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

New SAA Web Site:

**http://www.archivists.org**

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## Archival Outlook

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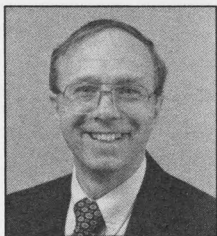
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## President's Message

by Nicholas C. Burckel, Marquette University

### Let Us Now Praise Famous People

Pulitzer Prize-winning author James Agee first achieved national recognition in 1941 when he collaborated with photographer Walker Evans to produce *Let Us Now Praise Famous Men*. The book, which chronicled the daily lives of farmers in the deep South, was a critical and popular success. I have adapted his title here to recognize the incredible volunteer work of so many SAA members whose contributions may be little known to the membership, but whose work has been critical to SAA's success and dynamism. Although not elected to serve, they, nevertheless, elected to serve. While examples abound, limited space precludes their mention.

Two recent examples are the work of our task forces. In an e-mail note on the Council listserv, new Council member Peter Hirtle, impressed by the reports he had received, asked of his colleagues, "Are all reports this good?" Yes, they are! With an incredibly short deadline, Helen Tibbo convened the members of the Task Force on the Future of the *American Archivist*—Nancy Boothe, Teresa Brinati, Philip Eppard, Susan Fox, James O'Toole, and Charles Schultz—to address a much broader charge than the name of the task force would suggest. The report was the subject of an animated open forum at the San Diego meeting. To the extent resources permit, its recommendations are being implemented.

At its winter meeting, Council reviewed a second report—that of the Task Force on Organizational Effectiveness (TFOE). Appointed in June 1995, and co-chaired by Luciana Duranti and Margaret Hedstrom, the task force, including Susan Davis, David DeLorenzo,

Susan Fox, Anne Kenney, Waverly Lowell, and William Maher, produced a thorough-going and wide-ranging report and recommendations on how the Society does business and how SAA can improve. You will read elsewhere of one of the crucial elements of the report—changes in the constitution and bylaws (see page 7). While Council discussed in detail the proposed changes, we understood the interrelated nature of the changes and made few alterations in the suggested revisions on which you will be asked to vote at SAA's annual meeting this August in Chicago.

In both instances the task forces spent hundreds of hours analyzing the issues in much greater detail than could Council. Because the task force members were both knowledgeable and broadly representative, their reports were balanced and thorough. Additional Council discussion of both reports provided yet another perspective. That all this work was freely undertaken is a tribute to the vitality of the Society and the commitment and talent of its members.

Over the past several months I have been able to see and experience firsthand that talent and dedication. Almost everyone whom I asked to serve on a committee, task force, as a representative, or to chair a group generously agreed to do so. My job was easier than previous presidents because Kathleen Roe agreed—once again—to help me out shortly after I became vice-president and faced the daunting prospect of making more than 75 appointments. Kathleen agreed to chair an Appointments Committee, and, along with Richard Cameron, Ginger Cain, Mary Jo Pugh, Lydia Lucas, and Alicia Sukoff, solicited volunteers and recommendations for appointments. I am happy to see that TFOE is recommending this as a permanent standing committee.

I want to write much more, but I must defer to a future column. For now, please join me in praising famous people—SAA colleagues who volunteer their time, on top of demanding jobs, to build their profession and strengthen their Society.

### See What Membership Can Do for You!

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



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## from the Executive Director

by Susan E. Fox

### Diversity and SAA

The Task Force on Organizational Effectiveness (TFOE) recently submitted its final report to Council. The report is actually part of a continuum of many years of thought from many people throughout the Society. I've always admired SAA members for their willingness to embrace change when it becomes obvious that the status quo no longer works. This is why SAA is a fundamentally healthy organization. It takes intelligence and courage to reinvent and adapt to changing times and circumstances. You have both in abundance.

Today, we have important decisions to make about where we place our priorities, how we wish to be organized, and to what effect. Council liaisons are now discussing some of these recommendations with unit chairs, and will bring that response back to the table for consideration at the June Council meeting. Following the meeting and your feedback we will circulate the revised report to leadership, to those who request a copy from the Chicago office, and via our web site.

Examining these fundamental issues always tug on a host of associated issues. One of these which TFOE discussed in depth, but did not resolve, was how to address diversity within SAA and the profession. All agreed that this is a goal we need to attain. How to reach that goal was the subject of debate. We have made some laudable progress, most notably establishing the Minority Student Fund. The fund is well supported by many members and assists young archivists in attending our annual meetings. This is an excellent start, but much remains to be done.

In considering the issue, Council decided to open the question to you. First, let me lay out the debate as TFOE considered it. Some members advocated establishing a Committee on Diversity with the following charge:

- a) In coordination with the Membership Committee, to recruit a more diverse membership to SAA of individuals

from a broad range of racial, ethnic, gender, sexual orientation, variously abled, and religious backgrounds;

- b) to encourage and promote the full participation of a diverse membership in SAA activities, including committee work, SAA leadership, annual program sessions, publications, educational offerings, and professional recognition;
- c) to educate SAA members to the range of diversity issues reflected in our society so as to ensure that the records of all people are properly documented, preserved, and made available; and
- d) to increase SAA members' sensitivity to the importance of diversity issues in their professional activities and conduct.

