Wearing the Million Dollar Hat

Curt Teich Postcard Archives, Lake County Museum, Wauconda, Illinois.
New e-mail address for SAA:

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See masthead at right for e-mail addresses of SAA staff.

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“What's Archives Got To Do With It?”

For as often as I’ve had to explain what archives are and what archivists do, I still haven’t found an easy way to explain it without saying something simplistic, like “we’re responsible for important historical documents like the Declaration of Independence.” Well, one might ask, how many of us does that require? And besides, why should I have to rely on a single 220 year-old document to justify my profession? Other examples are abundant, but I often overlook them because I already know what archivists do.

Last night while reading a couple of issues of the Milwaukee Journal Sentinel, I encountered a number of articles that made me more immediately aware of just how pervasive archival issues are. Perhaps because three of the articles appeared within the space of a few pages in a local paper on the same day, the light dawned. I was not scanning the New York Times, Washington Post, or Chicago Tribune. I was not reading Archival Outlook or the American Historical Association's Perspectives nor even the Chronicle of Higher Education. No, I was just reading a weekday edition of a medium-sized city’s newspaper. Coincidence? Perhaps, but the examples made headlines:

- Documents, including memoranda, policy statements, and intelligence reports, revealed before the House National Security Personnel Subcommittee showed concern in the Eisenhower Administration over the fate of U.S. soldiers in North Korea. The information, obtained from the Eisenhower Presidential Library, suggests that Eisenhower might not have agreed to the armistice had he “fully appreciated the situation.” What made this important disclosure newsworthy 45 years later was that Representative Robert Dornan (R-Calif.), POW advocate and chair of the subcommittee, was likely to use the documents to re-open the long-standing controversy.

- Minnesota Attorney-General Hubert Humphrey is suing Philip Morris and other tobacco companies to recover the costs associated with tobacco-related illnesses. As part of the discovery process Humphrey introduced company documents that reveal a scientist’s suggestion that the company might “bury” nicotine research if it indicated addiction. One letter suggested that information be routed through a Swiss Philip Morris subsidiary “to avoid direct contact with INBIFO and Philip Morris USA.”

What we can do... is to look at what lies behind the news we see on television or read in newspapers and news magazines, and use that as the basis for articulating the vital role archives and archivists play in our society.

- The Kennedy Assassination Board released a 1966 FBI document that quoted a Soviet KGB source who indicated that the Soviets believed Lyndon Johnson was responsible for Kennedy’s death.

- A review of Ken Burns’ latest PBS series, “The West,” was accompanied by vintage photographs of the completion of the first transcontinental railroad and of the graves at Little Big Horn. A sidebar noted that those with Internet access could visit a Web site to see “the diaries, journals, maps and photos used in the creation of the series...”

These topical examples illustrate the importance of archives and the variety of ways archival material is used:

- to reactivate a decades-long controversy;
- to provide an alternative explanation for the death of one of America’s greatest nineteenth-century writers; and finally
- to alert television viewers of a popular history of the West.

Quite a range of uses for archival material!

What was missing, of course, was the word “archives” or “archival” in any of the articles. Reporters referred instead to “documents,” “notes,” “papers,” “reports,” and “records.” A search in standard online indexes under “archives” would have turned up none of these articles, and yet they were essential to each story.

We’re not likely to change how journalists write or speak. We’re unlikely to change how commercial indexing and abstracting agencies do their work. What we can do, however, is to look at what lies behind the news we see on television or read in newspapers and news magazines, and use that as the basis for articulating the vital role archives and archivists play in our society.
Are You Being Served?

The Chronicle of Higher Education recently ran a cartoon which hit such a strong chord I promptly pinned it to the bulletin board by my desk. It shows a college saloon with a large window overlooking a leafy commons. Behind the bartender reads a sign, “Thank you for backing up your opinions with hard data.”

The cartoon appeals to me because this year we are conducting two important surveys of membership. One survey will collect data on salaries and another will gather information for an educational needs assessment. Both will be conducted by professional survey research firms. Both will involve SAA steering committees to provide oversight and to help guide development of the questionnaire. The salary survey will be mailed to selected members in December and we expect to have results by February. The educational needs assessment will be mailed soon thereafter with results tabulated by early spring.

In the past we have been quite fortunate to rely on the efforts of dedicated volunteers to poll membership. We culled good information from their hard work, but we did not have the means nor the staff to conduct an in-depth analysis of the statistics, nor were we able to extrapolate the data over time.

This time around I believed, and Council concurred, that not only were we at a point where we needed new surveys, but we needed to engage the services of professional association survey research firms. These firms have a wide range of experience with professional associations and bring a great depth of expertise to the process. As a result, we will be able to design a questionnaire that will most accurately reflect important information about all our members, not just the one-third who choose to participate, but to the process. As a result, we will be able to design a questionnaire that will most accurately reflect important information about all our members, not just the one-third who choose to participate, but to

Equally important, these surveys will meet specific objectives set out in Leadership and Service in the 1990s: A Strategic Plan for the Society of American Archivists. Objective 2A states that “SAA will undertake an educational needs assessment of its membership to determine how the Society can be most effective in providing continuing professional education to archivists with varying levels of skills and expertise and develop additional programs to support that role.” Goal 4 speaks to the necessity to “increase SAA’s overall effectiveness as an organization by incorporating the new logo in January, as we replace depleted stock with new inventory. Stay tuned for our new look!

only way we will be able to do so with any confidence is through gathering solid information about who you are, what you need, and where we can help you best. The more we know about you, the better able we will be to communicate with you, and you with us.

If you receive a survey, please take the time to fill it out. In the process you will be serving yourself, your colleagues, and your profession. As a result, we will be able to pull together, to strengthen our community, and in the process to truly back up our opinions with hard data. Undoubtedly, we will all be the better for it.
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More than 1,100 people attended the 60th annual meeting of the Society of American Archivists in San Diego, California, August 26-September 1, 1996. For six decades, these conferences have celebrated the growth and evolution of the archival profession, and this year was no exception. Members and allied professionals gathered with enthusiasm to learn, to share experiences and expertise, and to recognize achievement and initiative in the archival profession. This issue of *Archival Outlook* features “snapshots” of conference activities, including award winners and new Fellows (pp. 8-11) as well as excerpts from presidential addresses (p. 12). Just follow the 60th anniversary logo at the top of the page!

Meeting highlights included nearly 90 educational sessions, 9 preconference workshops, the International Archives and Information Technology Exposition, and a variety of fascinating tours and special events throughout the lovely San Diego area. The Sheraton Hotel and Marina proved to be an ideal setting with stunning views from private balconies. Wonderful sunny weather enticed archivists to explore the bountiful beaches and magnificent sites of this charming city nestled in southern California. When not being lured away by the perfect weather and picturesque surroundings, participants tackled a spectacular array of sessions which explored the relationship of the archival field to an increasingly diverse nation and the challenges presented in documenting such diversity in U.S. history and culture. In addition, there were sessions devoted to the continued development of technology and its impact on the archival profession, as well as sessions that examined the more traditional topics of education and professional development, description, and preservation. Audiocassettes of selected sessions are available for purchase (see p. 14 for details).

Kudos to all the members and volunteers who contributed to the phenomenal success of SAA’s 60th annual meeting anniversary celebration. Here’s to the next sixty years!

**Photographs at right (top to bottom):**

► Noted anthropologist and Spelman College President Johnnetta B. Cole electrified the audience with her opening plenary address on diversity. Referring to SAA President Brenda Banks, a Spelman alumna, as “sister president,” she lauded archivists for what she believes is their “essential and righteous mission”—helping to carry out the identification, preservation, and use of the nation’s record.” A charismatic and riveting speaker, Cole noted that “you can’t know where you’re going until you know where you’ve been.” She challenged archivists to continue to deal responsibly with the intolerance of diversity, with bigotry, and hatred. Citing the anthropologist Margaret Mead—one of Cole’s “SHERoes”—she quoted, “never doubt that a small group of committed citizens can change the world. It is the only thing that can.”

► Rob and Carol Sherer enjoyed a crisp bay breeze on the Lord Hornblower dinner cruise in San Diego harbor, one of the featured special events.

► AUTHOR-ity control: James O’Toole (center) and Fredric Miller (right) hawked their latest literary efforts to *American Archivist* editor Philip Eppard.

► Steve Hensen and Kris Kiesling sampled one of the many delightful dining experiences that awaited SAA in San Diego.

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Photos (clockwise from top left):

- Rand Jimerson, Karyl Winn, and Mary Jo Pugh renewed friendships over beverages and bites at the Museum of San Diego History reception.

- Joyce Ray, William Roberts, and Laurie Baty took advantage of “office hours” during the International Archives and Information Technology Exhibition.

- Newlyweds Deborah Skaggs and Charles Dollar toasted another exciting meeting.

- Timothy Ericson and Susan Davis flank special guest and cardboard cutout Newt Gingrich.

- Patricia Scott and Elisabeth Wittman take a closer look at one of the exhibits in the Museum of San Diego History.

- Man’s best friend: John Fleckner and Archie Motley kid around with a canine sculpture.

- Dinner at eight: (seated) Stacy Gould, Alice Kalush, Micki Ryan and (standing) Nancy Thalet, Beverly Babcock, May Isaac discover California cuisine.

Photographs by Teresa Brinati.
The Envelope, Please...

by Teresa Brinati, Director of Publications

In a bold nod to tradition, the Society of American Archivists recombined the opening banquet and awards ceremony held August 29, 1996, during its 60th annual meeting in San Diego, California. And what a winning combination it was. More than 300 members and guests dined on scrumptious Southwestern cuisine and swayed to the strains of a six-piece orchestra in the elegant grand ballroom of the Sheraton Hotel and Marina. Afterward, an awards ceremony recognized and celebrated the outstanding archival achievements of colleagues and friends.

Recipients of the SAA-sponsored awards listed below were selected by subcommittees of the Awards Committee, co-chaired by Richard Szary of Yale University and Julia Marks Young of Georgia State University.

J. Franklin Jameson Award for Archival Advocacy

The recipient of the 1996 J. Franklin Jameson Award for Archival Advocacy is RICHARD BENSON of New York City. This prestigious award, named in honor of an historian and advocate for the archival profession, recognizes an organization that promotes greater public awareness of archival activities and programs.

Richard Benson’s lifelong love of music motivated his generous moral and financial support for the archives of the Boston Symphony Orchestra and the New York Philharmonic and for archival work in the Music Division of the Library of Congress.

Benson’s extraordinary gifts have often been unsolicited, based on his deep commitment to the value of preserving and making widely accessible personal papers, records, and recordings that document American symphony orchestras. He has supported basic archival operations, including re-recording threatened radio broadcast audio tapes, cataloging photographs, and establishing a records management program.

Benson’s monetary gifts have been matched by his continuing enthusiasm and interest in the archival work he has funded. His contributions have been especially noteworthy in solidifying and strengthening the archival programs at the Boston Symphony and the New York Philharmonic. Benson’s generosity and commitment have served as inspiration to other friends of music who have added their support to the archival work he has valued so highly.

The Society of American Archivists extends its gratitude to Richard Benson for his contributions to preserving a record of American cultural life and commends his example to others who share his commitment to enriching our future by thoughtfully preserving our past.

Established in 1989, Benson is the ninth recipient of the award. Past recipients have included former Senator Thomas F. Eagleton (D-MO), Senator Mark Hatfield (R-OR), The Mellon Foundation, and Hudson’s Bay Company, among others.

Philip M. Hamer-Elizabeth Hamer Kegan Award

The recipient of the 1996 Philip M. Hamer-Elizabeth Hamer Kegan Award is the publication Consider the Source: Historical Records in the Classroom, by JULIE DANIELS, JUDY HOHMANN and JEAN WEST, New York State Archives and Records Administration. This award, established in 1973 in honor of two SAA Fellows and past presidents, recognizes efforts that have increased the public awareness of archival records.

Consider the Source is intended for use by virtually any teacher at any grade level. This spiral-bound, 146-page book contains reproductions of 22 historical documents, sample lesson plans, and a how-to-do-it manual. The documents, which are from New York archives, historical societies, local governments, businesses, libraries, and museums, span almost 200 years of history. The manual section explains what historical records are, where teachers can locate them in their own communities (and encouraging them to do so) as well as how they can be integrated into classroom instruction. (For more information on this outstanding resource, contact the New York State Archives and Records Administration at 518/473-8037.)
Waldo Gifford Leland Prize

The 1996 Waldo Gifford Leland Prize for writing of superior excellence and usefulness in the field of archival history, theory, or practice has been awarded to CHARLES H. LESSER of the South Carolina Department of Archives and History for his work *South Carolina Begins: The Records of a Proprietary Colony, 1663-1721*. Established in 1959 and conferred annually, the Leland Prize is named for one of America’s archival pioneers and SAA’s second president.

*South Carolina Begins* is a large, illustrated volume of 530 pages that describes the bulk of the surviving documentation for the state’s proprietary period. The book combines historical and bibliographic scholarship with finding aids to provide the institutional, historiographic, and biographical framework for further work on this neglected portion of American colonial history.

