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Archival Outlook
The Society of American Archivists
SAA—Celebrating 60 Years of Excellence, 1936-1996
March 1996

POST CARD

CORRESPONDENCE

Wedding, Philippine Islands, ca. 1927.
“A bit of New York or Chicago transferred to the bush. I decorated and
cleaned the church myself in six hours while the gentry watched me, open-
mouthed, in my B.V.D.s. As for the wedding, I did everything but dress the
bride and groom. The latter insisted on wearing mourning for the festive
event. They insisted on having the ‘vanities of 1927’ staged at the church door.
I made this a gala occasion to attract others for a church wedding. Most of
them are going to the justice of the peace now.” Loyola University Chicago
Archives Catholic Church Extension Society Photo Collection.
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President's Message

“Pardon Our Dust”

A true sign of renovation or remodeling is a cute sign in the window of a building that reads, “Pardon Our Dust.” Upon entering, you find yourself amidst chaos and confusion. The occupants usually reflect veiled excitement accompanied by the usual hopefulness that what they had dreamed or planned would eventually become reality. It is that glimmer of hope the makes the dust and the sound of jackhammers worth tolerating for a short while.

It was only a few months ago that I took a leap into the remodeling mode and appointed a Task Force on Organizational Effectiveness (TFOE). The charge to TFOE was to take a serious look at the structure and governing documents of SAA and provide recommendations for changes that would make SAA a more efficient, proactive, and more responsive organization. TFOE was also asked to look for duplications, conflicts, and obsolete provisions in the constitution and bylaws of the organization, as well as to consider how well the organization’s structure serves as a vehicle to carry out its goals and objectives.

As in any remodeling project, the directive opened the door to stripping the organization to its core, improving, and firming up the foundation. Under any circumstances this is a difficult and frightening undertaking. It is always difficult to imagine what will be found when you begin to chip away at the structural bearings. What we always hope for is that what will be revealed is a solid foundation upon which modern improvements can be made. But what if you find total deterioration of the infrastructure? What happens if you discover that you have a less than solid foundation?

While we all hope that the results of our current remodeling project will not reveal such serious problems, we must be prepared to take a hard look at whatever we discover. We must be prepared to make difficult decisions and hope that we can work together to make the improvements necessary to meet the current and near future needs of SAA’s large and diverse membership.

Over the past several years, we all expressed our concerns about SAA and how the organization did not seem to live up to our expectations. No matter how bad things seemed, it was rare that we were willing to take any serious action toward change. Members generally did not know how to move toward change and issues that require our attention and those are being addressed. But this brief hiatus offers us the unusual opportunity to look inward, to pull out the walls and ceiling, to assess the 60 years of wear and tear, and to begin to reconstruct a framework that meets today’s needs.

SAA’s annual meeting in San Diego, August 28-September 1, 1996, will give us a chance to review and comment on the work that has been done toward this effort. The annual leadership/member forum, which has grown into a tradition for SAA, will provide the opportunity for dialogue among the many units within the organization. We will have an opportunity to assess and comment on TFOE’s findings and recommendations. We will have an opportunity to ensure that the changes for which we have hoped for many years will be just a bit closer to realization. We will have an opportunity to be part of the most significant changes that this organization has undertaken. I hope that you will take the opportunity to make a contribution toward this very important effort by planning to participate in this year’s forum.

The work that has to go on to bring about significant change in the way SAA operates cannot be accomplished in one year. Things may not look significantly different, but behind that calm facade there is much work going on. The members have spoken and the message is clear, so “please pardon our dust” while we begin this arduous, but exciting project.

See What Membership Can Do for You!

Sue Hodson of the Huntington Library and Art Gallery in San Marino, California, says that “through SAA I stay in touch with friends and colleagues and keep up with new developments in the profession. It’s essential!”

Join SAA today!

Contact the Society of American Archivists, Membership Services at (312) 922-0140.

Archival Outlook — March 1996
Back to Basics

You may remember last September this column addressed the formation of the Task Force on Organizational Effectiveness (TFOE). Co-chaired by Margaret Hedstrom and Luciana Duranti, TFOE exists for two main reasons: to review, clarify, and simplify the constitution and bylaws, and to define and clarify the roles, responsibilities, accountability, and relationships among the various types of SAA organizational units. The Task Force will continue to discuss its work here in pages of Archival Outlook, as well as at open forum for all members on August 28, 1996, during the San Diego annual meeting. I hope you will give us your feedback and areas of concern as we navigate this important review of SAA's operations and founding documents.

After six months of careful deliberations, I now want to give you an update on our progress. In September we broke out into two working groups, one to assess the constitution and bylaws and one to examine organizational structure. The working group on the constitution and bylaws gave a report on its work to Council at its February meeting. As Luciana Duranti reported in her cover memo, “As we have proceeded we have found that there is more to the revision of the documents than might first appear, especially since in the constitution and bylaws documents, each word and punctuation mark can be critical.”

Bill Maher had the unenviable task of pulling together the constitution and bylaws working group comments and suggested revisions into a cohesive draft document. In transmitting the draft to Council he well summarized the work of the group and the issues we faced:

“The working group began by reviewing background documents to TFOE’s establishment, parliamentary procedures, the current constitution and bylaws, and the constitution and bylaws of a number of other organizations. Through an exchange of memoranda in the mid-fall, the group identified a number of issues that needed to be addressed. Once the revisions were developed into a specific language, a draft revised constitution and bylaws was printed, circulated to the working group and to the full TFOE, and further discussed and revised. Although neither the working group nor the full TFOE has yet been able to complete its work on the bylaws, the changes to the constitution and bylaws can be characterized as follows:

- Updates to bring the constitution and bylaws in line with changes in the organization;
- Refinements to resolve governance and operational ambiguities or difficulties that have arisen in recent memory;
- Clarifications and elaborations to resolve internal ambiguities and inconsistencies within the documents;
- Streamlining to reduce the level of procedure in the constitution as much as possible and to eliminate from the bylaws any procedures that are better handled through SAA guidelines;
- Revisions still to come will implement recommendations that TFOE is likely to develop to address organizational issues relating to committees, sections, roundtables, etc.”

After reviewing the draft constitution and bylaws, Council returned the document to TFOE with questions and requests for further revisions. The working group will incorporate Council’s remarks, continue through the spring with work on the bylaws, present the results of these discussions to the membership and Council, for eventual vote at the 1997 Business Meeting during SAA’s 61st annual meeting in Chicago.

Meanwhile, the working group on organizational structure, to quote Margaret Hedstrom, “is looking into how SAA units are defined with the goal of adding to the bylaws some basic definitions of how the different types of units are defined, with regard to:
- how constituted;
- function and purpose;
- appointments, composition and terms of service (members and chairs); and
- reporting, products, expectations, termination.”

Informing all of TFOE’s discussion and evaluation is the strategic plan, the Task Force Report on Sections and Roundtables, the Electronic Records Strategies Task Force Report, the Congressional Liaison Task Force Report, the Ad Hoc Council Committee on Organizational Effectiveness Report, and the impact of new forms of communication on SAA.

These are discussions of importance to every member of the Society and we are eager not only keep you informed of these deliberations, but most importantly, to have your full input. These documents are critical to the success of SAA, to our future, and to our willingness to recreate ourselves.

Please feel free to communicate with any one of us: Susan Davis, David DeLorenzo, Luciana Duranti, myself, Margaret Hedstrom, Anne Kenney, Waverly Lowell, or Bill Maher with any of your comments, questions or concerns. I hope we will see many of you at the TFOE forum in San Diego on August 28. In the meantime, I will continue to keep you informed here in Archival Outlook.
In 1993, *Leadership and Service in the 1990s: A Strategic Plan for the Society of American Archivists* was adopted by Council. Documents like this are often placed on a shelf somewhere to gather dust. This has certainly not been the case with this plan.

As part of the ongoing planning process coordinated by the SAA Committee on Goals and Priorities, SAA Executive Director Susan Fox prepared the following, which lists many of the achievements realized since the adoption of the strategic plan. As can be seen by examining this partial listing, much has been accomplished already.

If you have any questions or comments concerning the strategic plan, please feel free to contact any of the members of the Committee on the Goals and Priorities: Thomas Battle, Roland Baumann, Lynda DeLoach, Waverly Lowell, Alden Monroe, and Lisa Weber.

**Achievements to Date**

Among many achievements realized since the strategic plan was adopted in 1993 are the following:

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

- Participation in the nomination process for Archivist of the United States, including close cooperation with the National Coordinating Committee for the Promotion of History (NCC).
- Established a Task Force on Coalitions to promote further steps to implement goal 1.
- Established a Task Force on National Information Infrastructure.
- Established a Task Force on Congressional Relations.
- Established a Task Force on Intellectual Property Strategies.
- Joined the Coalition for Networked Information (CNI).
- Established a Task Force on Electronic Records Strategies to promote further steps to implement Goal 3.
- Developed a position statement on Archival Issues Raised by Information Stored in Electronic Form.

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

- Adopted and distributed Guidelines for the Development of a Curriculum for a Master's of Archival Studies Degree (MAS).
- Identified new approaches to electronic records workshops and received an NHPRC grant to support further development.
- Initiated a continuing education curriculum in archival descriptive standards and received an NHPRC grant to support its development.

- Published a special issue of the *American Archivist* (vol. 56, no. 3) on the Committee on Automated Records and Techniques (CART) curriculum.
- Initiated, through the Committee on Education and Professional Development, Continuing Education Guidelines for the profession.

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

- Secured an NHPRC grant to develop ten case studies illustrating the impact of electronic records on archival management.
- Incorporated the CART curriculum guidelines in the development of the MAS curriculum.
- Created Electronic Records Section.
- Established a Task Force on Electronic Records Strategies to promote further steps to implement Goal 3.
- Developed a position statement on Archival Issues Raised by Information Stored in Electronic Form.

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

- Established a Task Force on Sections and Roundtables.
- Established a Task Force on Organizational Effectiveness.
- Implemented a mentoring program for new archivists.
- Increased membership recruitment and retention.
- Installed e-mail in SAA executive office.
- Approved funds for upgrading computer systems in SAA executive office.
- Reduced FY 1995 budget from 1994 level though rigorous economies and balanced the FY 1996 budget.
At its February 2-3, 1996, meeting in Washington, D.C., the Council of the Society of American Archivists:

• Established a Task Force on Intellectual Property Strategies;
• Established a Task Force on the Future of the *American Archivist* (see below);
• Approved a resolution thanking David Klaassen and Richard J. Cox for their work as editors of the *American Archivist* (see p. 7);
• Approved retaining a professional survey research firm to conduct a salary survey of members (see p. 14);
• Approved a “Key Contact” program proposed by the Membership Committee;
• Approved a resolution by the SAA/ALA Joint Committee to support an alliance with the American Library Association Office of Information Technology Policy;
• Approved a resolution by the SAA/ALA Joint Committee to appoint an SAA member to the Modern Language Association Task Force on the “Statement of Significance of Primary Records”;
• Approved a Standards Board recommendation to adopt the *Oral History Cataloging Manual* (SAA, 1995) as a guideline;
• Approved dissolution of the American Historical Association/Organization of American Historians/SAA Joint Committee on Historians and Archivists and designating the Executive Director as official representative to AHA/OAH (see p. 7);
• Moved a ballot of three SAA Fellows to serve on the Committee to Select SAA Fellows, pending their acceptance of the nomination;
• Approved a resolution congratulating the Society of California Archivists on their 25th anniversary (see p. 7); and
• Approved a resolution in support of the former historian of the Internal Revenue Service (see below).

2. If yes, how do we assure its quality and quantity? What are SAA’s options, and what are the consequences of those options? Such options may include, but are not limited to, reducing the frequency, lowering the quality, commissioning articles, rethinking the content and distribution of the publication.

3. If no, what changes in the *American Archivist* would meet those needs? Should the *American Archivist* continue in any form? What are SAA’s options, and what are the consequences of those options?

**Task Force Membership.** The task force will be composed of a past editor of the *American Archivist*, the present editor, a member of the *American Archivist* Board or a Publications Board member, a member of the Membership Committee and the SAA managing editor. The president will name the chair of the task force.

**Schedule.** The task force will deliver a report to Council for its June meeting that addresses the questions above. Council will specify which options it wishes to pursue for comment by the membership at large. *Archival Outlook* will carry a report on these deliberations, and Council will solicit comments during the annual meeting. Council will direct action of the task force in September 1996, and the task force will conclude its work by January 1997.

* Adopted by Council February 3, 1996.

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**Resolution in Support of IRS Historian Shelly Davis**

WHEREAS

The Society of American Archivists hereby commends former Internal Revenue Service (IRS) historian Shelly Davis for her integrity and dedication, and thanks her for bringing the important issue of access to government records before the American public.

And WHEREAS

The SAA also goes on record in support of her position that information about the policies, actions, procedures, and plans of the IRS should be made available to the American people.

THEREFORE BE IT RESOLVED

The Society of American Archivists strongly supports and commends the efforts of U.S. Archivist John Carlin and the National Archives to resolve the situation and calls on the IRS to respond to Governor Carlin’s recent letter requesting within ninety days an action plan that addresses the need to identify, schedule, and transfer to the National Archives records that document the mission and role in government of the IRS.

*Passed by unanimous vote of Council February 3, 1996.*
Resolution Thanking David Klaassen for his Term as Editor of the American Archivist

WHEREAS

David Klaassen served as the editor of the American Archivist from 1989 through 1991, beginning his responsibilities with the Winter 1989 (v. 52, #1) issue and ending with the Fall 1991 (v. 54, #4) issue;

And WHEREAS

his contributions to the American Archivist have remained formally and regrettably unacknowledged;

And WHEREAS

during his term as editor David instituted a number of new innovations to the American Archivist and worked hard to improve it as a medium of communication to the SAA membership, steadfastly enduring a series of never-ending deadlines;

And WHEREAS

during his term as editor of the American Archivist, David produced issues that were of consistently high quality;

THEREFORE BE IT RESOLVED

that the officers, the Council, and the executive office of the Society of American Archivists commend David for his excellent work, and on behalf of the SAA membership, thank David as well as the University of Minnesota for their important contributions to the archival profession.

Passed by unanimous vote of Council February 2, 1996.