The Diversity Committee will maintain liaisons with the Archivists and Archives of Color Roundtable, the Lesbian and Gay Archivists Roundtable, and Women's Religious Archives Roundtable, and the SAA Women's Caucus.

The report further states that "Proponents of the Diversity Committee believe that SAA should do more to address all aspects of diversity in the archival profession, including recruiting a more diverse membership, investigating ways to ensure diversity in archival collections, and serving users with diverse needs. In the past, SAA has established such "issue-oriented" committees as it did with the Committee on the Status of Women.

The report goes on to say that "Opponents of the Diversity Committee pointed out that the committee would not carry out a programmatic or administrative goal of SAA. Such a committee would overlap with and duplicate efforts of other SAA units, in particular the membership committee, appointments and nominating committees, the education committee, with advocacy, publication and editorial groups, and with Coun-

cil. Moreover its liaison and coordination responsibilities with respect to other groups adds excessive detail into the proposed organizational structure which is precisely the type of problem that TFOE was charged to address. Finally, some TFOE members questioned whether such a committee was needed in light of other SAA units which should take responsibility for diversity issues (such as the Membership Committee, Archivists and Archives of Color Roundtable, the Lesbian and Gay Archivists Roundtable, the Women Religious Archives Roundtable, and the SAA Women's Caucus)."

Another approach proposed both around Council and from some SAA members, is to appoint a task force. The task force could engage in fact finding and research on the issue, and perhaps gain from the experience and success of others who confront the same challenge of promoting diversity within their professional and organizational ranks. Preliminary discussions with the Organization of American Historians and the American Institute for Conservation, for example, reveal the particular effectiveness of scholarships. The task force would have a relatively short sunset provision, but would be able to construct specific goals for the Society and recommend desired outcomes, one of which may or may not include establishing a committee.

There are likely additional alternatives we haven't considered. We are coming to you for help. We need your opinion. We all recognize that we are not as diverse as we need to be. We know what we need to accomplish; how best to do so requires broader discussion. What do you think is the best means to achieve our goal of a truly diverse SAA and archival profession? How do we encourage archivists representing society's full spectrum to join SAA?

We value your opinion. Your voice is always important, especially so now. Please let us know what you think. We will be grateful and stronger for it.





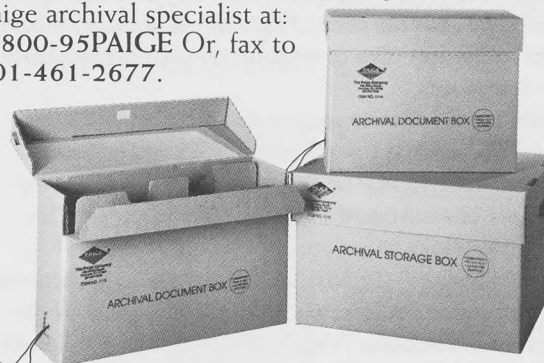
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# Council Report

*Editor's Note: The SAA Council meets four times a year—in January, June, and twice during the annual meeting. This year the winter meeting took place on January 24-26 in Washington, D.C. What follows are the unofficial minutes from this meeting. The full official minutes of Council meetings will continue to be published in the American Archivist. For a complete list of Council members, consult the 1997 SAA Leadership Directory mailed in the November issue of Archival Outlook.*

## January 24, 1997

SAA President Nicholas Burckel called the meeting to order at 1:35 p.m.

SAA Treasurer Lee Stout said SAA is currently in a marginally healthy fiscal situation, revenues have decreased slightly while the pressure on costs continues to rise. He presented the auditor's statement and management letter, both of which indicated good fiscal controls within SAA. Stout moved adoption of the FY97 audits, Susan Davis seconded the motion. PASSED.

In her executive director's report, Susan Fox presented a five-year fiscal projection for SAA. The projection indicated that unless significant additional revenues could be identified, SAA would not be able to hire an additional staff member to help manage electronic communications and publications as recommended by the Task Force on the Future of the *American Archivist*.

Debra Mills, assistant executive director, presented early results from the salary survey. Burckel noted that with this information and that to be gathered from the educational needs assessment, Council will be well positioned on planning day in June to accurately assess the current state of the association and to concentrate on the specifics of what needs to be accomplished over the next few years.

Anne Gilliland-Swetland reported that the Committee on Education and Professional Development (CEPD) had established a listserv discussion of the draft *Guidelines for Development of Post Appointment and Continuing Education (PACE) Training Programs*.

Peter Hirtle presented the Visual Materials Section response to the Visual Resources Professional Criteria developed by the Visual Resources Association (VRA). The VM Section did not recommend endorsement of the criteria. Hirtle moved and Bruce Bruemmer seconded the motion that Hirtle edit and send to the VRA the letter declining endorsement. PASSED.

Hirtle moved that SAA establish a proposed Security Roundtable. Lori Hefner seconded the motion. PASSED.

Davis introduced Helen Tibbo's addendum to the final report of the Task Force on the Future of the *American Archivist*. The addendum consisted of a summary of the open forum held at the San Diego annual meeting. Council requested that Fox develop an article for publication in *Archival Outlook* describing the mitigating circumstances of not having the *American Archivist* published in a timely manner, and the potential for

alternative communications, enabling SAA to explore more quickly new avenues for communication and publication.