The work is an exceptional combination of historical research with a practical finding aid. Chapter four includes a computer assisted reconstruction of the probate records for the period, many of which were lost in fires in 1698 and during the Civil War. Records descriptions include the history of the state’s often thwarted efforts to make its rich colonial records more accessible, efforts that have culminated in what one reviewer has called “absolutely necessary reading for all historians interested in the pre-1721 history of South Carolina and the pre-1712 history of North Carolina.”

As one member of the awards committee noted, “this year’s Leland award allowed the committee to go beyond the needed recognition of specialized text in archival science to once again acknowledge the archival profession’s roots in historical scholarship.” (For more information about *South Carolina Begins*, contact the South Carolina Department of Archives and History at 803/734-8590.)

Preservation Publication Award

The 1996 Preservation Publication Award was presented to ANNE R. KENNEY and STEPHEN CHAPMAN of the Department of Preservation and Conservation at Cornell University Library for their groundbreaking work, *Tutorial - Digital Resolution Requirements for Replacing Text Based Material: Methods for Benchmarking Image Quality*, published by the Commission on Preservation and Access. Established in 1993, this award recognizes the authors of an outstanding work, published in North America, that advances the theory or the practice of preservation in archival institutions.

Digital Resolution Requirements for Replacing Text Based Material is already becoming required reading in the archival and library fields and is helping to move forward a new wave of preservation and access efforts. This 22-page illustrated tutorial proposes the use of a “digital quality index formula” to help determine resolution requirements for a wide range of documents and different scanning systems. It begins with a discussion of the attributes of documents selected for preservation, continued on page 13
New Fellows Honored

by Teresa Brinati, Director of Publications

Thomas Elton Brown, Elaine Engst, Mary Janzen, and Leon Stout have been named Fellows of the Society of American Archivists, the highest honor bestowed to individuals by SAA.

Established in 1957 and conferred annually, this distinction is awarded to a limited number of individuals for their outstanding contributions to the archival profession. Brown, Engst, Janzen, and Stout were named Fellows on August 29, 1996, during an awards ceremony at the SAA annual meeting in San Diego, California. They join 104 SAA members so honored.

The Committee for the Selection of SAA Fellows evaluates nominees on the following criteria: appropriate academic education and professional and technical training; a minimum of seven years professional experience in any of the fields encompassed in the archival profession; writing of superior quality and usefulness in advancing SAA’s objectives; and contributions to the archival profession through work in and for SAA.

As specified in the SAA constitution, election as a Fellow is by a 75 percent vote of the Committee for the Selection of SAA Fellows. The committee consists of the five immediate past presidents and three Fellows selected by Council. The members this year were Edie Hedlin (chair), Maygene Daniels, Anne R. Kenney, Frank Burke, John Fleckner, Charles Dollar, Daniel T. Williams, and Joan Warnow-Blewett.

THOMAS ELTON BROWN is chief of the Archival Services Branch, Center for Electronic Records, at the National Archives and Records Administration, where he has served in a variety of positions since joining the staff two decades ago. In 1985 the National Archives honored Brown with the Archivists’s Achievement Award. An active member in SAA, Brown has served on the Committee on Automated Records and Techniques and has made major contributions in this area by developing curriculum materials, teaching workshops, writing articles, and giving papers at annual meetings. He currently serves on the Task Force on Intellectual Property Strategies.

Mary Janzen of the Newberry Library, Thomas Elton Brown of the National Archives and Records Administration, Leon Stout of Pennsylvania State University, and Elaine Engst of Cornell University were named Fellows of the Society of American Archivists in August during SAA’s 60th annual meeting in San Diego. The distinction is the highest honor bestowed to individuals by SAA.
ELAINE ENGST is University Archivist of Cornell University. Since joining Cornell’s staff in 1979, Engst has served as curator of manuscripts, technical services archivist, and assistant director of the New York Historical Resources Center. In the latter position, Engst supervised the cataloging of more than 35,000 historical collections held by more than 1,700 repositories across the state of New York as part of the Historical Documents Inventory (HDI). Begun in 1978, HDI created a model for the description of a variety of materials in a diverse group of repositories at a time when there were no standards or commonly agreed-upon approaches to archival description. HDI also developed innovative uses of automation in archives when it started using SPINDEX and later transferred the data to the newly developed RLIN-AMC database, ultimately adding more than 27,000 records to it. In addition, 75 guides for New York’s 62 counties were published. In 1991, SAA awarded the C.F.W. Coker Prize for outstanding finding aids to Cornell’s Historical Documents Inventory, citing Engst for “having the vision and foresight to think that such a project could be accomplished.”

Engst has served the profession broadly and with distinction for nearly two decades. She has been a major force in the development of technical standards and automated access to the historical record. She has shared this expertise through her work in SAA in the study, “Standard Elements for the Description of Archives and Manuscript Collections,” commissioned by the National Information Systems Task Force, as well as serving on the Automated Records and Techniques Task Force, the Committee on Archival Information Exchange, as chair of the Description Section and the RLIN Users Roundtable, and the Program Committee.

Engst also has been active in the Mid-Atlantic Regional Archives Conference. She has served on numerous committees for the Cornell University Library, the Research Libraries Group, various New York State programs, and as a grant reviewer for the National Endowment for the Humanities and the National Historical Publications and Records Commission. Engst holds a B.A. from William Smith College and an M.A. from Cornell University.

MARY JANZEN is director of Public Programs at the Newberry Library in Chicago. In a career spanning three decades, Janzen has held positions at the Chicago Historical Society, Southern Illinois University, the Illinois State Archives, and the University of Chicago. Through the years she has proven constant in her commitment to the principles of democratic governance and the promotion of inclusiveness, as well as bringing the archivist’s perspective to issues non-archival. These commitments have both strengthened and enriched the archival profession.

Janzen has been a member of SAA since 1967 and has served on Council, the Committee on Archives of Science, Nominations Committee, Task Force and Standing Committee on Institutional Evaluation, Program Committee, and the Executive Director Search Committee. As chair of Standing Committee on the Status of Women in the Profession from 1981-1984, Janzen instituted a series of actions that are in evidence today at the SAA annual meetings, from a roster of women speakers to a resolution on child care.

Janzen also has been active in the Midwest Archives Conference, where she served as president in the mid-1980s, and has published articles in a number of professional journals and newsletters. She holds a B.A. from Bethel College, and an M.A. from the University of Chicago.

LEON J. STOUT is the university archivist and librarian at Pennsylvania State University. At Penn State, Stout took a collection of memorabilia suitable for alumni viewing on football weekends and turned it into a first-rate university archives and records management program. While building his own program, he built ties to the larger university community. Stout averages over 40 presentations a year to local groups, has chaired the university’s Libraries Promotion and Tenure Committee, and writes a monthly column for the local newspaper.

In addition to being a distinguished academic administrator, Stout is a member of a number of professional associations. Within SAA, he has given long and exemplary service to the Committee on Automated Records and Techniques, as chair of the Description Section and the Archival Educators Roundtable, and currently as SAA’s treasurer. He is past chairperson of the Mid-Atlantic Regional Archives Conference, and an active board member of several historical societies. He has consistently sought to share his knowledge and expertise through numerous writings on a wide range of topics, and even more numerous consultancies with historical societies, governments, universities, and businesses. Stout holds a B.A. and an M.A. in history, both from Pennsylvania State University, as well as an M.L.S. from the University of Pittsburgh.
She Said...

Brenda Banks

“So how have we evolved? SAA is now a thriving organization boasting nearly 4,000 members. Although we have solved many of our past problems, many continue to be a reminder that only time passes, challenges remain constant. We now face many new challenges that may be easily solved by reviewing past lessons learned. For, as I have learned and have shared with you, organizations are ever evolving and often face the same or similar challenges from decade to decade with only the intensity and the magnitude as variables. Nick Burckel said it best in his candidate statement, ‘Annual turnover of presidents makes it very difficult to maintain programmatic continuity from one year to the next. Therefore, it is essential for each president’s term to be devoted to working toward one of the four main goals already identified in the Society’s planning effort.’

In the past two years, I have concentrated on putting into motion activities that will help us to evaluate the most fundamental components of this organization. Such navel gazing is not always pleasant, but is necessary to make the major adjustments needed to ensure that SAA remains a dynamic, agile organization. One with structure that allows the level of responsiveness that is essential in our fast-paced society.

It is my hope that the efforts that we have put in motion to assess the needs of SAA during the past 18 months will bring forth solutions that reflect the road we have travelled, the lessons that we have learned, and the warnings that announce the new millennium.

Finally, as I think about the status of the profession and the Society, I am reminded of words spoken by past president John Fleckner in his presidential address, which was creatively and eloquently delivered in a series of letters to an intern that he called Mary Jane. Dear Mary Jane, John wrote: ‘...I would like to tell you much more about my profession: about the sense of shared commitment to the archival mission; about the spirit of generosity and collegiality; about the lifelong friendships. I would tell you, too, about the Society of American Archivists which embodies so much of the profession and through which we

continued on next page

He Said

Nicholas Burckel

“In the coming decade we will need to attract to the profession staff that are increasingly comfortable with technology, rapid change, and the larger information environment in which archives will exist. The half-life for job skill at the current pace of change, we are told, is five years. One might expect that with the ubiquity of computers and accelerated pace of change that the Nintendo generation with its visual icon (Windows) rather than text orientation, will be ready. We should thus not worry about having enough available talent.

More sobering, however, is the recognition that our graduate schools in science and engineering are being filled by foreign students who do not become a permanent part of our workforce. Thus, the competition for information professionals will be intense. Archivists will have to grow their own—meaning more continuing education and additional course work—in order to assure that archival materials are collected, preserved, used, and understood.

As we enter this increasingly complex technical environment, we know that we will need to know more about the mechanics of document creation, storage, and transmission than were required in a paper-based environment. My generation of archivists will have to learn this, just as they had to learn the importance of content and context when they entered the profession. The newer generation of archivists, recruited from a much broader background than history majors, will likely come with a greater knowledge of computer applications, but they will have to learn about content and context. Futurists tell us that we will have voice-responsive “intelligent machines” on our desk tops that will not require programmed by voice command. If that trend continues, it may swing the emphasis back to the history-based training and education of pre-1980s, but I would not bet on it.

How do we adapt to and shape these changes? First, we need the will to transform ourselves—to change in order not merely to survive, but to prevail. That means a willingness to

continued on next page
Awards
continued from page 9

suggests guidelines for scanning source documents, and concludes with recommendations for institutions contemplating the use of digital technology to convert paper- and film-based materials. Kenney and Chapman have contributed to the advancement of theory and practice of preservation in archives by introducing new theories, methods, and techniques, and by investigating a preservation issue of great importance to the archival community. (For more information on this outstanding resource, contact the Commission on Preservation and Access at 202/939-3400.)

Sister M. Claude Lane Award
SISTER BLAITHIN SULLIVAN, archivist for the Sisters of St. Joseph of Boston, Massachusetts, is the recipient of the 1996 Sister M. Claude Lane Award for her significant contribution to the field of religious archives. Established in 1974 and conferred annually, the award is sponsored in conjunction with and funded by the Society of Southwest Archivists.

As the chair and founding member of the New England Archivists of Religious Institutions, Sister Blaithin has given freely of her time and expertise by organizing semi-annual workshops and annual meetings directed specifically toward the needs of religious institutions. Since 1989 this group has grown from an initial 16 members to more than 150 members in New England and New York.

Sister Blaithin is truly committed to the archives profession and has continuously shared her knowledge with her colleagues for the past ten years. Sister Blaithin joins 19 other archivists of religious collections who have merited this award over the years through their involvement and work in SAA's Archivists of Religious Collections Section; contributions to archival literature relating to religious archives; participation and leadership in religious archives organizations, and leadership in a specific religious archives.

Theodore Calvin Pease Award
The 1996 Theodore Calvin Pease Award winner, entitled "A Critical Analysis of Intrinsic Value," was written by

SHAUNA MCRANOR for a course taught by Luciana Duranti in the School of Library, Archival and Information Studies at the University of British Columbia. Created in 1987, the Pease Award is named for the first editor of SAA's journal, the American Archivist, and recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship programs. Judges include the current editor of the American Archivist and two individuals with expertise in archival research and literature.

Ms. McRanor draws on the philosophical idea of intrinsic value as well as traditional archival theory in order to analyze the criteria for determining intrinsic value developed by the National Archives. The result is a well reasoned and provocative paper which challenges many familiar assumptions about intrinsic value and the role that it should play in archival appraisal. The essay reflects a high degree of relevance to the archival profession and its current concerns, and it is marked by highly commendable scholarship, and excellent writing and presentation. Her paper will appear in a forthcoming issue of the American Archivist.

Minority Student Award
The 1996 Minority Student Award was presented to LETHA JOHNSON of Washburn University, Kansas City, Kansas. Established in 1993 and conferred annually, the award recognizes the scholastic and personal achievements of undergraduate and graduate students of color who demonstrate an interest in becoming professional archivists and active members of the Society of American Archivists.