Resolution Thanking Richard J. Cox for his Term as Editor of the American Archivist

WHEREAS

Richard J. Cox has served as editor of the American Archivist from 1992 through 1995, beginning his responsibilities with the Winter 1992 (v. 55, #1) issue;

And WHEREAS

during his term as editor, Richard has instituted a number of innovations to make the American Archivist into a more effective medium of communication with the SAA membership, and has endured the series of never-ending deadlines;

And WHEREAS

since becoming editor, Richard has produced issues of the American Archivist that have been of consistently high quality and a credit to the archival profession;

THEREFORE BE IT RESOLVED

that the officers, the Council, and the executive office of the Society of American Archivists commend Richard for his excellent work, and on behalf of the SAA membership thank Richard, as well as the University of Pittsburgh and the School of Library and Information Science for their important contribution to the archival profession.

Passed by unanimous vote of Council February 2, 1996.

Resolution Congratulating the Society of California Archivists on its Silver Anniversary

The Society of American Archivists, which celebrates its 60th year of service to the archival community in 1996, congratulates the Society of California Archivists (SCA) on the occasion of its silver anniversary. SAA takes pride in the fact that SCA’s formative meeting took place at the annual meeting of the Society of American Archivists in San Francisco a quarter of a century ago.

SAA salutes the cooperative relationship which has existed between itself and the Society of California Archivists during these past twenty-five years. Both organizations have worked to address archival concerns among those in the archival and historical professions, as well as society in general.

The Council of the Society of American Archivists recognizes the outstanding work done by SCA in the development of educational programs such as the Western Archives Institute, and SCA’s regular series of workshops which bring archival programs and practices to all parts of California. Serving our nation’s most populous state, the Society of California Archivists continues to develop an awareness of archival concerns at all levels, and to make its programs available to people throughout the West.

The Society of American Archivists is pleased to recognize and congratulate the Society of California Archivists as it begins its next 25 years of service.

Passed by unanimous vote of Council February 2, 1996.

SAA/OAH/AHA Committee on Historians and Archives

In 1968, SAA, the American Historical Association (AHA), and the Organization of American Historians (OAH) formed an ad hoc committee with two representatives from each organization to investigate and report on the status of the National Archives with particular attention to the question of whether it should become an independent agency. The committee prepared a report, published by the AHA, which became an important document in the long effort for independence for the National Archives.

Partly as a result of this successful joint venture, the three organizations formally organized the Joint Committee on Historians and Archives in 1973 to explore all aspects of problems and policies that affect both historians and archivists as they relate to the custody and research of manuscripts and archives collections.

The committee has in recent years been meeting twice a year in the spring and fall. During a September 11, 1995, meeting at the AHA, the executive officers of the three organizations, Susan Fox (SAA), Sandy Freitag (AHA) and Arnita Jones (OAH) agreed because of scheduling problems to cancel the fall 1995 meeting.

The future of the committee has been a major point of discussion for some time. It is important for the two professions to keep abreast of each others activities and to share mutual concerns, however, the cost of the two meetings a year for a group without a clear mission was a key issue. Following discussions and recommendation from the executive directors, the governing boards of all three organizations ultimately voted to dissolve the committee in favor of retaining official representation and communication through the respective executive directors.
Departures and Arrivals:  
The American Archivist  
in Transition

Editor's note:  January marked the changing of the guard at the American Archivist. —  Richard J. Cox of the University of Pittsburgh completed his three-year term as editor and Philip B. Eppard of the State University of New York at Albany began his tenure as editor.  Both were invited to contribute an essay about their views of the journal as outgoing and incoming editors respectively.  In February, the Council of the Society of American Archivists formed a Task Force on the Future of the American Archivist to examine whether the journal in its present form is meeting the informational needs of membership and subscribers (see page 6).

A Map through the Less Defined Situations:  
Final Thoughts about the American Archivist

by Richard J. Cox

By the time you read these words I am now writing, my time as editor of the American Archivist will be over, save for cleaning up a few odds and ends.  It has been an interesting four years.  It has also been a frustrating time.  I hope that my honest assessment of editing the journal will prove useful for all who care enough about their chosen profession to take a few moments to read a brief commentary in this professional newsletter.  As usual, I also hope that my comments will inspire a few more to put fingers to keyboard and to contribute to their professional literature.

Editing the American Archivist puts one into a somewhat closer contact with the archival profession in this country and in foreign nations than one usually has the opportunity to experience.  You have the chance of reading contributions from a broad array of the profession, often on issues of current debate and contention.  Despite what some of the critics of the professional literature suggest, these contributions come from archivists in both large and small programs and from individuals with a diversity of educational backgrounds.  The Society of American Archivists journal also is read by our colleagues around the world, as I learned through personal contact and correspondence with many.  In fact, the American Archivist may be more regularly perused and more highly regarded by archivists outside of the United States as a source of ideas about both practice and theory, and here you have a hint of one of the frustrations of being editor.

Contemplating my tenure as editor, however, leads me to wonder more about what I have learned about the archival profession.  Our professional community seems, as a whole, not to be engaged in research about its own work — few research studies were submitted for consideration for publication in the American Archivist.  The profession does not seem inclined to contribute many thoughtful essays about its practical work or the implications of its practice in institutions or society — more of these were submitted than those on research, but the overall quantity and quality were very limited given the usually high education levels of archivists.  And the profession does not appear to be interested in the kind of careful debate characterized by essays probing the innermost depths of professional practice, thought, and ethos — precious few such writings were ever submitted to me although cantankerous debates on the Archives and Archivists listserve and in other professional forums suggested that there were many opinions held about the profession, its literature, and the nature of its knowledge.

The purpose of my comments is not to generate sympathy for me or the new editor of the American Archivist.  The purpose of my comments is not to whine about what sometimes seems to be an impossible task, sustain a professional journal for a profession seemingly uninterested in its professional literature.

Whether one believes it or not, individuals generally agree to take on a responsibility such as editing a journal because of a commitment of service to and interest in their profession.  Power, prestige, and paens did not seem to be perks for this job.

I am writing this in order to express a legitimate concern about the future of the archival profession.  I do not think the American Archivist should be terminated because of the problems with submissions or the perceived level of readership because it is essential to the health of professional knowledge and practice (at least for those who use it).  Without a forum for the exchange of thoughtful inquiries into professional practice and the more theoretical underpinnings of archival work, our practice is bound to suffer.

A profession exists because of some form of commitment to the common good of society.  Surprisingly, many archivists will tell you (at least many have told me) that taking time to read, let alone write for, their professional literature will diminish their opportunity to contribute to that common good.  They are too busy, with everything.  They are too busy doing to have time for reflecting about what they do.  If that is the prevailing attitude, then I think we are in serious trouble in the years ahead.

William Sullivan, who has written perhaps the strongest statement on professions recommitting to that common good in Work and Integrity:  The Crisis and Promise of Professionalism in America (1995), has noted that professions have three features — "specialized training in a field of codified knowledge usually acquired by formal education and apprenticeship, public recognition of a certain autonomy on the part of the community of practitioners to regulate their own standards of practice, and a commitment to provide service to the public which goes beyond the economic welfare of the practitioners" (p. 2).  The American Archivist, from production to use, most closely relates to the knowledge aspect of these professional characteristics.  The journal is not published to be put into barber shops or doctors' offices, and it is not generally a forum for gaining a better concept of the profession's potential public good.  It is different from the electronic chatter of listserve and the exchange of views at professional conferences or around the office coffee pot.

My argument is simple, but hopefully not simplistic.  It seems to me that archivists possess an extremely important responsibility in society — the maintenance of records of continuing value to that society, its institutions, and its people.  I doubt few would quibble over this statement, even if they hold
Some Thoughts from the New Editor of the American Archivist

by Philip B. Eppard

When I tell people outside the archival world that I am now the editor of the American Archivist, I always refer to it as "the quarterly journal of the Society of American Archivists." Such a description is readily intelligible to people in academia, for whom the scholarly quarterly is a staple of everyday life, but it is really an inadequate description of the journal.

The American Archivist has been a primary vehicle in the United States for the publication of scholarly research relating to archives. Yet it is unlike scholarly quarterlies in academic disciplines such as history, economics, or sociology because archives is a profession as well as a discipline of study. There can be no doubt that the archival profession needs the kind of research into its principles and practices that Richard Cox has been an unstinting advocate for during his years as editor of the journal. The archival profession is relatively small, however, and the number of publications which seriously address the issues facing archivists on a daily basis is few. Consequently, the American Archivist has to play several different roles. It must continue to publish high quality research, it must continue to examine archival practices, and it must continue to address the many controversial issues that affect the profession and the care of records. Furthermore, it must do all these things in an intelligible and intelligent style.

If the American Archivist is able to address this broad agenda, it will meet the needs of the profession and be read by archivists who care about their calling. One simple goal I will keep in mind during my editorship will be to try to ensure that each issue of the journal contains something that will attract the immediate attention of all members of SAA when they first browse the contents of an issue. It may be only a book review, or it may be a major research article. In any case, my larger goal will be to produce a journal that will connect with both the vital "academic" concerns as well as the "practical" concerns of the archival community.

The first editors of the American Archivist defined its editorial policy simply: "to be as useful as possible to the members of the profession." To their minds in 1938 this meant an emphasis on "the concrete and practical rather than the general." The journal, along with the SAA and the profession as a whole, has matured greatly over the last six decades. Archivists can still benefit from "the concrete and the practical," especially as the forces of information technology transform much of the work that archivists do. Yet the journal needs to continue to expand its focus beyond the concrete and practical in order to strengthen the intellectual underpinnings of the profession. Such a focus will serve to better inform the work of archivists, to place it in the larger context of recordkeeping, and to reinforce in our minds the value of archives in maintaining our cultural heritage.

Besides serving the professional archivist, however, the American Archivist also plays a vital role in representing the profession to those outside of the archival world. In this role it should welcome appropriate contributions from other disciplines. More than that, however, it should set a positive tone for the profession as a whole. Such a tone should not attempt to ignore the many issues and problems that archivists face, but it should confidently and quietly acknowledge as a given the fundamental importance to society of the keeping of historical records.

Editors, of course, "merely" edit, and the editor of the American Archivist can only ensure that the journal reflects the true diversity of the research interests, experiences, and opinions of the profession as a whole if the profession contributes to the journal. There are clearly obstacles that can deter many archivists from undertaking sustained research projects, but this does not necessarily mean that archivists are not interested in research nor that research should be regarded as irrelevant to the everyday life of archivists in the trenches. While we need more research, there are other needs as well. The profession and the journal can always benefit from well informed and well articulated position papers that would be welcome in the "Perspectives" section. Analyses of problems in archival management that discuss a problem and its treatment in a larger context than one's own shop are good candidates for the "Case Studies" section.

Appeals to the membership of the Society to contribute to the American Archivist are not new. In the very first issue the editors noted that "the journal can never be a success unless each individual member of the Society of American Archivists recognizes a personal responsibility for furnishing it with worthy material. In the hands of the membership, therefore, rests the ultimate fate of the publication." This is one fact of life in the archival world that has not changed.

different views about the particulars of the mission. But I believe this responsibility brings with it the need to maintain currency or sharpness in the archival professional knowledge in order to ensure that the archivist understands records and recordkeeping systems and their uses and values for a wide array of constituencies. Here I expect many arguments. What is the professional knowledge? What do you mean by records and recordkeeping systems? Who are our constituencies?

Obviously, in a brief essay such as this, there is little space to write about all the various aspects of the professional knowledge or the mission of the archivist. However, it should be clear — whether it is through appraisal, the design of descriptive approaches, or the act of providing access to the records — that the archivist has to know first and foremost about the records and recordkeeping systems. Where is the evidence that we do? I have found that the most useful essays about the history and evolution of recordkeeping systems are being written by historians such as Clanchy, Stock, and Harris who are studying the evolution of literacy despite the fact that many archivists are history-trained and inclined. I have found that the most useful studies about the value of records and other forms of evidence are being written by journalists, communications theorists, and historians such as Kämmen, Buruma, Zelizer, and Schudsen studying continued on page 31
The Nature of Arrangement and Description

Processing is structured by the flow of archival work and the potential uses of the records as well as by the nature of archival and manuscript materials. The nature and condition of newly received records are determined largely by institutional records management programs in the case of archives and by repository collecting policies in the case of manuscripts.

In order to facilitate appropriate use, processing must be geared to the varied audiences for archival records. Archival materials tend to attract fewer users than library materials, but

Arrangement & Description:
General Considerations
by Fredric M. Miller

they are often used more intensively, especially when the materials are being mined for scholarly research. At the same time, both archives and manuscript repositories acquire materials which may require restrictions on access to protect privacy and confidentiality.

While facilitating use, processing should also be designed to ensure physical preservation of records. Each repository will develop an accessioning and processing program directed at its own holdings and its own users. However, such programs should be consistent with the common practices and standards developed or adapted by the archival profession.

The first step in examining those common accessioning and processing practices is to establish definitions. For accessioning, the following straight-forward definition fits most cases: accessioning is the process by which a repository takes physical custody and assumes legal and administrative control over a body of records.

The two components of processing — arrangement and description — are more difficult to define. At their most basic, they are simply the ordering and listing of records. Archives and manuscript collections are arranged according to the principles of provenance and original order. The principle of provenance provides that records are maintained according to their creator or source rather than according to a subject or other form of classification system. The principle of original order provides that the internal arrangement of files established by their creator be retained whenever feasible.

Groups of records are commonly described in multiple-page inventories and other forms of narrative analysis, as well as in card or computer catalogs similar to library systems. Archivists emphasize collective description in contrast to individual description of items or documents.

In the context of these basic principles, the following operational definitions apply:

Archival arrangement is the process of organizing and managing historical records by
- 1) identifying or bringing together sets of records derived from a common source which have common characteristics and a common file structure, and
- 2) identifying relationships among such sets of records and between records and their creators.

Archival description is the process of capturing, collating, analyzing, controlling, exchanging, and providing access to information about
- 1) the origin, context, and provenance of different sets of records,
- 2) their filing structure,
- 3) their form and content,
- 4) their relationships with other records, and
- 5) the ways in which they can be found and used.

Establishing Priorities

All repositories have a backlog of accessioned records awaiting full arrangement and description. Decisions about the processing of individual sets of records can be effectively formulated only in the context of a repository-wide processing program based on institutional goals and priorities.

The overall processing program should be based on the mission, resources, and clientele of the repository. Each repository should develop general guidelines for both the selection of records to be processed and the way they should be processed. Clearly the more salient a collection to the central institutional mission, the sooner it should be processed.

The repository processing program should extend beyond the selection of records and ensure that processing is a balanced and coordinated activity. Activities should be carried out in a logical order. Records should not be arranged but then left undescribed. Neither should arrangement and description be conservation. Reference staff should be informed about the new accessions and consulted about processing priorities, since they will be most familiar with user interests and needs.