Burckel introduced and welcomed U.S. Archivist John Carlin. Carlin spent an hour discussing a wide range of issues, including an update on the National Archives strategic planning process. He entertained a range of questions from Council. Burckel thanked Carlin for taking the time to meet with Council.

Vice President William Maher then moved acceptance of the final report from the Task Force on Intellectual Property Strategies (TFIPS). Sharon Thibodeau seconded the motion. PASSED.

Maher moved adoption of the Publications Board's *Guidelines for SAA Publications in Electronic Format*. Valerie Browne seconded the motion. PASSED.

Thibodeau moved and Hirtle seconded the motion to adopt the Publications Board's guidelines for the SAA Web site, as amended. PASSED.

## January 25, 1997

Burckel called the meeting to order at 8:45 a.m.

Steve Hensen moved that Linda Matthews, Terry Eastwood, and Chris Ward be appointed to the Committee to Select SAA Fellows. Bruemmer seconded. PASSED.

Maher moved acceptance of the final report from the Task Force on Organizational Effectiveness. Davis seconded the motion. PASSED.

Davis and Maher presented the report and discussed possible next steps in the process. Council then engaged in a lengthy and detailed review of the proposed revisions to the constitution and bylaws (see related article by William Maher on page 7). Council agreed to add language regarding student chapters and to address the issue of a tie vote in presidential elections for final consideration.

Burckel welcomed Prof. Richard Kohn, who spoke of the concerns of the historical community regarding the revised strategic plan for the National Historic Records and Publications Commission (NHPRC). Kohn then entertained questions from Council. Burckel thanked Kohn for taking the time to meet with Council.

Council resumed discussion of the final report from the Task Force on Organizational Effectiveness. Davis presented and explained the draft definitions of SAA organizational units. Council engaged in discussion and review of the document.

Maher made a series of motions accepting amendments to the draft report, including additional editorial work on the definition of committees, boards, task forces, and representatives. The revised definitions will be presented at the June 7-9, 1997, Council meeting for a vote.

Bruemmer, Sharron Uhler and Stout agreed to develop a charge for a proposed task force on the annual meeting.

Council then discussed the invitation to join in three legal briefs, *Bruce Craig v. USA*; *Tax Analysts et al. v. IRS and NARA*; and *Public Citizen et al. v. John Carlin et al.*

The Craig case offered an opportunity for SAA to join an *amici* brief in support of a petition for an order releasing historically significant grand jury records pertaining to a McCarthy era

continued on page 31



# Proposed Revisions to SAA Constitution and Bylaws

by William Maher, SAA Vice President  
University of Illinois at Urbana-Champaign

The original charge to the Task Force on Organizational Effectiveness (TFOE) called for review, clarification, and simplification of SAA's constitution and bylaws. Draft revisions were prepared by a working group and then reviewed and revised based on comments from the task force, SAA Council, and an open membership forum at the San Diego meeting last August. At the January 24-26, 1997, Council meeting, the final text of revised constitution and bylaws amendments was reviewed, and approved, with minor revisions, for submission to SAA members at the annual business meeting August 29, 1997, in Chicago.

According to provisions of the current constitution and bylaws, amendments may be recommended by a majority vote of the Council and filed with the executive director at least four months prior to the annual meeting. Copies of constitutional amendments must be mailed at least thirty days in advance of the annual business meeting. The full text of the current and proposed language for the constitution and bylaws will be mailed to SAA members in the May/June issue of *Archival Outlook*. With that document, a commentary on the changes will also be provided to explain the purpose of the proposed changes.

Overall, the changes to the constitution and bylaws can be characterized as follows:

- Updates to bring the constitution and bylaws in line with changes in the organization.
- Refinements to resolve governance and operational ambiguities or difficulties.
- Clarifications and elaborations to resolve internal ambiguities and inconsistencies within the documents.
- Streamlining to reduce the level of procedure in the constitution as much as possible and to eliminate from the bylaws any procedures that are better handled through the guidelines (i.e., the *Council Handbook*).
- Revisions to clarify the authority for the existence of SAA organizational units, e.g., committees, boards, task forces, sections, roundtables, student chapters, and representatives. An important concept has been that SAA can and should operate with three separate but related governing/procedural documents:
  - 1) the constitution providing the basic outline of purpose, membership, and governance;

- 2) the bylaws outlining key authority and policy for the operation of SAA's governance and administration;
- 3) guidelines providing specific direction for the regular operation of the SAA's units, programs, and services.

Thus, an important new element is the text of a new bylaw authorizing the existence of the guidelines that SAA has found so helpful in recent years and placed in the *Council Handbook*.

An integrally related concept is the differentiation in requirements for the adoption and amendment of each of these three governing/operational documents. Thus, the guidelines, consistent with existing practice, may be adopted or amended by a majority vote of Council at any time. We have suggested establishment of a greater requirement, than currently, for adoption or amendment of the bylaws to clarify the distinction from the guidelines, but we have retained the option for a change in the bylaws at any meeting of Council. No change in the amendment process for the constitution has been suggested.

