We’ve Come a Long Way, Babe!

Babe Didrikson (second from right) gained her most enduring fame in golf and track and field, but she also competed in basketball, baseball, pocket billiards, tennis, diving, and swimming, at a time when few women made their living playing sports. At the 1932 Olympics, Babe set world records in the 80-meter hurdles, the javelin throw, and the high jump. During a break in the games, she was challenged to a round of golf by sportswriters Grantland Rice, Paul Gallico, Westbrook Pegler, and Braven Dyer, sports editor of the *Los Angeles Times*, pictured above flanking Babe, at the Brentwood Country Club, Los Angeles. Rice had lavishly praised Babe in print as the “greatest athlete of all mankind for all time.” Her powerful swing, low scores, and showmanship dramatically changed women’s golf. A founder of the Ladies Professional Golf Association (LPGA), Babe is generally considered the greatest woman athlete in sports history. *Courtesy of the archives of The Sporting News, St. Louis, Missouri.*

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  - In the National Arena: SAA’s Role in the Selection of an Archivist of the United States

- **Pages 10-11**
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**Realize YOUR potential as an archivist!**

Join SAA and participate in a national organization devoted to providing the professional, educational, and technical resources you need to achieve your goals.

☐ Yes, I am interested in membership.

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INSTITUTION:

MAILING ADDRESS:

CITY, STATE  ZIP:

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Please return this form to:
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

In the past weeks you probably have read of President Clinton’s nomination of Governor John Carlin as Archivist of the United States, of massive opposition to the nomination, and of Governor Carlin’s eventual confirmation by the Senate. You may be interested to know more of your Society’s role in this process.

Some background may be in order. More than two years ago when the position of Archivist of the United States first became vacant, your Society identified selection of a qualified archivist as a key professional issue. The first goal of SAA’s strategic plan states that we are to “exert active leadership on significant archival issues by shaping policies and standards, building effective coalitions, and improving public awareness of the value of archives.” In keeping with this goal, SAA developed with NAGARA (National Association of Government Archives and Records Administrators) a joint statement of qualifications appropriate for an Archivist of the United States (Archival Outlook, May 1993, page 5).

The Society’s leaders also sought to identify individuals for the position and to communicate these names to the White House. Over time, a number of individuals emerged as possible candidates for the position, and SAA Council developed procedures for meeting with them and evaluating their qualifications. Overall, the Society considered nine candidates and found seven to be qualified. All of this has been reported before in Archival Outlook and is familiar to you.

Last winter the name of former Kansas Governor John Carlin emerged as a possible candidate. Following established practice, three council members—Karen Benedict, Susan Davis, and Tim Ericson—traveled to Lawrence, Kansas, to meet with him. The Council members emerged from this meeting deeply concerned that Governor Carlin knew very little about archives and had few of the qualifications that the Society had identified as necessary to effectively lead the agency.

At the same time, the three members of Council learned that Governor Carlin’s career had been largely in politics and indeed included an unsuccessful race for Congress in November 1994.

The National Archives and Records Administration Act of 1984 provides that “The Archivist shall be appointed without regard to political affiliations and solely on the basis of the professional qualifications required to perform the duties and responsibilities of the office.” Governor Carlin’s lack of professional qualifications and his strong political credentials seemed to make him particularly unsuitable to serve as Archivist of the United States. Thus SAA Council voted unanimously to find Governor Carlin unqualified for the position of Archivist and to communicate this finding to the White House. SAA also continued to monitor developments and to offer the White House its assistance in identifying qualified candidates.

In early May the situation changed dramatically as Governor Carlin emerged as the leading candidate for the position. At this point the White House personnel office sought a meeting with a representative of your Society. At this meeting the White House learned again of our opposition to Governor Carlin’s nomination and the reasons for this opposition. The White House also held meetings with representatives of the Organization of American Historians and the American Historical Association who also voiced their opposition to Governor Carlin’s candidacy.

The next day, May 5, President Clinton nominated Governor Carlin to be Archivist of the United States. With Senate majority leader Robert Dole of Kansas backing the nomination, confirmation hearings quickly were scheduled for May 23.

In the brief days before the hearing, the Society of American Archivists worked forcefully in coalition with other archival and historical organizations to bring key concerns relating to the nomination to public attention. In the end, however, the resulting public outcry was insufficient to stop the nomination. On May 25, the Senate confirmed Governor Carlin as Archivist of the United States.

Although the Society failed in its principal objective, in many other ways its efforts were remarkably successful. SAA was able to bring national attention to the critical issues relating to the nomination. Newspapers and radio stations throughout the nation reported on the nomination and on the widespread opposition. Numerous editorials appeared opposing the nomination and other professional organizations added their voices to ours. Equally important, concerns raised in this public debate were echoed in probing questions during the Senate confirmation hearings. The Society had a voice in the hearings as Council member Susan Davis presented a compelling explanation of our profession’s concerns. Her testimony appears on pages 6-7 in this issue of Archival Outlook.

Within the Society, we gained new experience and confidence in our national role. Following our strategic plan, the Society was able to develop a well-supported position on an issue of major importance to the profession and to the nation. Although in the end White House staff chose not to agree with our findings, they sought our comments. The Society was able to ensure that its concerns were well known to the archival and professional community, to the press and the public, and on Capitol Hill. The Society was able to work effectively in coalition with a significant number of related organizations and to ensure that the discussion remained focused on issues of principle rather than personality.

SAA now will seek to work with Governor Carlin and to provide every possible assistance as he begins to learn about archives and to exercise his responsibilities for the National Archives. We have written to invite him to join this organization. Members of Council are

continued on page 30

Archival Outlook — July 1995 3
Annual Meeting Opportunities

I want to tell you about two opportunities you should not miss at this year's annual meeting at the Hilton and Towers in Washington, D.C., from August 28-September 3.

The first is the Leadership Forum, which takes place on Wednesday, August 30, from 3:00 p.m. to 6:00 p.m. This will be SAA's third Leadership Forum (don't be fooled by the title, we encourage all interested SAA members to attend) and it will set the stage for revision of SAA's strategic plan, Leadership and Service in the 1990s.

Prior to the meeting we are sending out “homework packets” asking participants to vote for their top three priorities among the strategic plan’s objectives either in process or not yet accomplished. We provide the ballot. By doing so, you will help set the stage for small group discussions. The objectives which receive the highest number of votes will serve as the basis for discussion and brainstorming about how best they can be achieved.

We are also asking participants to describe any new objectives which should be included in the next strategic plan. Although these will not become part of the Leadership Forum discussions, it is important to know what you consider of value and priority as we update and revise our direction for the second half of the 1990s.

If you wish to participate and have not received a mailing, please contact me in the Chicago office. I will send you the background materials and the ballot. Also, if you are unable to attend, but still wish to register your list of priorities, please contact me as well. The goal here is to receive as much feedback as possible so that the end result represents the broadest segment of the Society.

The second opportunity you should not miss is a session I will conduct entitled “How to Get Things Done in SAA,” which takes place on Saturday, September 2, from 1:00 p.m. to 2:00 p.m. SAA is a constantly changing organization, and figuring out how to be a most effective advocate for your group and your ideas can seem daunting at times.

There are many ways the Chicago office can help ease your way. I will give you the tools and strategies to make best use of your valuable time and effort. Also, this session is as much a dialogue as it is a presentation, while I will share with you how best to pursue your interests. I will also be listening carefully to your concerns and seeking your input on how to better enable your work and activities within SAA.

Often we think of leaders as elected officers or chairs, or even those who are most vocal. However, leadership is also personal communication and effectiveness, two qualities that help us in our lives every day. With these two sessions we are reaching out to you and for you in order to help you help us, which in turn makes you, SAA and the profession winners one and all!
Visit our display booth at the Annual Meeting in Washington, D.C., 1995

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On May 23, 1995, Council member Susan E. Davis, representing the Society of American Archivists, testified before the Senate Committee on Governmental Affairs regarding SAA's opposition to John W. Carlin's nomination as Archivist of the United States. A transcript of her testimony follows.

Carlin was confirmed by the Senate on May 25 and, on May 31, he was sworn into office. See related articles on pages 3 and 21.

My name is Susan E. Davis. I have been an archivist for over 20 years. I am currently the assistant state archivist of Wisconsin. I am also an elected member of the governing council of the Society of American Archivists (SAA), the national professional association, representing over 3,900 individuals and institutions concerned with identification, preservation, and use of records of historical value. I would like to thank the committee for allowing me to testify.

I am here today representing the Society of American Archivists. Our opinion is shared by 14 other archival and professional organizations including the Midwest Archives Conference, the Mid-Atlantic Regional Archives Conference, the Kentucky Council Archives, and the Society of Maine Archivists. My purpose is to express our strong opposition to the nomination of John W. Carlin as Archivist of the United States.

The Society did not come to this opposition lightly. Over the past two years many candidates have been considered for this important post. Archival and historical organizations have given high marks to several of these candidates. We are very disappointed that in the end, President Clinton has chosen to nominate the one candidate who is strongly opposed by all the relevant professional organizations. The Archivist of the United States must be an individual who can ensure the integrity of federal records. We do not believe Governor Carlin is prepared to meet this challenge.

In March 1993, shortly after the Archivist's position became vacant, SAA and the National Association of Government Archives and Records Administrators (NAGARA) adopted a "Joint Statement on Selection Criteria for Archivist of the United States." It focused on seven areas of knowledge and expertise crucial to the successful performance as Archivist. The Society of American Archivists also developed policies and procedures for assessing prospective candidates. These criteria were intended both as a statement of principle and also as benchmarks that the White House could use during the search for a qualified candidate.

In accordance with those guidelines, I and two of my colleagues met with Governor Carlin in his office in Lawrence, Kansas, on February 22, 1995. We concluded that Governor Carlin did not meet those qualifications. Our opinion is shared by all of the major historical and archival organizations in the country. The unanimity of the professional organizations' opposition to Governor Carlin's candidacy signals their absolute agreement that this nomination is essentially the political nomination of a individual lacking the legal qualifications essential to perform credibly the functions and duties of Archivist of the United States.

The National Archives and Records Administration Act of 1984 provides that "The Archivist shall be appointed without regard to political affiliations and solely on the basis of the professional qualifications required to perform the duties and responsibilities of the office." This point was reinforced in the Conference Report on the National Archives and Records Administration Act of 1984. In that report, you yourself, Mr. Chairman [William Roth (R-DE)], stated that "the conference agreement recognizes the need for the Archivist to be a dedicated professional in the field of archival matters, the treatment of historical records and in records management procedures."

In that same report, Senator Mathias said: "The conferees intend that he or she be an officer performing professional archival and records management functions insulated from the political orientation and pressure of a particular administration."

The law is written to guard against the appointment of someone whose resume suggests a combination of weak professional credentials and strong political loyalties. This very concern forms the basis of our opposition to Governor Carlin.

Governor Carlin's supporters say that anyone with managerial skills alone has the essential qualifications to be Archivist of the United States. To say this is to say that the Surgeon General need not be a doctor, or that the Attorney General requires no legal background. The Archivist of the United States must also have appropriate professional knowledge to perform the key tasks. The law is clear on this point.

The next Archivist must address both the management challenges at the National Archives and the critical challenge of preserving the nation's archival record in today's rapidly changing electronic information environment. He or she must understand the complexities of government information, the technological, legal, and administrative components of managing records in the information age, and the
role of the National Archives in documenting federal policies, programs, and actions. Without the requisite professional background, the incumbent will be unable to speak with credibility. He or she will not be equipped to independently evaluate the advice of deputys and ask the hard questions. The Archivist would thus be vulnerable to whichever interest group was loudest and most persistent.

When we interviewed Governor Carlin, we found that he did not have a clear understanding of the mission and responsibilities of the National Archives. He spoke in vague generalities and could neither respond to our questions nor even articulate reasons for wanting to be Archivist. In the more than two months that had passed between his White House interview and his subsequent interview with SAA, he made little or no effort to learn about the agency he was being recruited to lead. He stated to us that he felt that he did not need to know anything about archives to lead the agency. Then he drew the parallel that, after all, he had not needed to know anything about superconductivity to serve in his current capacity as CEO of Midwest Superconductivity.

It is clear that Governor Carlin lacks the professional expertise requisite for the position. More seriously, we believe that Governor Carlin would be a political appointee who would further politicize the Archivist of the United States, with serious long-term danger to the integrity of the nation's history. It is true that the National Archives needs an able spokesperson who can work well with the legislature and the White House. What the National Archives does not need is a leader who views the interests of the president and Congress above taking a professional and nonpolitical view of the information and records management needs of the people who elected the president and Congress. Governor Carlin expressed to us quite plainly his view that the Archivist's first responsibility was to the interests of the president and Congress.

Relevant to this point is the fact that the Presidential Records Act of 1978 permits the destruction of presidential records only if "the president obtains the view, in writing, of the Archivist concerning the proposed disposal of such presidential records." The previous Archivist signed an agreement with President Bush to relinquish control over presidential records. This agreement has been overturned in federal court. The fact that the Clinton administration has joined President Bush in appealing the decision underscores the need to have a completely independent, unbiased Archivist, who will make decisions in the best interests of the American people.

The nomination of Governor Carlin as Archivist clearly violates the law calling for a non-political, qualified archivist. Governor Carlin's candidacy is based on his personal connections to the Clinton administration and his years in elected Democratic office. His endorsements by other politicians — and not the relevant professional organizations — is further evidence of the purely political nature of his support. The very emphasis on these connections with individual politicians and members of Congress is in direct violation of the intent of the enabling legislation for a independent national Archives.