The processing program should generate summary data to provide both administrators and staff with a general overview of the state of work on all materials in the repository. A popular approach elaborated by archivists at the Massachusetts Institute of Technology views processing along a continuum from lesser...
to greater specificity. Along this continuum archivists process each set of records in a manner appropriate to their particular nature and probable use. The key goal of a processing program should be to maximize the proportion of a repository's holdings available for effective use. It is better to have a high proportion of records with general series-level descriptions than a small proportion with comprehensive item- or folder-level indexes. General processing guidelines should indicate the level of detail considered appropriate for the repository's holdings. This will be the level which facilitates most of the probable use of the materials without an excessive investment of repository resources.

Processing guidelines may also indicate what kinds of records most of the repository's clientele use, so that such records within a collection may receive more careful processing than other parts of the collection. It is important to understand that there is no requirement that all sets of records be processed to the same level of detail. The guidelines also should discuss how and when an archivist should consolidate for processing several accessions from an ongoing agency. While the immediate processing of accessions has obvious advantages for users and administrators, it can also result in an excessive fragmentation of a repository's holdings. The guidelines should discuss as well the conditions under which unprocessed materials are made available for research. The effort required to implement a usable arrangement varies in difficulty according to:

a) the size of the collection,
b) its current arrangement,
c) changes over time in organizational structure,
d) changes in filing structure, and
e) the variety of physical formats present.

Similarly, the complexity of descriptive work will be largely determined by the time span, contents, and record type of the files.

The staff of all repositories should have a good idea what their users will want and how they can go about finding it. In the planning of processing, understanding of current use should be combined with reasonable projections about patterns of future use. Such projections in the archival world are not based on scientific models. Archivists base their estimates instead on a combination of available quantitative data about research use, a knowledge of the reason why given records were created, and an understanding of the evolving interests of various user communities.

A repository must commit resources to processing beyond staff costs and supplies. Processing requires space — a special area where records being processed can be stored and spread out for simultaneous work by several people.

The Administration of Processing

The allocation of resources to processing is one aspect of the overall administration of arrangement and description. By nature, processing is the essence of orderliness. It places a premium on detail and precision, and therefore demands careful, logical and well-coordinated administration. The key aspects of that administration are: establishing procedures, explicit planning and decision making, and a sensible division of labor. The daily institutional processing environment will be a product of such policies and procedures combined with available institutional resources.

Source

This information has been excerpted from the introduction and chapter five in Arranging and Describing Archives and Manuscripts, by Fredric M. Miller (Chicago: Society of American Archivists, 1990), 131 pages, paper. This indispensable resource is one of seven volumes in the Archival Fundamentals Series. Available from SAA: list $25, SAA members $19, plus shipping/handling. Contact SAA publications at (312) 922-0140 ext. 21, or e-mail info@saa.mhs.compuserve.com.
Network Advisory Committee Report

Editor’s Note: On February 8, 1996, in a ceremony held at the Library of Congress, President Bill Clinton signed into law the Telecommunications Act of 1996. The full text of the act is available on-line at http://thomas.loc.gov.

On December 3-5, 1995, I attended as SAA’s alternate representative the fall meeting of the Library of Congress Network Advisory Committee (NAC). The theme of the meeting was “Legal Issues Surrounding the Digital Library.” The purpose of the meeting was to address legal issues other than copyright that may affect librarians and archivists as they become ever-more digital. A group of lawyers, librarians, and electronic communication activists addressed the group on issues such as free speech, privacy rights, liability, and intellectual property.

Free Speech
Several speakers addressed the issue of free speech on the Internet, with a surprising diversity of opinions. Most of the speakers and audience argued in favor of an unregulated Internet. They noted that laws and regulations limiting the scope of free speech were adopted for radio and television because access to the media was relatively limited. Scarcity does not apply in cyberspace, and so the need to regulate speech on the Internet should, in theory, be reduced. In fact, however, as the meeting was being held, several amendments to the Telecommunications Act that would limit access to pornography and other objectionable forms of speech on the Internet were being debated in Congress. Bills by Rep. Henry Hyde (R-IL) and Sen. James Exon (D-NE) were viewed as the most objectionable because they argued for a broad definition banning any indecent communication. Rep. White (R-WA) has introduced an alternative bill that would regulate materials found to be “harmful to minors.” Some argued for the White amendment as the best deal the Internet is likely to get from Congress, while others argued against supporting any form of limitation on free speech.

As media merge, the absurdity of trying to regulate content according to the distribution method should become apparent to everyone. One speaker noted that it is theoretically possible to have five screens displaying the same information, but with different delivery methods. The information could come from an over-the-air broadcast, a cable, a VCR, the Internet, or the telephone company. The regulatory environment for each is different since the courts and the laws in the past have focused on how information is delivered, and not the information itself. That position may no longer be tenable.

Privacy
Several speakers admonished librarians that the privacy of individuals as they participate in cyberspace should be respected absolutely. One speaker in particular argued in favor of the ability to “surf” anonymously. While librarians and archivists have jealously guarded circulation records and other private information about their patrons, they have wanted to maintain records on who was using their materials, when, and how — if only to protect themselves against theft or abuse. Digital libraries and archives may require a rethinking of library policies regarding access and anonymity.

Liability
The liability of libraries and archives that provide general Internet services was of great interest. Questions were raised concerning the liability of a library when a library-run listserv is used to distribute pornography, slander, or copyrighted materials. A second scenario concerns those librarians who have workstations that can be used to access the Internet. Are the librarians in any way responsible or liable if patrons retrieve material over the pipeline supplied by the library that some would deem offensive or criminal?

Unfortunately the laws in this area are unclear, and there have not been enough appropriate cases to assist in the interpretation of the statutory law. Several of the speakers cautioned people to avoid being too conservative in their approach to the issue, however, noting that the natural tendency when challenged is to remove material anyone claims is offensive — and thus unnecessarily limiting freedom of speech. The Massachusetts Institute of Technology’s computer center was cited as a model. When it receives a report that someone has sent an offensive message, the center sends a note to the supposed sender informing him or her that someone else is apparently using their account to send out messages others find offensive. This seems to keep the problem under control.

Intellectual Property
While the conference hoped to avoid the issues of copyright, several speakers touched on it during their remarks, and one paper was devoted to the NII White Paper on Intellectual Property. The speaker delivered a masterful analysis of the white paper and the legislation (both domestic and foreign) it has generated. The white paper, it was noted, treats intellectual property as identical to any other kind of property, and works to overcome the limitations on the rights of the copyright owner currently found in copyright law. Especially troublesome are its failure to recognize “fair use” as an integral part of the copyright principle, suggesting instead that “fair use” only exists because of difficulties in licensing such use in the past — difficulties that can be overcome with current technology.

Conclusion
The assembled representatives agreed to alert their respective organizations as to the on-going debates about the place of free speech and fair use on the Internet, and to ask each organization to consider joining those groups speaking out against attempts to limit acceptable speech or restrict rights of fair use.

The full papers from the conference are to be posted shortly at the NAC web site, http://lcweb.loc.gov/nac/. The next meeting will be held on June 16-18, 1996 and will focus on “Electronic Publishing and Global Access.”
The Association of Canadian Archivists (ACA) will be holding its annual conference this year in Whitehorse, Yukon Territory from 29 May to 1 June 1996. The conference theme is “frontier/homeland”. For the gold seekers of 1896, the Yukon represented riches beyond thinking, a frontier to be exploited. For the native people, this was a beloved and bountiful homeland. What happens when a documentary tradition overtakes an oral tradition, when the concept of frontier and homeland collide? For the archivist of 1996, new technologies and the communications revolution offer limitless challenges. The Whitehorse conference will provide an opportunity to explore emerging innovations and discoveries within a context of traditional activities.

The Rupert’s Land Bi-Annual Colloquium will share a joint day of sessions with the ACA on 1 June and continue their conference through to 3 June. The Rupert’s Land conference will have sessions on oral traditions, the fur trade, and other northern topics.

Whitehorse, the meeting site, is the capital of the Yukon Territory, located in northern Canada next to Alaska. It has a population of approximately 25,000 and is accessible by air three times daily from Vancouver, British Columbia.

Contact Lyne St. Hilaire-Tardif, ACA Office Manager, at (613) 443-0251, fax (613) 443-0261 for more information.
SAA Membership Salary Survey to be Conducted

At its winter 1996 meeting, SAA Council unanimously approved the implementation of an SAA membership salary survey. To be finalized immediately following the 1996 annual meeting in San Diego, the survey should be mailed to all SAA members by fall 1996 and results made available by early 1997.

The development of a comprehensive reference tool for determining archival salaries will provide an important benchmark for current conditions and future strategic efforts. Through the implementation of a salary survey, SAA seeks to compile data that includes a statistical breakdown of salaries by institution type, geographic location, education, and years in the profession. Members from different geographic locations and representing a variety of institutions will serve on a survey development steering committee.

The survey will be conducted by Lawrence Leiter & Company. The cost for implementing this important work will be supported through the Education Fund, a special projects account created by member contributions and maintained separately from SAA's general operating fund.

For more information on the salary survey, contact SAA Member Services at dmills@saa.mhs.compuserve.com or (312)922-0140.

Exercise Your Right to Vote

The 1996 SAA ballot was mailed in February to all individual members of the Society. Please complete the ballot and return it in the envelope provided, postmarked by March 25, 1996. Election results will be posted in the May issue of Archival Outlook.

Browse SAA’s Home Page

When you are cruising the Internet, make sure you visit SAA’s home page at: http://volvo.gslis.utexas.edu/~us-saa/. Let us know how we’re doing and what else you would like to see on the home page by sending a message to: info@saa.mhs.compuserve.com.

Directory of Archival Organizations

The 1996 Directory of Archival Organizations in the United States & Canada is bound in the center of this newsletter. This handy reference lists 67 organizations. Each entry includes a contact person for the organization, the newsletter editor (if applicable), plus membership totals and dues information.

Leadership List Correction

The 1995-96 Leadership List should be updated as follows:

COUNCIL
Karen Benedict
Fax: (614) 481-3087
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Lori Hefner
E-mail: lori.hefner@bdi.hcc.com
Sharron Uhler
E-mail: cosmuseum@aol.com

VISUAL MATERIALS SECTION
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M/B/RS Division
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202-707-5903
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email: jhof@loc.gov

REPRESENTATIVE TO NATIONAL CENTER FOR AFRO-AMERICAN HISTORY AND CULTURAL PLANNING COMMITTEE
Alice Cornell
University of Cincinnati
Blegen Library - Rm. 808
Cincinnati, OH 45221-0113
(513) 556-1959

New ACA Secretariat

The Academy of Certified Archivists (ACA) officially moved its secretariat out of the SAA office in Chicago, effective September 1, 1995. ACA has engaged Capitol Hill Management Services as its secretariat. Inquiries regarding ACA should be directed to: ACA Secretariat, c/o Steve Grandin, Capitol Hill Management Services, 48 Howard Street, Albany, NY 12207, (518) 463-8644, fax (518) 463-8656.

SAA DEADLINES

MARCH
1 Workshop registration for:
“Cyberspace for Archivists” (Utah);
“Getting Things Done” (Atlanta);
“APPM” (Seattle); and “Understanding the USMARC Format” (Seattle)
5 Job announcements for April SAA Employment Bulletin
15 “Cyberspace for Archivists” (New Orleans) workshop registration

APRIL
1 All proposals/requests for Fall 1996 SAA continuing education workshops
1 Workshop registration for:
“Automating Finding Guides” (Boston); “Acquisition, Processing, and Reference of Legislative Collections” (Chicago)
5 All submissions (including job ads) for May Archival Outlook

MAY
1 Nominations for Theodore Calvin Pease Award
5 Job announcements for June SAA Employment Bulletin
6 Workshop registration for:
“Managing Electronic Records Part II” (Salt Lake City)

JUNE
5 All submissions (including job ads) for July Archival Outlook
14 Audiovisual reservation deadline for 60th SAA annual meeting, San Diego

JULY
5 Job announcements for August SAA Employment Bulletin
27 Early bird registration deadline for 60th SAA annual meeting, San Diego
RONALD H. AXELRAD has been appointed director of archival operations at the Leo Baeck Institute in New York City. Previously, he served as archivist for the Jewish Historical Society of Central Jersey.

PETER A. CARINI, formerly the college archivist of Simmons College in Boston, is the new head of College Archives and Special Collections at Mount Holyoke College, South Hadley, Massachusetts.

Having completed a 14-month NHPRC grant at the Massachusetts Institute of Technology Institute Archives and Special Collections, DEBORAH L. COLEMAN is now the project archival cataloger with the Rhode Island State Archives.

KAREN L. JEFFERSON, former curator of manuscripts at Moorland-Springarn Research Center, Howard University, and more recently program officer in the Division of Preservation and Access at the National Endowment for the Humanities, is now African American Studies Archivist/Bibliographer in Special Collections Library at Duke University, Durham, North Carolina.

The archives of The Sporting News have appointed JAMES R. MEIER as librarian. Meier comes to St. Louis from Durham County (North Carolina) Library.

JOHN H. SLATE, formerly of the Center for American History at the University of Texas at Austin, has accepted the position of curator of collections/librarian, Hertzberg Circus Collection and Museum, San Antonio Public Library.

Ripon College’s archivist LOUISE SCHANG received a unique thank you recently from the Department of the Army—the Commander’s Award for Public Services, the third highest award designated for civilians. Schang was honored for assisting with the recent publication of Faith and Courage - A History of the Ripon College Reserve Officers' Training Corps, 1919-1991 and providing direction for last year’s Ripon College ROTC museum exhibit.

Robert Gordon Remembered

I read with sorrow the obit for Robert Gordon in the January issue of Archival Outlook. After many years of no communication, he wrote on November 24th to congratulate me on the SAA Lifetime Achievement award. In my reply, too late, I suggested a memoir on his experiences that led to the National Archives of Canada.

Gordon’s father, a Scot doing business in Russia, married the daughter of a Russian general. They escaped the German invasion by going east, ending up in Japan. There Bob learned some Japanese before returning to Europe to join Polish resistance forces. The main task of his unit was to disrupt German supply lines. The unit was betrayed to the Germans by a collaborator. As he had some Jewish ancestry he was in danger of execution. He and others in the Polish forces were actually saved by Churchill who informed the Germans that Polish armed forces were considered members of the British army. Churchill warned the Germans that should any members of the Polish army be executed the British army would take similar actions against German prisoners; thus, he was not turned over to the SS.