Johnson's nominators noted that she possesses "maturity beyond her years, carefully planning each step of her education and pursuing positions that will provide the building blocks for a rewarding archival career." Johnson has established herself in the profession through various internships with the Kansas State Historical Society, where her reputation is one of "displaying a growing commitment to pursuing a career in the archival profession." These modest beginnings have paved the way to a permanent part-time position with the historical society. As her undergraduate career comes to an end, Johnson has already selected an area of graduate study within the historical administration and museum studies field.

Banks
have accomplished so much on its behalf. And lastly, I would tell you of my hopes for the profession: that we will overcome centrifugal forces and embrace all who care for the historical record in all its forms; that we will articulate public interest in preservation of the record; and that we will increase public understanding and support for our essential mission. I cannot think of more appropriate words to convey the message that I think we should all carry as we continue to serve the profession.”

Burckel
take risks... That means finding out what our users need, rather than what we think they need. It means being willing to alter practice in light of those needs.

Archivists by education, training, and experience, have an important contribution to make in the development and integration of information management in an information society. That contribution will only influence the larger issues if archivists are well-informed about those issues and actively work to include them in their planning efforts.”

Archival Outlook — November 1996 13
LISTING OF AVAILABLE 1996 SAA CONFERENCE PRESENTATIONS
Check boxes of presentations you wish to purchase.

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<th>One-Hour Sessions Listed Below are $10:</th>
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<td>☐ PS Opening Plenary Session</td>
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<td>☐ 4 Giving Customers What They Want: Implementing Effective Access Services</td>
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<td>☐ 70SF Backward Glance: Forward March? Documenting the Jim Crow Era</td>
<td>☐ 8 Pulling in Your Horns: Acquisitions in an Age of Resource Decline</td>
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<td>☐ 77SF The Virtual Kiosk: Public Access Developments at NARA</td>
<td>☐ 11 Archives Environment: New Standards &amp; Technologies</td>
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<td>☐ 39 Partnership Potential: The Archives and the Data Archives</td>
<td>☐ 14 Shattering Stereotypes: Archives &amp; the Countering of Minority Stereotypical Images</td>
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<td>☐ 15 Vision, Mission, and Values: Perspectives of the National Archivists of Mexico and the U.S.</td>
<td>☐ 16 A Travel Guide to the World of Descriptive Standards</td>
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<td>☐ 57 Not Just Jazz: The Undiscovered Legacy of African American Music</td>
<td>☐ 17 Redesigning Elec. Rees. Programs for the Challenges of the 1990s</td>
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| ☐ 27 Encoded Archival Description: A Progress Report | ☐ 28 Managing E-mail: Theory and Practice |
| ☐ 36 A Class Apart: Free People of Color | ☐ 44 Fund Raising Beyond Uncle Sam: Capitalizing on Collections Care and Preservation |
| ☐ 45 You Guys Don't Know How Cool These Documents Are...Archival Collections...History to Life | ☐ 46 Looking Right to Left: Documenting Asians in America |
| ☐ 47 Crossing Borders: Archives in the U.S.-Mexico Borderlands | ☐ 49 Enhancing Access to the Archives Internetably |
| ☐ 50 Archival Science, Artificial Intelligence & Business Process Reengineering | ☐ 53 Use it or Lose it: Use as an Appraisal Tool |
| ☐ 54 Who's Got the Goods? Perspectives on Collection Development and Acquisition | ☐ 55 To Catch a Thief: Archival Security and Procedures |
| ☐ 57 Not Just Jazz: The Undiscovered Legacy of African American Music | ☐ 58 Documenting the Mexican American & Puerto Rican Experience in the United States |
| ☐ 59 Archival Science, Artificial Intelligence & Business Process Reengineering | ☐ 60 Meaningful Relations: Maintaining Context in Computer Description |
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| ☐ 68 Dealing with Electronic Records: A State Archives Working on Different Levels | ☐ 81 Electronic Records 102—Getting at Fundamental Issues |

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Achieving Organizational Effectiveness

by Susan E. Fox, SAA Executive Director

Background

Although this year SAA celebrates its 60th anniversary, it is in fact a much older institution. As Philip C. Brooks reported in his paper, “The First Decade of the Society of American Archivists,” read at SAA’s tenth annual meeting (Washington, D.C., Oct. 25, 1946):

“In 1899 our parent organization, the American Historical Association, established a Public Archives Commission ‘to investigate and report, from the point of view of historical study, on the character, content and functions of our public repositories of manuscript records.’” (American Historical Association Annual Report, 1900 2:5)

The committee consisted of four distinguished historians. From this modest beginning, SAA has now grown to be an independent professional association with over 3,500 members across four continents. Our organizational structure has grown with equal fertility to the point where we now have 13 sections, 21 roundtables, 4 boards, 17 committees, 13 representatives, and two editors. To be able to manage such a structure efficiently and well, to open clear communication channels, today presents a highly problematic challenge.

Recognizing these difficulties and the strong desire from members that SAA find new ways of organizing, in June 1995 Council established the Task Force on Organizational Effectiveness (TFOE). The task force received instruction to build on earlier important work conducted by members involved in creating the strategic plan, the Electronic Records Strategies Task Force Report, the Task Force on Sections and Roundtables Report, and others.

Council charged the task force with the following:

- review, clarify, and simplify the constitution and bylaws;
- distinguish clearly the concepts and principles that belong in the constitution from the provisions for their administrative implementation that belong in the bylaws or in the guidelines for SAA units;
- reexamine and, if necessary, revise the procedures presently specified in the constitution and bylaws;
- define and clarify the roles, responsibilities, accountability, and relationships among the various types of SAA organizational units;
- identify which SAA units are needed to accomplish the objectives of SAA effectively; and
- incorporate the relevant recommendations of the Task Force on Sections and Roundtables into the SAA organizational structure.

Toward that end, then SAA President Brenda Banks appointed Margaret Hedstrom and Luciana Duranti co-chairs, with Susan Davis, David deLorenzo, Susan Fox, Anne Kenney, Waverly Lowell, and William Maher serving as members. The task force conducted lengthy discussions via e-mail and met in June 1996 to discuss a first draft revised constitution and bylaws as well as changes to the Society’s organizational structure.

Open Membership Forum

On August 28, 1996, the task force sponsored a two-hour “Open Membership Forum” at the SAA annual meeting in San Diego. SAA Executive Director Susan Fox distributed copies of the first draft revised constitution and bylaws as well as a copy of proposed definitions of SAA organizational units to members of the leadership list and to those attending the forum. Approximately 60 people attended the meeting, which broke into small group discussions centered on sections and roundtables, committees, boards, representatives, governance, and membership.

Hedstrom and Duranti asked the small groups to address two questions, “What is the ideal structure for SAA? What strategies do we employ to realize our potential?” The groups had about 40 minutes in which to consider solutions and another 30 minutes to summarize recommendations for the entire group. The discussion was an interesting and important one. However, it is also important to emphasize that this was one of what will be many discussions taking place throughout SAA as we begin to decide together what structure will best serve our interests in 1997 and beyond.

Here is a synopsis of the open forum discussion:

Sections and Roundtables. The group agreed that greater communication needed to occur between sections and roundtables. Sections requested greater input into the governance of SAA and would, in return, accept greater accountability. The group strongly recommended that the meeting between Council and the chairs of sections and committees be reinstated and made mandatory. Section heads need to be heard by Council. The group requested that not all sections meet simultaneously during annual meetings. The group favored a cafeteria style dues system, but wanted to have either two sections as part of a base fee or reduced membership fee if only one were to be guaranteed.

Boards. The group examined SAA’s board structure and emerged with three recommendations. First, to revise the definition of a board to emphasize its advisory function. Second, to continue with the current board structure (the group discussed adding a Web Page Board but reached no consensus), and third to specify and clarify the function of the board, especially when it overlaps with that of another group (e.g. Committee on Education and Professional Development and the Education Office Advisory Board).

Committees. After analyzing individual committees and their charges the group agreed that SAA’s committee structure needed more focus. The group examined committees in light of...
SAA’s mission and major functional areas: programmatic, administrative, and archival.

**Programmatic:** membership (Membership Committee), education (Committee on Education and Professional Development), advocacy (Public Information Committee) and informational (Committee on Ethics and Professional Conduct).

**Administrative:** Awards, Host, and Nominating Committees; Committee on the Selection of SAA Fellows.

**Archival** (e.g., the identification, preservation and use of archival materials): Committee on Archival Information Exchange.

The group then discussed if SAA could afford to support all identified functions and attempted to identify core functions. No conclusions emerged. The group did, however, identify two salient issues: 1) the need to rationalize relationships between and among SAA units, e.g. the Committee on Archival Information Exchange should interact closely with the Description Section and related SAA representatives to standards bodies; and the many groups addressing women’s issues e.g. the Committee on the Status of Women communicating with the Women’s Caucus, the Women’s Collections Roundtable, and the Women’s Religious Archives Roundtable; and 2) The group said some committee charges lacked clarity, citing the Committee on International Archival Affairs and the Committee on Institutional Evaluation and Development as examples.

**Representatives.** The group analyzed the current list of representatives with an eye toward advancing the strategic aims and mission of SAA. They emerged with specific recommendations: first, to add representatives to the International Congress on Archives and to the Association of Canadian Archivists. Second, to divide representatives into two categories—those where the executive director or Council liaison is the primary representative and those which had member representatives.

The group advised that the charge to representatives be revised to read, “Representative to [name of body], reason for representation, reporting to, how often to report, when to report, and term of appointment.” The group further advised that SAA select some representatives from existing units and make the unit their primary reporting relationship, citing standards and preservation as two areas that would most benefit from this approach.

**Governance.** The group recommended that the “associate member” category be abolished, noting that the only functional difference between individual full and associate members is the former’s ability to hold elective and appointive office. This distinction did not seem to be great enough to warrant a separate membership category. The group noted that all associate members would be eligible for full membership. The group also noted that other organizations did not offer reduced membership to SAA members and that the benefits associate members receive may exceed the amount of dues paid.

The group recommended that wording in the Executive Committee section of the bylaws be modified to clarify that the Executive Committee act in the place of Council only in those cases when action by the full Council would be impractical. Wording should reflect that the Executive Committee should provide timely communication to Council on all its actions, including its work as the Finance Committee.

The group reached general but not unanimous agreement that the restriction on presidential voting at Council meetings be included in the bylaws. They further noted the absence of a secretary for the Society, but did not come to any recommendation whether or not one should be instituted.

**Membership.** This group also did not reach full consensus, but did examine existing SAA membership categories and discussed rights and privileges of membership in relation to the amount of dues paid. The group recommended that SAA retain the “associate member” category, with this class of membership receiving reduced services and fees, but full voting rights. They then recommended that a new category be created, “affiliate,” to accommodate those whose primary affiliation is not with archives but with, for example, preservation. “Affiliates” would pay reduced dues in return for full services and voting rights.

The group supported the concept of a cafeteria style dues approach. They recommended individuals be given the option to join more than one section, with an additional fee to do so and with the Society allocating funds to sections based on per capita membership.

**Final Report**

The Task Force on Organizational Effectiveness will present a final report for approval at the winter Council meeting (January 24-26, 1997, in Washington, D.C.) and will publish proposed changes to the constitution and bylaws in the March issue of *Archival Outlook*. These changes will be voted on at SAA’s annual business meeting conducted during the 1997 annual meeting in Chicago.

If you wish further information please contact Susan Fox at sfox@archivists.org or call (312) 922-0140.

Archival Outlook — November 1996
The Search for Common Ground

My first annual meeting in San Diego was truly a pleasure. I met dedicated professionals who care about SAA and the profession at large. Similar to a university environment, that commitment often translates to articulation of diverse ideas and participation in spirited debates about critical issues. It is probably not too difficult to guess which questions defined the debate I heard most often at the meeting: What is the philosophy that should guide the development of SAA continuing education programming in the future? Who should we serve? Organizational development specialists agree that open debate about issues is a sign of a healthy, trusting organization. However, they point out that there are generally two types of discourse that occur: dialogue and discussion. Discussion has the same root as percussion and suggests... “a ping-pong game where we hit the ball back and forth between us. In such a game the subject of common interest may be analyzed and dissected from many points of view by those who take part. Clearly, this is useful. Yet the purpose of such a game is normally to win...” (Senge, P.M., 1990, The Fifth Discipline: The Art and Practice of the Learning Organization, New York: Doubleday/Currency, p. 240). Sometimes in the effort to have our views prevail, we ignore even parts of other viewpoints that may make a solution better.

By contrast with discussion, the word “dialogue” comes from the Greek word dialogos. The original connotation of the word was a free flow of meaning between people in the sense of a river that flows between two banks. People are no longer primarily in opposition, nor are they just presenting their views to each other. They are participating in a search for common meaning. And at the same time they are observers and active critics of their own thinking (Senge, 1990).

Why do we need to search for common meaning and common ground in continuing education? Because SAA is a professional association with a mission to serve its membership. It is true that SAA cannot be all things to all people, but we are obligated to seek out those synergistic solutions that are excellent alternatives for the majority. There are those on both ends of the continuum who do not see any value in synergistic dialogue. I ask those valuable members to recall the last time they were asked to suspend their assumptions about an issue. At best, one can experience breakthrough thinking. At worst, what is lost in the intellectual exercise?