The opposition to Governor Carlin is not based on our desire to have "one of our own" in the position of Archivist. It is his political background and his lack of understanding of the critical archival issues that motivate us.

In 1984 Senator Eagleton stated, "The conferees of the House and Senate want to provide as much insulation from partisan political pressures for this office as possible. The history of this office is replete with instances of threatened removals of the Archivist for purely political reasons. The professional public duties of the Archivist are to assist agencies in setting up their records systems and managing and storing them, in determining what constitutes a federal record, in approval of the disposition of agency records, in transferring permanently valuable records to the archives, in preserving them and making them available to federal agencies, scholars, and other public and private users."

In light of what has transpired in the last decade, the ongoing saga of the Nixon Papers, the Bush electronic records, Iran Contra, these issues are more important than ever.

Let me sum up. The enabling legislation requires the appointment of a non-political professional; what we are being offered is a nominee who is political and nonprofessional. Governor Carlin is not qualified to be Archivist of the United States.

On behalf of the Society of American Archivists I ask that you enforce the sound requirements you placed into law ten years ago by recommending against the nomination of John Carlin as Archivist of the United States.

Thank you very much for giving me the opportunity to speak today.
What Council Did . . .

At its June meeting in Chicago, the Council of the Society of American Archivists:

- accepted the report of the Task Force on Electronic Records Strategies, chaired by Lisa Weber, concerning the Society's role in responding to the challenges of electronic records;
- approved a position statement concerning archival issues in the National Information Infrastructure, which was written by a special task force chaired by Tom Hickerson (see right column);
- approved SAA’s membership in the Coalition for Networked Information (CNI);
- agreed to join the National Initiative for a Networked Cultural Heritage (NINCH);
- established a Task Force on Organizational Effectiveness to be appointed by Vice President Brenda Banks;
- accepted the report of the Task Force on Congressional Relations, chaired by David DeLorenzo, and referred the report to the Task Force on Organizational Effectiveness for action;
- accepted Publications Board guidelines and thanked the board for its good work;
- adopted a letter drafted by Tim Ericson to William Galvin, Massachusetts Secretary of State, regarding dismissal of the state archivist as a statement of policy regarding the qualifications of archival leaders;
- adopted the FY’96 budget;
- approved use of monies from the Equipment Reserve Fund and the Margaret Cross Norton Fund to upgrade computer equipment in the Chicago office;
- elected Tim Ericson as member of the Executive Committee beginning in September 1995;
- appointed Karen Benedict and Tom Hickerson to the Nominating Committee;
- selected Tim Ericson as Council Liaison to SAA student chapters beginning in September 1995; and
- selected Pittsburgh as the site for the 1999 annual meeting.

Critical Archival Concerns and Interests in the Development and Implementation of the National Information Infrastructure

A Statement Adopted by the Society of American Archivists June 4, 1995

GENERAL PRINCIPLES

Archives are an essential component of our cultural heritage and are fundamental to our understanding of our nation, our values, and our identity.

Access to archives enables citizens to hold governments at all levels accountable and responsible for their actions, and ensures that the rights of citizens and obligations of governments are upheld.

STATEMENT OF INTEREST

Archivists have primary responsibility for the identification, preservation, and accessibility of those documents necessary to provide an accurate record of the goals, actions, and achievements of the nation, its institutions, and its citizens. Computers and telecommunications technologies are dramatically changing the manner in which individuals and organizations communicate and conduct business and the way in which records are created, stored, and disseminated.

The National Information Infrastructure (NII) is central to the development of this new information paradigm and will radically alter the manner in which records are communicated and used. The nature, composition, and administration of NII is of critical interest to the archival profession, and this statement reflects the centrality of these developments to the future of records preservation and use. Therefore, the Society of American Archivists, the largest and oldest association of archivists in the United States, representing more than 3,000 individuals and 500 institutions, does herein state those concerns deemed essential in the further development and implementation of the NII.
ARCHIVAL CONCERNS

1. Archival resources should be broadly accessible via the NII.

   A. Archival resources include governmental, institutional, and corporate records, manuscripts, and personal papers. Such resources may be created digitally or be digital copies of records created in other media.¹

   B. Archival resources also include information describing records and specifying their physical and/or electronic location.

   C. Networked information discovery and retrieval tools should be developed that can fully exploit the value of archival resources on the NII. Those tools should convey the origin and original purpose for creating the records.

2. The NII must support the creation and transmission of legally authentic records in order to fulfill its potential as an effective means of communication and an effective support for the rights of citizens.

   A. The NII should incorporate methods that can overcome the transitory and mutable nature of networked records so that authentic records can be identified and maintained.

   B. In our democracy, the availability of certifiable, authentic records is critical to the effectiveness and equitable operation of the judicial process, and other essential elements of governance.

3. The NII should support the capacity for the selection, preservation, and long-term access to records of enduring value.

   A. The NII should incorporate archival methodology and practices to select records for preservation and access over time, based on their legal, fiscal, administrative, or historical value.

   B. The expertise of archivists in the long-term preservation of records should be applied to ensure the availability of the electronic record of today for future generations.

   C. The developers of the NII should draw on archival methodology and practice in identifying and preserving the records created by transactions on the NII.

   D. In the electronic age, it is critical to address the long-term preservation of and access to records at the point of their creation, or the nation risks their becoming inaccessible or lost when their immediate use ceases.

4. The traditional archival commitment to open, fair, and equitable access to records should be an essential element of the NII.²

   A. It is essential that affordable access be provided to records created using public funds.

   B. In making records available on the NII, policies and practices should be implemented that ensure that the privacy rights of individuals are protected.

5. In providing access to archival records through the NII, there should be a fair and equitable balance between the rights of creators and other property owners and the needs of users.³

   A. Fair use concepts and other exceptions to owners’ rights conveyed in the copyright law should continue in the electronic environment.

   B. Mechanisms should be available to allow fair and reasonable compensation for holders of intellectual and other property rights.

   C. Original owners and archival repositories should be acknowledged, and when appropriate, compensated.

Notes


³ "Principles for the Development of the National Information Infrastructure (NII)," by the American Library Association, Archival Outlook, January 1995 (Chicago: SAA) 5.
Capitol Companionship

The Host Committee, on behalf of the hundreds of archivists in the Washington, D.C., area, looks forward to providing hospitality to friends and associates during the 59th annual meeting of the Society of American Archivists, August 30-September 3 at the Hilton and Towers. The nation’s capital is lively, cosmopolitan, diverse, sophisticated, neighborly, exciting, inviting, and delicious, and it may be hot and muggy for the meeting. You’ll love it!

The Host Committee this year has significantly expanded the “Host Desk.” Not a substitute for the Hilton’s concierge services, the Host Desk will strive to assure that your stay in Washington, D.C., will be enjoyable. The Host Desk will be a repository of information about transportation, restaurants, weather, and the neighborhoods adjacent to the hotel and scattered throughout the city.

Want to know if a certain kind of cuisine is available? Ask the Host Desk. Need to visit a friend but don’t know how to get there? Come to the Host Desk. Want to find the nearest grocery store or drug store? The Host Desk can direct you. Want to know how much a taxicab ride to the Library of Congress would cost? Find out at the Host Desk. The committee has at its fingertips materials about Washington, D.C., to supplement those in your program and registration packet. For instance, Washington, D.C., has far too many good restaurants to comprehensively list them in your packet of materials. Therefore, several published restaurant guides will be available for reference so that you may choose a restaurant by type of cuisine, by neighborhood, by style, and price range. In addition, the Host Committee has created its own guide to restaurants and other neighborhood features which will be included in your registration packet.

Guidebooks to neighborhoods, walking tours, and places to see are also among the information available at the Host Desk. If you have had a chance to examine your full program, you were impressed, no doubt, by the range and variety of the tours and open houses that have been arranged for you. Since the program was printed, the Host Committee has added additional tours, including a Civil War monuments tour and a repository tour of the African Burial Projects. The pocket program will include details on these tours and other possible changes.

The expanded Host Desk will be located next to the registration area. In addition to its informational function, other services will be provided. On August 30, the Host Desk will be open until 8:00 p.m. to facilitate the picking-up of preregistration packets. And there is more! You will be able to sign up for our featured “dinner-with-an-archivist” simply by visiting the desk any time it is open.

The folks at the Host Desk will strive to assure that your stay in the nation’s capital will be enjoyable. Staffed by friendly, knowledgeable people, the Host Desk will dispense the kind of information necessary for a great visit. The Host Committee looks forward to providing a warm welcome to all attendees of SAA’s 59th annual meeting.

For more information about the meeting or a copy of the program, contact Debbie Mills at (312) 922-0140.

The Latest Program Updates

- Session 1W: Please note that Session 1W, Practicum on Preserving and Accessioning Electronic Records, will be held on Wednesday, August 30, from 10:15 a.m. - 3:00 p.m.

- Acquisitions & Appraisal Section

Thursday, August 31, 1995, 8:00 a.m. - 10:00 a.m.

“Crisis at the New York Historical Society: What We Can Learn.” Over the past decade the New York Historical Society has faced increasing deficits and major concerns about its collections care. The result has been several changes in leadership, a major change in institutional direction, and the forced sale of some of its valuable assets—its collection. The session will deal with the sale of collection, the impact of the sale on the Society’s basic mission, and what the future may hold for the Society’s program. The speaker will be Philip Zimmerman who has served as consultant to the New York Historical Society.
• **Description Section**

*Thursday, August 31, 1995, 8:00 a.m. - 10:00 a.m.*

The Description Section is changing its meeting format. This year in Washington, D.C., the section will set aside its committee reports to focus on two presentations demonstrating new and innovative approaches to archival description questions.

One presentation will discuss the use of the World Wide Web as a vehicle for archivists to bring their collections to the attention of traditional and new research and user communities. This presentation will focus on the Michigan Digital Historical Initiative and how it has used the WWW to highlight health-related collections found throughout Michigan to a variety of audiences.

The reports from various committees, which traditionally have been presented at the meeting, will be printed in the section’s newsletter, *Descriptive Notes*, and available through that format to all members. There will be a brief business component of the meeting to discuss any business that needs to be handled at that time. Committee chairs should send their reports to newsletter editor Dan Linke at the Seeley G. Mudd Manuscript Library, 65 Olden Street, Princeton, New Jersey 08544, fax (609) 258-3385, e-mail linke@pucc.princeton.edu.

Though time will likely not permit the newsletter to be printed before the meeting this year, in the future, committee reports will appear in *Descriptive Notes* prior to the annual meeting, allowing section members to raise issues as needed. Specific questions may be directed to section chairman Fred Honhart, University Archives and Historical Collections, Michigan State University, EG-13 Lansing Building, East Lansing, Michigan 48824-1048 (517) 355-2330, e-mail: honhart@pilot.msu.edu.

• **Museum Archives Section Meeting**

*Friday, September 1, 1995, 8:00 a.m. - 10:00 a.m.*

The annual business meeting will precede a short educational presentation and an extended period of time for attendees to help plan the work of the section for 1995-96.

• **Assassination Records Review Board Open House**

*Friday, September 1, 1995, 3:00 p.m. - 5:00 p.m.*

All SAA annual meeting participants are invited to attend an open house of the Assassination Records Review Board at the board’s office in Washington, D.C., at 600 E Street, N.W., on Friday, September 1, 1995, from 3:00 p.m. - 5:00 p.m. (The Board's offices are located only a block and a half from the Judiciary Square stop on the Red Line of Washington's Metro.)

William L. Joyce, board member and a former SAA president, will be on hand, together with the board staff, to explain the purposes of the board and how they are approaching their work. Congress in 1992 established the John F. Kennedy Assassination Records Review Board for the purpose of disclosing all records relating to the assassination of President Kennedy still held by federal, state, local, and foreign governments. The act directed the board to locate all of the relevant records, to release for public inspection as many as possible of the records, and to determine which of the restricted records should be postponed from disclosure. The board is a unique entity in the history of American government and certainly in the history of public disclosure and access to government records.

• **Archives II Tour**

When registering for the Archives II Tour, please indicate your preferred tour time on the information sheet added to your program.

• **1995 Leadership Forum**

All are invited to participate in the 1995 Leadership Forum on August 30, from 3:00 p.m. - 6:00 p.m. at the Washington Hilton and Towers. Here's your opportunity to review SAA's strategic plan and to offer suggestions. For detailed information about the 1995 Leadership Forum, see articles on pages 4 and 16.

• **Labor Day Hike**

While the "other" Washington has the Cascades and Olympics, Washington, D.C., has the Potomac River and the Chesapeake and the Ohio Towpath. Ten miles or so on the C&O and adjacent trails near Great Falls, just outside Washington. Minimal elevation gain, but some inspiring views, birds and reptiles galore, and lots of history. Departure on Labor Day (September 4) from the Hilton Hotel. For transportation information and further details, contact Nancy Sahli at (202) 501-5610 or nancy.sahli@arch1.nara.gov.
Descriptive Standards Curriculum
The project to develop a descriptive standards curriculum for continuing education, funded by the National Historical Publications and Records Commission, is proceeding on schedule. At this writing, we have received several applications from outstanding candidates to develop or review one of the seven courses that will make up the curriculum. Selection of project participants took place in mid-June. In July, course developers and reviewers will attend a three-day conference composed of a one-day seminar on current issues in descriptive standards, facilitated by Katherine Deiss of the Research Libraries Group, and a two-day workshop, “Training the Trainer,” taught by Jack Prostko of the Center for Teaching and Learning at Stanford University.