After the war, Bob received compensation from the British for war service. He used this money to emigrate to Canada for enrollment at McGill University. I remember well his saying, “I like archives so much that I would gladly have worked for nothing.”

Gordon’s limited knowledge of Japanese resulted in a strategic promotion at the Public Archives of Canada. He greeted Japanese dignitaries in Japanese. A cabinet member who accompanied the visitors to the archives was so impressed, he told the dominion archivist to promote Gordon!

MEYER FISHBEIN
Bethesda, Maryland

Listen UP!

AUDIOCASSETTES of 42 selected sessions are available from the 59th annual meeting of the Society of American Archivists held August 28-Sept. 3, 1995, in Washington, D.C. For a complete list and order form, contact:

Jeanette Spears
Society of American Archivists
600 S. Federal, Suite 504
Chicago, IL 60605
(312) 922-0140 Fax (312) 347-1452
E-mail: info@saa.mhs.compuserve.com

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Archives in the Tropics
Proceedings of the Australian Society of Archivists Conference in Townsville, Queensland, May 9-11, 1994. One hundred fifty delegates from all states and territories of Australia, Malaysia, Singapore, New Zealand, Fiji, and the U.S.A. participated in the conference. Papers address the following topics: education and training; conservation; oral history; electronic recordkeeping; archives in Malaysia; documenting aboriginal and islander experiences; archival considerations, and more.

Australian Society of Archivists (1994) / 144 pp., soft cover
List $30 ■ SAA members $25
product code 289

Conservation Environment Guidelines for Libraries and Archives
BY WILLIAM P. LLULL AND PAUL N. BANKS
This publication discusses general collection environment criteria, assessment, monitoring and goals for an improved conservation environment. General building environments and building systems are discussed that can create a good conservation environment, including various possible compromises. Typical interim and low-cost measures are suggested to improve an environment. Typical phases of design and construction projects are described for new design and environmental renovation, including planning steps and guidelines for selecting the design team.

Canadian Council of Archives (1995) / 102 pp., soft cover/spiral bound
List $21 ■ SAA members $16
product code 290

Dance Archives: A Practical Manual for Documenting and Preserving the Ephemeral Art
EDITED BY LESLIE HANSEN KOPP
For anyone responsible for a dance archives, this copiously-illustrated manual includes examples of how to document a deed-of-gift to ways to control interior environments, conduct an oral history interview, or assure that a concert playbill becomes a useful research document. It also contains guides to dance collections and other resources across the continent and in cyberspace, a glossary, and a bibliography. More chapters are planned and will be easily insertable in the binder format used.

Preserve, Inc. (1995)
150 pp., binder
List $35 ■ SAA members $30
product code 283

Debates and Discourses: Selected Australian Writings on Archival Theory, 1951-1990
EDITED BY PETER BISKUP ET AL.
The constructive period of the Australian archival profession was during 1951-90. The sixteen essays and papers which have been reproduced in this publication were written during that period by Australian archivists who were grappling with some of the basic problems of archival management. Archivists and archives students will find some major Australian contributions to archival theory, as well as ideas, arguments and debates that continue to be relevant as archives face the challenges of the electronic world.

Australian Society of Archivists (1995) / 230 pp., soft cover
List $30 ■ SAA members $25
product code 291

Designing Archival Programs to Advance Knowledge in the Health Fields
EDITED BY NANCY MCCALL AND LISA MIX
Because of the vast quantity of records being generated in the contemporary health fields and the limited resources available for archival preservation, archival programs must resort to new strategies for appraisal and selection. This book brings together the broad range of specialists—including archivists, historians, science policy experts, a clinician, a medical librarian and computation expert, and the specialist in museum curatorialship—to explore ways of balancing conflicting demands through research in collection development, collection management, and user services.

List $43 ■ SAA members $38
product code 285

Electronic Records Management as Strategic Opportunity: A Case Study of the State University of New York Office of Archives and Records Management
PREPARED BY THOMAS J. GALVIN AND RUSSELL L. KAHN
The first of nine case studies with teaching notes to be published by SAA and funded by a grant from the National Historical Publications and Records Commission. This case study addresses the question of how to jump-start an archives and records management program by first addressing electronic records issues. Although the subject is a massive state university system, the question is also applicable to smaller institutional archives.

CASE STUDY (22 pp.)
List $6 ■ SAA members $3
product code 301

TEACHING NOTES (14 pp.)
List $12 ■ SAA members $8
product code 300

Electronic Records Management in the New Millennium: Managing Documents for Business and Government (video training package)
WRITTEN BY RICHARD BARRY AND ANNE THURSTON
Ever increasing quantities of information exist only in electronic or digital format, yet little thought has been given to the means of insuring that this information is retrievable and readable over time. This video training package provides a powerful way forward. In two films with accompanying teaching notes, world authorities on the subject explain the issues involved and their implications for managers and professionals. The package can be used as a stand-alone training tool or as part of in-house training programs, professional society meetings, continuing education schemes and graduate academic courses. Papers from a conference on managing electronic information also included.

University College London (1995)
Video, teaching notes/discussion guidelines, and conference papers
List $180 ■ SAA members $150
product code 284
The Guide to Research Collections of Former United States Senators, 1789-1995

Compiled by Karen Dawley Paul

This guide identifies primary source materials documenting the lives and legislative activities of 1,658 individuals of the 1,726 members who completed service in the United States Senate prior to January 3, 1995. The collections are housed in approximately 594 publicly-accessible repositories across the nation. The work has two objectives: to encourage scholars, teachers, and students to use these collections in creative and innovative ways; and to inspire current members of the Senate to follow the tradition of their predecessors by carefully planning for the preservation and disposition of their own materials.

744 pp., hard cover
List $10 ■ SAA members $7
Product code 286


Prepared by Lisa L. Fox

This new edition presents the latest information on planning and managing microfilming projects, incorporating new cooperative programs, service bureaus, and the impact of automation. With abundant illustrations, it covers each phase in the preservation microform, including quality control and production, storage of master negatives, selection and preparation of materials to be filmed; bibliographic control for microfilmed materials; and overall project administration.

American Library Association (1995)
480 pp., hard cover.
List $75 ■ SAA members $70
Product code 292

Women, Information, and the Future: Collecting and Sharing Information Worldwide

Edited by Eva Steiner Moseley

The fundamental links between power and information and the essential role of women in sustaining human development are two of the concepts at the core of this thought-provoking work. Based on an international conference sponsored by the Schlesinger Library on the History of Women in America and held at Radcliffe College in 1994, the 47 articles in this book were drawn from more than 100 presentations outlining the evolution of women's libraries, archives, and documentation centers, and the present and future challenges of facilitating access to information for women worldwide.

296 pp., soft cover
List $24 ■ SAA members $19
Product code 282

Hands-On Hypermedia and Interactivity in Museums

Edited by David Bearman

Essays on the profound technological and intellectual issues raised by the use of multimedia technologies to represent cultural heritage information. Groups of papers profile the impact of technologies on museum applications and audiences, and the relationship of museums to society. Sections devoted to image management, design issues, intellectual access, and standards look closely at museum requirements and the sufficiency of current technologies.

Archives & Museum Informatics (1995) / 385 pp., soft cover
List $55 ■ SAA members $50
Product code 288

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Prepayment required. Visa and Mastercard welcome. Prices listed do not include s/h charges.

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California Dreaming:
1996 SAA Annual Meeting

by William K. Wallach and Hilary Kaplan,
1996 Program Committee Co-chairs

Shivering from snow, slush, and Canadian clippers cruising across the country? Tired of trekking about the tundra, encapsulated from the top of your ski mask to the bottom of your snow boots? While our wintry weather may have left your mind numbed to the core, let the anticipation of the 1996 SAA annual meeting, August 28 - September 1, with its stellar, white-heat program in balmy San Diego, thaw you out and stir your imagination. “California dreaming, on a winter’s day...”

In the last issue of Archival Outlook, Host Committee chair Rick Crawford wrote about the amazing number of diversions available to us from San Diego, Mission Bay, La Jolla, and Coronado Island. Unlike some professional meetings (but not SAA’s!) that might remind you of a lyric from the song The Hotel California — “you can check out anytime you want, but you can never leave” — the 1996 annual meeting will keep you actively and productively engaged in sessions, seminars, and workshops. And you’ll still have sufficient free time to enjoy the surf, sand, and salsa! However, to help you resist the unavoidable temptations to play hooky, the Program Committee has selected 89 excellent sessions for SAA’s 60th annual meeting.

The Census Bureau reported last year that within 20 years the percentage of the U.S. population composed of African Americans, Hispanic and Latino Americans, and Asian Americans will together be larger than the percentage of Caucasians, a group which will move from being the majority to the plurality. Without a doubt this demographic shift will have immense implications for our culture, institutions, and organizations. What more appropriate place than California, the nation’s most diverse state, to initiate discussions about the implications of an increasingly diverse population for our archival institutions, organizations, and education programs?

The Program Committee has assembled a track of sessions to explore issues such as the impact of a changing population on acquisition and appraisal practices, outreach strategies, new user communities, and staffing patterns and recruitment. Keynoting the meeting will be Johnnetta Cole, the dynamic president of Spelman College and a business leader in Atlanta, who will focus on work place diversity. The Program Committee intends this track of sessions to stimulate conversations about the challenges and opportunities we will meet as archivists and administrators of archival institutions — and why it is in our best interests to initiate discussions now, develop strategies and build appropriate tools and programs to strategically place our repositories and organizations so they will continue to thrive and succeed.

The SAA membership will find much more through a well-rounded program on other subjects of relevance and interest. The omnipresent digital environment is the focus of several sessions, as are appraisal, preservation, access, and descriptive practices. Forums on records of religion, American business, government, and corporations will address broad-based issues that cut across traditional boundaries.

The national archivists of Mexico and the U.S., both relative newcomers to their positions, will speak about the role and mission of their respective institutions. Sessions on electronic records and recordkeeping will provide both the neophyte (Electronic Records 102: Fundamental Issues) and the expert (Archival Science, Artificial Intelligence, and Business Process Reengineering) with opportunities to further their understanding of new approaches and technologies.

Archival education will be in the spotlight with three sessions including one with deans whose schools offer graduate archival education; another provides, for the first time at an annual meeting, a chance for current students and recent grads to discuss archival education from the vantage point of the student; and the third gives graduate students an opportunity to share their research efforts with an audience beyond the classroom.

These are but a few of the fine opportunities you’ll have in San Diego to further your understanding of archival issues and ideas and to engage colleagues in conversations about our profession’s work. We hope to see you all at the meeting!
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## CANADA

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### Provincial and Local Archival Organizations

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57. Archives Association of Ontario  
58. Archives Council of Prince Edward Island  
59. Canadian Council of Archives  
60. Archives Society of Alberta  
61. Association des Archivistes du Quebec  
62. Association for Manitoba Archives  
63. Association of Newfoundland and Labrador Archives  
64. Council of Archives New Brunswick  
65. Council of Nova Scotia Archives  
66. Reseau des Archives du Quebec  
67. Saskatchewan Council of Archives
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15 Chicago Area Archivists (100/$4) *
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Chicago Historical Society
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(312) 642-4600
Fax (312) 266-2077

16 Chicago Area Business Archivists (55/0) *
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Morton Grove, IL 60053
(708) 846-2982
Fax (708) 646-7699
ewadlins@kgf.chi.il.us

17 Cleveland Archival Roundtable (75/$7.50) *
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Cleveland Museum of Natural History
1 Wade Oval, University Circle
Cleveland, OH 44106-1767
(216) 231-4600 ext. 212
Fax (216) 231-5919
aweber@cmnh.org

18 Conference of Inter-Mountain Archivists (175/810) *
P.O. Box 2048
Salt Lake City, UT 84001-2048

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Salt Lake City, UT 84112

Newsletter Editor: Glenn Fairclough
Utah State Archives & Records Service
Capital Hill
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(801) 975-4023

*number of members/annual dues

19 Connecticut River Archives Group (141/$0) *
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Assistant State Archivist
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Hartford, CT 06155
(203) 566-5650
Fax (203) 566-2133

Co-chair: Joan Dougherty
Smith College
College Archives
Northampton, MA 01063
(413) 585-2975

20 D.C. Caucus (250/$15-MARAC Dues) *
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1311 Delaware SW, #8849
Washington, D.C. 20024
(202) 501-5350
Fax (202) 219-2176

21 Delaware Valley Archivists Group (135/$7.50) *
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Urban Archives
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Fax (215) 2204-3681
Mj@astro.ocis.temple.edu

Archival Arranger
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Presbyterian Medical Center Archives
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Philadelphia, PA 19104
(215) 662-8006

22 Greater New Orleans Archivists (42/$5) *
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Archives & Manuscripts/Special Collections Department
Earl K. Long Library
New Orleans, LA 70148
(504) 523-4652
Fax (504) 286-7277

23 Kansas City Area Archivists (133/$10/$15) *
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3218 Gladstone Blvd.
Kansas City, MO 64123
(816) 483-8300

Senior Chair: Ron Romig
RLDS Archives / POB 1059
Independence, MO 64050
(816) 833-1000

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Fax (504) 522-5108

The Dusty Shelf
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The Dusty Shelf
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 alex@cmnh.org

26 Library Council of Metropolitan Milwaukee Archives Committee (30/indiv. $17.50) *
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Rev. Wayne Jenkins
6871 S. Lovers Lane
P.O.B. 289
Hales Corner, WI 53130
(414) 427-4270
Fax (414) 425-2938

Co-chair: Phillip Runkel
Assistant Archivist
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970runkelp@vms.csd.mu.edu

27 Long Island Archives Conference (150/$10) *
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Historian
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1 Washington St.
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(516) 489-5000 ext. 4393
Fax (516) 481-9124

LIAC Newsletter
Editor: Richard Harmond
St. John's University
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Jamaica, NY 11439
(718) 990-6181, ext. 5167

28 Louisiana Archives and Manuscripts Association (215/$10) *
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University of Southwestern Louisiana
Southwest Archives and Manuscripts Collection
PO Box 40199
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(318) 482-5841
Fax (318) 482-5841
ib2096@usl.edu
29 Miami Valley Archives Roundtable
(60/$10)*
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Sinclair Community College
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30 Michigan Archival Association
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31 Mid-Atlantic Regional Archives Conference
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College Pk, MD 20740-6001
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32 Midwest Archives Conference
(110/$16)*
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34 New England Archivists of Religious Institutions
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35 New Hampshire Archives Group
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36 North Louisiana Roundtable
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37 Northwest Archivists
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40 Society of Alabama Archivists
(85/$10)*
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The Alabama Archivist
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Ralph Brown Draughon Lib.
Auburn University, AL 36849-5607
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41 Society of California Archivists
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56  Archives Association  
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57  Archives Association  
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58  Archives Council of  
Prince Edward Island  
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59  Canadian Council of  
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60  Archives Society of  
Alberta  
(200/$20 CDN)∗
P.O. Box 21080  
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61  Association des  
Archivistes du Quebec  
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62  Association for  
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63  Association of  
Newfoundland and  
Labrador Archives  
(150/$15 CDN)∗
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64  Council of Archives  
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66  Reseau des Archives  
du Quebec  
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67  Saskatchewan  
Council of Archives  
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Spring Workshops

SAA's spring schedule of continuing education workshops is in full swing and experiencing record registration numbers! Two workshops were completed in February, "Cyberspace for Archivists" in Houston, Texas, and "Automating Finding Guides" in Tempe, Arizona. Both workshops were filled to capacity. The remaining workshops in the spring lineup are receiving a steady stream of registrations and look promising — so register now before they fill!