We must look ahead and develop a vision for our educational programming. But we must also help those in our membership who need us now. Please enter into a dialogue with me and others about SAA continuing education. It is through this process that we will find our future together.

Spring 1997 Workshops

Look for your brochure in December. Here are workshop highlights:

- Descriptive Standards Institute, March 24-28, Dallas, Texas, co-sponsored by AMIGOS Bibliographic Council.

These three workshops may be taken individually for the fee listed, or participants may register for all three workshops at the special discounted joint registration fee of $854, SAA member $623.

- March 24-25
  Archival Cataloging as a Component of Description
  Instructors: Steven L. Hensen and Kris Kiesling
  Registration Fee: $342, SAA Members: $269
  Registration Deadline: February 24, 1997

- March 26
  Application of the USMARC Format
  Instructor: David Carmicheal
  Registration Fee: $215, SAA Members: $169
  Registration Deadline: February 24, 1997

- March 27-28
  Access Points
  Instructors: Peter Wilkerson and Susanne Warren
  Registration Fee: $342, SAA Members: $269
  Registration Deadline: February 24, 1997


Fall 1997 Workshops

The following are tentatively scheduled for fall 1997. More details to be announced in the next issue of Archival Outlook.

In October: Introduction to Issues in Automating Archival Description (October 14 - Instructor: Ellen Garrison) and Digital Imaging Technology (October 15 - Instructor: Paul Conway), both in St. Louis, Missouri, and co-sponsored by the Midwest Archives Conference; Planning Automated Archival Information Systems. In November: Let the System Describe Itself: Using Metadata to Support the Access and Presentation of Electronic Records; and Archival Cataloging for Librarians.

For more information about workshops, contact Joan Sander (jsander@archivsts.org) or Tara Shimandle (tshimandle@archivsts.org) or phone (312) 922-0140.
Council Report

Editor’s Note: Members have expressed interest in expanded coverage of Council meetings. This new column will appear three times a year following Council meetings—March, July, and November. These are unofficial minutes. The official minutes of such meetings will continue to be published in the American Archivist. For a complete list of Council members, consult the 1997 SAA Leadership Directory mailed along with this issue of Archival Outlook.

Council met twice during the 1996 SAA annual meeting in San Diego. The August 27 meeting was Brenda Banks’ final meeting as president as well as that of outgoing Council members Karen Benedict, Timothy Ericson, and H. Thomas Hickerson. The August 31 meeting was the first of Nicholas Burckel’s term as president and the first official Council meeting for new members Valerie Browne, Anne Gilliland-Sweetland, and Peter Hirtle. What follows are highlights from these meetings.

August 27, 1996

Fox distributed a memo from Education Director Joan Sander summarizing three proposals she received to conduct an SAA educational needs assessment. Fox and Sander recommended Council retain Harrison Coerver and Associates to conduct the survey. Council engaged in general discussion of the survey, sample size, and expected outcome.

Ericson moved and Davis seconded the motion to accept Sander’s recommendation of retaining Harrison Coerver to conduct the survey, and to investigate the possibility of doing so within a statistical sample. PASSED.

Fox reported that Teresa Brinati was pursuing the possibility of engaging the business school of a local university in a pro bono marketing survey of the Society’s publications program. Fox said that in recognition of the excellence of her work, Brinati would be promoted from managing editor to director of publications effective September 1, 1996.

Benedict distributed and discussed a Public Information Committee draft policy on implementing the PROFNET subscription service. Council responded favorably to the initiative and recommended that PIC also develop a tip sheet with guidelines on how best to respond to media inquiries.

Bruemmer introduced and reviewed the report by the Task Force on the Future of the American Archivist. The report recommended SAA reduce the frequency of the journal to two issues a year, further develop the Web page, enhance Archival Outlook, and eventually hire an additional staff member in the publications department to assist in enhancing communications. Council expressed high admiration for the quality of the report and recommended Helen Tibbo and the task force members for their work on a difficult problem.

Council engaged in discussion of the report, requesting that Fox and Brinati report back in January with a more detailed financial analysis of the long-range impact of implementing the recommendations and with a specific plan for changes to Archival Outlook.
SAA'S NEW E-MAIL ADDRESS
SAA has a new e-mail address. It’s short and sweet and easy to remember. So take note:

info@archivists.org

To get in touch with SAA staff members, consult the e-mail addresses listed on the masthead on page 2.

1997 Leadership Directory
The 1997 SAA Leadership Directory (mauve colored) was mailed in an envelope along with this issue of Archival Outlook and the new SAA publications catalog. This valuable eight-page directory contains the names, addresses, phone, fax, and e-mail numbers of SAA officers, Council, staff, and chairs/co-chairs/vice chairs of sections, committees, roundtables, boards, task forces, and representatives. We want you to know who they are, where they are, and how to reach them!

1997 Publications Catalog
Are you looking for the latest professional resources? The 1997 SAA Publications Catalog features more than 120 titles covering a broad spectrum of topics vital to archivists, historians, curators, librarians, records managers and other allied professionals committed to successfully managing their collections. The catalog was included in the envelope containing this issue of Archival Outlook and the 1997 SAA Leadership Directory. The electronic version of the catalog will eventually be accessible on SAA’s home page. Stay tuned for details in the January Archival Outlook.

Key Contact Program
The SAA Key Contact Program made its debut during SAA’s annual meeting in San Diego, as delegates representing fifty states and Canada gathered over lunch to talk about ways to best represent SAA in their communities. So, who is your key contact? Find out in the January Archival Outlook or by contacting SAA membership services at (312) 922-0140 or info@archivists.org.

SAA NEEDS YOU!
Last year Nicholas Burckel established an Appointments Committee to solicit nominees and applications for vacancies on existing committees, task forces, internships and other groups in SAA. Vice President William Maher is continuing that tradition this year and has appointed the following members to assist him: Fynnette Eaton (chair), Michael Moosberger, Robert Sink, Kathleen Roe, Alicia Sukoff, Richard Szary, and Elizabeth Wittman. While information sheets were handed out at the SAA annual meeting in San Diego, the committee is interested in hearing from those SAA members who did not attend the meeting and would like to serve. These appointments will become effective in August 1997 at the end of the SAA annual meeting in Chicago. Members with questions or who wish to discuss the process are encouraged to contact committee members.

If you’re not familiar with all the possibilities, check the 1997 SAA Leadership Directory mailed along with this issue of Archival Outlook. If you are interested in serving on a specific committee or task force, or know someone you’d like to nominate, please provide the committee with the following information to assist in the process:

• Name
• Address/telephone/fax/e-mail
• Current position
• Membership status
• Committee(s) in which interested; provide relevant information about your background, interest, and capacity to serve on this committee
• Previous internships, committees/task force membership in SAA
• (Name of person submitting nomination, if not the same)

Submit this information to: Fynnette Eaton, Center for Electronic Records, National Archives and Records Administration, Room 5320, 8601 Adelphi Road, College Park, MD 20740, (301) 713-6640, fax (301) 713-6911, e-mail: fynnette.eaton@arch2.nara.gov.

SAA DEADLINES

DECEMBER
5 All submissions (including job ads) for January Archival Outlook
13 Colonial Dames Scholarship Award applications due (see p. 25)

JANUARY
5 Job announcements for February SAA Employment Bulletin

FEBRUARY
5 All submissions (including job ads) for March Archival Outlook
24 Registration for “Descriptive Standards Institute,” Dallas, Texas (see p. 18)
28 SAA Fellow nominations must be postmarked by this date (see pp. 23-24)
28 SAA awards nominations due—except for Theodore Calvin Pease Award—(see pp. 25-26)

MARCH
5 Job announcements for April SAA Employment Bulletin
24 Registration for “Access Points” workshop, Albany, New York (see p. 18)
28 Registration for “Donor Relations” workshop, Dallas, Texas, and “Sound and Light: Administration of Sound Recording and Moving Image Materials in Archives” workshop, Cedar City, Utah (see p. 18)

APRIL
5 All submissions (including job ads) for May Archival Outlook

MAY
1 Theodore Calvin Pease Award nomination (see pp. 25-26)
5 Job announcements for June SAA Employment Bulletin
GEORGE AREVALO, archivist for the Woody Guthrie Foundation, New York City, recently co-paneled a session entitled “Researching Woody” along with Joseph C. Hickerson (head archivist of the Archive of Folk Culture) and Jeff Place (head archivist at the Center for Folk-life Programs and Cultural Studies at the Smithsonian Institution). The session was part of a week-long symposium in Cleveland, Ohio, and co-sponsored by Case Western Reserve University and the Rock and Roll Hall of Fame. The Woody Guthrie Archives was feted at an all-star benefit, where it formally announced its opening to the public.

JOHN J. GRABOWSKI, director of planning and research for the Western Reserve Historical Society, has been appointed a senior Fulbright lecturer at Bilkent University in Ankara, Turkey, for the 1996-1997 academic year, where he will teach graduate courses in American history and conduct a seminar on public history, archives and museums. Bilkent has a student population of 10,000 and is Turkey’s first private university. Grabowski, a former vice president of the Midwest Archives Conference, will also be working with students and staff to build an increased awareness of archival resources and practices in the United States. He will return to his position at the Western Reserve Historical Society in the summer of 1997.

CHRISTINE FROECHTENIGT HARPER, recently appointed archives assistant at the Saint Louis University Archives in St. Louis, Missouri, attended the Modern Archives Institute in June on a scholarship awarded by the Washington, D.C. chapter of the Colonial Dames of America.

KATHRYN JACOB, formerly of the National Historical Publications and Records Commission, is the new assistant director for the library and archives of the American Jewish Historical Society in Waltham, Massachusetts.

ROGER JOYCE has been elected to the status of “professional associate” in the American Institute for Conservation of Historic and Artistic Works. Joyce is a conservator with the Wyoming State Archives, Wyoming Department of Commerce, in Cheyenne. His area of expertise is books, papers, and photographic materials.

KEN NAIL, JR., formerly archivist at Kennedy Space Center, became the first county archivist for Montgomery County, Alabama, in August.

What Are You Up To?

SAA invites members to share their position appointments, professional achievements, and honors received in the “Spotlight” column. Send announcements to: Teresa Brinati, Director of Publications, 600 S. Federal, Suite 504, Chicago, IL 60605, fax (312) 347-1452 or e-mail: tbrinati@archivists.org.

Obituary

SUSAN GARRETSON SWARTZBURG, 58, a Rutgers University preservation librarian, died October 13, 1996. A long-time member of the Society of American Archivists, she advised many universities, libraries, and museums on the organization and preservation of their collections.

A tenured faculty member at Rutgers, Swartzburg was nationally and internationally known for her work in the field of preservation. Her consultations included working with the Rutherford Public Library (New Jersey) on a preservation survey of the William Carlos Williams Collection and with the Silverado Museum in St. Helena, California, on a survey of its Robert Lewis Stevenson Collection. Swartzburg also evaluated Princeton University School of Architecture’s collection of original slides and made recommendations for storage and handling. Early in her career she was at Yale University, where she planned and organized its preservation program for the research collections.

She served as director of the Alexander Library in 1972 and later as acting art librarian at Rutgers University. In 1982 she became the university’s preservation librarian and earned a reputation as a gifted and prolific writer. SAA currently distributes two of Swartzburg’s books: Preserving Library Materials: A Manual (Scarecrow Press, 1995) and Libraries and Archives: Design and Renovation from a Preservation Perspective (Scarecrow Press, 1991).

Swartzburg was a lecturer at Rutgers, Columbia University, and Queens College (New York), and had taught numerous workshops on preservation at Rutgers’ School of Communication, Information, and Library Studies.

She was editor of the New Jersey Library Association’s preservation section newsletter and a columnist for the newsletter of the Mid-Atlantic Regional Archives Conference. She was also associate editor of Conservation Administration News for many years.

In addition to SAA, she was a member of the American Institute for the Conservation, the American Library Association, the International Federation of Library Associations and Institutions, the National Trust for Historic Preservation, and the Princeton Preservation Group, which she founded. She was also instrumental in the founding of the Book Arts Center at her alma mater, Wells College in Aurora, New York.

Surviving are her husband, Marshall; a son, Mark; and two brothers, Edwin and Frank Garretson.

The Star Ledger (New Jersey) and Evelyn Frangakis
SAA Fellow Nominations Sought for 1997

The Committee on the Selection of SAA Fellows invites members to nominate colleagues for selection as Fellows of the Society of American Archivists in 1997. Nominees must be individual members of SAA in good standing for the past seven years. Other criteria on which the Committee evaluates nominees are:

- appropriate academic education, and professional and technical training;
- a minimum of seven years of professional experience in any of the fields encompassed in the archival profession;
- writing of superior quality and usefulness in advancing SAA’s objectives; and
- contributions to the profession through work in and for SAA.

The Committee on the Selection of SAA Fellows includes the five most recent past presidents of the Society and three additional members—all Fellows who are elected annually by SAA officers and Council. This year, past presidents Brenda Banks, Maygene Daniels, Edie Hedlin, Anne R. Kenney, and Frank Burke will be joined by three Fellows elected at the SAA Council meeting in January.