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## SAA Joins Allied Professional Associations in Complaint Against IRS

At its January 26, 1997, meeting the Council of the Society of American Archivists voted to join as co-plaintiffs with Tax Analysts, the American Historical Association and the Organization of American Historians in a complaint against the Internal Revenue Service. The complaint, filed on February 7, 1997, in the United States District Court for the District of Columbia, requires the IRS to comply with the Federal Records Act and to direct the National Archives to enforce the Federal Records Act and its own regulations.

The complaint specifies the following IRS violations of the Federal Records Act and National Archives and Records Administration (NARA) regulations:

- IRS has not identified, located, or scheduled numerous records that IRS possesses and that document both policymaking and high-profile programs of IRS;
- IRS has not transferred to NARA important, permanent IRS records of historical importance and that document IRS' policies, decisions, programs, actions, commitments, and activities;
- IRS has not yet inventoried many records in IRS storage vaults;
- IRS has not maintained its records management program up-to-date to reflect recent IRS reorganizations or technological developments;
- IRS has not properly stored many records of historical value to ensure their preservation and has allowed the destruction or deterioration of such records;
- IRS has prevented NARA from performing its duty to assess the historical value of IRS records and has denied NARA access to IRS records to which NARA is entitled by law;
- IRS has failed to ensure that written and electronic records are made and kept of agency business transacted by telephone or electronic mail ("e-mail");
- IRS' national office or regional or district offices have intentionally destroyed or allowed the destruction of records without authorization and have erroneously scheduled for destruction policy records that are required to be kept or transferred to NARA as permanent records;
- IRS has not issued or maintained recordkeeping requirements and records control schedules that comply with the Federal Records Act and NARA regulations...; and
- IRS has invoked improperly Internal Revenue Service Code § 6103 to prevent transfer of important historical records to NARA. IRS has adopted and applied erroneous interpretations of § 6103 as excuses for denying NARA access to IRS historical records, for refusing to transfer IRS historical records to NARA, and for denying to the IRS historian or to other IRS employees access to records to assess the records' historical value.

The suit also requires that NARA enforce the Federal Records Act and its own regulations.





## SAA Joins Brief Seeking Public Interest Standard for Unsealing Grand Jury Records

On January 31, 1997, the Executive Committee of the Society of American Archivists voted to join an *amici* brief in the Petition of Bruce Craig for an order directing release of grand jury minutes. The American Historical Association, the Organization of American Historians, and the National Council of Public History also serve as *amici curiae*.

The brief, filed February 3, 1997, with the U.S. Court of Appeals for the Second Circuit, supports the request of Bruce Craig, a doctoral candidate in American history at American University, to obtain transcripts of 1948 grand jury testimony of Harry Dexter White, a high-ranking Treasury Department official accused of being a communist spy. Craig initially filed a petition for release of the records in 1996, that petition was denied. The issue now before the Second Circuit is whether the District Court erred in ruling that the public interest in historically significant grand jury records cannot justify unsealing of 48-year-old records even when the traditional reasons for grand jury secrecy no longer apply.

The brief cites two primary arguments in support of opening the grand jury records:

### **The District Court's ruling is contrary to the public's right of access to judicial documents.**

The *amici* state that "the district court's refusal to consider the public's interest in the disclosure of historically significant grand jury records is contrary to the established right of access to judicial records and documents. See, e.g., *Nixon v. Warner Communications, Inc.* This court recently stated:

In this country, courts have recognized a strong presumption of public access to court records. This preference for public access is rooted in the public's first amendment right to know about the administration of justice. It helps safeguard the integrity, quality, and respect in our judicial system, and permits the public to keep a watchful eye on the workings of public agencies.

### **The District Court's ruling is also contrary to the public's compelling interest in observing the criminal justice system and in knowing its past.**

The *amici* state that "While secrecy concerns generally require the contemporaneous sealing of grand jury records, the disclosure of historic records—particularly those, like the ones at issue in this case, arising from a period presenting questions about the limits of government authority—enhances public awareness of the uses, and abuses, of official power through the grand jury process and promotes public discussion of the proper limits on that power. Moreover, as the Supreme Court has recognized, the threat of eventual disclosure of grand jury records has the salutary effect of discouraging official misconduct in the present."

The brief also argued "that consideration of the public interest does not require the disclosure of grand jury records in all circumstances, but rather only in those circumstances where the public interest in fact outweighs the interest in secrecy."

# The Survey Said...

## Results of the 1996 Survey of the Archival Profession

by Bruce L. Johnson, *Salary Survey Steering Committee, Indiana Historical Society*

The Society of American Archivists initiated its most recent salary survey on August 27, 1996, during the annual meeting in San Diego. The Salary Survey Steering Committee—Fynnette Eaton, John Fleckner, Rand Jimerson, Bruce Johnson, and Ann Westerlin—met with David Bywaters of Lawrence-Leiter and Company to begin drafting an in-depth questionnaire and salary survey of the SAA membership. A final survey document was approved in early November.

SAA mailed the survey to the entire SAA membership—3,753 individuals and institutions—and requested that returns be made directly to Lawrence-Leiter and Company by December 6, 1996. Questionnaires received through December 12, 1996, were processed. The response rate was about 40% (1,511 questionnaires). However, since 127 forms were incomplete and could not be processed, only 1,384 questionnaires were actually used to generate the final report. Lawrence-Leiter and Company noted that “the nature of the responses indicates they were thoughtfully completed so the information is considered accurate.”