The purpose of the seminar will be for course developers and reviewers to come to consensus on current issues, such as multi-level description, Standard Generalized Mark-up Language (SGML), cataloging simplification, authority control as a basis for archival cataloging, and the effectiveness of archival cataloging. The two-day Training the Trainer workshop will prepare participants to integrate a strong interactive learning component into an otherwise very traditional subject.

Following the July conference, course developers will begin work on curriculum packets that will include lecture outlines, case studies/exercises, readings and bibliographies, etc. The first drafts of the packets will go to reviewers in December 1995. Following revision, a second review by the Committees on Archival Information Exchange, Education and Professional Development, and the Education Office Advisory Board; and then after a final revision, the packets will go to press in July 1996. The curriculum will become part of the SAA Continuing Education program in late 1996.

San Diego/1996 Preconference Workshop Proposals
Attention committees, sections, roundtables and prospective instructors! The SAA Education Office is accepting proposals for specialized or advanced continuing education workshops to be held at the 1996 annual meeting in San Diego. These workshops may be of particular interest to your group, or they may appeal to the broader SAA audience.

The deadline for proposals is September 30, 1995; however, groups and individuals are encouraged to submit drafts of the proposals to the Education Office for review, before submitting the final proposal for consideration by the Education Office Advisory Board. A complete proposal should include a goals statement, target audience, general description of the course, detailed outline, case studies/exercises, list of advance readings, audiovisual needs, and bibliography. To request a proposal form or to obtain more information, please contact Jane Kenamore at (312) 922-0140 or e-mail jkenamor@saa.mhs.compuserve.com.

San Diego/1996 Annual Meeting Session Proposals
The 1996 program proposal guidelines and form appear on pages 13-14 in this issue. If you have never proposed a session, think about doing it for the SAA annual meeting in San Diego. Program co-chairs William K. Wallach and Hilary A. Kaplan will be available on Friday, September 1, at 9:30 a.m. - 11:00 a.m. in the exhibit hall of the Washington Hilton and Towers to discuss your ideas, the best presentation format, and even suggestions for possible speakers to round out your proposal. Keep in mind that the Program Committee is looking for a balance of subject matter, types of repositories, and gender and ethnic representation. The deadline for proposals is September 30, 1995.

1995 Preconference Workshops
Don’t get left out! The SAA office is already receiving early registrations for preconference workshops. If you are considering attending one or more of the fifteen workshops scheduled for Washington, D.C., we encourage you to register as soon as possible! The workshops offered are as follows (an asterisk—*—indicates a new workshop):

- Planning New and Remodeled Archival Facilities*
- The Acquisition, Processing, and Reference of Congressional and Legislative Collections
- Managing Electronic Records
- Archives: An Introduction
- Records Management for Archivists
- The Permanence and Care of Color Photographs and Digital Images*
- The Digitization of Photographs*
- Training the Trainer: Teaching Techniques and the Adult Learner
- Case Teaching and Case Writing in Archival Education
- Automating Processing Practices and Finding Guides*
- Case Studies in Appraisal: An Advanced Seminar*
- Management: Getting Things Done When You Are Not in Charge*
- Cyberspace for Archivists*
- Grant Proposal Preparation*
- Security in Archives and Manuscripts Repositories

For more information, consult your annual meeting program (pages 23-27), or contact the Education Office at (312) 922-0140 or e-mail jkenamor@saa.mhs.compuserve.com.
Guidelines for Program Proposals
for the
1996 SAA Annual Meeting

The 1996 Program Committee invites submission of program proposals for the SAA annual meeting in San Diego, California, August 27 - September 1, 1996. The proposal form on the reverse side of this page is designed to facilitate fully developed sessions. Fully developed proposals have a better chance of being accepted.

Proposals should:

- be limited to 75 words;
- identify the targeted audience;
- address issues of importance from several perspectives; and
- allow for adequate coverage of the session topic in the time allowed.

The Program Committee encourages proposals that may include, but are not limited to, the following formats:

- Traditional. Open session: two-hour time frame consisting of two to three fully prepared papers of 15 to 20 minutes each and a comment and discussion period.
- Work-in-Progress. Open session: two-hour time frame consisting of two to three presentations of 15 to 20 minutes each, describing on-going research topics, and at least one hour for feedback and discussion.
- Panel Discussion. Open session: two-hour time frame consisting of a panel of 3-5 individuals providing a variety of theories or perspectives on the given topic.
- Workshop. Limited enrollment: two-hour time frame; an interactive session, usually designed to teach or refine archival skills.
- Seminar/Roundtable. Limited enrollment: two-hour time frame; usually designed as a directed discussion among archivists sharing a common experience or preparation.
- Special Focus Session. Open session: one-hour time frame designed to highlight innovative archival programs, new techniques, and research projects; audience participation is significant.

These guidelines are suggestive. Please note that archivists who participate in the program must register and secure institutional or personal funding. Nonmembers who are not archivists are eligible for complimentary registration upon request.

SEND ALL PROPOSALS TO:

WILLIAM K. WALLACH, Co-chair
1996 SAA Program Committee
Bentley Historical Library, 1150 Beal Avenue
Ann Arbor, MI 48109-2113
(313) 764-3482 Fax (313) 936-1333 E-mail bwallach@umich.edu

PROPOSALS MUST BE POSTMARKED BY SEPTEMBER 30, 1995.

(Proposal Form on reverse)
1. Session Title: _____________________________________________________________________________________________

2. Type (check one): □ Traditional □ Work-in-Progress □ Panel Discussion
   □ Workshop □ Seminar/Roundtable □ Special Focus

3. If this proposal is submitted on behalf of an SAA group, give name of group:

<table>
<thead>
<tr>
<th>PARTICIPANTS:</th>
<th>Contacted/Agreed to Participate?</th>
<th>SAA Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

4. Description of Proposal, attach additional sheet if necessary (75 word limit, see Guidelines):

5. Audiovisual Requirements
“Maybe we should put the original in a Paige Storage Box.”

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RECORDS STORAGE SPECIALISTS
Parker Plaza, 400 Kelby Street, Fort Lee, NJ 07024
1995 Leadership Forum

The Committee on Goals and Priorities (CGAP) invites all SAA members to attend the 1995 Leadership Forum. The Forum will be held during SAA's 59th annual meeting at the Washington, D.C., Hilton and Towers on Wednesday, August 30, from 3:00 p.m. - 6:00 p.m.

This year we will build on the work begun at the 1994 Leadership Forum and carried forward by SAA units during the past year. We will review the achievements made during the plan's first two years and begin steps necessary to revise the plan. Keeping the strategic plan relevant to members' changing needs requires ongoing review and periodic revision.

The 1995 Leadership Forum will identify activities supportive of SAA objectives not yet accomplished. We want to define measurements of success and determine which SAA units have important roles to play in these activities. Most importantly, we want to make choices, to help Council prioritize activities so that the Society's resources can be most effectively used to achieve our shared goals.

SAA leaders identified on the leadership list for 1994-1995, as well as from leadership lists of the past three years, should have received a letter from the Chicago office. The mailing contains a listing of the strategic plan objectives not yet achieved. Vote for what you consider to be the top three unrealized objectives and return the sheet no later than August 1, 1995. If you wish to participate in this exercise but did not receive a mailing, please contact the Chicago office at (312) 922-0140.

Also, if you wish, you may add any new objectives you think should be included in the next strategic plan, although these will not become part of the small group discussions. We ask that you also return your suggestions by August 1, 1995.

Every SAA member is vital to the Society's future. We strongly encourage everyone to attend the Leadership Forum. It promises to be a lively discussion, a chance to meet new people, to share new ideas, and to guide the future direction of the Society. We hope to see you there!

SAA on the Internet

SAA is on the Internet and has its own World Wide Web Home Page. Access the SAA Publications Catalog, annual meeting information, membership application, workshops schedule, mentoring info, SAA logo, student chapter info, guidelines, directories, leadership list, code of ethics, strategic plan, media kit, and more! To get additional information on SAA's World Wide Web Home Page, contact:

http://volvo.gsis.utexas.edu/~us-saa

In addition, as reported in the January issue of Archival Outlook (page 6), a variety of documents can be accessed by contacting:

info@saa.mhs.com

Enter the following in the subject field:

get info

Your suggestions and feedback regarding SAA's online information service are welcome.

Service Mark Filed

SAA filed a service mark application for its logo (pictured below) on August 23, 1993, which was approved for registration on the Principal Register. The mark was published in the Official Trademark Gazette of June 13, 1995, for the purpose of opposition by any person who believes it will be damaged and objects to the registration of the mark. If no opposition is filed within 30 days of publication (mid July 1995), the Commissioner of Patents and Trademarks will issue a formal certificate of registration.

Correction to Leadership List

The 1994-95 SAA Leadership List should be updated as follows:

COUNCIL
Karen Benedict
E-mail benedict3@osu.edu
CONLEY L. EDWARDS was recently appointed acting state archivist of Virginia and supervisor of archival research. The position reports to the director of the Research Center at The Library of Virginia, where Edwards has been a member of the staff of the Archives and Records Division since 1974.

NANCY ELKINGTON was selected the 1995 Distinguished Alumna of the Year by the Library and Information Science Program at Wayne State University. Elkington, assistant director of Preservation Services at the Research Libraries Group, was selected for her scholarly efforts in the area of preservation and for her distinguished career in librarianship.

EVELYN FRANGAKIS, formerly SAA Preservation Program director, has been appointed head of the Preservation Department at the University of Maryland at College Park.

RENEE DENISE MCKINNEY is the winner of the Midwest Archives Conference's 1995 Scholarship for Minority Students in Archival Education. McKinney is an archival administration student at the University of Michigan's School of Information and Library Studies.

LEON C. MILLER, manuscripts librarian at the Howard-Tilton Memorial Library, Tulane University, recently received the Society of Southwest Archivists Distinguished Service Award. Conferred at the SSA annual meeting in Waco, Texas, in May, Miller was cited for his success as SSA membership chair (he tripled the size of the organization in two years); for his contribution as editor of Southwestern Archivist; and for his work in creating a national mentoring program for archivists through the Society of American Archivists.

MSGR. FRANCIS J. WEBER, archivist of the Archdiocese of Los Angeles and director of the Archival Center, San Fernando Mission, is the recipient of the California State Archives Foundation's 1994 Archivist Award of Excellence. Conferred in April during the annual meeting of the Society of California Archivists, the award recognizes individuals who have displayed exceptional performance in the archival field. Msgr. Weber received the award for his diligent efforts in establishing and organizing the Archival Center in 1962, whose systems and practices are now used in all the major Catholic archives in the United States, and for writing numerous publications relating to Ecclesiastical archives.

The award is given to a library or library system in recognition of work with the labor community. At the Rutgers University Library, JAMES P. QUIGEL JR., is labor archivist, Special Collections and Archives; RALPH S. BINGHAM III is assistant to the labor archivist; and RONALD BECKER is head of Special Collections.

The Best of "TIME" for an SAA Member

When teenager ELAINE FELSHER left her East Texas home (Jacksonville, pop. 7,000) for Manhattan in 1946, she had dreams of singing as a mezzo-soprano at the Metropolitan Opera. To support herself while pursuing her aspirations, she found work as a "file analyst" trainee at Time. Little did Felsher suspect that her trainee stint would blossom into "the most interesting job I could have ever hoped for."

The job, from which Felsher retired in April after a 27-year career, was overseeing the archives of Time Inc. the repository for the magazine's records as well as those of Life, Fortune, and other sister publications. The archives, which Felsher has managed for the past 15 years, are, in her words, "an attempt to make a story, and that story is the development and history of the company."

Felsher collected the narrative thread so that others could weave the story (most notably the authors of Time Inc.'s three volumes of corporate history, published by Atheneum from 1968-86). At first she helped staff members cull their files to decide what should be consigned to the wastebasket and what saved. Anything of historical interest went to the fledgling archives: Henry Luce's 1922 plans for the launch of Time; "March of Time" radio transcripts; and files from waggish Fortune editor and publisher Eric Hodgins, author of the best seller Mr. Blandings Builds His Dream House. "He didn't write a memo to his secretary that wasn't hysterical" says Felsher.

Though Time Inc. continued to grow over the years, the flow of documents lessened—due to the advent of computers. Shortly after her appointment as archives manager, Felsher took action. "We were losing a lot of history," she says. She took a class in oral history at Columbia University, then began targeting people whose recollections she wanted to preserve on audiocassettes. Later, she conducted interviews with a video camera. "It takes a lot of nerve to interview a journalist," she says.

Felsher sat in her office on her last Friday at work, preparing to celebrate with an evening of song at the Carlyle Hotel. Someone else would be singing, but that didn't matter. She gazed at a pair of landscapes on her wall—moody paintings of a squall blowing a shaft of rain across the desert by Peter Hurd, a Life artist during World War II. The canvases "were just found in a closet, years and years ago," Felsher says. What would have happened had no one been there to protect them? Happily for Time, Elaine was.