A nomination form is on pp. 23-24 of this newsletter. Completed forms must be postmarked by February 28, 1997, and addressed to the chair: Maygene Daniels, National Gallery of Art, Gallery Archives, Arts & Industries Bldg., Washington, D.C. 20565. Daniels may also be reached at (202) 842-6175, fax (202) 842-2356, m-daniels@nga.gov.

A nomination submitted in 1996 that did not result in the election of a Fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Enhancements or updates may be submitted if desired.

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

Awards Committee

The Awards Committee invites you to nominate colleagues for a variety of awards sponsored by SAA. See page 25 for details on the 1997 SAA awards competition.

Standards Update submitted by Linda Evans, Standards Board Chair

The SAA Standards Board is pleased to announce that SAA Council has voted to endorse two standards documents. The first one of these is the Oral History Cataloging Manual, compiled by Marion Matters (Chicago: SAA, 1995). This excellent manual was produced by a project directed by Lila J. Goff of the Minnesota Historical Society, and an editorial working group that included Bruce Bruegger, James Fogerty, Michael Fox, and Stephen Hearn in addition to Marion Matters, who served as principal compiler and author. The development of this manual was made possible by a grant from the National Historical Publications and Records Commission. Publication of this manual by SAA in 1995 was, of course, a strong indication that the manual would be extremely useful to archivists, but Council’s endorsement as a standard gives this manual ongoing recognition by the Society. Contact the SAA publications department for more information about the Oral History Cataloging Manual (312/922-0140).

The second standard recently endorsed by the SAA Council is The Art & Architecture Thesaurus, 2nd ed., 5v. (N.Y.: Oxford University Press, 1994). The AAT was endorsed “as an external standard for archival description, useful for such purposes as describing and creating access points in both manual and automated archival control environments and as an authoritative source for indexing terms describing the form and genre of collection materials.” The AAT is available in the print edition (ISBN 0-19-508756-9) or in electronic format as the AAT:ART (Authority Reference Tool) version 2.1 from Oxford University Press (800/451-7558) and in two other electronic formats (US-MARC Authority format or REC format) through the AAT office (413-458-2151).

For more information about how standards are initiated and developed, or to propose a standard, contact: Linda Evans, Chicago Historical Society, Clark Street at North Avenue, Chicago, Illinois 60614, (312) 642-4600.

Records Management Roundtable submitted by Stacy B. Gould, Steering Committee Chair

The new Records Management Roundtable met for the first time at the SAA annual meeting in San Diego in August. Archivists with an interest in and/or duties including records management had a chance to discuss current issues and suggest ideas for programs, events, and sessions they would like to see at future SAA conferences.

More than twenty archivists attended the meeting which raised several points of discussion including the promotion of better understanding between archivists and records managers, the importance of collaborative efforts—especially in the field of electronic records management—and the promotion of symbiotic relationships between records managers and archivists, particularly in the fields of government, business, and religious archives.

The steering committee looks forward to hearing from archivists interested or involved in records management, especially those who might not have been able to attend the meeting in August. Contact: Ed Galvin, Records Management Roundtable Chair, Archives and Records Management, 611 Bird Library, Syracuse University, Syracuse, New York 13244-2010 or e-mail: elgalvin@summon3.syr.edu. Other steering committee members include: Stacy Gould (goulds@pilot.msu.edu), Randy Jones (randy.jones@mcmail.vanderbilt.edu), Tom Norris (tnorris@mail.nysed.gov), or Sarah Polirer (ocali54@transit.nyser.net).
Nominators must be members of the Society of American Archivists. Please complete the form below or submit the same information in typed or computer-generated copy.

Guidelines - A member of the Society of American Archivists (SAA) may be elected a Fellow if he/she has been an individual member of SAA in good standing for at least seven years immediately preceding his/her election; a duly-elected Fellow shall retain this designation so long as membership in good standing is maintained in SAA; and election of Fellows shall be seventy-five percent of the vote of the Committee on the Selection of SAA Fellows.

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

<table>
<thead>
<tr>
<th>Name of Candidate</th>
<th>Date of SAA Membership (please confirm with SAA office)</th>
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<tr>
<td>Present Institutional Affiliation</td>
<td>Position</td>
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EDUCATION
College/University | Date | Degree/Certificate Received |

OTHER TRAINING
Institution and Location | Date | Training Received |

PREVIOUS PROFESSIONAL POSITIONS
Employing Institutions | Date | Position Title |

HONORS, AWARDS, FELLOWSHIPS
Organization | Date | Honors/Awards Received |
Major Published Materials (list publisher, date, and title)

SAA Activities (offices held, committee activities, annual meeting program appearances, special projects, etc.)

Other Contributions to the Archival Profession (include regional and international activities)

► Attach a one-page narrative of professional activities showing the nominee to be a distinguished and worthy candidate.
► In addition, on a separate sheet, list the names and addresses of three persons familiar with nominee's work (need not be SAA members) and willing to submit a letter in support of the nominee. Nominators can attach the letters to their nomination, or can request that those writing on behalf of the nominee send their letters directly to the committee chair. If sent directly, the letters should be postmarked no later than February 28, 1997.

Submitted by (please print) ______________________________________
Signature _____________________________
Institution _____________________________
Address ____________________________________________
City/State/Zip ______________________ ______________________
Phone______________________________________________E-mail ______________________________________
Date ______________________________

SEND NOMINATIONS TO:

Maygene Daniels, National Gallery of Art, Gallery Archives, Arts & Industries Bldg. Washington, D.C. 20565

NOMINATION DEADLINE: FEBRUARY 28, 1997
Distinguished Service Award
Created in 1964, this award recognizes a North American archival institution, organization, education program, or nonprofit or governmental organization that has given outstanding service to its public and has made an exemplary contribution to the archival profession. Each nominee must be supported by three SAA members, each representing a different institution. A person may not nominate his/her own institution. This award was established through the generosity of three SAA Fellows: Leon deValinger, Jr., Mary Givens Bryan, and Dolores Renze.

J. Franklin Jameson Archival Advocacy Award
Established in 1989, this award honors an individual, institution, or organization not directly involved in archival work that promotes greater public awareness, appreciation, or support of archival activities or programs. Contributions should have a direct or indirect national impact. Nominations, which must include three letters of support, will remain eligible for two years, and additional supporting documentation may be submitted the second year. This award honors historian J. Franklin Jameson, who labored for over 25 years to establish the United States National Archives.

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

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

Theodore Calvin Pease Award
Created in 1987, this award recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship programs. Eligible manuscripts must be unpublished, 15-20 pages in length, and conform to stylistic guidelines of the American Archivist. Papers examining major trends and issues in archival administration are preferred. The award honors Theodore Calvin Pease, first editor of the American Archivist.

1997 SAA Awards Competition
The Society of American Archivists announces its 1997 awards competition to recognize achievements of the 1996 calendar year. Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Julia Marks Young and Anne Diffendal. Awards will be presented next August during the 1997 SAA annual meeting in Chicago.

Descriptions of the awards are listed on this page. An awards nomination form is on page 26. The SAA awards policy is described in the American Archivist 39:3, 415-417; copies are available from the co-chairs.

Requests for additional information and forms should be addressed to either Julia Marks Young, Georgia State University, Pullen Library, 100 Decatur Street, N.E., Atlanta, Georgia 30303, (404) 651-2477, libjmy.langate.gsu.edu; or Anne Diffendal, 3131 S. 41st Street, Lincoln, Nebraska 68506, (402) 489-2368, adiffendal@navix.net. The deadline for award nominations is February 28, 1997. Nominations will not be considered unless all materials, including books and other supporting documentation, are received by that date.

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

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

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

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

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

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

Colonial Dames Scholarship Award
Established in 1974, this award, given in conjunction with the Colonial Dames of America (Chapter III, Washington, D.C.), enables two archivists each year to attend the National Archives’ Modern Archives Institute. A scholarship to the Modern Archives Institute, to be held January 27-February 7, 1997, is now available. It covers up to $1,200 of the total tuition, travel, and housing expenses at the institute (tuition is $525). To be eligible, an applicant must be employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title. Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant’s qualifications should be submitted in triplicate (original and two photocopies) to: Greg Bradsher, National Archives and Records Administration, (NWR2)-Rm. 2405, 8601 Adelphi Rd., College Park, MD 20740-6001. The deadline is December 13, 1996.
The Society of American Archivists

1997 AWARDS NOMINATION FORM

Name of Award___________________________________________________________

Person/Organization to receive award _______________________________________________

Address ______________________________________________________________

City/State/Zip/Country ___________________________________________________

Phone _______________________________________ E-mail___________________________

Person making the nomination ___________________________________________________________

Address ______________________________________________________________

City/State/Zip ______________________________________________________________________

Phone _______________________________________ E-mail _____________________________

Has nominee been informed of this nomination? □  Yes □  No

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

How does the nominee meet the criteria of the award?

What are the outstanding characteristics of the nominee?

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

PLEASE SUBMIT FIVE COPIES OF THIS FORM AND THREE COPIES OF ALL SUPPORTING DOCUMENTS BY FEBRUARY 28, 1997. Nominations for the Theodore Calvin Pease Award must be submitted by May 1, 1997. Send nominations for the Distinguished Service Award, C.F.W. Coker Prize, Theodore Calvin Pease Award, Oliver Wendell Holmes Award, and Minority Student Award to Anne Diffendal, 3131 S. 41st Street, Lincoln, Nebraska 68506, (402) 489-2368, adiffendal@navix.net. Send nominations for the Philip M. Hamer and Elizabeth Hamer Kegan Award, J. Franklin Jameson Archival Advocacy Award, Sister M. Claude Lane Award, Waldo Gifford Leland Prize, and Preservation Publication Award to Julia Marks Young, Georgia State University, Pullen Library, 100 Decatur Street, N.E., Atlanta, Georgia 30303, (404) 651-2477, libjmy.langate.gsu.edu.

26 Archival Outlook — November 1996
The following new members joined the Society of American Archivists during August and September. Welcome to SAA!

**Individuals**
Mary Allely
Pamela S. Alsop  
Student
Martha Shipman Andrews  
The Madeira School
Helen P. Arzu
Elizabeth A. Barry
Sandra Bialic  
Student
David B. Biesel
Carlton L. Bonilla
Kathryn Bowers  
Harvard University
David L. Bridge  
Student
Nancy C. Burdick
Susan M. Campbell
Ruth C. Carter  
University of Pittsburgh
Margaret K. Cavanaugh  
Punnam County Public Library
Ana Maurisa Christie
Steve Coy  
University of California at San Diego
Alicia D. Crumpton  
Student
Sheryl Dale  
Archdiocese of Oklahoma City
Jill B. Davis  
Student
Michelle A. DeMartino  
Student
Diane Dimkoff  
National Archives and Records Administration
Cheryl Moore Doty
Michelle Elligott  
Museum of Modern Art
M. Jeanne Finske  
Sister of The Holy Cross
Elizabeth Brooke Fox  
Student
Michael Gingrich  
Student
Randall D. Green
Julianne Haahr  
Student
Laura Hearn  
Student
Wilda M. Heiss
Clarity J. Hensley  
Student
Andrea R. Hodges
Clarence Hunter  
Tougaloo College
Tim Hutchinson  
Student
Christina Johansson  
Augustana College
Christina Johnston  
Dodson Group
Thomas F. Jorsch
Debra King  
Student
Joy A. Kingsovler  
Chicago Jewish Archives
Kathy Koch  
Student
Susan Koskinen
Josh Lauer  
Student
Sandra Louise Lee
Heather Lindsay  
Student
James S. Lloyd
Student
Jane Makich  
Student
Deborah Marshall  
Student
Dana Martin
Jerry Marza
Catherine L. May  
Salt River Project Archives
Kirsten Meisenatmer  
Indiana University
Julie Moring  
Student
Gary R. Murphy
John O'Brien  
International Gay & Lesbian Archives
Sheila O'Hare  
Student
Eric Oglesby
Joyce M. Pacenza  
Student
Mary Alyce Pender
Marshall Ted Phelps
Gregory A. Pike  
Student
Mary Podvia  
The Dickinson School of Law
Theresa Poff  
Student
Leah Prescott  
G.W. Blunt White Library
Sherrie Pugh  
Jackson Barracks Military
Norbert E. Raucke Jr.  
New Orleans Museum of Art
Lee H. Rogers
Richard J. Sloma  
Student
Kathy Sparkman
Amanda E. Standerfer  
Student
Mark Swenson  
Indiana University
Jeanine Taylor  
Student
Sherrine Thompson
Peter Verheyen
Barbara E. Victorino
Mary Louise Vigil  
Diocese of Amarillo
Wai-Kwok Wan  
Public Records Office
Frieda Weber  
Student
Kirsten Wenzel  
Judson College
Carol White  
National Archives of Canada
Ji-Hae Yoon  
Student

**Institutions**
Archive Management Inc.
Caterpillar Inc.
Center for Army Lessons Learned
Charles Hosmer Morse
Free State Archive
Hallmark Cards Incorporated
Independence National Historical Park
Northwestern Mutual Insurance
Rhode Island School of Design
St. Vincent Medical Center

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Throughout my term as Archivist of the United States, I have said that the National Archives and Records Administration (NARA) needs to change and that I was determined to make those changes. In August we published a strategic plan, *Ready Access to Essential Evidence*, which outlined the changes we have planned for the years ahead. As an initial step in implementing our strategic plan, I am reorganizing the agency. This reorganization, which I intend to be effective in January 1997, will help NARA improve its services to federal agencies and the public by clarifying responsibilities for NARA functions and services and by reorganizing our work around the records life cycle.