The data indicated several overall conclusions:

- For-profit corporations and the federal government pay the highest salaries.



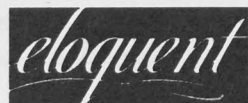
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- Religious institutions pay the lowest salaries, but more of these have retirement plans, and pay professional society dues and tuition for educational programs.
- Professional association dues are most likely to be paid for managers and senior archivists.
- Education short of a Ph.D. has limited effect on salaries.
- Three or more graduate archival courses is the most frequent educational background.
- In general, archivists working in larger metropolitan areas earn more.
- Males tend to be slightly more highly compensated than females.
- Academic institutions and the federal government provide the best benefits.
- Most employers share the cost of health insurance.
- Greater experience tends to be compensated.
- Although regional differences are slight, salaries are higher in the northeast and lower in the southwest.
- Except for consultants, annualized part-time salaries are slightly lower than similar full-time positions.
- Most senior archivists, as well as supervisors and managers, have people reporting to them.

Not all members of SAA (345 responses) are included within one of the seven archival position categories, from assistant archivist to manager, and are therefore not included in the summary of salary survey responses. Positions included within this other category range from student to consultant, which were the expected job categories, but included additional other positions like insurance manager, curator of rare books, and gaming commissioner.

The table on the next page provides an overview of the results of the salary survey, followed by several observations about specific parts of the survey according to job title.

### Order Information

The 100-page *SAA Salary Survey* also includes summary information by job category, type of employer, educational background, and geographic location. List price is \$30; \$20 for SAA members; plus shipping/handling (product code 330). To order, contact: Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605, (312) 922-0140, [info@archivists.org](mailto:info@archivists.org).



## 1996 SAA Salary Survey Summary by Job Title

### Associate Archivists

- Based on only seven responses, associate archivists working for the federal government enjoy the highest median income.
- Although not a major factor, median income increases as the size of the metropolitan area increases.
- Salaries are slightly higher as associate archivists get older.
- Except for the southwest, which is lower, regional median incomes for associate archivists are comparable.
- Salaries paid to associate archivists are not greatly sensitive to education, but are somewhat responsive to experience more than ten years.
- There is a slight bias in salaries in favor of males.

### Senior Archivists

- Employees of state and federal governments, for-profit corporations, and in larger metropolitan areas are the most highly paid.
- Salaries increase with age and with the size of the unit.
- The southwest region pays somewhat lower than the other regions.
- Salaries increase with responsibility for higher budgets.
- Other than the Ph.D., education has limited effect on salaries; experience, however, is compensated.
- After the first two years, tenure with an employer tends to increase salaries.
- Bonus plans have little effect on salaries.
- One-quarter of senior archivists are also certified archivists.
- There is a definite bias toward paying males more than females.

### Senior Archivists—Technical

- The size of the metropolitan area influences incomes.
- Income increases with age and with the number of employees in the unit.
- Both years of experience and education are compensated with higher salaries.
- Time with current employer in excess of two years increases compensation.
- Males have a pattern of higher income.

### Supervisors

The number of responses (66) in this category did not yield statistically significant results.

### Managers

- For-profit corporations and the federal government have the highest pay scales.
- Religious institutions have the lowest pay scales.
- Higher salaries are paid in the larger metropolitan areas.
- Up to age 65, age range, and greater numbers of people in work units have a strong correlation with higher salaries.
- Although not dramatic, higher salaries are paid in the northeast and eastern states for this job description.
- The larger the budget for which a manager is responsible, the greater the salary.
- For a manager, having limited college experience is a disadvantage, whereas having a Ph.D. and experience results in greater compensation.
- Tenure with a single employer, and bonus plans improve salary levels for managers.
- Male managers are definitely better compensated than females.

# SAA's Web Site

by Tara J. Shimandle, Education Program Assistant

## We're here!

The Society of American Archivists has arrived on the World Wide Web! The purpose of the SAA Web page is to provide information to members in order to enhance the Society's accessibility, communications structures, and visibility, as well as aid in the promotion of SAA products and services.

SAA's page is rapidly evolving as valuable up to the minute news and information is added and updated on a nearly daily basis. What will you find when you visit? SAA's strategic plan, *A Code of Ethics for Archivists*, education office policies and procedures, workshop schedules and descriptions, *1997 Directory of Archival Education*—with valuable links to many of the programs listed—*Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree*, *Guidelines for the Evaluation of Archival Institutions*, and news releases on the very latest SAA activities, and so much more! The *1997 Publications Catalog* is soon to be mounted, as is the very latest information on SAA's upcoming 61st annual meeting, to be held August 25-31, in Chicago.

A favorite feature of the site is the new "guestbook," where visitors are encouraged to sign-in with feedback, comments, questions, or suggestions for the continued growth and development of the page. So, logon, look around and let us know what you think! Visit us at: <http://www.archivists.org>.