Due to popular demand, SAA and co-sponsor New England Archivists will offer a special encore presentation of the "Automating Finding Guides" workshop on April 27, the April 26 course has filled. Registration materials are available from the SAA Education Office. The registration fee is $109, and the deadline for registrations is April 1, 1996. SAA is pleased to offer a special second chance to attend this sold-out workshop to those who missed the first registration deadline. Don't miss this unprecedented opportunity — register early!


Fall Workshops

The deadline for proposals for fall 1996 SAA workshops is April 1, 1996. Proposals should contain detailed information on the co-sponsor or host, the approximate desired date of the workshop, the title of the workshop(s) being requested, location and any other pertinent information.

SAA's 60th annual meeting is fast approaching and we are hard at work plotting out the preconference workshops, August 25-27, 1996, in San Diego. An additional course focusing on electronic archival issues, "Providing Information and Services via the WWW," has been added to the tentative schedule. This course will provide a comprehensive overview of how to set up a World Wide Web site in an archival setting. Participants will leave the workshop with basic knowledge of: hardware platforms and operating systems; how to choose an Internet provider, an HTML editor, and what services to provide; design issues; and how to build a simple site from scratch.

Other preconference course offerings are:

Archival Cataloging as a Component of Description - Introduces archival cataloging in the context of archival description and places cataloging as a portion of the descriptive process, relating the catalog record to finding aids, indices, and repository guides.

Access Points - Focusing on the concept of authority control, content analysis, and the formation of searchable access points in an archival catalog, this course will cover formation of headings for persons, geographic names, and corporate bodies and of headings for subject analysis, form, and genre using the Library of Congress Subject Headings and the Art and Architecture Thesaurus.

Application of the USMARC Format - Teaches the use of the USMARC format with emphasis on those fields relevant to archival description using APFM and graphic materials. The workshop will cover coding fixed fields and tagging descriptions and headings.

Planning New & Remodeled Archival Facilities - Designed to provide the archivist with specific knowledge and skills related to planning renovation or construction of a new archival facility.

Managing Change and Organizational Transformation - To deal with challenges presented by the changing nature of archival work in the electronic age, archivists and their institutions must transform themselves in profound ways. This workshop will provide participants with a set of ideas and tools to build an effective framework for change.

Archives: An Introduction - Designed for those who have archival responsibilities but little or no training in archival theory and practice. The instructors will introduce participants to basic elements of theory and practice.

Training the Trainer: Teaching Techniques and the Adult Learner - Designed for graduate archival educators and continuing education instructors interested in teaching on the local, regional, or national level.

Case Teaching and Case Writing in Archival Education - Focuses on the case study, how it is created and how it is used as a teaching tool. Participants will discuss the role and implications of case studies in archival education.

Managing Electronic Records - Presents an overview of electronic records as they relate to current archival theory and practice.

Introduction to SGML - Description unavailable at this time.

The Administration of Photographic Collections - Presents ways to administer photographic collections effectively, allowing maximum access while preserving the photographs for future exhibitions and research.

Update on Education Director Search

On January 26, SAA ran an advertisement for an Education Director in the Chronicle of Higher Education which yielded over 35 resumes. There appear to be many excellent candidates within this pool. The Selection Committee is now in the process of reviewing the resumes, selecting a pool of semi-finalists and will be interviewing final candidates in April.
New Member Roster

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

Individual Members

Abdul Daim
Ecca Abromitis
cisco Barbedo
quvo Distriatal do Porto
erine Barnes
ite Allis Bastian
ele R. Bennett
iversity of Michigan
opher J. Blakemore
ne Bory
iversity of Southern Colorado
ick Carey
atace Services Inc
John Carlin
ational Archives and Records Administration
Deirdre Carlino
Student
Carolyn Kozo Cole
Los Angeles Public Library
Bernadine Dodge
Trent University
Mary Kathleen Duggan
Youville College
Todd Eckert
Student
Sandra C. Emmerson
Armand Esai
Field Museum of Natural History
Kimberly Flanagan
Student
Eleanor Friedl
Student
Tammy Galloway
Atlanta History Center
James Gates
National Baseball Hall of Fame
Miriam Gelzer-Govatos
Student
Karen Glynn
University of Mississippi
Marcy Goldstein
Mindy S. Gordon
Student
John H. Grant
Judy Greene
Student
Rebecca Hankins
Tulane University
Curris J. Hansen
Debra Hansen
Paul Heller
Norwich University
Shelley A. Henley
Rosenberg Library
Bruce Henstell
Mary A. Hunsberger
Student
Mildred L. Jackson
Student
Chan Ho Jee
Government Archives and Records Service
Sandra Lee Johnson
Roger G. Joyce
Wyoming Archives & History Department
Zelda Kaplan
Student
John G. Kays
Student
Luis Carlos Lopes
Randal Lukow
Student
Marie McAndrew-Taylor
Woodstock Historical Society
William E. McCaffrey
Washington Mutual Bank
Margaret L. McCoy
Andrew Medlar
Student
Laura Micham
Keith D. Miller
Fox Theatre
Myrl Nygren
Churchill County Museum & Archives
Terri O'Hara
Student
Rodney Gorme Obien
National Trust for Historic Preservation
Barbara Paff
Rutherford B. Hayes Presidential Library
Stephen P. Pentek
Shelia Powell
National Archives of Canada
Sarah Poweska
Lynn Prichet
Student
Alan E. Puglia
Student
Anthony Reed
Rebecca Rich-Wulfmeyer
Student
Christine D Rivers
Diocese of Shreveport
Helene Van Rossum
Nancy M. Shader
Student
Ashe Shanan Ashe
Student
Andrea Sheehan
Student
Karen L. Siniarski
Thelma D. Smith
Matagorda County Museum
Catherine Smrncina
Randi Sowell
Nancy Spigel
Student
Marcia C. Stein
Student
Pepper K. Tasker
Student
Kristen Thomas Clarke
Student
Kevin Tomlinson
Indiana University School of Library Science
Jens Topholm
The Local Archives of Aalborg
Tom Troppe
Student
Denise M. Visconti
Oncology Nursing Society
Amie M. Wilson
Student
Kenneth H. Winn
Missouri State Archives
Lubow Wolynetz
Jane Addams Hall House Museum

Institutional Members

National Archives of Egypt
National Gallery
(215, Ottawa, Ontario, Canada)
The University of Michigan
State University of New York at Albany
University of the North
(Birmingham, Alabama)

ARE YOU CERTIFIABLE?

The Academy of Certified Archivists invites you to find out.

The 1996 Examination for Certified Archivists will be given August 28, 1996, in San Diego, Calif.; Chicago, Ill.; Jacksonville, Fla.; and Philadelphia, Penn. All requests for applications must be received no later than May 13, 1996. To receive an application and Candidate Handbook, contact:

ACA SECRETARIAT
C/o Capital Hill Management Services
Attn: Steve Grandin
48 Howard Street
Albany, New York 12207
(518) 463 - 8644
Fax (518) 463 - 8656

Archival Outlook — March 1996 21
From the Archivist of the United States

by Gov. John W. Carlin

At the National Archives and Records Administration we are moving forward with our "Strategic Directions Initiative" and looking ahead to the challenges facing the agency. By the time you read this, members of my Strategic Directions Team will be fanning out across the country to hold information gathering sessions at every NARA facility. These sessions will give everyone who wants to the opportunity to voice their ideas, suggestions, and recommendations for how we can best meet the goals outlined in our vision, mission, and values statement.

I have already visited NARA staff around the country to talk about their concerns and to explain why we are undertaking this initiative. Now I want to hear from staff about their ideas on how we can provide ready access to essential evidence and change the culture of this agency. I know that the people who do the work are the ones with the ideas on how we can do things differently and better. Through the information gathering sessions, I am asking staff to share ideas that can help me develop and implement a meaningful strategic plan.

The sessions will focus on one of two topic areas. One topic will cover ideas the agency should try or steps the agency needs to take to provide ready access to essential evidence. The other topic will cover the ideas and steps the agency should take to improve staff development and change the culture of the agency.

These sessions are themselves a step on the road to changing our culture. Members of the Strategic Directions Team have been trained in facilitation techniques so they can lead the sessions in a constructive dialogue. This will be the first agency-wide attempt to encourage people to consider issues from a different perspective, rather than getting bogged down in conflict. I am asking staff to bring ideas but not to defend them. I want people to explore the issues and ideas that will come up, move away from their own biases and begin to see other points of view. In this more creative and open atmosphere we will work together to develop the best ideas for NARA as a whole. Having the staff participate in dialogue and not debate will be a major step toward realizing the values we all need to practice to accomplish NARA's mission.

Nevertheless, I know that there is still a lot of cynicism inside and outside the agency about whether any real change will happen. The staff has been through strategic planning exercises before and may feel like yet another initiative is a waste of time. You may also be thinking the same thing.

This time, however, it will be different, and there are several reasons why. No one is forcing NARA to undertake this initiative. I have begun this effort because in my discussions with staff and external groups, it was clear that NARA had to make major changes or face irrelevancy. I am leading this initiative. I have not delegated responsibility for a plan to some committee. Although I am guiding this effort, everyone is involved, including the office heads and all of the staff. We are proceeding at a pace appropriate to the importance of the work. I am not going to settle for a shoddy plan done as quickly as possible. I am taking my time and doing this right. I have laid out a clear mandate to ensure ready access to essential evidence and we are determining the best ways to meet that mandate. Most importantly, I will be decisive in implementing what we set out to do.

Following the gathering of input from the staff, I will draft a plan this spring. That draft will be shared with NARA staff and external groups like SAA for comment. Then, probably sometime in June, I will complete the plan and use it to drive decisions about program priorities, organizational structures, and budget allocations.

Even though I am heavily involved in the Strategic Directions Initiative, there are other important challenges we are confronting. For example, you may have seen mentioned in the Washington Beat column of the January 1996 issue of Archival Outlook, that in 1998, NARA will begin to accession the central files of the Department of State that are in electronic form. In 1973, the State Department began to keep its central files electronically and in 1998 these records will be eligible for transfer to NARA. NARA currently holds the paper and microfilm records from the central files beginning in 1978, and they are some of the most heavily used records held by NARA. We anticipate that the electronic files will be very popular as well.

In preparing to accession these records, I have created a committee, chaired by Michael J. Kurtz, the assistant archivist for the Office of the National Archives, to develop a detailed implementation plan for accessioning and providing access to the Department of State's electronic central file system (called OASYS). The committee is keenly aware of the numerous complex issues involved in the transfer of such a significant body of electronic records. The implementation plan will deal with issues such as archival context and function, access, and long-term preservation. Michael Kurtz will brief the Department of State's Advisory Committee about the plan at their June meeting.

The ideas this committee develops will be important to me as I develop our strategic plan. We will also learn valuable lessons about electronic records strategies and policies. Dealing with records such as the State Department's central files is an important test for putting into practice NARA's mission of ready access to essential evidence.

"Now I want to hear from [National Archives] staff about their ideas on how we can provide ready access to essential evidence and change the culture of this agency. I know that the people who do the work are the ones with the ideas on how we can do things differently and better."
House Hearings on Copyright in the Digital Age

On February 7 and 8, the House Subcommittee on Courts and Intellectual Property held a hearing on H.R. 2441, the “National Information Infrastructure Protection Bill of 1995.” The strong disagreements expressed at the hearing may well indicate that it is unlikely that such a bill will pass this year. Representative Carlos Moorhead (R-CA), chair of the committee, noted that “we are at the beginning of a new frontier in the distribution and reproduction of copyrighted works.” He stressed that the subcommittee is at the start of a long process toward resolving the many complex aspects of this issue. Seven members of Congress attended the hearing: Moorhead (R-CA), Sensenbrenner (R-WI), Goodlatte (R-VA), Bono (R-CA), Schroeder (D-CO) ranking minority, Rick Boucher (D-VA), Lofgren (D-CA).

The 19 witnesses presented strongly divergent views with some supporting the legislation, others offering vigorous opposition, and others providing various recommendations for amendments. The most contested issue involved the provision that would hold on-line service providers responsible for infringing communication. Several witnesses urged the committee to retain the liability section for on-line providers and others stressed that such a system would be impossible to monitor and implement. Sharp disagreement also emerged over whether the current system is broken and in need of additional legislation.

The supporters claimed that the information superhighway cannot fully develop without increased protection for the creators of copyrighted material. Others, such as Cornelius Pings, the president of the Association of American Universities, stated that the bill does not provide a balance for retaining the principle of “fair use.” By stressing that if this balance is not ensured, the law could hinder the economic development being envisioned by the supporters of the bill. Pings, along with Edward Black, president of the Computer and Communications Industry Association, were most concerned that the bill gives exclusive rights to the copyright holder for digital transmissions. Black also called for amending the bill to retain in the digital environment the “first sales doctrine.”