In the strategic plan we said that we would “reorganize our office structure to improve communication, reduce bottlenecks, end overlaps, clarify individual unit responsibilities, establish who will be accountable for what at each stage of the life cycle process, and speak with one voice in providing guidance and implementing policies.” Implementing such a reorganization and clarifying responsibilities for stewardship are among my priorities for this year. It also is important that we begin to build partnerships to promote front-end records management. I believe this new organization can meet these objectives.

Foremost, I am determined to see that the strategic plan does not “atrophy and die” and that agency activities are coordinated within the framework of the plan to further our mission. That means Deputy Archivist Lew Bellardo and I will stay personally involved in the plan’s implementation, just as we did in its development. I am consolidating responsibility for strategic planning and agency-wide policy coordination in the Office of the Archivist. In addition, to facilitate truly speaking with one voice, internal and external directives and agency-wide communications will be formally assigned to my office. Bellardo also will lead our effort to build active partnerships with the Office of Management and Budget, federal agencies, Congress and the courts. During the next several months we will begin a dialogue with our federal agency partners on how we can work together better to address government records management issues and fulfill our role as a public trust.

To enhance our ability to provide direct records management services, I am reorganizing our program offices around the records life cycle. The Office of Records Administration, the Office of Federal Records Centers, the Office of the National Archives, the Office of Special and Regional Archives and the Office of Public Programs will be consolidated into two life-cycle offices responsible for federal headquarters and field records, respectively. The Office of Presidential Libraries and the Office of the Federal Register will continue as currently configured.

Instead of five offices managing pieces of the federal records life cycle, NARA will have two offices that oversee all federal records from their creation to destruction or continuing use as archives. I expect this to improve communication and coordination among related records functions and reunite parts of the life cycle that have been split in the past. Reducing five offices to two also allows NARA to reallocate a number of central office administrative positions to work more directly in providing program services to meet our growing challenges at the front end of the records life cycle.

Perhaps most exciting are the possibilities this structure offers for real change in our field operations. Each region will be administered by one director as a complete life cycle unit. From these manageably-sized units, we will really be able to test the life cycle approach as well as other reinvention initiatives. This structure also allows the director maximum flexibility to shift staff members and organize their work to meet the region’s needs for records and archival services. Additionally, these directors will be working together to create cost-effective facility consolidation plans that will insure continued and improved customer service in their regions. I expect many of the most creative solutions to some of our biggest challenges to come from these life-cycle “laboratories.”

The remaining changes affect my staff units. In the strategic plan we identified our staff and our information infrastructure as two key resources that must be supported for NARA to achieve its mission. My new Office of Information and Staff Resources will focus on helping staff develop their capacities to perform the work of the agency and build the information resource infrastructure we need to do our jobs. This office, which replaces Policy and IRM Services, will have responsibility for personnel and training, information management and technology, and process redesign and transformation. This includes our initial priorities to redesign our performance appraisal processes and internal training programs and the institution of rigorous product planning and project management processes.

The Office of Administrative Services will take on increased responsibility for nationwide facility planning and acquisition, including coordination of our future facility consolidations. Lastly, to fulfill one of the plan’s objectives, I am creating a small development staff to coordinate our efforts to pursue private-sector funding and partnerships for special projects and to be the liaison with the NARA Foundation.

I am excited about the possibilities this structure presents for organizing our work around the records life cycle, promoting front-end records management, improving communication and customer service, and developing our information and staff resources. I will continue to keep you informed about the progress we are making on all of our strategic plan initiatives.
requests, members of the review panel had no knowledge of the CIA's policy of “targeted access.” Panel members said they “remained unconvinced” of the appropriateness of CIA’s policy of “targeted access.” The report stated: “The time has come, we believe, to devote the energies of agency historians and other staff to the comprehensive review of early CIA files for transfer to the National Archives in a manner comparable to that followed by other government agencies.” The report underscored that point by noting that not a single whole office file or collection of CIA files—as opposed to selected documents—is yet available for research at the National Archives.

The CIA's plans for implementing the Executive Order (EO) 12958 on declassification also troubled the panel. The CIA has requested that 64 percent of its classified records of permanent value that are over 25 years old be exempt from the automatic declassification provisions of the EO. While the panel acknowledged that 25 years may be too soon to declassify some agency materials, they questioned whether two-thirds of the agency’s records legitimately fall into the exempted category. Of even greater concern was that within the 36 percent of its records for which the agency has requested no exemption, the CIA is spending substantial amounts of time and money reviewing materials of the Foreign Broadcast Information Service. The great bulk of these records, the panel noted, were publicly available from the time they were originally broadcast.

President Signs NHPRC Reauthorization Legislation

On October 9 the President signed into law S1577, a bill to reauthorize the grants program of the National Historical Publications and Records Commission (NHPRC) for the next 4 years at a funding ceiling of $10 million for each year. In September the House passed this bill by unanimous consent. The Senate had passed the measure during the summer. On the Senate side, Senators Ted Stevens (R-Alaska), Paul Sarbanes (D-MD), and Mark Hatfield (R-OR) played key roles in securing its passage. In the House, Representatives John Mica (R-FL) and Karen Thurman (D-FL) sponsored the bill and made floor statements supporting it.

New Electronic FOIA Law

On October 2 the President signed into law the Electronic Freedom of Information Act Amendments of 1996. On September 17 both the House and Senate passed by unanimous consent identical versions of this legislation, HR3802 and S1090. The new law requires agencies in responding to FOIA requests to honor format requests (diskettes or CD-ROM) and searches of records in electronic format. The bill also increases online access to records, provides a fast track for uncomplicated requests and expedited processing in “compelling need” circumstances, and includes provisions designed to alleviate the delays in processing requests for government records.
NARA Publishes New Guide to Holdings

The National Archives and Records Administration (NARA) recently published an updated and expanded edition of the three-volume Guide to Federal Records in the National Archives of the United States. This new edition, which superseded the 1974 edition and its 1987 reprint, was compiled by Robert B. Matchette with Anne B. Eales, Lance Fischer, Brenda Kepley, and Judith A. Koucky. It is also available electronically on the NARA home page of the World Wide Web at http://www.nara.gov. This publication is intended to be used as a first step by researchers. It describes the nature, scope, and location of records in NARA’s custody.

The latest edition includes descriptions of the approximately 1.7 million cubic feet of textual records; 300,000 rolls of microfilm; 2.2 million maps and charts; 2.8 million architectural and engineering plans; 9.2 million motion picture reels; 33,000 video recordings; 178,000 sound recordings; 7,000 computer data sets and 7.4 million still pictures in NARA holdings nationwide.

To order a copy of the guide, which sells for $95, contact: National Archives Trust Fund, NECD, P.O. Box 100793, Atlanta, Georgia 30384. Make checks payable to the National Archives Trust Fund (please include $5 for shipping and handling). VISA and Mastercard are accepted.

Commission on Preservation and Access

- Preservation Science Council. The economics of information and the management of storage environments received top attention in a new research agenda outlined by the Preservation Science Council (PSC), convened by the Commission on Preservation and Access. In a meeting July 31-August 2 at Bel­mont Conference Center, Maryland, the Council reached unanimous agreement on six projects to advance the understanding and practice of preservation in libraries, archives, and other institutions responsible for collections of scholarly and cultural value. Briefly, the identified projects address:

  - the methods for providing an optimum storage environment at the lowest possible cost using existing HVAC equipment;
  - the longevity of adhesives used currently in library binding and those under development;
  - the creation of a management tool to allow preservation managers to understand how rapidly or slowly books, tapes, and films equilibrate to changes in temperature and RH, including the ability to estimate how common enclosures (book stacks, phase boxes, and compact shelving systems) slow down the rate of equilibration;
  - the applicability of a life cycle cost analysis tool developed for digital tape storage systems for use in managing the costs of continuing access to existing collections of paper, film and magnetic media;
  - the magnitude of the effects of repeated recycling of paper on the strength and color of papers that will find their way into collections in the future; and
  - the creation of software and computer infrastructure for EMIS (Environmental Management Information System), a lower-cost, more comprehensive system for delivering environmental data and interpretive assessments to preservation managers than currently exist.


- Preservation Challenges in a Changing Political Climate, by Galina Kislovskaia, deputy director general of the Library for Foreign Literature in Moscow, is the next in a series of Commission on Preservation and Access International Program publica­tions on preservation initiatives abroad. The report presents a distinctly Russian perspective on the ways in which libraries and archives are attempting to adapt to widespread changes while seeking to maintain their services and introduce new technologies, all with decreasing financial resources. The report illuminates how the substantial political, economic, and social changes in Russia today are directly affecting the preservation efforts of libraries and archives. Preservation Challenges in a Changing Political Climate - A Report from Russia (20 pages, September 1996) is available for $10 (prepayment in check with U.S. Funds required) from: Commission on Preservation and Access, 1400 16th St., N.W., Suite 715, Washington, D.C. 20036.
Moving Image Sourcebook

*Footage: The Worldwide Moving Image Sourcebook* features over 3,000 film, video and digital sources—archives, corporations, stock footage houses, libraries, private collections, government agencies, museums, production companies, distributors, universities, broadcasters, multimedia and more from around the world. Each source listing includes detailed descriptions of the collection, e-mail addresses, Web sites, who to contact, and all relevant screening, licensing and duplicating procedures. To find out how to get your collection listed or to order a copy of this guide contact: (212) 787-2583 or consult the “Footage” Web site at: http://www.footagesources.com.

American Film and Television Archives

The *Historical Journal of Film, Radio, and Television* has published a special issue on “American Film and Television Archives” (16:1, March 1996), guest edited by Daniel J. Leab of Seton Hall University and co-editor of *Labor History Archives*. Leab notes in his introduction that “as our millennium draws to a close, there is great interest in recording and presenting the developments of our century: all over the world moving image archives have been scoured for material that can be utilized to tell that story to viewers.” This issue contains fifteen articles dealing with diverse archives in the moving image field. For more information about this special issue, contact: Daniel J. Leab, P.O. Box 1216, Washington, Connecticut 06793, fax (860) 868-0080, e-mail: abpc@delphi.com.

Fair Use and Copyright Web Site

The Council on Library Resources has agreed to provide support for the creation and maintenance of a Web site on Fair Use and Copyright. The address of the new site is: http://www.findlaw.com.

Web Site for History of Physics, Astronomy and Geophysics

A site featuring the history of physics and allied sciences is now available on the World Wide Web, mounted by the American Institute of Physics Center for History of Physics. The address is: http://www.aip.org/history/. The site includes information on AIP and the Niels Bohr Library; an introduction to the Emilio Segre Visual Archives, including a sample of photographs; a variety of Web links; the AIP History of Physics Newsletter; and a featured Web exhibit—Einstein: Image and Impact, which uses photographs, quotes, and text to present highlights of Albert Einstein’s life.

Montgomery County (MD) Archives

The Archives of Montgomery County, Maryland, has resumed operations under contract with History Associates Incorporated. Established by order of County Executive Charles Gilchrist in July 1985, the archives is administered by the Montgomery County Department of Public Libraries and is located in the Red Brick Courthouse, 29 Courthouse Square, Room G-09, Rockville, Maryland 20850. Research services are available by appointment. Contact the archives at (301) 279-1218.
World View

by Thomas Connors, University of Maryland at College Park

International Council on Archives
Submitted by Marie B. Allen of the National Archives and Records Administration

The International Council on Archives (ICA) 13th Quadrennial Congress attracted more than 2,600 participants from 130 countries to Beijing during the first week of September 1996. The first ICA congress held in a developing country, the theme of the meeting was "Archives at the End of the Century: Taking Stock and Looking Ahead." Many of the papers tracked the development of the archival profession in this century, with an outstanding summary and analysis produced by Terry Cook, National Archives of Canada, entitled, "Archives in the Post-Custodial World: Interaction of Archival Theory and Practice since the Publication of the Dutch Manual in 1889." Cook tracks the "themes that dominate archival thinking in this century" through the writings of the Dutch trio (Muller, Feith, and Fruin), Hilary Jenkinson, Theodore Schellenberg, Margaret Cross Norton, Hans Booms, Hugh Taylor, Sue McKemmish, Frank Upward, Peter Scott, David Bearman and others. Other noteworthy papers were given by David Bearman ("Virtual Archives") and Kenneth Thibodeau ("International Research: Appraisal and Preservation of Scientific Databases").