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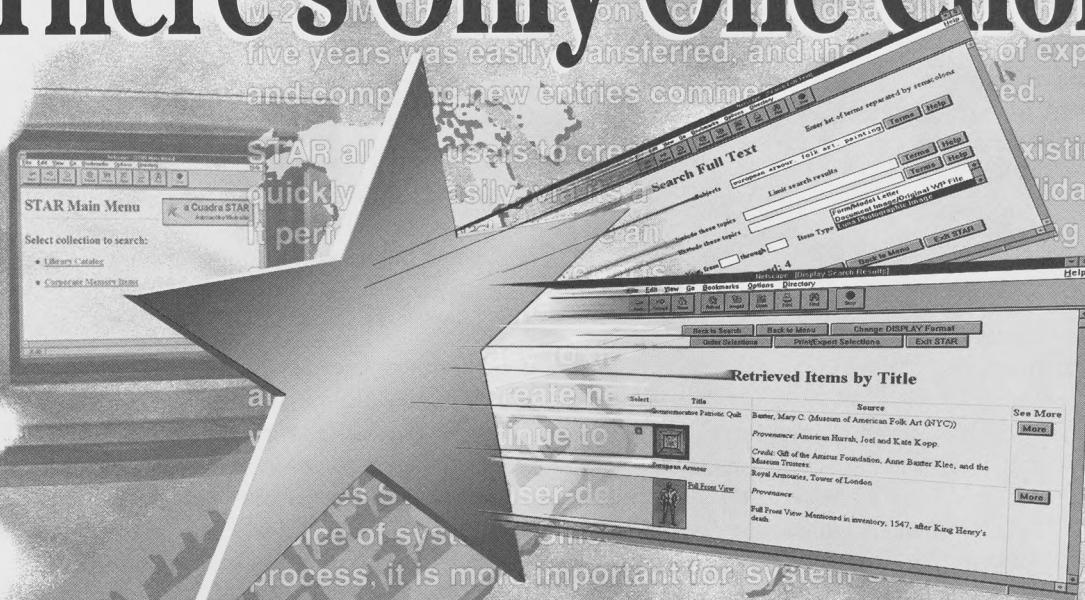
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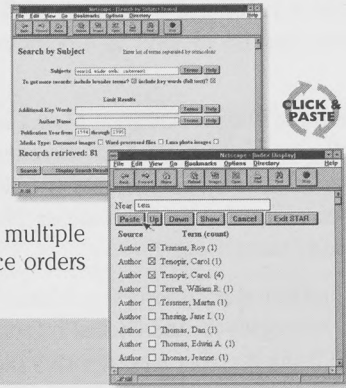
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# CHICAGOING

## Present at the Transformation: Constructing the 1997 Annual Meeting Program

by Marie Allen, Program Committee Chair

The 1997 SAA annual meeting, August 25-31, in Chicago at the Fairmont Hotel, promises a multitude of exhilarating educational sessions. This article comes at a key transition point in the planning process for the 1997 program. The SAA office and the Program Committee recently received the final revised schedule for all 68 program sessions. The chaos of names, addresses, session descriptions, and schedule problems has been resolved, at least temporarily, into an orderly list of session titles running from 9 a.m. Thursday, August 28, to 11 a.m. Sunday, August 31. Although the final editing of the material for the printed program continues, the Program Committee can finally see the end in sight. The hundreds of ideas, initiatives, and projects that we began discussing a year ago have been transformed into a series of panels, speeches, workshops, and discussion groups on a rich variety of topics.

The theme of a special program track, "The Transformation of the Archival Enterprise in the Information Age," is the second transformation process at work here, with a dozen well-defined and exciting sessions picking up key themes in the digital environment:

- "Into the Future: Archival Media in the Information Age" will give us the opportunity to attend the premiere of an important new documentary film funded by the National Endowment for the Humanities, Xerox, and the Alfred Sloan Foundation.
- "The Digital Frontier: New Ideas, Architectures, and Technologies for the Global Information Infrastructure" will bring together a noteworthy panel of thinkers and activists to anticipate the future in networked information.
- In "Preserving and Presenting Context in a Digital World" the future is here as three archivists managing "digital assets" (at Carnegie Mellon, the Dream Works film company, and Cornell) compare and contrast archival control systems that integrate electronic with traditional media, provide effective electronic access, and preserve contextual and inter-record relationships.
- "Implementing Encoded Archival Description" moves beyond the theoretical construction of EAD standards to describe four scenarios for finding aid conversion from Harvard, Yale, the University of California at Irvine and the University of Virginia.
- "Archival Strategies for the Third Millennium" spotlights the 1997 International Council on Archives publication,

*Guide for Managing Electronic Records From An Archival Perspective.*

- "Copyright and Licensing in the Digital Age" provides an update on the legal, economic and ethical issues associated with the new digital copyright protection law as well as the new "envelope" technology that will enable owners of digital material to charge differentially for access to material.
- In "Cultural Agencies Under Fire" the secretary of the Smithsonian, Librarian of Congress, chair of the National Endowment for the Humanities, and Archivist of the United States will address the erosion of federal support for cultural programs, shrinking resources and downsizing, and the strategies that work in this Information Age management and political environment.
- Updates on the Philadelphia and Indiana University electronic records projects provide useful information on two significant practical exercises in applying the functional requirements and metadata standards developed by the University of Pittsburgh team.

In addition to these important sessions on description, access, management, and preservation topics, there are other sessions focusing on Information Age issues relating to users; special media such as sound recordings and photographs; outreach and education.