ELIZABETH VACH LONG, President, Time Inc.
Copyright 1995 Time Inc. Reprinted by permission.
Archival security must be considered an integral component of archival management along with appraisal, arrangement and description, preservation, and reference. Each component covers aspects of security, yet archivists often consider security as something extra or as a burden even though they practice a number of aspects of security in their daily activities.

Security and Collections

by Gregor Trinkaus-Randall

The primary security responsibility faced by the repository archivist/curator is providing security for the collections themselves, a most difficult task. There is no simple solution for protecting the thousands or millions of individual items in a repository; the security-conscious archivist must use a variety of procedures to do so. These procedures can be divided into six categories: deterring the theft of manuscripts, identifying missing items, controlling the environment, preparing for and preventing disasters, protecting exhibited and loaned materials, and insuring valuable holdings.

A number of internal measures can be implemented to protect the collections and the staff from intruders. All rooms, especially areas where valuable materials are stored, should have motion detectors as part of the building security/alarm system.

Another step that must be enforced is limiting public access to public areas only. For example, when senior staff determine that for security reasons only certain staff can access specific materials in a vault or other area of the archives, that decision needs to be enforced. Certain areas, especially those housing special collections and particularly rare or valuable items, should be kept locked, with a limited number of keys available. Another method of expanding security is the installation of security cameras in the stacks to record all activity there.

One area often not addressed is the necessity for clear, specific, step-by-step procedures for closing all areas of a repository at the end of the day to make sure that nothing is missed. These steps must ensure that all unauthorized persons (and preferably all persons) have left the facility.

The most basic procedure for safeguarding collections is the creation and maintenance of complete, accurate, and up-to-date records of the repository's holdings. Signed call slips provide specific information about a researcher's use of a collection or collections should this information ever be needed to recover stolen but unidentified materials. Archivists should retain these call-slip records, keeping them in a locked, secure place.

Another important anti-theft measure is restricting or prohibiting access by researchers to unprocessed collections. Since such collections are not arranged and described, their unorganized state provides temptations for anyone looking for items of value.

Archivists Must Learn to Think Like Thieves

Which folders are likely to contain autographs of monetary value? Which printed documents are likely to have monetary value? Monetary appraisal of manuscripts and books is not a simple task and the archivist should call on book and manuscript appraisers for assistance in identifying marketable materials. Those items determined to be of significant monetary value—$200 and up—merit special protection.

After determining the most valuable materials, the archivist should decide on the type of protection that is most efficient and economical for each particular collection. One method of protection is the separation of marketable items from a collection. To maintain the integrity of the file, the archivist should substitute a photocopy or suitable facsimile for each original item removed from a collection. Another security option is to place marketable items in separate folders that can be checked easily by a staff member.

If monetary appraisal by a dealer indicates that there is a substantial number of marketable items in a particular collection the archivist might consider microfilming part or all of the collection. The film copy should be used for reference by staff and patrons, and the collection itself should be put in secure storage. The archivist must weigh the costs and detractions of microfilm against the possibility of losing numerous items from a valuable collection.

Another consideration might be placing locked storage boxes or lockers for valuable materials in the closed stacks. Moreover, good security suggests that each repository have a vault for storing precious items that have commercial market value and are the most likely targets for thieves. Repositories that do not now have a vault and have only limited security funds can improvise with a well-locked closet. It is also recommended that vaults, and safes used as such, be fire-proofed with at least three- to four-hour protection through the walls, ceiling, floor, and door.

A final option for protecting individual items is marking. According to the Rare Books and Manuscript Section (RBMS) Security Committee of the Association of College and Research Libraries, “Recent cases of theft have shown that the clear identification of library (and archival) materials is vital if the material, once recovered, is to be returned to its rightful owner. Marking is essential for those items that have been determined to have monetary or specific informational value to that institution.”

There are three methods of marking manuscripts: embossing, punching or perforating, and stamping with ink. There are many options for placement of the mark on the document. RBMS has recommended that in marking documents, institutions “strike a balance between the implications of two major considerations: deterrence (visibility, permanence) and integrity of the document (both physical and aesthetic).”
Controlling the Environment

Usually, archival materials arrive in acidic boxes and folders and with such items as rubber bands, paper clips, and/or staples holding them together. Unfortunately, even if the materials in these boxes and folders were alkaline, storage in acidic containers eventually results in acid migration to the archival materials. If they are left long enough, they will disintegrate to the extent that their labels and other identifying information may well disappear as parts fall or break off during use.

Shelving is another potentially damaging aspect of storage. Generally, it is recommended that archivists avoid wooden shelving because of the presence of lignin formaldehyde, and other materials in some processed woods like particle-board and plywood. In its research into shelving for its new facility—Archives II—in Maryland, the National Archives and Records Administration determined that baked powder-coated shelving produced fewer potential problems for archival materials. Good housekeeping is important to the security of an institution's holdings. By instituting a regular inspection of all areas of the archives, providing for consistent and regular trash pickup and cleaning and restricting all eating and drinking to the staff lounge, an institution can minimize potential loss to the collections.

Protecting Exhibited and Loaned Materials

When planning or contributing to an exhibit, the archivist must first examine the materials being considered or requested to determine whether or not they are in a condition to be exhibited. Any institution or department, including the archives, that plans to exhibit archival materials must be able to guarantee that the materials on exhibit will be under lock and key throughout the duration of the exhibition.

Furthermore, specific requirements as to the environmental controls and external security of the exhibition area, including within the exhibition cases, must be met prior to a loan. The archivist must require that all the items be insured by a borrowing institution from the time they leave his or her repository until they return.

Insuring Valuable Holdings

Collections will always be vulnerable to theft and other forms of damage no matter how conscientious the archivist is. Determining the exact nature of what has been taken and proving ownership of a particular document can be difficult tasks. Finding aids, accession records, call-slips, photocopy records, and footnotes in scholarly articles citing the collections contain valuable information on specific items.

Insurance is more appropriate for institutions that have a limited number of rarities, and most archives and libraries fall into this category. If archivists are discriminating, they can confine their coverage to the marketable items in their collections.

Most applicable insurance policies fall into two categories: those that protect the building and those that protect the contents. In examining policies it is crucial to note what is and is not covered by each.

Even if a repository elects to carry only the basic building insurance policy, the administrators and the archivist should be informed consumers as to what is and is not covered by the policy should materials be removed from the repository.

Conclusion

As one examines the security issues of an institution, there is a tendency to focus on the concerns of a particular department or on the collections themselves, rather than the overall security picture of the entire institution.

Anyone who has been following one or more of the procedures mentioned to protect his or her collections must not forget to establish a liaison with outside agencies or persons, such as the police and fire departments, and to determine which procedures he or she must follow if something does happen.

Source

This information has been excerpted from “Security and Collections,” chapter two in Protecting Your Collections: A Manual of Archival Security, by Gregor Trinkaus-Randall (Chicago: Society of American Archivists, May 1995), 78 pages, paper. Make security an integral part of archival management. This comprehensive manual outlines all of the steps necessary to develop and adopt a security policy which will ensure the safety of your collections. Available from SAA: list $30, SAA members $25, plus $6 shipping/handling. Contact SAA publications at (312) 922-0140 ext. 21, or fax (312) 347-1452, or e-mail info@saa.mhs.com.
The National Archives of Cambodia

Few countries have experienced what Cambodia has endured in the past. For more than twenty years Cambodia suffered the worst a country could experience. From being dragged into the Vietnam War and carpet bombed by American B52s, to enduring the cruel and horrific genocidal practices of the Pol Pot, through starvation and international isolation, Cambodia emerged into the 1990s with some hope of an enduring peace. The international community has focused its attention on this country in an attempt to rebuild every aspect of its shattered socio-economic structure.

Included in this redevelopment are cultural and educational institutions which have been deprived of professional staff because of the wholesale slaughter of educated people during the 1975-1979 period of genocide. Collections in institutions such as the National Library, National Museum, and National Archives deteriorated because of the lack of funds and skilled staff. During the 1980s Vietnam and other eastern bloc countries attempted to train staff and bring some order back to these institutions, but the task was larger than these countries—which faced many problems of their own—could manage. At the National Archives of Cambodia (NAC), records lay exposed to tropical climate and biological attack. Vietnamese archivists worked with Cambodian archives staff to try and slow down the rate of decay but with little support and supplies they could only carry out the most basic of preservation tasks.

Now, with Western aid available to the country there is an opportunity for work to begin in training staff in archives management and to re-establish control over the archives and, in the long term, perhaps the very long term, to introduce archives legislation and an acceptable standard of records and archives management.

Of particular concern to Cambodian archives staff are the records being held in the National Archives repository, a building located behind the National Library of Cambodia, which houses the residual holdings of archives from the French colonial period, 1863-1953. The French, following Cambodian independence, removed a substantial portion of the holdings to France.1 It is not clear exactly what archives remain in the national repository or elsewhere in Cambodia since the controlling mechanism of the archives, the catalog cards, have not survived and nor does it appear that a thorough inventory of the repository has been conducted since at least 1975.2 A cursory inventory of archives held in the National Repository conducted by the author in January 1994 revealed that amongst the earliest records identified are registers recording correspondence of the Resident Superior of Cambodia to the King dating from 1884; registers of decrees of the Resident Superior, 1896; minute books of the Council of Ministers, and registers of Ministerial and Royal Ordinances dating back to 1897, all of which are fundamental records in the organic composition of the colonial archives in Cambodia, but unfortunately not recognized as such and consequently not given the attention they deserve.

Obviously further work needs to be done to determine what archives actually were taken back to France and what remained in Cambodia. However, through the removal of these records and the years of war and social unrest, these records have lost their original order and thus been divorced from their administrative context, which makes the task of re-establishing control over the archives even more difficult. It will require staff with well-developed research and archival skills to re-establish control of the archives in the NAC, attributes which current staff do not possess.

Cambodia is on the point of rebuilding its entire administrative infrastructure in which the control of information will be of paramount importance. The National Archives of Cambodia will need to play a central role in this. It must not only be responsible for the administration of its archives but it must also take part in the records management development of the government, ensuring records created are handled correctly and efficiently. Cambodia is going through major economic and social development and will do so for some time more. Good record-keeping is essential to enhance these programs and maintain continuity. The National Archives plays an important role in this by not only helping to develop policies and procedures, but by enabling access to its permanent holdings.

As an archival institution, the National Archives of Cambodia provides an indispensable national resource. Through years of war and the genocidal practices of the Khmer Rouge an intellectual vacuum has been created. As peace develops in Cambodia so too will the opportunities for more Cambodians to become educated. For the last ten years there has been a steady stream of books published about Cambodia that are presented through the eyes of Western academics. There is a need for Cambodians to write about their country in their language and the National Archives will no doubt be faced with the responsibility of supporting a broad range of research from government bodies and academics and only then can a “true national history be built up which will provide the basis for the development of a national identity and national consciousness.”3 Cambodian history can be reconstructed through reading French novels, newspapers, and reports, but the picture remains unclear and lop-sided. Archival records from the colonial period are essential to gauge the nature of social change bought on by the French presence and the way Cambodians reacted to these influences. Many of the records from the provinces are not accessible in Cambodia, and in France, up until a short time ago, records remained closed or unprocessed. The intellectual development of this country must not be hindered by poor management of its archives.

continued on page 31
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.

John Carlin Confirmed As U.S. Archivist
John Carlin, the former governor of Kansas, was confirmed by the Senate on May 25, sworn in as U.S. Archivist in Kansas on May 31, and June 5 was his first day in the office in Washington. In less than twenty days, the president announced the nomination of Carlin, the Senate Governmental Affairs Committee held a confirmation hearing, the committee met and unanimously recommended him to the full Senate, and the Senate approved the nomination. The Senate vote occurred at the end of business on May 25, when the Senate voted to consider by unanimous consent a long list of nominees. There was no debate and no roll call vote.

The 17 organizations that opposed Carlin were successful in elevating an awareness of the issues at stake in this nomination. C-Span, National Public Radio, and the national press had features and editorials that explored the problems associated with a nominee who was long on political qualifications and short on professional expertise. Senators John Glenn (D-OH) and Carl Levin (D-MI) asked at the confirmation hearing a number of very tough and thoughtful questions that put Carlin on record regarding the need to be insulated from President Clinton, a friend whose presidential campaign he had headed in Kansas, on Carlin's need to work with his critics, and on the importance of avoiding the kind of mismanagement problems that occurred at the National Archives under Don Wilson, which were the subject of a 1992 Senate report.

Funding for the NARA and NHPRC Grants Program
The president's budget request for the National Archives for FY'96 is $195.291 million, approximately the same amount as this year. Of this amount, approximately 50% goes for facilities, 40% for personnel, and 10% for everything else from postage to computers. The amount earmarked in the FY'96 budget by the president for the National Historical Publications and Records Commission (NHPRC) grants is $4 million. This is $750,000 less than is currently available for competitive NHPRC grants. Historical and archival organizations are advocating $6 million for NHPRC in FY'96.

Peterson Announces Retirement from NARA
Trudy Huskamp Peterson, who served as Acting U.S. Archivist for the past 26 months, announced on May 30 that she will take advantage of the early retirement option. She will retire from a 24-year career at the National Archives on September 30. She plans to complete work on several projects, including an MIA/POW records report, prior to her departure.