On the provisions in the bill that dealt with copying for the blind and for preservation purposes, there tended to be a consensus. In response to testimony by Jeanne Hurley Simon, chair of the U.S. National Commission on Libraries and Information Science, Representative Schroeder (D-CO) specifically addressed the fact that the Conference on Fair Use (CONFU), sponsored by the Information Infrastructure Task Force, had failed to develop any guidelines on issues such as distance learning and electronic reserves, despite the fact that the informal group of publishers, librarians, and scholars have been meeting for well over a year. When Simon stated that the group did not have a congressional mandate to produce guidelines and that she thought a commission with a mandate and deadlines should be established to come up with guidelines to address the thorny issues of balancing the rights of creators and users of copyrighted material, Schroeder said there was no money for a commission. However, both Moorhead and Schroeder urged CONFU, of which NCC has been a part, to produce in a timely fashion some agreed upon guidelines.

GPO Plans for Electronic Depository Library Program

In December, the U.S. Government Printing Office (GPO) released a report titled, “The Electronic Federal Depository Library Program: Transition Plan, FY1996 - FY1998.” The plan states that GPO “expects that nearly all of the information provided through the Federal Depository Library Program will be electronic by the end of fiscal year 1998.” Currently there are about 1,400 depository libraries, with at least one in every congressional district and many associated with universities. The Federal Depository Library Program, which guarantees public accessibility to federal information at no cost to the user, has been a vital component in the overall federal information policy.

Many in the scholarly and library communities applauded GPO’s commitment to providing government information electronically; however, this report does raise concerns about: how the majority of Americans — who still rely on information in a paper format — will gain access to government information during this transition period; how long-term access will be ensured; and how many of the depository libraries will be able to become electronic by the end of fiscal year 1998.
National News Clips

Commission on Protecting and Reducing Government Secrecy Up and Running
Submitted by Michael Douglas Smith, Commission on Protecting and Reducing Government Secrecy

When the 1994 Foreign Relations authorization bill (P.L. 103-236) was signed into law, it included a section (Title IX) that established a two-year bipartisan commission to recommend ways to strengthen the protection of classification information and eliminate the classification of nonsensitive information. As Senator Daniel Patrick Moynihan (D-NY) describes the charter of the commission he chairs: "We have at this point approximately two million persons in the federal government who are cleared for secrecy. This will perform a real clearing out, getting it down to the absolute necessities. There are some things that have to be kept secret. Most things don't."

The twelve commissioners are drawn from the government, academia, press and business. Rep. Larry Combest (R-TX), who heads the House Permanent Select Committee on Intelligence, is vice chair. Senator Jesse Helms (R-NC) and Rep. Lee Hamilton (D-IN) complete the congressional contingent. Other commissioners include the Director of Central Intelligence John Deutch, journalist Ellen Hume, and professor Samuel Huntington.

During 1995 the commission held six meetings; in 1996 a series of meetings with representatives from interested private sector groups — academics, industry, public interest organizations — will be held to elicit further information on the present state of secrecy in the government and identify areas where reform can be made. The commission's report will be presented to Congress in early 1997.

Creating Databases of Digital Images

Introduction to Imaging: Issues in Constructing an Image Database introduces readers to the basics of creating databases of digital images. It also identifies such fundamental issues as how to integrate an image database with other information resources, and how to interchange visual information among a variety of computerized systems. The book recommends strategies that will not foreclose future technological options and that can make upgrading easier as new equipment becomes available. It is an essential tool for anyone whose professional work has been changed by this new technology.

This publication (48 pp./soft cover) is available prepaid for $7.95, plus $3 s/h per order ($5 if outside the U.S.) from: The Getty Trust Publications Distribution Center, (800) 223-3431 (U.S. customers only) or (310) 453-5352; fax (310) 453-7966.

Storage of Paper Records

Environmental Guidelines for the Storage of Paper Records is a new technical report, published by the National Information Standards Organization (NISO), which assists archivists, librarians, architects, and engineers in (a) establishing environmental guidelines for the storage of records in their particular facilities, and (b) making the many decisions necessary to build or refurbish, and manage, a records facility. The first part of the document provides a synopsis of background materials and suggests requirements. The second part is a detailed technical summary of information in the literature, and provides the necessary background for writing a guide for a storage environment.

For a copy of this report (22 pp./soft cover; $35 plus s/h), contact: NISO, 4733 Bethesda Avenue, Suite 300, Bethesda, MD 20814; fax (301) 654-1721; e-mail: nisdiq@cni.org.

Cooperative Preservation Project Launched in Brazil

In partnership with the Commission on Preservation and Access, the Getúlio Vargas Foundation, Rio de Janeiro, has announced a project for the publication and dissemination of preservation knowledge in Brazil to form the basis for a series of preservation workshops in the region. The project, funded by the Andrew W. Mellon Foundation, is highly collaborative, involving an alliance of representatives from Brazil's National Library, National Archives, and National Foundation of Arts.

The commission is serving as the U.S. liaison to be available with advice throughout the 18-month project, to help identify and make available relevant preservation literature, and to formulate the curriculum for preservation workshops. As a first step, the commission is seeking permission to translate selected U.S.-developed preservation materials into Portuguese. The project expects to translate more than 1,000 pages of materials, making them available to about 1,500 public and academic archives and
libraries. In addition, 70 monitors will be trained in preventive conservation to cover all five regions and 27 states in Brazil.


North American Archival Suppliers Wanted for Beijing Conference

Do you have a favorite supplier of archival products? If so, tell that supplier about the XIII International Congress on Archives/International Exhibition of Archival and Modern Office Equipment and Supplies to be held from September 3-7, 1996, in Beijing, China. Dawnlight Enterprises, Inc., is the sole agent responsible for recruiting exhibitors from North America. Because this is the first time the International Congress on Archives will be hosted by an Asian country, Dawnlight is hoping to attract a wide variety of North American exhibitors representing high technology in archives management, archival equipment, and modern office supplies. These ten categories of manufacturers are targeted for exhibition:

1. Microfilming and photography equipment;
2. Computer and optical discs;
3. Fire alarm, security systems and the like;
4. Dehumidifiers and air-conditioners;
5. Paper and inks of archival quality and restoring re-agents for faded writing;
6. Document repair and restoration equipment;
7. Insecticides and fungicides, as well as insect and mold prevention supplies;
8. Document containers such as cabinets, shelves, acid-free folders, boxes, etc.;
9. Archival binders and paper cutting machines;
10. Duplicators, word processors, blueprinting and printing equipment.

Recommendations are encouraged. Please send them or have interested exhibitors contact: Xiaoguang Li or Yufan Lu, Dawnlight Enterprises, Inc., 429 Franklin Ave., Suite 302, Hartford, CT 06114, (860) 296-6888, fax: (860) 296-8528.

Bibliography Wanted on Atlantic Canadian Native People

The Mashantucket Pequot Tribal Nation of Connecticut is building a library and archive of more than 30,000 volumes on native people, with special emphasis on Eastern Woodlands tribes. The library/archive is part of the tribe’s museum and research center—under construction now—which will open in 1997 as the largest museum owned by, and dedicated to, native people in the world.

The museum is interested in obtaining information about the bibliography on Atlantic Canadian native people. Please mail information to: Mashantucket Pequot Museum & Research Center, c/o Helene Tieg, Librarian, 111 Pequot Trail, P.O. Box 3180, Mashantucket, Connecticut 06339-3180.

New Finding Aid from Australian Archives on the Web

The Australian Archives has released its record holdings information from its database to its World Wide Web site. The Australian Archives is among the first national archives to load descriptive information about its holdings on the Internet to bring its collections to a much wider audience.

- The database information is available on the Web at: http://www.aa.gov.au/AA_WWW/AA_Access/AA_Access.html (key the upper and lower case as shown.)

- Or through the Australian Archives home page at: http://www.aa.gov.au (then request <Australian Archives>; request <Accessing our Holdings>; and click on the <Australian Archives database> in the second line)

For further inquiries: Helen Nosworthy, Australian Archives, P.O. Box 34, Dickson ACT 2602, Australia.

New York State Archives and Records Administration

Seven scholars will receive grants totaling $15,000 to pursue historical research at the New York State Archives that relates to public policy issues such as homelessness, criminal identification, rural schools, and discrimination in prison sentences. The grants were announced by the New York State Archives Partnership Trust. The grants are the first to be awarded under the new Larry J. Hackman Research Residency Award Program, which provides financial assistance to scholars who use the holdings of the State Archives to pursue research related to New York history, government, or public policy. The program is sponsored by the Archives Partnership Trust and named after a former New York Archivist. Hackman oversaw the dramatic development of the State Archives between 1981 and 1995 and recently was named Director of the Harry S. Truman Library in Independence, Missouri.

Case Western Reserve University Archives Relocates

Effective February 13, 1996, the Case Western Reserve University Archives has moved from its location in the Quail Building on the CWRU campus to the University West Building, Room 20, 11000 Cedar Avenue, Cleveland, Ohio 44106. The new fax number is (216) 368-0482. The reference phone number is (216) 368-0482. The archives regrets any inconvenience caused during its relocation.

Scotiabank Archives Exhibit

"Spreading the Word" is a new exhibit by Scotiabank Archives on display in the lobby of its executive offices in Toronto, Canada. Through archival documents, the display shows how the bank has used advertising to “spread the word” about its existence, services, and products, at home and abroad, since its founding 50 years ago. Designed and prepared by the archives staff, the display will be on view through April 19, 1996. For more information, contact: Matt Szybalski, Archives, Scotiabank 44 King Street West, Toronto, Ontario, Canada M5H 1H1.
### THE SOCIETY OF AMERICAN ARCHIVISTS 1996 TOUR TO

# China

**AND THE XIII INTERNATIONAL CONGRESS ON ARCHIVES**

**September 2-14, 1996**

### 第十三届国际档案大会

#### ITINERARY:

**Monday, September 2**  
Depart San Diego.

**Tuesday, September 3**  
Arrive Beijing. After clearing customs and immigration you will be met and transferred to your hotel. (B)

**Wednesday, September 4**  
At ICA. Transfers to congress provided. Overnight at hotel. (B)

**Thursday, September 5**  
At ICA. Transfers to congress provided. Overnight at hotel. (B)  
*Note: You must register for congress and hotel directly with Chinese Organizing Committee.*

**Friday, September 6**  
At ICA. Transfers to congress provided. Overnight at hotel. (B)

**Saturday, September 7**  
Transfer from hotel to Beijing Rail Station for overnight train to Shenyang. (B)

**Sunday, September 8**  
Arrive Shenyang and transfer to Yingkou Hotel. Visit Liaoning Provincial Archives. Sightseeing at Shenyang Gu Gong (Old Machu Imperial Palace) and Bei Ling (Manchu Tombs). Overnight at Yingkou Hotel. (B, L)

**Monday, September 9**  
Transfer from Yingkou Hotel to Shenyang Airport for flight to Tianjin. Arrive Tianjin and transfer to Crystal Hotel. Afternoon sightseeing tour. Overnight at Crystal Hotel. (B, L)

**Tuesday, September 10**  
Visit Tianjin Municipal Archives. Lunch at Tianjin Television Tower followed by afternoon visit to Nankai University Archives and Tianjin Municipal Historical Museum. Overnight at Crystal Hotel. (B, L)

**Wednesday, September 11**  
Transfer to Tianjin Airport for flight to Nanjing. Arrive Nanjing and transfer to Central Hotel. Afternoon sightseeing tour. Overnight Central Hotel. (B, L)

**Thursday, September 12**  
Visit First Historical Archives and Sun Yatsen Mausoleum. Nanjing to Shanghai via overnight train. (B, L)

**Friday, September 13**  
Arrive Shanghai and transfer to Windsor Evergreen Hotel. City sightseeing including the Shanghai Museum of Art and History; Jade Buddha Temple and Yu Yuan; and a shopping expedition. Evening banquet. Overnight at Windsor Evergreen Hotel. (B, L, D)

**Saturday, September 14**  
After breakfast, transfer to Shanghai International Airport. Arrive in Los Angeles and continue on domestic flight(s) to home city.

#### TOUR COST:

- **Airfare:** $1,650*  
- **ICA Congress:** Hotel arrangements and congress registration fees to be paid directly to Chinese Organizing Committee  
- **SAA Post-Congress Tour:**  
  - $1,630 pp/do  
  - $340 single supplement

#### TOUR COST INCLUDES:

- Round-trip airfare  
- Domestic air and rail fares within China  
- First-class hotel accommodations  
- Meals as indicated  
- All sightseeing as indicated  
- Transfers to and from hotels and for locally arranged professional visits  
- The services of local English-speaking guides  
- The services of a national guide throughout  
- Visa processing

#### TOUR COST EXCLUDES:

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

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**FOR ICA CONGRESS**

**PRE-REGISTRATION MATERIALS,**  
**CONTACT:**

Susan Fox, Executive Director  
Society of American Archivists  
600 S. Federal, Suite 504  
Chicago, IL 60605  
(312) 922-0140

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**FOR HOTEL AND AIRLINE**

**RESERVATIONS, CONTACT:**

Christine Stewart  
Stewart International Ltd.  
87 Boylston Street  
Brookline, MA 02146  
(800) 441-8666  
(617) 738-1575
World View

Guidelines for Managing Television Written Archives

The Archivists in Independent Television (UK) have published Guidelines for Managing Television Written Archives. The guidelines are intended for archivists working with textual and photographic archives of the television industry. They provide information and advice on the organization of both general records and those unique to the medium. The guidelines are geared to new entrants to the field of television archives as well as veteran practitioners. Copies may be obtained by writing to: The Library, Independent Television Commission, 33 Foley Street, London W1P 7LB England.

Seminar in Kenya and Nairobi

The Association of Commonwealth Archivists and Records Managers (ACARM) is organizing a major seminar entitled "Making the Transition to the Electronic Age: Information as a Strategic Resource for Good Government" to be held in Eldoret, Kenya, March 4-8, 1996, and in Nairobi, March 11-13, 1996. The program will be co-sponsored by the Kenya National Archives and Documentation Service, the Faculty of Information Sciences at Moi University, and the International Records Management Trust (IRMT). For further information contact: Dr. Russell Square, London WC1B 5DS England. E-mail: a.thruston@sas.ac.uk.

Eminent British Archivist Passes Away

F.G. Emmison, 88, renowned member of the British archival profession, died on November 9, 1995. Emmison was considered a pioneer of the modern concept of the English county records office. He took his first archival post in 1925 as Clerk of Records at Bedfordshire. In 1938 he was appointed County Archivist of Essex at Chelmsford. Emmison's writings include Introduction to Archives, a handbook that accompanied a BBC series on local history and archives (1964) and two editions of Archives and Local History (1966, 1974). He also wrote on Elizabethan and Tudor social life. Emmison was a longtime member of the British Records Association. His wife, Margaret Emmison, also an archivist, died in 1994.