The meeting of the ICA Section on Professional Associations (ICA/SPA) attracted about 50 association representatives for a program on planning and setting priorities in the twenty-first century. Chaired by Marie B. Allen, the panel included speakers from Japan, Brazil, and Spain, and was complemented by excellently prepared comments from association representatives from the United Kingdom, Italy, and Poland. At the delegates' meeting which followed, Karen Benedict and Allen, representing archival associations in the United States, were elected to four-year terms on the ICA/SPA Steering Committee.

The Section on Professional Associations has had a productive year, completing work on an international directory (with organizations in the United States accounting for about 35 percent of the listings) a model constitution for archival associations, and an international code of ethics for archivists. The section was particularly pleased that, after six years of debate and revision, the ICA General Assembly approved the section's proposed code of ethics. ICA/SPA Steering Committee members from the United States during the past year included Marie B. Allen (representing NAGARA) and Larry Hackman (representing SAA).

PARBICA Newsletter

The quarterly newsletter of the Pacific Branch of the International Council on Archives (PARBICA), panorama, is now available through subscription. Edited by John Wright of Kailua, Hawaii, panorama offers a lively and eclectic view of issues and events of archival interest in the Pacific Islands region as well as global news. Subscriptions to panorama for non-members of PARBICA are $15 (U.S.) per year. For more information contact: Treasurer, PARBICA, Australian Archives, P.O. Box 34, Dickson ACT 2602, Australia.

To Preserve and Provide Access to Electronic Records

In 1991 the National Archives of the five Nordic countries, Denmark, Finland, Iceland, Norway, and Sweden, started a joint project called TEAM—"Tools for Electronic Archives Management"—funded by the Nordic Council of Ministers and the Nordic Council for Scientific Information. The aim of the project, which was completed last year, was to present information on electronic records in an easy and practicable way for researchers and other users of archives. The result is the recently published To Preserve and Provide Access to Electronic Records, which addresses transferring records with flat file structure to a relational database format; access to electronic filing systems transferred to a public record office; storage media; and physical arrangement for long-term storage. To order a copy of To Preserve and Provide Access to Electronic Records (ISBN 92-9120-872-8), contact: Unipub, 4611-F Assembly Drive, Lanham, Maryland 20706-4391, (301) 459-7666, or fax (301) 459-0056.

National Archives of Brazil

International Preservation News (No. 12, June 1996) carried an article by Ingrid Beck, head of preservation, National Archives of Brazil, entitled "Priority on Preventive Conservation at the National Archives of Brazil." In this article, Beck notes that the National Archives has established a partnership with the Brazilian paper industry to produce alkaline paper for all official documents and that this experience has triggered similar partnerships in public archives throughout the country. Other conservation priorities at the National Archives of Brazil include regular cleaning, using protective enclosures, integrated pest management, and microfilming. International Preservation News is the newsletter of the International Federation of Library Associations and Institutions (IFLA) Core Programme in Preservation and Conservation.

National Archives of Cambodia

The National Archives of Cambodia (NAC) recently received $8,000 from the Australian government to purchase much needed equipment. With the funds, NAC staff were able to buy not only a computer, printer, and photocopier, but also a generator, voltage regulators, and uninterrupted power supply units. One of NAC's current projects is to sort through thousands of French language publications which were once held by the Cambodian National Library. The novels, journals, and periodicals in question date from the French colonial period.
August 31, 1996

Waverly Lowell, chair of the Committee on Goals and Priorities (CGAP), reported on the committee’s recommendation to end operations. Lowell said the committee believed that the ongoing planning function for SAA should reside with Council and that in recent years Council had begun to integrate the planning process into SAA’s governance. She said that CGAP recommended that Council establish a task force on planning when the strategic plan required modification. Brumme moved to accept CGAP’s recommendation and communicated Council’s appreciation of the work of the committee. Stout seconded the motion. PASSED.

Helen Tibbo, chair of the Task Force on the Future of the American Archivist, presented a report from the task force. She relayed comments received from a survey to SAA membership, the discussion among task force members, and comments conveyed in the open forum held at the annual meeting. Council engaged in a general discussion of the task force recommendations. The sense of Council was to gather further documentation on the feasibility of hiring an additional staff member and to institute the other recommended enhancements to the publications program.

Davis therefore moved that the American Archivist be reduced from four to two issues per year with the understanding that issues of concern raised in the open forum and elsewhere would be fully addressed by the winter Council meeting. Browne seconded the motion. PASSED, with Maher opposed.

Tibbo will submit a final report to Burckel in the fall and Fox agreed to investigate how quickly the change in frequency could be implemented. Fox said she would give a report to Council by the winter meeting. Burckel praised Tibbo and the task force for the quality of the work presented and for their fine efforts in helping to move the process along.

Council elected Susan Davis to serve as its representative on the Executive Committee.

Hensen presented a proposal from the Committee on Education and Professional Development for an education summit to be held in conjunction with the 1997 annual meeting. Hensen moved that by October 1 Fox gather more information to share with Council and give a recommendation regarding the plausibility of holding a summit. Uhler seconded the motion. PASSED.

Council engaged in a discussion on the issue of SAA providing financial support for directories. Fox recommended that SAA not do so because of limited financial resources. She said certain groups, such as the Archivists and Archives of Color Roundtable, have successfully produced directories through in-kind support provided by member institutions.

Hefner moved the following Directories Policy:

Whereas the financial consideration for section and roundtable directories is becoming sizeable,

Whereas SAA Council seeks to use SAA financial resources wisely,

Be it resolved that SAA Council requires sections and roundtables to provide in-kind support for all costs associated with directories.

Maher seconded the motion. PASSED.

Hefner moved the following Public Policy Resolution:

Whereas the Society of American Archivists (SAA) desires to become more proactive in the public policy arena and

Whereas SAA desires to be placed on record in certain key issues and

Whereas SAA has agreed in its Planning for the Archival Profession: A Report of the SAA Task Force on Goals and Priorities that the profession should “cooperate with allied professions to share ideas and resources” and

Whereas legal action is one strategy used by our allied professions in promoting the identification, preservation, and use of records of enduring value,

Therefore be it resolved that SAA will consider and employ the use of legal action as a means to advance its public policy objectives.

Maher seconded. Discussion revealed the sense of Council that the use of the word “consider” included the financial and human resource impact of such a policy. PASSED.

Brumme reported on discussions regarding SAA establishing a listserv at the invitation of H-NET. He said it was the sense of his subcommittee that it would be necessary to become more familiar with H-NET’s operations before making a final commitment. He also said that it would be important to consider who would moderate the list. SAA would need to be clear on what the Society hoped to accomplish by establishing such a list.

Maher moved that Fox investigate a series of questions related to the establishment of an SAA listserv via H-NET and if all questions can be resolved to the satisfaction of the Executive Committee, Council would recommend that implementation occur without further review by Council. Davis seconded. PASSED.

Brumme moved the following University of Texas at Austin Resolution:

Whereas the University of Texas at Austin Graduate School of Library and Information Science and its SAA student chapter designed and developed SAA’s first World Wide Web site in 1995, and

Whereas their work has aided communication between the Society and its members through this important tool, and

Whereas their work formed the basis on which the Society’s Web resource will evolve,

Be it resolved that SAA conveys its gratitude and appreciation to the University of Texas at Austin Graduate School of Library and Information Science and to the students who made the first Web site possible.

Stout seconded the motion. PASSED.

Archival Outlook — November 1996 33
1996-97 CALENDAR

December 19-20

January 27-February 7
Modern Archives Institute for 1997 at the National Archives in College Park, MD. Institute will introduce participants to archival theory and practice and the responsibility of archival work. $525. Application deadline November 1, 1996. Contact Mary Rephlo at (301) 713-7390 or e-mail: mary.rephlo@arch2.nara.gov.

March 18
12th Annual National Archives and Records Administration Preservation Conference, “What is Being Done to Control Insects and Fungi Now that Systematic Fumigation has Ended,” at Archives II in College Park, Maryland. $50 registration fee. Contact: Conference Coordinator (NNP), National Archives at College Park, 8601 Adelphi Road, Rm. 2800, College Park, MD 20740-6001, (301) 713-6705, e-mail: preserve@nara.gov.

March 24-28
“Descriptive Standards Institute,” co-sponsored by SAA and AMIGOS Bibliographic Council, in Dallas, Texas. Contact Tara Shimandle at (312) 922-0140 (see p. 18).

April 17-18

April 18-20
RESTORATION 97 in Atlanta. Contact: RAI/EGI Exhibitions, Inc., 129 Park St., North Reading, MA 01864 (508) 664-6455, e-mail: show@raiegi.com.

April 30
“Donor Relations” workshop co-sponsored by SAA and the Midwest Archives Conference, in Chicago. Contact Tara Shimandle at (312) 922-0140 (see p. 18).

May 1-3
Midwest Archives Conference annual spring meeting at the Midland Hotel, Chicago. Contact Mike Bullington at (312) 942-8308 or Laura Graedel at (312) 684-1414 ext. 2496.

June 6-8
The History of Photography Group Symposium focusing on various aspects of the production and dissemination of photographic images in both the 19th and 20th centuries will be held at Manhattanville College (Westchester County, New York), a 35-minute train ride from midtown Manhattan. For more information, contact: Laurie A. Baty, 302 Dunkirk Road, Baltimore, MD 21212-1813, e-mail: laurie.baty@arch1.nara.gov; Gillian Greenhill Hannum, Department of Art History, Manhattanville College, Purchase, New York 10577, e-mail: ghannum@mville.edu.

June 16-21
26th annual Institute for the Editing of Historical Documents in Madison, Wisconsin, jointly sponsored by NHPRC, State Historical Society of Wisconsin and the University of Wisconsin. Contact (202) 501-5610 or e-mail: nhprc@arch1.nara.gov.

June 24-25
“Sound and Light: Administration of Sound Recording and Moving Image Materials in Archives” workshop, co-sponsored by SAA and the Conference of Inter-Mountain Archivists, in Cedar City, Utah. Contact Tara Shimandle at (312) 922-0140 (see p. 18).

LISTINGS WANTED
Send listings for the Bulletin Board to:
Teresa Brinati, Director of Publications
Society of American Archivists
600 S. Federal, Suite 504
Chicago, IL 60605
fax (312) 347-1452
tbrinati@archivists.org
FELLOWSHIPS & GRANTS

Rockefeller Archive Center
The Rockefeller Archive Center will have two components to its program of Grants for Travel and Research at the Rockefeller Archive Center in 1997. In addition to its regular competitive program that is open to researchers in any discipline engaged in research that requires use of its collections, the Center will award up to ten grants to support research on topics related to the continent of Africa. The competition for these targeted grants will use the same application form and follow the same guidelines as the general program. Applicants from within the U.S. and Canada may request support of up to $1,500; because of the additional cost of travel, applicants from other nations may request up to $2,000. Applicants wishing to be considered for the special grant program on Africa should indicate this in a cover letter. The deadline for application is November 30, 1996. Grant recipients will be announced in March 1997. For application forms and additional information about the grant programs, contact the director: Darwin H. Stapleton, Rockefeller Archive Center, 15 Dayton Avenue, North Tarrytown, New York 10591-1598 or call (914) 631-4505.

Open Society Archives
Western Fellowship Program
The Open Society Archives offers a one-year visiting fellowship, beginning in June, to graduate students who are completing archives programs in Western Europe and North America. The archives, located in Budapest, Hungary, holds and actively acquires research resources in the areas of communism and the Cold War; human rights issues and movements; and the records of the Soros Foundation’s philanthropic activities, including the Open Media Research Institute and the Central European University. In addition, it is part of the Open Society Archives’ mission to provide an archival information service to the archival community in Central and Eastern Europe and to provide information management services to the Soros Foundation worldwide.

The fellowship, which supports travel to and from Budapest, Hungary, and pays a housing allowance and salary, is designed to give Western archivists the opportunity to work and exchange ideas with their peers from Eastern Europe. During the year of the fellowship the person will be resident in Budapest and work at the Open Society Archives, participating in all aspects of the archives’ activities. The fellow will be encouraged to foster links with, and attend short courses where appropriate at, the Central European University. The fellow will participate in in-house seminars for the professional development of the Open Society Archives’ regular staff.

There is no application form. Applicants (who should have, or be in the process of attaining, a post-graduate qualification in archives or a related discipline) are asked to submit a resume and letter of application plus three letters of recommendation (one of which must be from an academic director of the archives program) to the Executive Director, Open Society Archives, Eotvos utca 14, H-1067 Budapest, Hungary. Applications should be submitted by December 1, 1996. Awards will be made by April 1, 1997. Preference will be given to candidates who speak one of the languages of Central and Eastern Europe.

Summer 1997 Bentley Fellowships
The Bentley Historical Library, University of Michigan, will host the 15th year of its Research Fellowship Program for the Study of Modern Archives in summer 1997. Depending upon expenditure of existing grant funds over the next two summers, either 1997 or 1998 will be the last year of the Bentley’s fellowship program. Funds will definitely be available in summer 1997 for both individual fellowships and team fellowships. The program will award research stipends to individual fellows ($4,000/month). A housing allowance is also awarded. Team fellowship awards are based on negotiations with the program directors.