Moynihan Holds Hearings on Declassification
The State Department authorization bill (P.L. 103-236) signed into law last year included a section that created a bipartisan "Commission on Protection and Reducing Secrecy." Headed by Senator Daniel Patrick Moynihan (D-NY), the commission will have two years to examine the implications of classification and declassification policies and make recommendations on how to reduce the volume of classified information and to strengthen the protection of legitimately classified information. The twelve-member panel includes not only members of Congress but also individuals such as journalist Ellen Hume and John M. Deutch, director of the Central Intelligence Agency. The Moynihan commission held a hearing on May 17 and heard testimony from Regina Genton of the National Security Council who played a central role in the development of the recent Executive Order 12958 on Classified National Security Information. During the question and discussion period members asked questions about the cost of the current system, the amount of currently classified material, the percentage of documents that would remain classified under the exemptions provided in the new E.O., how the culture of secrecy can be changed, and whether the exemptions in the new order, E.O. 12958, allow too many loopholes. On June 20, the commission will hold another hearing. The National Archives has been invited to provide testimony at that time.

Archival Outlook — July 1995 21
The Records of American Business: Documentation and Records Appraisal Project

Documenting American economic, political, and social development is critical to understanding the American experience and projecting its future. The role of American business in this equation is critical, yet its documentation has been seriously neglected. Despite the vast array of statistics available to quantify output, efficiency, and economic impact, documentation of business operations, decision-making, and strategic planning is largely lacking. This is due in part to the vast quantity of records generated by most corporations, and by the difficult choices that must be made in determining what can realistically be retained for continuing research use.

The Minnesota Historical Society (MHS) and the Hagley Museum and Library hold the nation’s largest collections of corporate records, and are collaborating on a project to deal with the issues surrounding the documentation of American business and industry. To complete the project, the Minnesota Historical Society received a grant from the National Endowment for the Humanities to fund a symposium and a records appraisal document for corporate archival records. MHS and the Hagley will work with a national advisory group on this important project. The published recommendations are expected to have a substantial influence on archival practice. MHS’s previously published appraisal guidelines for congressional records established national standards, and the business records project is expected to do the same.

The symposium is scheduled for April 12, 1996, with publication of the appraisal guidelines and the book of essays to follow. The symposium will be open to all interested participants. The project staff have developed a mailing list of people interested in the project. Those interested in receiving project documents, continuing information on its progress, and attending the symposium should contact James E. Fogerty, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102, fax (612) 296-9961, e-mail foger001@maroon.tc.umn.edu.

Palmer School Alliance with NYU and Fellows Program

The Palmer School of Library and Information Science at Long Island University has formed an alliance with the archives program at New York University that will allow students in both master’s programs to take electives from each other’s institution. Through this arrangement, students will have access to courses that neither program could offer alone.

In addition, librarians and information specialists from some of the nation’s top universities and colleges will gather this summer at Palmer for the 1995 Senior Fellows Program.

Fifteen directors or individuals with goals that include management of academic/research libraries and information services in higher education will participate in the program. Under the guidance of expert faculty from across the country, participants will explore information policy concerns, current issues in higher education, inter-organizational issues, and the impact of technology on academic support services.

For information about the next program or more details about the alliance with NYU, contact Anne Woodsworth, (516) 299-2855 or e-mail woodswor@aurora.liunet.edu.

Long-Range Plan Completed for Wyoming’s Records

The Wyoming State Historical Records Advisory Board (SHRAB) has recently completed its strategic plan for improving records programs in the state. Release of the plan follows a one-year project funded by NHPRC to determine the greatest needs in preserving Wyoming records and making them available for use. The project final report, which includes a summary of findings and the strategic plan, is being sent to all of the state SHRAB coordinators. Recommendations include educational and support networks to strengthen local initiatives, widely accessible descriptive information, development of new funding programs and a source for guidance in computer technology.

For copies of the report or a shorter summary version, contact the Wyoming State Archives, Barrett Building, Cheyenne Wyoming 82002, (307) 777-7826.

Library of Congress Network Advisory Meeting

The Library of Congress held its biannual meeting of the Network Advisory Committee (NAC) on June 4-6, 1995. The purpose of NAC is to facilitate sharing of information on networking across various professional communities. NAC includes about 35 member organizations operating in the public and private sectors, that are actively engaged in networking, or have a significant impact on the development of nationwide networks providing library and information services.

This meeting’s theme was “Building the Digital Library: Content Issues.” Copies of the proceedings are available on http://lcweb.loc.gov/coll/nac. For further information on NAC contact the SAA representative Avra Michelson, Digital Libraries Technologies, The MITRE Corporation, 7525 Colshire Drive, G056, MS Z160, McLean, Virginia 22102-3481, (703) 883-6379, or e-mail avram@mitre.org.

NEH on Internet

The National Endowment for the Humanities (NEH) is on the Internet and has its own World Wide Web Home Page. Carry on conversations, access NEH publications, and get the latest on NEH grant information. To connect, key-in on NEH’s Internet address INFO@NEH.FED.US or get more information on NEH’s World Wide Web Home Page HTTP://WWW.NEH.FED.US.

NHPRC Fellowship Awarded

The National Historical Publications and Records Commission has selected Ann M. Przybyla as its Fellow in Archival Administration for 1995-96. The host institution is the New York State Archives and Records Administration, Albany, New York. The archival fellowship, funded by NHPRC, is intended to expand administrative training opportunities for professional archivists with two to five years of experience. For more information on the NHPRC fellowship program, contact Laurie Baty at (202) 501-5610.
Resources

- Disaster Response and Prevention for Computers and Data, by Miriam Kahn (Ohio: MBK Consulting, 1995) 70 pp., loose-leaf format. This publication provides basic information for responding to a disaster involving water-damaged computers, hardware and software. The information is designed to help with disaster prevention for all types of libraries, corporate and information centers, as well as small data centers. Diagrams and easy-to-follow instructions can be used during disaster response training and recovery operations. Checklists help you design your own disaster response plan. $45 plus $5 s/h in North America. Inquire for postage for air mail or overseas shipments. All orders must include purchase order number or prepayment. Contact Miriam Kahn, MBK Consulting, 60 N. Harding Road, Columbus, Ohio 43209-1524, (614) 239-8977, e-mail 711011.2573@compuserve.com.

- Intergovernmental Cooperative Appraisal Program: Food Stamp Records Project Report (National Association of Government Archives and Records Administrators, April 1995) 63 pages, paper. This report is a result of a partnership including NAGARA, the National Archives and Records Administration, and six state archives and records management programs. Among other innovations, the report includes a model intergovernmental schedule for records of the national food stamp program. For copies, contact NAGARA Membership Services, 48 Howard Street, Albany, New York 12207. Also available electronically at the NAGARA Internet site. For information about Internet access, contact Tim Slavin at (302) 739-5318 or e-mail slavin@well.com.

- Keep the Money Coming: A Step-by-Step Strategic Guide to Annual Fund Raising, by Christine Graham (Sarasota, Florida: Pineapple Press, 1993) 127 pp., paper. A thorough, analytical look at ways to raise and increase funds for operations. All the basics are covered, plus helpful, innovative methods of analysis for those looking for opportunities to upgrade current income. $21 (includes postage/handling). Make checks payable to CPG Enterprises, P.O. Box 199, Shaftsbury, Vermont 05262, (802) 447-0256.

Ohio Archives Week Poster

The Society of Ohio Archivists has a limited number of its 1994 Archives Week posters for sale, with a limit of one poster per customer. The September 1994 week’s theme was “Sports and Recreation in the Archives.” The poster reproduced a photograph of a 1900-era boys home baseball team from the collections of the Ohio Historical Society. The cream color poster is approximately 20” x 20” in size. The price for an unfolded poster is $13; for a folded poster, $8; and includes postage and a container. Make checks payable to the Society of Ohio Archivists and send to Ken Grossi, SOA Vice President, The Ohio State University Archives, 209 Converse Hall, 2121 Tuttle Park Place, Columbus, Ohio 43210, (614) 292-2409.

Blood, Sweat, and Cash

Politics being an uncertain route to financial security, Winston S. Churchill rarely turned down the chance to make a pound, writing prodigiously and charging accordingly. As Stalin and Roosevelt well knew, he could drive a hard bargain. And, recognizing that his voluminous collection of pre-1945 papers could one day be worth a fortune, in 1946 he gave the archive to a trust fund he set up to benefit his male heirs.

So it is hard to imagine that Britain’s wartime leader would have been anything but pleased to learn that his grandson, Winston Churchill, a 54 year-old Conservative member of Parliament, made a deal last week to sell the collection to the British Government for about $20 million.

But after looking at the price tag, much of the British public seem to feel ripped off, having considered Churchill and his record more or less public property (his post-1945 writings had been donated by his widow to Cambridge). That the deal was financed by proceeds from the new national lottery did not assuage critics.

“Never has so much been paid by so many to so few,” editorialized one tabloid, The Daily Mirror.

RICHARD W. STEVENSON
Reprinted from The New York Times, April 30, 1995

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Archival Outlook — July 1995 23
Gaining recognition from resource allocators and generating interest in archival collections are ongoing challenges for most SAA members. The following three articles (on pages 24-27) are linked in addressing this topic and offer suggestions as well as illustrate methods which have been successful for others.

Ways to Gain Recognition From Your Resource Allocator

Thank you to all who participated in the "Archival Idea Exchange." In the January issue of Archival Outlook we asked you to submit ideas on how to get funding and increase your visibility. Your responses are featured below. Those who submitted three or more ideas were automatically entered into a drawing for complimentary registration to SAA’s 59th annual meeting in Washington, D.C., on August 30-September 3. The winner of the drawing was Heidi Bamford of Western New York Library Resources.

HEIDI A. BAMFORD
Western New York Library Resources
- Identify parts of collections that coincide with allocators’ personal or professional interests.
- Use vacant storefront spaces for exhibits in retail areas.
- Suggest to travel tourism agencies groups to target for travel to your area, making a visit to your collection part of itinerary.

FLORA NYLAND
SUNY-College of Environmental Science and Forestry
- For visibility in a one-person agency such as mine, I find it worthwhile to get away from the computer and personally go into offices, and/or use institutional routing schemes to bring resource allocators news of my activities. Photocopy machines replicate featured news articles, letters of commendation, or words of recognition from outside the community. Such documentation is directed to the resource allocators, more completely alerting them of their archivist’s fine job performance.
- A way to receive pats on the back is to fit cooperation into the archives’ concept of service. As an example, the archivist is one of a number of available tour leaders providing guided walks around the institution. This assignment is especially worthwhile for enlisting cooperation of potential donors. The tour draws on the descriptive history unique to the place, and gives participants a current name and face to associate with follow-up activities. Should donations result from this service institutional higher-ups are likely to hear about it from the satisfied individuals.
- To increase funding I go after more with some. Stretch those slim dollars even further by having any spare change “match” soft or outside money in a worthwhile public endeavor. The effect can attract attention of the resource allocator. When I present the 1995 report to my Foundation, I’ll make note of how their support for a spring activity provided seed money to attract first class dollars spent to increase security of endangered materials. The institutional name appeared big, bold and noteworthy everywhere the activity was advertised, marketed, and publicized.

SUSAN HAMBERGER
Pennsylvania State University
- Write a grant proposal that brings extra money and staff to the institution matched by staff time and office space cost-sharing.
- Mount exhibits within the institution, but outside your department tied in to a speakers’ program which you co-sponsor to bring visitors to the archives.
- Design and produce informational preservation bookmarks for books, manuscripts, and photographs to distribute to patrons.
- Publish an article about a significant segment of your collection; provide offprints for distribution in your archives and to your resource allocator.
- Produce informational leaflets on searching strategies within your records, for example, finding your Civil War ancestor, how to use land records, documenting historic buildings, selected sources for women’s history.
- Initiate a paper and can recycling effort with money returned to the archives for preservation needs.

ELIZABETH W. ADKINS
Kraft Foods, Inc.
- Provide excellent service: This must be done before any other outreach or advocacy strategy will work. It means responding to requests promptly, accurately and with courtesy, as well as offering resources or services before they are requested.
- Develop a mission statement that identifies why your program acquires, preserves and provides access to historical records and how it supports your institution’s mission. Then communicate that mission statement to your resource allocator.
- Ask the customers/clients/users who are pleased with your service to send a note to your resource allocator praising your work. This is not something to be shy about!
- Use planning tools: Most resource allocators are also administrators, and they like to see employees develop strategic plans, as well as well-defined annual goals. The more effort you put into planning, the more your resource allocator is likely to take your funding requests seriously. You must also demonstrate an understanding of the need to prioritize.
JULIE M. OVERTON
Greene County (Ohio) District Library

- Educate yourself about your resource allocator(s): their interests, background, and common ties with you or your staff (alumni of same institution, for example). Cater to those interests (subtly if possible) by notifying them of any of your holdings which might intrigue them. Keep an eye out for collections they might be interested in. Build on any common ties.

- Observe the REAL administrative chain of command—know who appears to have the most real influence on your resource allocators; make sure that all those who are “favored” by your resource allocators are aware of your facility and successes.

- Keep a log book of attendance and resources being used; this should include name, address, topic of research, and perhaps materials they want to use (you may already have one for security purposes). This will help you: keep an eye out for unusual facts or accomplishments which might be of interest to your resource allocator, such as:
  - Unusually high attendance
  - Patron from 3,000 miles away
  - Well-known patron within his/her field
  - Topic getting an unusual amount of use/interest, especially if it appears to be a result of current events.

Once you identify an interesting fact(s), make sure your resource allocator(s) hear about it.

- Develop good-looking flyers or research tips or collection description folders; make sure each resource allocator(s) gets a copy of his/her own.