International Council on Archives

- The Archives of Church and Religious Organizations Section of the International Council on Archives was established at a meeting in Prague on September 14, 1995. Forty-two archivists from eleven countries participated in the founding meeting which designated German, English and French as its working languages. The content of the meeting was a general exchange of experience and projects in the field of religious archives.

- Last September, Valerie Komor of the Rockefeller Archive Center participated in the ICA's "twinning" program as a guest of the Hungarian National Archives. Her week-long visit to Budapest included tours of the Metropolitan Archives of Budapest, the archives of Hungaroton Records, the library of the Central European University and the Radio Free Europe archives. At the Hungarian National Archives, Komor was given an in-depth demonstration of work being done by conservators in document repair. She reports that Archives Director Janos Lakos has recently initiated a large facilities improvement program that will upgrade climate control equipment, archival containers, exhibition standards and lending procedures. As part of the "twinning" program, the Rockefeller Archive Center will host a Hungarian archivist this spring.

Martin Luther's Bible

A researcher has discovered what experts believe is Martin Luther's personal Bible. In November 1995, Manuel Santos Noya, a Portuguese researcher working in the Bibles collection at the Baden-Wuerttemberg State Library in Stuttgart, Germany, noticed handwritten notes on a 16th-century Latin Vulgate Bible and compared them to samples of Luther's handwriting. It is believed that Luther used the Bible while translating the New Testament into German circa 1521-22.
1996 CALENDAR

March 29-30
The San Francisco Museum of Modern Art will host “PLAYBACK 1996: Video Preservation Round Table.” Contact Bay Area Video Coalition at (415) 861-3282 or e-mail: videonet@aol.com.

April 10-12
Southern Archives Conference at the Hotel St. Marie, New Orleans. Contact Sally K. Reeves (504) 568-8577 or e-mail: skmona@www.gnfn.org.

April 12
“The Records of American Business Symposium.” National forum for discussion of the appraisal and use of American business records. Sessions include: Creating Business Records: Structural Analysis; Appraising Business Records: Functional Analysis; Business and the Wider World; External Documentation; Collecting Policies and Documentation Decisions; and Collecting Repositories and Corporate Archives: Variations on a Theme. An intensive event structured to include symposium participants in the discussion with presenters and commentators. For information and registration material contact: James E. Fogerty (612) 296-9989 or e-mail: foger001@maroon.tc.umn.edu.

April 12-13
The 9th Annual New England Museum Association and Old Sturbridge Village Museum Archives Institute will be held at Old Sturbridge Village, Sturbridge, Massachusetts, and will include both introductory and special topic programs. Fee: $95. Contact Theresa Rini Percy, Research Librarian, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, MA 01566, (508) 347-3362, ext. 203. E-mail: martinez@vaxvmsx.babson.edu or (617)239-4570; Blaithin Sullivan, Boston CSJ Archives, (617)783-9090; or any member of NEARI.

April 24-27
The Silver Anniversary annual meeting of the Society of California Archivists at the Mission Inn, Riverside, California. Patricia Nelson Limerick of the University of Colorado at Boulder, and David B. Gracy II, of the University of Texas at Austin, are guest speakers. Many other special events are planned to commemorate the anniversary. Contact the Program chair: Jim Hofer, San Bernardino County Archives, (909) 387-2030, fax (909) 387-2232; or Local Arrangements chair: Chuck Wilson, University of California, Los Angeles, (310) 794-8579, fax (310) 794-6285, or e-mail: eez@schk@mvs.oac.ucla.edu

April 26 or 27

April 26-27
The semi-annual meeting of New England Archivists (NEA) will be held, in conjunction with the New England Chapter of the Museum Computer Network (NE/C/MCN) at Babson College, Babson Park, Massachusetts. The theme of the meeting is automation in archives and museums. Contact: Andy Martinez, NEA Registrar, Babson College Archives, Babson Park, Massachusetts 02157; (617) 239-4570; e-mail: martinez@vaxvmsx.babson.edu or fax (617)239-5226.

April 30-May 1
“The Acquisition, Processing, and Reference of Legislative Collections,” co-sponsored by SAA and the Midwest Archives Conference, at the Midland Hotel in Chicago. Contact Tara Shimandle at (312) 922-0140.

May 2-4
Annual spring meeting of the Midwest Archives Conference at the Midland Hotel, Chicago. A variety of sessions and workshops will provide archivists of all levels of experience with opportunities for professional development. Topics range from collecting and documentation strategies to "making history pay.” Contact: Brenda Nelson-Strauss, Chicago Symphony Archives, 220 S. Michigan Ave., Chicago, IL 60604, (312) 435-8129, or e-mail: strauss@chicagosymph.org; or Nancy Webster, Archives and Manuscripts, Chicago Historical Society, Chicago, IL 60614, (312) 642-5035 x313, fax (312) 266-2077.

June 4-5
“Managing Electronic Records Part II,” co-sponsored by SAA and the Conference of Inter-Mountain Archivists, in Salt Lake City, Utah. Contact Tara Shimandle at (312) 922-0140.

June 10-15
“Creating and Running an Archives: The Basics for the 1990s” at the University of Texas at Austin. For those who need to know what needs and functions archives serve, how organizations and society benefit by maintaining archives; what constitutes standard archival practice including preservation, appraisal, electronic records, and administration. Registration fee: $450. Housing and meal plans available. Speaker: David B. Gracy II of the University of Texas at Austin, Graduate School of Library and Information Science. Contact: David Terry (512) 471-8806 or e-mail: gldt@utxdp.dp.utexas.edu.

June 10-16

June 24-August 2
“Spanish and Hispanic-American Archival Sciences” summer institute directed by Consuelo Varela and conducted in Spanish. Contact the Newberry Library Center for Renaissance Studies, (312) 943-9090.
July 17-20
NAGARA annual meeting at the Sheraton City Center Hotel, Washington, D.C. Contact Steve Gardin, NAGARA Publications and Membership Services Office, 48 Howard Street, Albany, NY 12207, (518) 463-8864, fax (518)463-8656.

June 17-21
"1996 Workshop in Visual Resources Collection Fundamentals: Current and Emerging" at the University of Texas at Austin. Theoretical and practical information about this type of collection management, as well as demonstrations of new electronic methods and tools for accessing, managing, and delivering images and descriptive records. Workshop leaders: Nancy Schuller of the University of Texas at Austin, Department of Art and Art History, and Christine Sundt, University of Oregon, Architecture and Allied Arts Library. Registration fee: $450. Housing and meal plans available. Contact: David Terry at (512) 471-8806 or e-mail: gldt@utxdp.dp.utexas.edu.

July 28-August 9
10TH ANNUAL WESTERN ARCHIVES INSTITUTE at the Guest House at Fuller Seminary in Pasadena, California. An introduction to modern archival theory and practice for a variety of participants, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those already in the profession who want to update and renew their archival knowledge, and those who wish to explore the possibility of an archival career.

The 1996 program will feature as the principal faculty member David B. Gracy II of the University of Texas at Austin, Graduate School of Library and Information Science. Topics will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, outreach programs, managing archival programs and institutions, and several practica.

Tuition for the program is $475 and includes a selection of archival publications. Housing and meal plans are available at the Guest House at Fuller Seminary for additional charges. Enrollment is limited. The application deadline is May 15, 1996. For additional information and an application form, contact: Administrators, Western Archives Institution, 1020 "O" Street, Sacramento, California 95814; (916) 653-7715; fax (916) 653-7134.

August 28-September 1, 1996
60th Annual Meeting of the Society of American Archivists in San Diego, California
Join in the Diamond Jubilee Anniversary Celebration!
Contact Debra Mills at (312) 922-0140

British Society of Archivists
The British Society of Archivists' 1997 conference will be held in London in September 1997. The theme for the conference, which marks the Society's 50th anniversary, is "Access." You are invited to submit titles for papers by May 1, 1996. Papers are particularly welcomed on the following topics: actual access/remote access; the future of research services; confidentiality; copyright; deposits and donations; and archive buildings. Suggestions for papers on other subjects relevant to the theme will also be welcome. Abstracts should be ready by September 30, 1996, and full text by March 31, 1997. For further information, contact: Anne Crawford, Public Record Office, Kew, Richmond, Surrey TW9 4DU England.

September 16-20

CALL FOR PAPERS

British Society of Archivists
The British Society of Archivists' 1997 conference will be held in London in September 1997. The theme for the conference, which marks the Society's 50th anniversary, is "Access." You are invited to submit titles for papers by May 1, 1996. Papers are particularly welcomed on the following topics: actual access/remote access; the future of research services; confidentiality; copyright; deposits and donations; and archive buildings. Suggestions for papers on other subjects relevant to the theme will also be welcome. Abstracts should be ready by September 30, 1996, and full text by March 31, 1997. For further information, contact: Anne Crawford, Public Record Office, Kew, Richmond, Surrey TW9 4DU England.

FELLOWSHIPS & AWARDS

Simmons College Fellowship
The Simmons College Archives, in conjunction with the Simmons Institute for Leadership and Change, is accepting applications for a fellowship to encourage use of the college's archival collections. In addition to materials related to the history of Simmons College (founded in 1899), the collections have particular strengths in the history of women's education, social work, nursing, librarianship, secretarial training, retailing. Home economics, and children's literature. Scholars whose work involves the study of the history of the changing roles of women within society, specifically as related to work, leadership, and education, are invited to apply. A stipend of $500 will be awarded for two weeks of research at the college archives during the 1996-97 academic year. The award is open to advanced or independent scholars, graduate students, and archives professionals. The award recipient will be expected to present a formal paper of discussion to the Simmons Institute upon completion of research.

Applications are due June 1, 1996. For an application form, contact: Simmons College Archives, 300 The Fenway, Boston, MA 02115, or e-mail: cgoodwin@vmsvax.simmons.edu.

Library of Congress
Junior Fellows Program

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electronically-capable in the period allowed. The plan does state that about 15 titles will continue to be available in paper as well as electronically. This core group includes the Congressional Record, the United States Congressional Serial Set, the Federal Register, the Budget of the United States Government, and the Foreign Relations of the United States, a documentary history series of the U.S. State Department.

Archivist Comments on Access to Nixon Material
Currently the National Archives and Records Administration (NARA) has made available to the public only 63 hours of the approximately 4,000 hours of Nixon taped conversations. In 1987, when the National Archives completed its review of the tapes and prepared a 25,000-page finding aid, there were indications that the tapes would be opened in 1991. This did not happen. In a 1992 lawsuit, historian Stanley Kutler and Public Citizen charged Don Wilson, then Archivist of the United States, with unreasonably delaying access to 4,000 hours of Nixon tapes.

U.S. Archivist John Carlin made the following statement on the status of Nixon tapes and Watergate-related material in the custody of NARA: “Dealing with the Nixon tapes and Watergate-related material is one of my major challenges as archivist, but I want you to know I am committed to our mission of ready access to essential evidence. Therefore, I am looking at all steps we can take to expedite the review and opening of all releasable Nixon materials. I am involved in a court-ordered mediation to try to resolve conflicting interests and lift the court restriction. I have inherited a situation with little flexibility, but I will do what I can, including continuing to search for a way to free us from the court prohibitions.”

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

Grants for History of Modern Physics and Allied Sciences
The Center for History of Physics of the American Institute of Physics has a program of grants-in-aid for research in the history of modern physics and allied sciences (such as astronomy, geophysics, and optics) and their social interactions. Grants can be up to $2,500 each. Applicants should either be working toward a graduate degree in the history of science (in which case they should include a letter of reference from their thesis adviser), or show a record of publication in the field. To apply, send a vita 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 applications are June 30 and December 31 of each year.

Oral History Association
The Oral History Association invites applications for three awards to be presented in 1996 that will recognize a published article or essay that uses oral history to advance an important historical interpretation or addresses significant theoretical or methodological issues; a completed oral history project that addresses a significant historical subject or theme and exemplifies excellence in oral history methodology; and a post-secondary educator involved in undergraduate, graduate, or continuing professional education who has made outstanding use of oral history in the classroom. Awards will be given for work published or completed between January 1, 1995, and March 30, 1996. For guidelines and submission information, contact: Rebecca Sharpless, Executive Secretary, OHA, Baylor University, P.O. Box 97234, Waco, Texas 76798-7234, e-mail: OHA_support@baylor.edu. Deadline for receipt of all nomination materials is April 1, 1996.

American Heritage Center Travel Grants
The American Heritage Center at the University of Wyoming is offering travel grants to be used by scholars during 1996. The grants are for up to $500 each and provide support for travel, food and lodging to carry out research using the American Heritage Center’s collections. Subject areas include: Wyoming, the American West, transportation, conservation, water resources, and the performing arts. For further information and an application form, contact: The American Heritage Center, University of Wyoming, P.O. Box 3924, Laramie, WY 82071. All applications must be received at the American Heritage Center by April 15, 1996.

Fulbright Librarian Award
The Fulbright Commission in London announces the availability of a 12-month award, beginning September 1997, for a librarian to assist the Memorial Trust of the 2nd Air Division (8th Army Air Force). The successful candidate will assist in building service links with secondary (high) schools and developing opportunities for educational work with adults. This will include talking to teachers, school governing bodies, and external groups about the 2nd Air Division Memorial Library and American cultural values. Stipend: £20,000 plus roundtrip travel for grantee and one dependent. The application deadline is August 1, 1996. For an application, contact e-mail: we6@ciesnet.cies.org or phone (202) 686-7878 or write the USIA Senior Fulbright Scholar Program, Council for International Exchange of Scholars, 3007 Tilden Street, N.W., Suite 5M, Washington, D.C. 20008-3009. Please indicate your interest in the “Norwich Librarian Award” so that special materials can be sent to you.
Richard J. Cox continued from page 9

public or collective memory. And I see the most powerful writings about the impact of information technology on society and its present and future being written by technologists, humanists, and other scholars such as Negroponte, Birkerts, Lanham, and Sanders, despite the fact that archivists too are increasingly managing electronic records. Where are the archivists?

It is difficult for me to imagine that we are somehow contributing to the public good if we seem uncertain about sustaining a professional knowledge or using our minds to build a knowledge that grapples with issues important to us and society. Why should society trust us if it wonders if there is any substance to being an archivist? There is also little question that we are in the midst of a shift in the nature of information and its dissemination as critical and sweeping as that occurred in the century after the advent of a readily available printing technology. Why is it that this powerful and exciting time that we live in is not a stimulus to intellectual curiosity about the basic, even mundane things we do as archivists?

