding aids; cataloging; interlibrary loans; collection development; conservation of papers and books; exhibits and publications. **Requirements:** ALA-accredited M.L.S. or M.A. with archival emphasis and/or archival experience; knowledge of OCLC, MARC, AACR2, LCSH. **Salary:** GS-9 ($30,613). **Benefits:** Vacation and sick leave; health and retirement plans. For application materials and information contact Park personnel office prior to March 22, 1995. Telephone (201) 539-2016; fax (201) 539-8361.

**INTERN**

Mystic Seaport Museum
Mystic, Connecticut

Ten-month temporary, entry-level archival museum position in the Ships Plans Division of Mystic Seaport Museum. For an NEH-funded project to rehouse and microfilm the W.P. Stephens plans and papers collections at Mystic Seaport. $1,286 per month stipend. For more information, please contact Ellen Stone, Ships Plans Collections Manager, at (203) 572-5360. Send resume to the Human Resources Department, Mystic Seaport Museum, 75 Greenmanville Avenue, P.O. Box 6000, Mystic, Connecticut 06355-0990. Mystic Seaport Museum is an AAM-accredited institution.

**ARCHIVES ADMINISTRATOR**

As the largest physician member organization in the country, the American Medical Association is dedicated to helping physicians provide the highest quality of care. An outstanding position is available at our downtown Chicago headquarters.

You'll collect, analyze and maintain primary source materials related to AMA governing bodies and subdivisions, develop and maintain a data base and information retrieval system, ensure recordkeeping statutes/regulations are met, assist in staff training and implement collection procedures. We require a high energy individual with an academy of Certified Archivists certification, a related advanced degree, proven computer literacy, solid interpersonal skills and the ability to work independently.

In return, we provide an attractive salary commensurate with experience as well as comprehensive benefits. Forward your resume to: Division of Placement, Dept. ELP-2809-IDC, AMA, 515 N. State Street, Chicago, IL 60610, EOE.

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THANK YOU FOR YOUR SUPPORT!

The Society of American Archivists' sixth annual giving campaign rallied support for the Minority Student Award, which is in the second year of its existence. In addition, many members also donated to SAA with their regular dues payments. As of February 17, more than 100 people had made nearly $5,200 in donations to SAA.

Fifty-one percent of the gifts 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 post-secondary 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.

The Society expresses its gratitude to all contributors for their munificence. Contributors in fiscal year 1994/95 include those listed at right:

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