- Attempt to set up a newspaper column, or write occasional historical articles for the local press. Use the column or article to describe one or more of your holdings; keep a copy of each published item in a folder, occasionally show it to your resource allocators, or make them a copy. Make sure you have your by-line, your department, and the name of your institution, on the column or article.

- When asking for monies, or additional funds, BE PREPARED with precise costs, and with clear, well thought out benefits described. Have one or more patrons send a separate, personal letter to your resource allocators, in which they back you, give reasons for your request, etc. Know who else might be competing for the same dollars, and use that knowledge when possible.

- Stay alert to ways and times you can promote your activity. As to being visible, I recently read a quote which seems very appropriate: “Doing business without advertising is like winking at a girl in the dark. You know what you are doing, but nobody else does.” (Stuart Henderson Britt, New York Herald Tribune, Oct. 30, 1956)

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**Recommended Reading**

View your resource allocator as a client or customer of the archives, perhaps its most important one. Then with a customer service orientation, identify the needs of your resource allocator and consider whether the archival program is meeting them now, how it could better serve them. If you work from this perspective, much of the general literature on marketing, advocacy, and public relations can be very useful.

- **Marketing for Nonprofit Organizations**, Philip Kotler (Englewood Cliffs, NJ: Prentice-Hall, 1975). NOTE: This is the standard text; there may be a more recent edition.

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Demonstrating the Value of Archives to Resource Allocators

Current discussions and training sessions at many archival meetings focus heavily on making the archives accessible to outside users, to attract users, to communicate archival holdings to a scholarly community, and to devise new ways of generating public interest in archival work. Archivists rightly have paid great attention to the needs of patrons. However, such discussions (outside of public repositories) often ignore the need to communicate with those who “pay the bill” for the archival operation. In their enthusiasm to attract outsiders, archivists often forget to communicate their value and accomplishments to the resource allocators within their own institutions.

This is an unfortunate and, possibly, dangerous oversight. The need to communicate within the organization the archivist serves is essential. Internal communication provides a number of opportunities, opens channels to individuals throughout the organization, and provides resource allocators with sufficient information to recognize the importance and essential value of archives to their organization. This communication is called inreach—reaching into our own institutions to communicate the joy and worth of archives.

The most common and certainly easiest technique for inreach is though a regular process of reporting to all levels within an organization. Imagine a child’s alphabet block. It represents one block, looking at it from various angles provides a view of a different letter. Yet, everyone seeing it recognizes it as an alphabet block. Reporting is similar. The archives must establish a communicative relationship with all units within an organization. Therefore, the archives needs to report specific aspects of its operations to appropriate units, depending on their interests and needs.

The primary report is the routine report to an archivist’s immediate supervisor and this is best offered on a monthly basis. The report should focus on the work undertaken in the previous month, the volume and description of accessions, statistical tabulations of users of the archives, the total number of hours patrons were undertaking research in the archives. This report serves to provide an indication of the work load of the archivist as well as to offer a progress report on work currently being undertaken.

As a secondary report, these monthly reports can be summarized on a quarterly basis and circulated to various departments. In them, highlight items which will be of interest to any particular department, but always emphasize how the archives is a vital tool and an essential resource for the organization. Reporting is an opportunity for the archivist to “brag” about what has been accomplished, to generate visibility for the program, and to offer suggestions as to how it may serve other institutional units.

In the course of this routine reporting, the archivist should “make friends” with the public relations or development department. The archivist’s inreach may be their outreach. For example, if a prominent scholar has made extensive use of the archives for a new publication, or photographs were used for the production of a professional video or film production, this should generate a press release. Everything you do should be considered as potentially newsworthy. By generating a good rapport with the public relations department, you will develop a sense of what they want to send out to the press, and generate internal use of the archives to provide some historical background for current programs and projects. Providing historical background research is one method which can offer the highest degree of visibility for the archives.

The archives should also develop a small, internal newsletter. This is only for the use of the organization and interested outside individuals and will highlight, once more, the work of the archives. A particular focus should be on illustrating ways in which the archives serve the organization. For example, if letters or photos were retrieved and used for an advertising project, credit the archives in an article. The focus should be on demonstrating the service of the archives to the institution. Again, the goal is visibility and the demonstration that the archives serves all levels inside the organization—inreach.

As this reporting process progresses, it is extremely important to make a distinction between effort and duration—two concepts widely confused and misunderstood. For example, one person speaks in terms of effort and the other hears in terms of duration. An archives may receive a collection of records and indicate that it will take approximately sixty hours to process that collection for accession. The individual hears this in terms of duration, that is, that the collection will be ready in a week and a half. What was unspoken was that although the effort requires sixty hours, the duration is how long it takes to find those sixty available hours in an otherwise overloaded schedule. So, even though effort is sixty hours, duration might be three months.

Any reporting process needs to make this distinction clear. This is essential for the continuing sanity of the archivist as individuals make requests for research and records. The archivist answers in terms of effort while the patron hears in terms of duration.

The bottom line is that resource allocators seek to balance the resources as evenly as possible according to need and value to the organization. When the archives is viewed as a valuable resource, it will receive the support it needs to continue as an asset to its organization.

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Craig St. Clair of Digital Equipment Corporation values the networking opportunities that SAA membership provides.

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Contact the Society of American Archivists at (312) 922-0140
Cleveland, Ohio, is on the verge of its bicentennial in 1996. This has spurred a strong interest for primary source materials, especially for materials outside the standard sources for historic documents in and about Cleveland. A municipal archives has yet to be established. The City Council Archives (CCA) is the closest entity to a municipally sanctioned depository for historic documents in Cleveland. Requests from every sector are handled by CCA. Inquiries range from information about codified ordinances to genealogy to neighborhood history. No request goes unanswered. If the archives cannot help, it will direct the query to someone who can.

The Clerk of Council, Mercedes Cotner, appointed a City Council Archivist in 1985 to organize the sub-basement storage room of Cleveland City Council in City Hall, where the majority of Council's documents were piled in dilapidated cardboard boxes or folded in three in 13 1/2" x 4 7/8" Globe-Wernicke metal file drawers. The processing of the collection into acid-free record storage boxes took place in an office across the hallway from the Clerk's Office. This location helped capture media interest for the archives in two ways: first, the proximity of the Clerk's Office afforded access to council members, as well as print and television journalists as they waited for council committees to begin in the room next door. Second, photoduplicates of some of the documents discovered while processing the collection were posted on a bulletin board. In addition, copies were circulated around the Clerk's office to keep them apprised of the project's progress. The bulletin board kindled interest among the captive audience of council people and reporters among others waiting for various committee meetings to begin.

Some examples of the type of documents appropriate for the bulletin board were items that were in some way connected to the present activities of the council. For example, in his 1881 inaugural address, Rensselaer R. Herrick, the newly sworn in mayor of Cleveland, stated: "Three things are absolutely essential to the good government of any corporate body, namely: honesty, economy, and efficiency in the conduct of every department and the administration of every trust." Or the April 7, 1928, Women's Christian Temperance Union petition to outlaw smoking in restaurants "believing...it a greater nuisance to the public than it was in trains, street cars, and other public places where it has been prohibited." This archival document, excerpted above, was delivered to the sponsor of Ordinance 279-A-86, the city's Clean Indoor Air Act was passed February 18, 1987. As a result, the value and pertinence of archives was emphasized.

A major factor in capturing interest for the archives is the support or encouragement of management. The Clerk of Council was instrumental in contacting the city's daily newspaper, The Plain Dealer, in 1986 for a story about the archives. In 1990, with the appointment of a new Clerk, Artha Woods, the emphasis switched from processing to referencing the collection. A front page article in The Plain Dealer about the missing name of Cleveland's first law enforcement officer killed in the line of duty led to the quick search for and discovery of the name on page 401 of the April 19, 1854, Council Journal. The information was presented to the Clerk, who arranged a press conference complete with coverage by three television stations and print media.

Besides seeking television, radio, and print coverage of the archives, archivists should not hesitate to speak publicly. When asked to speak, archivists should relate the interests of the group with particular contents of the collections in the archives. Speaking engagements may include anything from a second grade class to private clubs and professional organizations. Archivists should also become involved in professional activities on the local, state, and national levels. Generating interest in your archives takes many and varied forms and should be an ongoing effort.
1995 CALENDAR

August 8-12
International Seminar on Tibet Archives in Lhasa, Tibet, hosted by the State Archives Bureau of China and the Tibet Autonomous Region Archives. Investigation of the best ways to preserve and utilize Tibetan heritage. Contact State Archives Bureau of China, 21 Fengsheng Hutong, Beijing 100032 China. Fax 011 86 1 602 0931.

August 14-18
Cornell Digital Imaging Workshop Series. Cornell University Department of Preservation, in cooperation with the Commission on Preservation and Access, is offering three intensive one-week training programs focusing on digital image reformatting of paper- and film-based library materials. Participants will develop a baseline knowledge about the use of digital image technology for preservation and access. Instructors include Anne R. Kenney and Stephen Chapman of the Cornell Preservation Department, and James Reilly, director of the Image Permanence Institute. The workshop dates are: August 14-18 and October 9-13, 1995, and March 18-22, 1996. Application deadlines are two months prior to each workshop. The registration fee is $1,500, although additional support is being sought to reduce the fee to $1,200. For more information and an application form, call the Department of Preservation (607) 255-9440 or e-mail preserve@cornell.edu.

August 28 - September 3
SAA ANNUAL MEETING AND PRE-CONFERENCE WORKSHOPS at the Washington Hilton and Towers, Washington, D.C. See pages 10-11 for more details. Contact Debra Mills at (312) 922-0140 or e-mail dmills@SAA.mhs.compuserve.com

September 14-17
"Race, Ethnicity, and Power in Maritime America: The Role of Race and Ethnicity in Maritime Communities of North America and the Caribbean" at Mystic Seaport in Mystic, Connecticut. For information contact: REPMAC-Mystic Seaport Museum, P.O. Box 6000, Mystic, Connecticut 06355-0990, or call Susan O'Donnell (203) 572-0711.

September 17-20
29th annual conference of the Association of Recorded Sound Collections at the Library of Congress in Washington, D.C. Held in conjunction with IASA and FIAT. Optional full-day seminar on "Emergency Preparedness and Disaster Recovery for Recordings" on September 21. Contact David Sommerfield at (202) 707-5182 or e-mail sommerfi@mail.loc.gov.

September 20-23
1995 Midwest Museums Conference, Cincinnati, Ohio. The topic of the meeting is "Museums in Service to Society." For more information, contact Esther Hockett, MMC Executive Director, P.O. Box 11940, St. Louis, Missouri, 63112-0040, (314) 454-3110.

September 23

October 9-13
Cornell Digital Imaging Workshop Series, see August 14-18 entry.

October 19-21
Midwest Archives Conference and Society of Rocky Mountain Archivists co-sponsor fall meeting in Kansas. Workshops, sessions, and special events at the Kansas State Historical Society in Topeka, and the University of Kansas, Lawrence. Clubhouse Inn, Topeka, is the conference hotel. Contact Sherry Williams, Spencer Library, University of Kansas, Lawrence, Kansas 66045, (913) 864-4274.

October 19-22
Oral History Association annual meeting, Pfister Hotel, Milwaukee, Wisconsin.

October 22-25
ARMA International 40th annual conference in Nashville, Tennessee. Contact: (800) 422-2762 (U.S.) and (800) 433-2762 (Canada).

CALL FOR PAPERS

1996 OHA Annual Meeting
The Oral History Association invites proposals for papers and presentations for its 1996 annual meeting, October 10-13, in Philadelphia. Theme: "Oral History, Memory, and the Sense of Place." For further information or to submit proposals, contact: Howard L. Green, New Jersey Historical Commission, CN 305, Trenton, New Jersey 08625, (609) 984-3460, e-mail hlgreen2pilot.njin.net; or Linda Shopes, Division of History, Pennsylvania Historical & Museum Commission, Box 1026, Harrisburg, PA 17108, (717) 772-3257, e-mail lshopes@ilpntn.ll.pbs.org (queries only). Deadline: December 15, 1995.

FELLOWSHIPS & AWARDS

Fulbright 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 1995. The application deadline is
August 1, 1995. For an application, contact
Council for International Exchange of
Scholars, 300 Tilden Street, N.W., Suite
5M, Washington, D.C. 20008-3009, e-mail
web6@ciesnet.cies.org or (202) 686-7878.
Please indicate your interest in the Norwich
award so that special supplementary ma-
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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 collec-
tions include comic books, current under-
ground newspapers, pulp fiction, a World
War II Agencies Collection, Newspaper
Bound Volumes Collection, and a collection
of classified U.S. government a-
genies. Inquiries about possible interim pro-
jects 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, Wash-
ington, D.C. 20540.

Rockefeller Archive Center Grants
The Rockefeller Archive Center, a divi-
sion of The Rockefeller University, invites
applications for its program of Grants for
Travel and Research at the Rockefeller
Archive Center for 1996. The competitive
program makes grants of up to $1,500 to
U.S. and Canadian researchers and up to
$2,000 to researchers from abroad in any
discipline, usually graduate students or
post-doctoral scholars, who are engaged in
research that requires use of the collec-
tions at the center. The deadline for appli-
cations is November 30, 1995; grant recip-
ients will be announced in March, 1996.