I could end this essay with another list of research projects needed, issues for which reflection and intelligence seems both necessary and logical, and a whole host of very practical applications — carried out in the heart of our repositories and work places, but I have said all this before, we have plenty of research agendas (largely ignored), and there is no need to terminate this on a negative tone. It is better to return to the essence of professionalism.

William Sullivan has reminded us of the civic qualities of professionalism and of the religious origins of the concept, implying both a call and a commitment to the message or service of the profession. Sullivan has also argued that many professions have gotten tied up in battles for specialization and power for purposes far short of any common good in society or value to it. I would argue that a significant part of reconstructing the American archival profession in a meaningful fashion rests with our ability to speak with authority about records and recordkeeping systems with continuing value to society, its institutions, and the people and that an essential part of the source of this authority stems from a professional literature based on careful study, codified practice, intelligent inquiry, right question-asking, and the pursuit of intellectual curiosity about our basic activities. Sullivan has suggested that a “good practitioner is indeed a specialist who has learned the rules and basic techniques of a field” but that the “full dimensions of expertise are only revealed when a professional must respond to new, less defined situations” (pp. 174-175). Reflecting that type of expertise, gaining public credibility, can only emanate from archivists who are “scholars” in their own field and who can apply that knowledge to the rapidly changing nature of records and recordkeeping systems.

I did not ask to be relieved of my duties as editor because I was overly frustrated by some of the challenges I have described in this essay. Nor did I cease being editor because I grew tired of trying to contribute to the profession in this way. Rather, being the editor of the American Archivist has assisted me to sort out some of my own professional priorities, and the priorities that have shifted to the front relate to the task of writing, speaking, and teaching about the importance of archival records to a greater public audience. Even now, I miss being editor of the journal. But I wish Phil Eppard all the best on his great adventure, and I hope you will help to guide him along the way to a strong, lively, and creative American Archivist.
UNIVERSITY ARCHIVIST  
University of Washington Libraries  
Seattle, Washington  
Experienced, energetic, forward-looking professional interested in contemporary archival issues sought to manage and direct the future of a mature university archives program within a distinguished research library. Under the general direction of the Head, Manuscripts & University Archives Division, the University Archivist works in conjunction with the university's two records management staffs for the appraisal and disposition of official records. The University Archives consists primarily of textual records (12,000 cubic feet of public records plus substantial faculty papers) administered in the Libraries Manuscripts & University Archives Division. Located in the center of the Seattle campus in the six-year-old Allen Library, University Archives is part of a major ARL library serving a student body of 35,000, with 3,500 teaching and research faculty, and a staff of approximately 12,000.

Qualifications - Required: Graduate degree from a program accredited by the American Library Association. At least 3-5 years archival management experience in an institutional setting with experience in archival appraisal and other archival functions. Strong computer skills; familiarity with and interest in resolving problems associated with archiving electronic records; superior interpersonal skills; strong written and oral communication skills; ability to work under pressure and to work well with diverse university faculty, administrators and staff; strong negotiating skills; good combination of vision and practicality. Ability and willingness to lift heavy containers; eligibility for Washington State driver's license. Qualifications - Preferred: Master's degree in history or a social science. Certification by the Academy of Certified Archivists. Professional experience with higher education records. Supervisory experience. Evidence of professional activity. Salary: $33,000 minimum. Starting salary dependent on background and experience. Twenty- four days vacation, TIAA-CREF, excellent medical, dental and life insurance plans. No state or local income tax. Application Deadline: Monday, April 1, 1996. Send letter of application, full resume including a work telephone number and e-mail address, salary requirements, and the names, addresses, and telephone numbers of at least three references who are knowledgeable of their qualifications for this position to: Charles E. Chamberlin, Deputy Director of Libraries, University of Washington, Box 352900, Seattle, Washington, 98195-2900. AA/EOE

Search Reopened
HEAD, SPECIAL COLLECTIONS  
Alaska and Polar Regions Department  
Elmer E. Rasmuson Library  
University of Alaska - Fairbanks  
The Elmer E. Rasmuson Library is looking for an energetic, creative colleague to be head of the Alaska and Polar Regions (APR) department, one of the world’s pre-eminent collections of Alaskan and Arctic/Antarctic materials. This person will hold faculty rank of assistant, associate, or full professor, depending on experience and qualifications. The Rasmuson Library is a dynamic, innovative, team-oriented organization, with six department/program heads reporting to a Director of Libraries and Information Technology. It is the largest library in Alaska (1.75 million volumes) and one which plays a key role in statewide planning and delivery of information services. Its primary clientele is the University of Alaska-Fairbanks, a multi-campus system with some 9,000 students. The Alaska and Polar Regions Department serves a local, national, and international user community with book and serial holdings, libraries and manuscripts, historical photographs and motion pictures, rare books, rare maps, and manuscript maps collections, and an oral history program. The department maintains extensive reprographic facilities, serves as the University Archives, and produces indexes, databases, and CD-ROM and multi-media products, supported in large part by grants. The department, and the library, are highly automated, with a
GOVERNMENT RECORDS ARCHIVIST (HISTORIAN)
State Archives of Michigan
Michigan Historical Center
Lansing, Michigan

Responsibilities: The Government Records Archivist is the primary liaison to state agencies and may assist local agencies. The position conducts records analyses and appraisals, provides advice and technical assistance to state and local agencies on records keeping systems and use of information technology, and develops and conducts training and education programs, including preparation of publications for government personnel regarding the management and preservation of records. A significant responsibility of this position is the management and administration of electronic records with archival value in state and local government.

Qualifications: Education:
A master's degree in history, American studies, or archival administration. A concentration in archives administration including graduate course work in archival electronic records administration or equivalent is preferred.

Experience: One year experience in one or more of the following areas is preferred: appraisal of institutional or governmental records; providing advice, education programs or technical assistance in record management, information management and/or archival administration; developing written materials in archival administration; arranging and describing archival materials; providing reference services in an organization that has a primary focus on archival services; providing education programs or technical assistance in the administration of archival records; working with electronic records in an archival setting.

Starting Salary: $27,833-$39,129 (based on Civil Service evaluation of experience); excellent benefit package.

Application Deadline: March 29, 1996. The following information—a resume and photocopy of college transcript which indicates the degree completion data, major area of study and cumulative grade point average (G.P.A.)—must be submitted to: Mary Patrick, Michigan Historical Center, Department of State, 11150 East Blvd., Cleveland, Ohio 44106.

Salary: Commensurate with qualifications and experience. 35 hour week; salaried; such as WordPerfect and Windows; knowledge to confidentiality. Preferred: Knowledge of automated solutions to archival procedures, the Internet, and relevant software, such as WordPerfect and Windows; knowledge of art history and museum operations.

ARCHIVIST
The Cleveland Museum of Art
Cleveland, Ohio

Responsibilities: Plans and directs the activities of the museum archives, a separate department which reports to the Head Librarian. Responsibilities include selection, acquisition, preservation, arrangement and description of the permanently valuable records of the Cleveland Museum of Art, and making these records accessible to museum staff and other appropriate researchers within the bounds of established procedures and regulations. Plans and directs the records management program which ensures the transfer of noncurrent departmental records to the archives, and attends to storage, retrieval, and disposition of all museum records utilizing standard archival practice. The Archivist supervises two part-time employees including hiring, training, and evaluation. Establishes goals and monitors workflow; prepares budget and annual report.

Qualifications Required: Master's degree in history or library science, including relevant course work in archives administration or certification as a professional archivist. A minimum of five years experience supervising an archives and records management program. Ability to communicate clearly, both orally and in writing; strong problem-solving and interpersonal skills; commitment to confidentiality. Preferred: Knowledge of automated solutions to archival procedures, the Internet, and relevant software, such as WordPerfect and Windows; knowledge of art history; museum operations.

Salary: Commensurate with qualifications and experience. 35 hour week; salaried; exempt; excellent benefits.

Application Deadline: Applications will be accepted until March 31, 1996. To apply: Send letter of application, resume, transcripts, salary history and three references to: Nancy Foster, Manager of Human Resources, The Cleveland Museum of Art, 11150 East Blvd., Cleveland, Ohio 44106.
CURATOR OF MANUSCRIPTS  
Division of Rare and Manuscript Collections  
Carl A. Kroch Library  
Cornell University  
Ithaca, New York  
The Division of Rare and Manuscript Collections includes 300,000 printed books, more than seventy million manuscripts, and another million photographs, paintings, prints, and other visual media. The collection chronicles such fields as medieval and Renaissance studies, the Reformation, eighteenth-century France and England, American history, Anglo-American literature, Icelandic history and culture, and the history of science. Other collections focus on agriculture, ornithology, witchcraft, women's studies, human sexuality, graphic arts, and architecture and city planning. Located in the newly constructed Carl A. Kroch Library, the division also houses the Cornell University Archives.  
Duties and Responsibilities: Under the general direction of the director of the Division of Rare and Manuscript Collections, the Curator of Manuscripts is responsible for the development and management of the division's historical and literary manuscript holdings. She/he is responsible for the selection and acquisition of manuscripts and maintenance of effective donor relationships. Such selection will be conducted in consultation with other curatorial staff of the division, other library staff, and Cornell faculty. The Curator is responsible for facilitating access to Cornell's holdings and fostering classroom and research use by Cornell faculty, students, and others. She/he will prepare exhibitions focusing on Cornell's holdings. She/he will serve as a senior member of the curatorial staff of the division and will contribute to the public service, collection management, and public affairs functions of the division. Qualifications: Required: Graduate degree in library/information science or humanities; excellent written and oral communication and interpersonal skills; extensive professional experience in an archival or special collections program (5+ years). Preference will be given to candidates with public service and collection development experience; knowledge of one or more western European languages; expertise with computers, networks, and digital access techniques and issues.  
Salary: Minimum $35,000. Closing date: April 1, 1996, but applications will be accepted until the position is filled. Apply to: Ann Dyckman, Director, Library Human Resources, 201 Olin Library, Cornell University, Ithaca, New York 14853-5301. Please send cover letter, resume, and the names, addresses, and phone numbers of three references. AA/EEO

PROJECT ARCHIVIST  
Immigration History Research Center  
University of Minnesota  
St. Paul, Minnesota  
The IHRC seeks to fill a one-year position for Project Archivist to arrange, describe, develop, and preserve archival collections relating to American immigration from Arabic-speaking countries of the world. Position will also entail collection development and outreach activity.  
Qualifications Required: Post-baccalaureate training in archives administration or significant previous experience in arranging and describing archival material; post-baccalaureate degree in history or other pertinent humanities field; strong written communication skills.  
Qualifications Preferred: Reading knowledge of Arabic strongly preferred, course work in American immigration, ethnic studies or Middle Eastern/Arabic studies, supervisory experience, word processing skills.  
Position available: 7/1/96. Salary: $27,000. Submit letter of application, resume, and names/addresses of three references to: Joel Wurl, Chair, Project Archivist Search Committee, Immigration History Research Center, University of Minnesota, 826 Berry Street, St. Paul, Minnesota 55114. Application Deadline (postmarked by): April 15, 1996. The University of Minnesota is an equal opportunity educator and employer.

PROCESSING ARCHIVIST  
Michigan State University Archives  
East Lansing, Michigan  
The Michigan State University Archives and Historical Collections is seeking applications for a Processing Archivist. This is a one-year position designed to process the maximum amount of university records in the time designated, both to make more records available for research, and to eliminate unnecessary materials.  
Minimum Qualifications: A master's degree in archives, history, or related field. The individual needs to have completed a graduate archival administration program which meets or exceeds the Society of American Archivists guidelines, or should have a year of post-graduate experience as a professional archivist. Demonstrated ability to process large quantities of archival records is highly desirable, as is expertise with automated systems, microcomputers, and familiarity with USMARC formats. Michigan State University has excellent benefit programs for its employees, including health, dental, and retirement programs. Employees receive 22 vacation days and national holidays for vacation. Salary: $28,000. To apply: Send a letter of application, curriculum vitae, and the names of three references to: Processing Archivist Search Committee, University Archives and Historical Collections, 101 Conrad Hall, Michigan State University, East Lansing, Michigan 48824-1327. Review of applications will begin on April 15, 1996; late submissions will be considered if a suitable candidate pool is not identified by deadline. EOE/AA/ADA compliant.

PROJECT ARCHIVIST  
Manuscripts - Business Records  
Minnesota Historical Society  
St. Paul, Minnesota  
The Minnesota Historical Society's Division of Library and Archives seeks an archivist for a three-year, full-time project position (with possible extension for two additional years). The project, overseen by both the Acquisitions and Curatorial department and the Processing department, will entail both field work and processing. The project archivist will assist with the surveying, identification, appraisal, acquisition, arrangement, description, and cataloging of records from a multi-national Fortune 500 company headquartered in St. Paul. Qualifications: M.A. or M.L.S. with courses in archival administration. Must possess high degree of human relations skills, and be able to speak and write clearly and accurately. Experience with donor relations, records surveys, appraisal of large, complex modern collections; knowledge of and experience with the principles and products of archival arrangement and description, and with archival cataloging protocols, including APPM, AACR2, USMARC, and LCSH. Ability to lift 40 pounds. Two years of relevant professional experience highly desirable.  
Salary: Starting at $2,339 per month with competitive benefits. To Apply: Send letter describing qualifications, resume, three references to: James E. Fogerty, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, Minnesota 55102. Applications must be postmarked by May 1, 1996.
The Society of American Archivists, North America’s oldest and largest archival professional association, seeks an Education Director. The position requires commitment to promoting educational excellence, the ability to successfully initiate and guide change, and a high comfort level building consensus among diverse constituent groups. The successful candidate should have experience in training and development, teaching, cooperative team building, and a history of implementing organizational improvement. The Education Director reports to the Executive Director and must also have demonstrated skills in written and spoken communication, and the ability to develop good working relationships throughout the Society.

Qualifications:

1. Demonstrated capacity to provide visionary leadership in the conceptualization, design, development, organization, and administration of continuing education programs.

2. Experience as an instructor in adult education.

3. Demonstrated record of initiative and commitment to professional development.

4. Experience in marketing, distance-learning, and computers a plus.

This is a full time, permanent position in the Society’s Chicago office. Salary is expected to be in the mid-40s, depending on experience. Position will remain open until filled. For a complete position announcement or to submit an application, write to:

Susan E. Fox, Executive Director
Society of American Archivists
600 S. Federal, Suite 504
Chicago, IL 60605
Fax 312/347-1452
E-mail: sfox@saa.mhs.compuserve.com