For further information about the 1997 program or an application form, contact: William K. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, MI 48109-2113. Postmark deadline for applications is December 20, 1996. For additional information about the program, see the Bentley home page: http://www.umich.edu/~bhl.

Pennsylvania Historical and Museum Commission
Scholars-in-Residence Program
The Pennsylvania Historical and Museum Commission invites applications for its 1997-1998 Scholars-in-Residence Program. The program provides support for full-time research and study at any commission facility, including the state archives, the state museum, and 26 historical sites and museums. Residencies are available for four to twelve consecutive weeks between May 1, 1997, and April 30, 1998, at the rate of $1,200 per month. The program is open to all who are conducting research on Pennsylvania history, including academic scholars, public sector professionals, independent scholars, graduate students, writers, film-makers, and others. For further information and application materials, contact: Division of History, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, Pennsylvania 17108, (717) 787-3034. Deadline is January 17, 1997.

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

continued on next page
Oral History Association

The Oral History Association invites applications for three awards to be presented in 1997 that will recognize outstanding work in the field. Awards will be given for a published book that uses oral history to advance an important historical interpretation or addresses significant theoretical or methodological issues; for a nonprint format production, including film, video, radio programming, exhibition, or dramatic production, that makes significant use of oral history to interpret a historical subject; and to a precollege teacher who has made outstanding use of oral history in the classroom. In all cases, awards will be given for work published or completed between January 1, 1996, and March 30, 1997.

Awards are honorific and will be announced at the association’s annual meeting, to be held September 25-28, 1997, in New Orleans, Louisiana. The association welcomes entries and nominations from all who practice oral history, including academic scholars, educators, public history institutions and practitioners, independent and free lance professionals, libraries and archives, community-based groups and individuals, and others.

For guidelines and submission information, contact: Rebecca Sharpless, Executive Secretary, Oral History Association, Baylor University, P.O. Box 97234, Waco, TX 76798-7234; oha_support@baylor.edu. Deadline for receipt of all nomination materials is April 1, 1997.

United States Capitol Historical Society Fellowship

Applications are invited for the eleventh year of the United States Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is $1,500 per month. Applications must be postmarked by February 15, 1997. For further information contact: Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, (202) 228-1222.

American Archivist

The American Archivist, the journal of the Society of American Archivists, invites contributions from members interested in finding an outlet for their research, voicing their perspectives on archival trends and issues, or reporting on case studies or programmatic developments generalizable to the wider archival community. The editorial policies in the back of any issue of the American Archivist contain information about the submission and review process. The editor is always willing to discuss ideas with interested authors, to examine the drafts of works-in-progress, and of course to receive completed articles on any topic within the broad areas of recordkeeping practices and the management and use of archival records. Please direct your inquiries to: Philip B. Eppard, Editor, American Archivist, School of Information Science and Policy, University of Albany, State University of New York, 135 Western Ave., Albany, New York 12222, (518) 442-5115, fax (518) 442-5367, or e-mail: pb40@cnsibm.albany.edu.

Archives and Museum Informatics

Archives and Museum Informatics: Cultural Heritage Informatics Quarterly will be published by Kluwer Academic Publishers as of 1997 and fully peer reviewed. The journal is an international forum for the representation of knowledge and the management of information relating to the world’s cultural heritage. It aims to present timely and technical contributions to cultural informatics including theory, case studies of implementations, and reviews of standards, print and electronic publications, software, network sites, and conferences. The journal seeks articles which build commonality of interests between museums, archives and libraries, and scholarship in the arts and humanities. Submissions are invited from researchers and professionals examining and applying information technology to cultural heritage. Send papers to: David Bearman, Editor-in-Chief, Archives & Museum Informatics, 5501 Walnut St., Suite 203, Pittsburgh, Pennsylvania, 15232-2311.

Archival Outlook — November 1996
HOW TO LIST A PROFESSIONAL OPPORTUNITY

As a service to members, SAA publishes announcements about professional opportunities for archivists. SAA reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

The following rate schedule entitles an employer to post one job in one issue of Archival Outlook AND in one issue of the SAA Employment Bulletin for one fee:

92¢ per word
(numbers, abbreviations, etc. each count as one word)

Institutional members receive a 50% discount. Deadlines for all issues of Archival Outlook and SAA Employment Bulletin are the 5th of the month preceding publication. Announcements received after the deadline will be charged a $20 late fee. Job ads will not be posted unless accompanied by a purchase order for the applicable amount; ads will be edited to conform to the style illustrated in this issue. Job ads submitted via fax must be double-spaced. Ads may be submitted via fax, e-mail, on diskette, or regular mail.

The SAA Employment Bulletin is available to individual members at a cost of $24 per year only at the time of membership renewal. Individual issues are available to SAA members for $6 and to nonmembers for $10. The bulletin is published in February, April, June, August, October, and December. Archival Outlook is published in January, March, May, July, September, and November and is sent to all SAA members.

For more information, contact SAA at (312) 922-0140, e-mail info@archivists.org or fax (312) 347-1452.

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

ARCHIVIST/SPECIAL COLLECTIONS LIBRARIAN
Rice University Library
Houston, Texas
Responsibilities: Under the general direction of the University Archivist and Head of Special Collections, the successful candidate will participate in the acquisition, appraisal, arrangement, preservation, and description of university archival record groups and manuscript collections; plan and implement group processing projects utilizing staff at a variety of levels; prepare collection-level descriptions in MARC-AMC format; provide in-depth research guidance in all special collections (university archives, manuscript and artifact collection, and rare books), as well as coordinating reference service offered by support staff; work with donors and department head to identify manuscript material appropriate for digitization and placement on the Web; encode text and scan graphics of selected materials and mount on the Web; participate in user education, lectures and tours for university classes and other groups; participate in collection development for all special collections; participate in the preparation of exhibits; serve as acting head when department head is absent.
Required: Master’s degree in library and information science from an ALA-accredited school, with strong course work in archival management or a master of archival studies. A minimum of five years of archival management experience, preferably in an academic or research setting. Thorough grounding in archival principles and practices. Familiarity with electronic resources, the Internet, and online searching. Experience in applying the MARC format to archives and manuscript collections. Familiarity with current technological tools for electronic preservation and access, such as understanding of the principles of text encoding (SGML and TEI guidelines), experience in the digitization of archival materials, and knowledge of digital scanning systems and OCR. Demonstrable strength in oral and written communications. Ability to deal effectively with colleagues, patrons, donors and administrators. Preferred: Certification by the Academy of Certified Archivists. Knowledge of preservation techniques for special materials. Position available immediately. To apply: Send letter of application, resume, and names of three references to: Ferne Hyman, Assistant University Librarian, Fondren Library, Rice University, 6100 S. Main Street, Houston, Texas 77005-1892. First consideration will be given to applications received by December 20, 1996.

LIBRARIAN/ARCHIVIST
Holocaust Museum Houston
Houston, Texas
Holocaust Museum Houston seeks experienced librarian/archivist to manage research library and archives devoted to the documentation and dissemination of information on the Holocaust, 1933-1945. Responsibilities: Managing the book, manuscript, and artifact collection, and integrating those functions into the larger mission of the museum. The collection will ultimately contain approximately 5,000 books, and a growing manuscript and artifact collection. The librarian will be responsible for selecting new titles, providing an accurate and up-to-date catalog of all books, and providing reference services. Manuscript collection responsibilities include accepting donations, arranging and describing manuscript material according to appropriate professional standards, providing accurate and up-to-date finding aids, and evaluating and monitoring the conservation of the collection.
Qualifications: Master’s degree in library and information science from an ALA-accredited graduate program with formal training in archival management and three years professional experience. Salary commensurate with experience.

Professional Opportunities

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Qualifications: Master’s degree in library and information science from an ALA-accredited graduate program with formal training in archival management and three years professional experience. Salary commensurate with experience.

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Qualifications: Master’s degree in library and information science from an ALA-accredited graduate program with formal training in archival management and three years professional experience. Salary commensurate with experience.
**Professional Opportunities**

Send resume and three professional references to: Glenda Regenbaum, Interim Executive Director, Holocaust Museum Houston, 5401 Caroline Street, Houston, Texas 77004. Applications will be reviewed until December 30, 1996.

**ARCHIVIST/HISTORIAN**

*Biltmore Estate*

*Asheville, North Carolina*

Biltmore Estate invites applications for the position of archivist/historian in the curatorial department. **Responsibilities:** Include organization and care of all Biltmore Estate archival materials, including architectural drawings, photographs, personal memorabilia and correspondence; research; writing; and providing information both in-company and to the general public on all aspects of Estate history. Direct media contact is required. **Qualifications:** The successful candidate will have a minimum of a B.A. in history or related discipline and a degree in archival management or 3-5 years of experience working in an archives. Excellent oral and written communication skills, and supervisory, budget, public speaking, and writing experience are necessary. Knowledge of ARGUS is a plus. **Starting salary:** $24,000-$30,000 commensurate with experience. **Application deadline:** November 29, 1996. Please send cover letter, resume and three written references to: Human Resources Department, Attention: Archivist/Historian, The Biltmore Company, One North Pack Square, Asheville, North Carolina 28801.

**CURATOR OF LIBRARY COLLECTIONS**

*The Litchfield Historical Society*

*Litchfield, Connecticut*

The Litchfield Historical Society seeks a full-time professional to manage the Society’s library and manuscript collections. The Litchfield Historical Society, comprised of a history museum, research library and historic site, has a full-time staff of four and is accredited by AAM. The Society is currently undertaking a major renovation and reinterpretation of the Tapping Reeve House and Law School, America’s first school of law. The library collections include letters, diaries, journals, account books, rare books, photographs, newspapers, and local history and genealogical texts. **Responsibilities:** Overall management and development of the library, including reference services, collection management, and exhibition, publication and educational program research. The curator reports to the director and works closely with the curator of collections and the education coordinator. **Qualifications:** Include a master’s degree in history or museum studies with experience working with manuscript collections. Flexibility, creative enthusiasm, and a sense of humor critical. **Salary:** $20,000-22,000. Send letter, resume and three references to: Catherine K. Fields, Director, Litchfield Historical Society, P.O. Box 385, Litchfield, Connecticut 06759.

**ARCHIVIST**

*Archives of Labor and Urban Affairs*

*Wayne State University*

*Detroit, Michigan*

The Archives of Labor and Urban Affairs, Walter P. Reuther Library, Wayne State University, seeks an archivist to manage the records of the American Federation of Teachers (AFT). **Responsibilities:** Assist AFT staff in all aspects of records management, including appraisal, records scheduling, records transfer as well as process, and provide reference service on AFT records stored at the archives; reference service to patrons using other collections of the archives; other duties as assigned relating to archival administration and/or the history of the American Federation of Teachers; participation in professional organizations and service to university committees and/or organizations. **Qualifications:** Master’s degree in history, library science or related discipline, with training in records management and archival administration; ability to interact effectively with AFT staff and members, ACA preferred. Applicants should send a letter of interest, curriculum vitae, and names, addresses and telephone numbers of three references to: Kristin Gleeson, Director, Archives of Labor and Urban Affairs, Wayne State University, 5401 Cass Avenue, Detroit, Michigan 48202, (313) 577-8377, or e-mail kgleeson@mscc.wayne.edu. Applications of women and minorities are strongly encouraged. Wayne State University is an equal opportunity/affirmative action employer. All buildings, structures, and vehicles at Wayne State University are smoke-free. Wayne State University—people working together to provide quality service.

**MANAGER OF SPECIAL COLLECTIONS AND PRESERVATION SERVICES**

*Presbyterian Church (U.S.A.) Department of History and Records Management Services*

*Philadelphia, Pennsylvania*

**Responsibilities:** Directing and administering the archives, records management, and preservation programs of the institution. Overseeing acquisition, accessioning, processing, and reference work of the archives through supervision of two professional and one part-time para-professional. Administering the records management program including a small records center and supervising a records manager. Preservation includes planning for the preservation activities of the whole institution ranging from environmental monitoring to decisions on specific collections. Interpreting the work of the department to the constituents of the Presbyterian Church (USA), the scholarly community, and the general public. **Requirements:** M.L.S. or M.A. in history with formal archival training that includes preservation; three to five years experience in archives administration; experience in preservation and records management desired; excellent writing, communication, organization, and supervisory skills; and computer literacy in both word processing and database software. **Salary:** This is a full-time position with a benefits package. Salary is in the low forties. Please submit letter of application, resume, and the names of three references to: Kristin Gleeson, Presbyterian Church (U.S.A.) Department of History and Records Management Services, 425 Lombard Street Philadelphia, Pennsylvania 19147. **Submission deadline:** November 30, 1996.
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SAA's 60th annual meeting in San Diego, California, August 26-September 1, 1996, was a cause célèbre. Intrepid photographer and SAA staffer Teresa Brinati captures conference conviviality (for more scoop, see pages 6-14).


Bottom row: Mark Martin demonstrates that nothing beats a great pair of legs. Mary Ann and J. Frank Cook celebrated their 31st anniversary aboard a dinner cruise in San Diego harbor. Toasts of the town—Mary Lynn Ritzenthaler, Greg Hunter, and Hilary Kaplan share a cool, refreshing beverage.