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

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 pro-
gram 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 informa-
tion, contact Archivist, Carl Albert Center,
630 Parrington Oval, University of Okla-
ahoma, Norman, Oklahoma 73019, (405)
325-5401, fax (405) 325-6419.

Grants-In-Aid for History of Modern
Physics and Allied Sciences
The Center for History of Physics of the
American Institute of Physics has a pro-
gram of grants-in-aid for research in the
history of modern physics and allied sci-
ces (such as astronomy, geophysics, and
optics) and their social interactions.
Grants can be up to $2,500 each. They
can be used only to reimburse direct
expenses connected with the work. Pre-
f erence will be given to those who need
part of the funds for travel and subsistence
to use the resources of the center’s Niels
Bohr Library in College Park, Maryland
(easily accessible from Washington, D.C.),
or to microfilm papers or to tape record
oral history interviews with a copy
deposited in the library. Applicants should
either be working toward a graduate
degree in the history of science (in which
case they should include a letter of refer-
ence from their thesis adviser), or show a
record of publication in the field. To
apply, send a vitae plus a letter of no more
than two pages describing your research
project, and including a brief budget
showing the expenses for which support is
requested. Send to Spencer Weart, Center
for History of Physics, American Institute
of Physics, One Physics Ellipse, College
Park, Maryland 20740, (301) 209-3174,
e-mail sweart@aip.org or fax (301) 209-
0882. Deadlines for receipt of applica-
tions are June 30 and December 31 of
each year.

Reference Material Awards
The National Endowment for the Humani-
ties Reference Materials Program supports
projects to prepare reference works that
will improve access to information and
resources. Support is available for the cre-
ation of dictionaries, historical or linguis-
tic atlases, encyclopedias, catalogues
raisonnes, other descriptive catalogues,
grammars, databases, textbases, and other
projects that will provide essential scholarly
 tools for the advancement of research or
general reference. Support is also
available for projects that address impor-
tant issues related to the design of accessi-
bility of reference works. The application
deadline is November 1, 1995, for projects
continued on page 30

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offered upon request. For a
complete price list or additional
information contact:

Texas Heritage
3728 Victory Circle
Orange, TX 77630

Owner: Arlene Troutman
Phone: (409) 735-7991
Fax (409) 735-6751

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President's Message
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working to identify areas of continuing concern to the profession, including the archivist's role in approving destruction of White House files, his responsibility for processing presidential records, his sensitive position in managing Nixon presidential historical materials, and his responsibility for representing the United States internationally. We will be seeking to develop a strong and honest relationship with Governor Carlin and the National Archives to serve the archival profession and the people of the United States. We believe that the Society's active involvement in the search for an Archivist and our role in the confirmation process have laid the necessary foundation for this continuing role.

Education Notes
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audience is homogeneous to the extent that everyone is coming from the same institutional culture; it is conceivable in some instances to tailor the workshop to institutional needs; and the institution can effect more rapid change if the entire staff receives the same training.

Institutional workshops will require a minimum attendance of fifteen participants. Smaller institutions may want to work with other repositories in the community to organize the co-sponsorship of an SAA workshop. For more information on costs and availability of courses, please contact Jane Kenamore at (312) 922-0140 or e-mail jkenamor@saa.mhs.com.

Workshops: Fall Line-up
October 18, 1995: "Navigating Your Archives through Uncharted Waters: Strategic Planning for Archivists," co-sponsored by the Midwest Archives Conference in Topeka, Kansas; instructor will be Thomas Wilsted of the American Heritage Center, University of Wyoming.

November 1-3, 1995: "Business Archives: The Basics and Beyond," co-sponsored by the Society of Southwest Archivists, in Houston, Texas; instructors will be Elizabeth Adkins of Kraft Foods, Inc., and Philip Mooney of Coca-Cola.


November 16-17, 1995: "Understanding the USMARC Format for Archival and Manuscripts Control," co-sponsored by the Western Reserve Historical Society and the Society of Ohio Archivists, in Cleveland, Ohio; instructors will be Lofton Wilson of the New York Public Library and David Carmichael of the Westchester County Records and Archives Center.

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beginning after September 1, 1996. For more information contact Reference Materials, Room 318, NEH, Washington, D.C. 20506 or e-mail jserventi@neh.fed.us.

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.

NIC Conservation Assessment Program
The National Institute for the Conservation of Cultural Property (NIC) announces the availability of grants for the Conservation Assessment Program (CAP), contingent upon Congressional appropriations for FY 1996. CAP is funded by the Institute of Museum Services (IMS) and administered by NIC. Applications will be mailed to museums on NIC's CAP mailing list October 6, 1995. Applications must be postmarked on or before December 1, 1995. To request and application or receive further information, contact CAP, National Institute for the Conservation of Cultural Property, 3299 K Street, NW, Suite 602, Washington, D.C. 20007, 202-625-1495.

Pennsylvania Historical and Museum Commission
The Pennsylvania Historical and Museum Commission invites applications for its 1996-1997 Scholars in Residence program. The program provides support for full-time research and study at any commission facility, including the state archives, state museum, and 26 historical sites. Residences are available for four to twelve consecutive weeks between May 1, 1996, and April 30, 1997, at the rate of $1,200 per month. The program is open to all who are conducting research on Pennsylvania history. For further information and application materials, contact Division of History, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, Pennsylvania 17108, (717) 787-3034. Deadline is January 12, 1996.

Mentoring . . .
Diane Vogt-O'Connor has found that being an SAA mentor is refreshing and recharges the batteries.

See what SAA can do for you!

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

The repository building is a three-story structure with a central atrium from floor to ceiling and balconies around each of the two upper levels. The interior is well ventilated, with windows both front and back and openings in the floor under each shelving unit. Combined with the open central atrium this allows for free airflow throughout the building, but has the unfortunate consequence of providing access for dust and insects, as no screens have been installed. The roof of the building leaks and is in need of repair. Staff do not have a working area and the electrical system poses a very real fire hazard.

The NAC collection is divided into two principal parts: 1) research, located on the ground floor; and 2) conservation on the upper two floors. There is also a collection of books.

The research collection consists of printed reports, journals and bulletins; as well as documents in archival boxes arranged by provenance, principally government department, such as 419 boxes in Group 1 (Ministry of Information and Culture); but also including groups for such entities as the Buddhist Institute and a series of Sihanouk personal files and several of foreign provenance (Indochina and France). A particularly valuable series is from the Democratic Kampuchea (Pol Pot) administration 1975-1979. These documents have been kept in three locked cabinets. One cabinet contains 26 numbered sets containing documents relating to commerce and industry, such as the Import-Export Plan for 1977-78. Others appear to be less rigorously organized. Apparently other documents from this period may exist elsewhere, such as the collection of school text books now located at the Council of Ministers, and the “confessions” of political prisoners held at the Tuol Sleng Museum of Genocide archive.

The conservation collection on the upper two floors is far less organized overall, although it does include a number of series from the French Colonial administration and from the Sihanouk period (1953-1970). Evidently most of the Lon Nol period documents (1970-1975) have not survived. Some of these documents are in named and numbered boxes, while others are unsorted in tied bundles on the floor. These are gradually being sorted and tied into brown-paper covered boxes arranged by provenance and given running numbers.

However, valuable records from the French colonial period are rotting away on the floors and shelves. About 50% of the records—and there are about 2,000 linear meters of records all up—are either wrapped in brown paper or still in their original boxes. These boxes have been constructed from acidic paste-board, starch-filled cloth, and protein adhesive which has promoted insect infestation, mainly termites and beetle larvae. Other records are sitting on shelves unwrapped gathering dust, mould, and also being attacked by insects. Fundamental supplies such as boxes are non-existent. Even brown paper used to wrap records is in short supply. Basic supplies such as boxes and-acid free folders could be sent. Arresting the spread of insects needs to be done. While fairly extensive repair work needs to be done to the building, there are some essential items that should be taken care of, such as repairing leaks in the roof and installing insect screens.

Cambodia is probably fortunate to have any records at all remaining after what it has experienced. While the opportunity presents itself, something must be done to save these archives from deteriorating further, to do nothing would be disastrous.

The NAC has not received any significant aid to date. Aid does not need to be expensive or extravagant. What is needed are the basics. Australia has provided some relief, but the archives community is small there and cannot provide the level of assistance that the NAC needs. Only through cooperative ventures with archive institutions in other countries can real progress be made in saving the collective memory of Cambodia.

Recent Developments

On April 30, 1994, the United States passed the Cambodian Genocide Justice Act, which urges the President “to collect, or assist appropriate organizations and individuals to collect relevant data on crimes of genocide committed in Cambodia”; and to establish an Office of Cambodian Genocide Investigation at the U.S. Department of State, which will “provide the people of Cambodia with access to documents, records, and other evidence” held by this office as a result of such investigation.”

Yale University was awarded a $500,000 grant in January from the U.S. Department of State as a result of the Cambodian Genocide Justice Act. The grant will support research and documentation of the killing of more than one million Cambodian people under the Pol Pot Khmer Rouge regime, which ruled from April 1975 through January 1979. The grant will establish the Cambodian Genocide Program at Yale. The goal of the program is threefold: to establish an international database of documentation on the Pol Pot regime; to commission new research on various aspects of the period; and to train Cambodian scholars, legal officers, and human rights workers to study the historical and legal evidence on the subject. The program will continue through December 1996.

How You Can Help

For more information, or to find out about how you can assist the mission of the National Archives of Cambodia, please contact Peter Arfanis, P.O. Box 132, Yagoona, N.S.W., 2199, Australia or e-mail petera@pcmgw.phm.gov.au.

Notes

1 M. Osborne. The French Presence In Cochinchina and Cambodia Rule and Response (1859-1905). 1969. Osborne was probably one of the last academics to have consulted, in detail, archives held in the National Archives Repository prior to its demise.

2 Interviews with staff at the National Archives by the author.

3 F.R.J. Verhoeven. p. 12.

Ne™ Member RoSter

The following new members joined the Society of American Archivists during April and May. Welcome to SAA!

**Individual Members**

Ameling, Ann B.  
Picker International Incorporated

Baggett, James L.  
Birmingham Public Library

Baker, Andrew Lanta  
Student

Bassett, Jane  
University of California at Berkeley

Bitz, Kelly Ann  
Student

Brunner, Paige K.  
Student

Bundy, Dean  
Naval Research Laboratory

Campbell, Leslie P.  
Hoopa Valley Tribal Council

Culbertson, Thomas J.  
Rutherford B. Hayes Presidential Library

Davis, Jeffrey C.  
Student

Delmont, Mary K.  
Student

Delozier, Alan  
Student

Doering, Melvin H.  
Valparaiso University

Donovan, Grace E.  
Stonehill College

Ekstrom, Lila  
Student

Ellard, Carla  
Student

English, Denise  
Student

Esposito, Jackie  
Pennsylvania State University

Foster, Anne  
Student

Fronczak, Rose  
Armstrong World Industries

Gamer, James H.  
Student

Garry, Rev. Gerald  
Divine Word College

Gemmill, Laurie  
Student

Goldenberg-Hart, Diane  
Student

Grimaldi, Anthony  
Student

Haddox, Allen K.  
American Insurance Association

Hagan, Kerri Ann  
Student

Halonen, Chris  
University of Toronto

Harter, Dale F.  
Student

Hayes, Katherine  
Wayne State University

Haynes, Douglas  
Student

Heilbrun, Margaret  
New York Historical Society

Hempe, Andrew  
Student

Hoffman, Patricia  
Student

Howard, Greg  
GraceLand

Hyer, Margaret A.  
Student

Hyslop, John  
Student

Jellema, David  
Student

Johnson, Brian K.  
Student

Kayne, Nika  
Student

Komljenovich, Joseph M.  
Student

Koncz, Judith  
Student

Konzal, John C.  
Student

Kristinsdottir, Kristjana  
Student

Leszcz, Brian E.  
Student

Maiers, Michael  
Electronic Data Systems

Manning, Michelle  
Student

Mancini, Laura  
Student

Mann, Barbara J.  
Emory University

McDaniels, Cheryl  
Sisters of St. Louis

McKee, Terese  
Church of Spiritual Technology

Megill, Ken  
Catholic University of America

Meyer, Eileen P.  
Consultant

Miller, Kathryn  
Student

Miller, Sheila M.  
Sebring Historical Society Inc.

Mulherrin, Elizabeth  
Agnes Scott College

Nacke, Laura  
University of Texas at Austin

Nobiletti, Frank  
Student

Openo, Woodard D.  
Pachta CSI, Bernadine

Perlman, Nancy  
Baltimore Museum of Industry

Porter, Cindy  
Student

Preus, Daniel  
Concordia Historical Institute

Quinn, Deacon Gerry  
Archdiocese of St. Louis

Rita, Christie E.  
Student

Rose, La Vera  
Student

Rudelich, Catherine  
Student

Rutkowski, June  
Student

Schoen, Dena  
Central European University

Shuluk, Candace Patton  
Student

Square, Brenda Billips  
Tulane University

Steiner, Kathy  
Student

Stillman, Agnes C.  
The Sage Colleges

Sutton, Fred  
Student

Swain, Ellen E.  
Student

Swanson, Catherine Compton  
Museum of Our National Heritage

Thomas, Margot  
Saint Lucia Archaeological & Historical Sites

Tilley, Kenneth E.  
Student

Toma, Kristine L.  
Student

Triebel, Kathy  
Phillips Petroleum Company

Van Riper-Geibig, Claire  
Ventura, Margaret V.