The program is not limited to, or dominated by, the transformation track topics, but covers the full range of archival interests; ethical, legal and archival issues involved in negotiating archival donations at times of illness or death; discussions of issues involved in presidential tape recordings; analyses of the archival value of photograph morgues; appraisal strategies related to preservation planning; preservation strategies related to appraisal and to exhibition; business records models applied to academic and religious archives; family involvement reviewed in the management of manuscript collections; hard cases demonstrated in confidentiality and privacy decision making; folklife interests identified in archival materials; lessons learned from prosecuting an archival materials thief; and much, much more.

The Program Committee has worked hard this year, starting with the review of survey responses on transformation track proposals, to the organizational meeting in San Diego last August, and the very efficient proposal selection meeting last fall in Washington, D.C. The next issue of *Archival Outlook* will feature an article about the opening plenary speaker, Steve Lubar.

For more information about the annual meeting, contact SAA membership/meeting services at (312) 922-0140 or [info@archivists.org](mailto:info@archivists.org).





Mark your calendars now for SAA's 61st annual meeting, August 25-31, 1997, in Chicago. Navy Pier will be the setting for a reception sponsored by Kraft Foods, Inc., on August 29. Photograph courtesy of Navy Pier.

## Destination Chicago!

by Jane Kenamore, Local Arrangements Committee

Local Arrangements chairs Becky Haglund Tousey and Jac Treanor report that the 1997 annual meeting in Chicago will offer some outstanding events. On Friday, August 29, SAA will hold an evening reception funded in part by Kraft Foods, Inc., at the spectacular Crystal Gardens on Navy Pier. The Crystal Gardens is a one-acre botanical park enclosed in a six-story glass atrium. Containing several varieties of palm trees and fascinating "leap frog" fountains, the Crystal Gardens offers panoramic views of the Chicago skyline. After the reception, you may want to take a ride on the Ferris wheel (a replica of the original designed and built for the 1893 Columbian Exposition) and carousel or visit one of the many restaurants in the area.

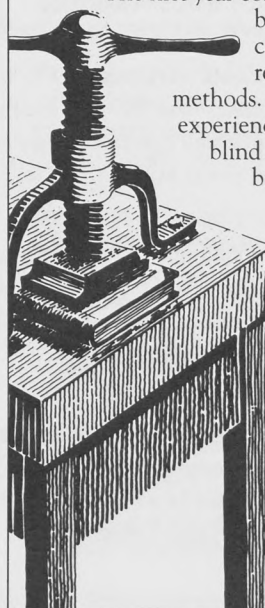
During your free time, take advantage of the many tours scheduled: an architectural boat tour of the structures lining the Chicago River; the Chicago Historical Society collections, a storehouse of Chicago history located in sparkling, up-to-date quarters; a behind-the-scenes tour of the Museum of Science and Industry; the Frank Lloyd Wright Home and Studio and surrounding historical district; the Historic Pullman Foundation, the former company town (now part of the city of Chicago) and site of the 1894 strike; churches and synagogues of Chicago neighborhoods (many of these are really grand and glorious); the Conservation Laboratory of the Newberry Library; and the archives of the Art Institute of Chicago and the Chicago Symphony Orchestra.

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# SAA Employment Bulletin Survey Results

by Teresa Brinati, Director of Publications

The December 1996 issue of the *SAA Employment Bulletin* included a readership survey focusing on several elements of the bulletin's format, content, and delivery. The purpose of the survey was to assess the bulletin's effectiveness and investigate potential improvements in these areas. The return date was January 10, 1997. Of the 368 surveys mailed, 38 were returned (or 10.3%). Here is a summary of the results.

- Three-quarters of the respondents (29 or 76%) are very satisfied or somewhat satisfied with the content of the bulletin. The others were split between indifference (2), needs improvement (4) and not satisfied (1).
- Slightly more than half of the respondents (20 or 52%) are very satisfied with the physical size of the bulletin. Six respondents are somewhat satisfied, five are indifferent, three say it needs improvement and one is not satisfied.
- Regarding graphic design, 27 (71%) of the respondents are very satisfied or somewhat satisfied while the others (8 or 21%) are indifferent.
- Timeliness of the bulletin is an issue. Ten respondents (26%) said this area needs improvement, while half of the respondents (19 or 50%) were very satisfied or somewhat satisfied. The others were split between indifference (3 or 8%) and not satisfied (5 or 13%).
- More than half of the respondents (24 or 63%) were very satisfied or somewhat satisfied with the accessibility of the bulletin. Four (or 10%) were indifferent while two said accessibility needs improvement and three were not satisfied.
- Thirty-two percent of the respondents were male; 68% were female. The average age of the males was 54. The average age of the females was 37. The average number of years of SAA membership or subscription to the bulletin was 9.2.
- Slightly more than half of the respondents (21 or 55%) have eight or more years of archives experience. Ten percent (or four respondents) have less than one year while 13 (34%) have between one and seven years of experience.
- Twelve of the respondents (31%) are employed by academic institutions, 8 (21%) work for a government agency, 5 (13%) work in a library and 5 in a museum, 4 in a business setting, 3 are students, 1 in a historical society, and 6 checked the "other" category.