Woodward, Walter M.  
Belize Archives Department

Wall, Debra  
Weslhoff, Tim

Woodman, Joyce T.  
Concord Free Public Library

Woodward, Walter M.  
Sam Houston Memorial Museum

Wren, Linda  
Student

Wright, John N.  
Student

**Institutional Members**

Long Island College Hospital  
National Archives and Records Administration Library

National Park Service  
New York State Library

Priests of the Sacred Heart - U.S. Province  
Tata Central Archives, Bombay, India

**KEEP IN TOUCH!**

If you move or if your address label is incorrect, please notify SAA. Mail, fax, or e-mail any corrections you wish to make to: Membership Services, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, e-mail info@saa.mhs.compuserve.com or fax (312) 347-1452.

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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
(Numbered, 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. Submit hard copy or disks of ad text to: Tara J. Shimandle, SAA, 600 S. Federal, Suite 504, Chicago, IL 60605, fax (312) 347-1452, e-mail info@saa.mhs.compuserve.com. For display advertising rates or more information about SAA’s employment services, contact Tara J. Shimandle at (312) 922-0140.

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

PROJECT ARCHIVIST
The American Ceramic Society
Westerville, Ohio

The American Ceramic Society, an international association serving the informational and educational needs of members worldwide, is preparing for its centennial in 1997-1998. A project archivist is needed to prepare, describe, and preserve collections relating to the history of the Society. Collections are maintained in two locations in the Westerville, Ohio, area. Qualifications: A degree in appropriate discipline with archival training preferred. Interns are encouraged to apply. Strong organizational skills and attention to detail required as well as the ability to work independently. To apply: Send letter and resume to Project Archivist Search, Communications Department, The American Ceramic Society, 735 Ceramic Place, Westerville, Ohio 43081. EOE M/F/N/H

FOUNDATION ARCHIVIST
The Colonial Williamsburg Foundation
Williamsburg, Virginia

The Colonial Williamsburg Foundation is seeking a manager to be responsible for operations, personnel, systems and resources for the archives and records department. Primary responsibility is for the preservation of important foundation records for historical, administrative, and legal purposes; disposal of non-permanent records; provision for record storage and retrieval as needed; and administration of computerized document management systems. Also, oversees and conducts research for internal and external customers. The Foundation Archivist supervises two archives and records professionals and support staff of four.

Applicant qualifications should include proven management abilities and five or more years experience directly related to responsibilities noted above, two-three years of which would have been at the supervisory level. B.A. degree in history, English, or other liberal arts field. Advanced degree and certification by SAA or CRM preferred. Ability to lift 50 pounds. Salary: $60,000. Applications should be sent to Donna Cooper, Employment Office, The Colonial Williamsburg Foundation, P.O. Box 1776, Williamsburg, Virginia, 23187-1776. EOE/AA

Archivist
Lucasfilm Ltd.
Nicasio, California

We are seeking an exceptional person to become our full-time archivist to work at our offices in West Marin County (north of San Francisco). Lucasfilm Ltd. is one of the leading film and entertainment companies in the world. Its business activities include feature film and television production and distribution, its THX professional and consumer audio systems, and the licensing and merchandising activities of its properties and trademarks.

We offer excellent benefits and exceptional working environment in a collegial,
progressive culture where high standards are the norm. **Responsibilities:** To oversee our model, artifact, and costume archives ensuring their preservation. Coordinate events requiring use of archival materials, to include preparing and negotiation fees, scheduling talent as well as shipping and set-up arrangements, prepare and tack invoicing to clients. Oversee the photo archive for effective service to internal and external clients, supervising a regular staff of two who will handle the daily operations of the photo area. Maintain the film and sound archives, hiring occasional project employees as needed. Complete and maintain full inventories on all items in the collection. Work closely with the post production phase of film production to ensure all film elements are properly received and archived. Ability to independently manage a department with minimal supervision. **Qualifications:** Bachelor’s degree in a related field is required, with a master’s degree in library science, museum studies being highly desirable. Requires experience working in an art, photo, or artifact archive for a library, museum or similar area; previous supervisory experience; excellent communication skills; and working knowledge of inventory systems. Literacy on Macintosh with Work, Excel & File Maker Pro. If interested, please send your resume and salary requirements to Human Resources, Lucasfilm Ltd., P.O. Box 2009, San Rafael, California 94912. Minorities encouraged to apply.

**HEAD ARCHIVIST**
*Mashantucket Pequot Museum and Research Center*
*Mashantucket, Connecticut*

The Mashantucket Pequot Museum and Research Center is seeking a head archivist to direct a comprehensive program of archival acquisition, management and conversion of existing paper and microfilm collections to an electronic format. **Responsibilities:** Supervise and manage archive and manuscript collections; prepare for transfer of collections to an electronic format. Identify, collect, and organize 20th-century primary source materials related to Native American culture and history in the U.S. and 17th-

through 20th-century materials from the Northeastern U.S. Establish the Tribal Archives; catalog collections and prepare MARC-AMC format automated worksheets according to AACR2, supervise archival and research staff. **Qualifications:** Graduate degree in archival management or library science with an undergraduate degree or graduate study in anthropology or history, or an equivalent combination of training and experience. Knowledge of archival methodology, conservation techniques, and principles. Experience with automated bibliographic systems and electronic recording and retrieval systems. **Salary:** Commensurate with experience. Position open immediately until filled. Submit cover letter, curriculum vita, and three references by July 31, 1995, to Theresa Bell, Director, Mashantucket Pequot Museum and Research Center, Box 3180, Mashantucket, Connecticut 06339-3180.

**ARCHIVIST**
*Spelman College*
*Atlanta, Georgia*

Spelman College, a private liberal arts college for women founded in 1881, seeks an archivist to manage its growing archives and special collections program. **Responsibilities include** carrying out acquisitions—both arrangement and description, collections maintenance, and general reference activities; working with faculty and staff to develop donor, researcher and colleague relationships; promoting use of the collection to students, scholars, and other appropriate groups; training and supervising student assistants; initiating MARC-AMC cataloging procedures; and performing related archival and collections management functions. **Requirements include** an M.L.S. from an ALA-accredited program with a concentration or course work in archival methodologies, communication and interpersonal skills; experience or familiarity with MARC-AMC format; and basic computer skills and familiarity with word processing and database management software. **Preferred:** Background or interest in African-American history or women’s studies. Review of applications will begin immediately and continue until a successful candidate has been identified. Position is effective September 1, 1995. Resume, letter of application, and the names of three references should be addressed to Spelman College, Office of Human Resources, c/o Archivist Search Committee, 350 Spelman Lane, Box 1133, Atlanta, Georgia 30314-4399. For additional information, please call Forrest Tennant, Recruiter, at (404) 223-1420. Excellent benefits package available. EEO/AA/Title LX Institution.

**CHIEF ARCHIVIST**
*Central European University*  
*Budapest, Hungary*

The Central European University (CEU), in collaboration with the Open Media Research Institute (OMRI), has embarked on the development of a major archive for the study of post-World War II communism. The Archive is located in an historic palace in the center of Budapest with complete state-of-the-art information technology. The Radio Free Europe/Radio Liberty historical archives, of which the Archive is custodian, will be the core of the collections. The Archive will be an open-access facility dedicated to furthering the understanding of post-war events in Eastern and Central Europe and the former Soviet Union. The Archive will continue to support the research and broadcasting needs of OMRI and the Radios in Prague. In collaboration with CEU and OMRI, the chief archivist will have overall responsibility for the day-to-day operations of the Archive, including the design and implementation of preservation programs; the development of electronic access tools; the acquisition and processing of additional archival collections; the maintenance of research support to RFE/RL’s broadcasters and OMRI’s analyst; and the hiring and supervision of staff. The Archive will have an International Archives Advisory Board comprised of internationally known scholars and archivists. **Duties and Responsibilities:** Overall management of the Archive’s staff, including recruitment, identification of priorities, assignment of responsibili-
FIELD ARCHIVIST
Chemical Heritage Foundation
Philadelphia, Pennsylvania

Field Archivist for the Biomolecular Sciences Initiative of the Chemical Heritage Foundation. Qualifications: Ideal candidate has M.L.S. with archives course work; experience appraising, accessioning, arranging and describing personal papers; archives guide production experience; experience in or strong knowledge of historical documentation, documentation strategies, and appraisal guideline development preferred. Superior communication skills essential. Travel required. Requirements: Archivist will (1) work to appraise and place the personal papers of eminent biomolecular scientists into archives and produce a guide and (2) conduct a historical documentation project in the biotechnology industry. Position is funded by the National Historical Publications and Records Commission for two years. Salary commensurate with experience. Mail, e-mail, or fax cover letter and resume to Tim Kerman, Chemical Heritage Foundation, 3401 Walnut Street, Suite 460 B, Philadelphia, Pennsylvania 19104-6628, fax (215)898-3327, e-mail tkerman@mail.sas.upenn.edu.

CURATOR OF MANUSCRIPTS
The Western Reserve Historical Society
Cleveland, Ohio

A major focus of the WRHS library is its manuscript collections with current emphasis on regional African-American, ethnic, lesbian/gay, Jewish, labor, local government, and urban archives. The curator of manuscripts heads one of the library’s four divisions and is responsible for collection maintenance and expansion, supervision of associate and assistant curators and archivists, and budget preparation and implementation. The curator maintains associations with archival and historical organizations, prepares special project grant requests, and lectures in both academic and non-academic settings. The qualified applicant will have at least five (5) years of experience in an archival setting with administrative and supervisory responsibilities, strong communication and organizational skills, demonstrated ability to handle multiple responsibilities and meet deadlines, be experienced with computer systems and MARC-AMC.

Education: Master’s degree in American history, library science, or archives and formal training in archival administration. Applications will be accepted until the position is filled. Send cover letter, resume, and salary history to Human Resources Manager, WRHS, 10825 East Boulevard, Cleveland, Ohio 44106-1777. EOE.

STATE LIBRARY DIVISION DIRECTOR
Commonwealth of Virginia
Richmond, Virginia

Position #00102; Director of Research and Information Services; $41,841 - $63,884. Reports to the Deputy State Librarian and administers the recently reorganized research center comprising the public services and information processing operations of The Library of Virginia. The department combines the programs of two previously distinct units of archives and general library. Will administer work units for Reference Services, Access Services, Archives Public Services, Information Processing Services, Description Services, the Virginia Heritage Research Center and Special Collections in providing services for reference, bibliographic instruction, collection management, map and picture collection, archival services and government services. Maintains contact with and provides consultation to patrons, patron groups, and elected and appointed officials to enhance the image of the agency as the research and reference library at the seat of government. Comprehensive knowledge of genealogical and archival practices, of library practices and procedures, and of Virginia history and government is desired. Knowledge of and an interest in customer and/or public service; and of team management are essential. Prior experience in supervision in a library, archives, museum or other research-oriented institution with an advanced degree in a related field is preferred. State Employment Application Required by 5:00 p.m., July 14, 1995. Contact: Patricia Ann Browne, The Library of Virginia, 11th Street at Capitol Square, Richmond, VA 23219, (804) 786-3336, fax (804) 786-5855. AA/EOE/ADA
RESOURCES FOR PROFESSIONALS

BY ROBERT M. WARNER
Based on unique and previously unpublished sources, this book examines the complex, emotional, and difficult movement to remove the National Archives and Records Service from the control of the U.S. General Services Administration. The struggle began when the National Archives lost its independence in 1950 and culminated during the tenure of Robert Warner, sixth Archivist of the United States. The story is important to the history of the National Archives as well as to anyone interested in the political process, especially as it applies to cultural and educational institutions.
List $37.50; SAA members $32.50 plus $6 s/h

Local History Collections in Libraries
BY FAYE PHILLIPS
This comprehensive manual for integrated local history collections deals with administration, acquisition, preservation, access, and use of all forms of materials. It seeks to serve as a guide to the administration, collection, and maintenance of local history collections in libraries. For archivists, the value of this manual is one of continuing practical education and theoretical development as exemplified in SAA's Archival Fundamentals Series.
List $37; SAA members $32 plus $6 s/h

The Genealogist's Handbook: Modern Methods for Researching Family History
BY RAYMOND S. WRIGHT III
An enlightening guide for one of the most popular intellectual pastimes in this country—the search for roots. The book's purpose is twofold: to teach researchers how to discover the lives of ancestors in original and other records and then to place ancestors in the context of time, place, and society. Because a significant number of patrons in many archives are genealogists, this book will assist archivists not well versed in genealogy to provide excellent reference service in this area.
(Chicago: American Library Association, 1995) 190 pp., cloth
List $45; SAA members $40 plus $6 s/h

BY SUSAN SWARTZBURG
This resource was written for public, special, and smaller academic libraries, but is informed by an archival perspective as well. Designed to help librarians analyze the preservation needs of their institutions and develop programs to meet those needs, the text addresses collection management, the various media found in library collections, and the need for long-range planning to preserve library materials through cooperative efforts among libraries.
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Slide Collection Management in Libraries and Information Units
BY GLYN SUTCLIFFE
This British book reviews both the traditional manual method of managing slides and the contemporary interrelationship between established slide collections and the new imaging technologies. The principal methods and packages currently available for automated slide retrieval are also discussed.
(Hampshire, England: Gower, 1995) 218 pp., cloth
List $77; SAA members $72 plus $7 s/h

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