- The majority of the respondents (30 or 78%) would be interested in accessing the bulletin from a Web site. Seven were not interested in accessing it electronically.
- Respondents felt that the bulletin is a "Centralized resource for professional job listings—would like to see more listings in a more timely fashion. Concise, to the point and delivers valuable job information." One respondent noted that the bulletin contains the "best-variety of jobs." However, the bulletin is least effective when it lists "jobs already closed by the time the bulletin arrives." In addition, another respondent stated that "as a print medium, the time lag, and having to pay extra to subscribe to [the bulletin]" are some less appealing elements.
- Some general comments were: "I think the employment bulletin is fine the way it is." "In the past year the archives list-serv has presented more and more such listings. Better do it soon." "The *SAA Employment Bulletin* has been very helpful for a relative newcomer to the profession, to find out what is available and, more importantly, what skills and education background is preferred." "I believe that you are providing a needed service. Additional access on the Web would be great but paper copy is still the best."

## Challenges and Future Directions

At this point, two challenges face the bulletin:

1. Finding a means to attract more advertisers.
2. Investigating the feasibility of also publishing the *SAA Employment Bulletin* electronically.

It's clear from the responses that some subscribers would like to have the option of receiving a print copy regardless of online accessibility. Regarding increasing the number of advertisers, SAA would be pleased to secure advertisements from state and local historical societies, government institutions, and a variety of other outlets, which, to date, have opted not to list job openings in the bulletin because they do not pay for advertising as a rule.

Currently, SAA is in the process of redesigning its Web site to maximize its effectiveness. We are investigating the possibility of an electronic version of the bulletin as a means of improving timeliness. It remains our intent to broaden the advertising base. We welcome your suggestions on how to increase success in this area, or any other for that matter. Please direct your comments to Teresa Brinati (312/922-0140 or [tbrinati@archivists.org](mailto:tbrinati@archivists.org)).

Thanks to all who took the time to respond to this survey. We will continue to keep you updated.





## Link to Learning

by Joan E. Sander, Education Director

### Education Forum

Results and conclusions from the continuing education needs assessment distributed in February will be compiled in a final report this month and highlights will be printed in the May edition of the *Archival Outlook*. Many thanks to all those who participated in the survey. Where possible, changes in the education program will be made according to member wishes even before the end of the fiscal year. However, we will need to strategically plan and budget for the comprehensive education program. We will begin this process with an "Education Forum" that is tentatively scheduled for Wednesday, August 27, 1997, 1-5 p.m., at the 1997 SAA annual meeting in Chicago. A major agenda item will be to discuss the findings of the continuing education needs assessment. You are cordially invited to attend the forum to help us set a new course for SAA Continuing Education. More details about the forum will follow in future issues of *Archival Outlook*—for now, put it on your annual meeting calendar!

### Distance Learning

One educational need identified which may be identified from our survey is that SAA provide continuing education at a distance. Distance learning is defined as a way of supplying instruction to learners who are dispersed over a wide geographic area. Learners generally request it because they cannot travel to one location for face-to-face instruction for primary reasons of distance and/or cost. Distance learning is becoming widely used in all types of organizations for all types of purposes—and it is being implemented inappropriately as often as appropriately. The major lesson that SAA can learn from the organizations who simply jump on the technology/media bandwagon is that technology and media should be used to enhance instruction, not simply because they are available.

The first task of distance learning is to develop the objectives for instruction. Only after this is accomplished can the most appropriate media and technology be selected. This seems like an obvious rule, but it is alarming how many organizations first buy technology and media and then try to figure out what to do with them. Following the determination of workshop objectives, planners should consider several criteria in selecting the media and technology. These criteria include: organization of distance learners as individuals (located in many places) or groups (large groups may include subgroups at several sites); presentation methods that call for synchronous learning (all participants learning together) or asynchronous learning (participants learning at different times, generally of their own choosing); the nature and sequencing of the content; strategies of instruction (face-to-face contact necessary?); the portability of any equipment and the availability of support technology such as telephone lines and modems; and the capacity of the learners

to use devices to enhance their educational experience. Of course another major factor that looms over these primary instructional criteria is budget. How can course developers do justice to the instructional objectives and still work within an often limited budget?

**Challenges Ahead.** As you can see, the challenges are many with distance learning. The largest pitfall has not even been mentioned: as wonderful as technology and media are, they can fail at the most inopportune times. After weighing in all of the potential pitfalls, the advantages of distance learning can still outweigh the disadvantages. Some of the tremendous advantages are: reaching a population of learners who have no other means to learn; accessing expert yet distant instructors; and learning at one's own pace (individual-oriented distance learning). Participants should always remember, however, that although many distance learning experiences may fit around a busy schedule, they still require a solid time commitment. If distance learning is a goal for SAA continuing education into the next century, we will follow the criteria stated above, but be sure to add large quantities of imagination and creativity. With your help, I'd look forward to meeting all of the challenges.

continued on page 30



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### Letter to the Editor

I took the opportunity recently to hear again (this time, on tape) the inspiring talk given by Dr. Johnnetta B. Cole at the opening session of last year's SAA annual meeting. Her ideas were resoundingly presented and appreciatively received by her large audience, as she addressed both the issues and opportunities that come with the recognition of diversity.

In the course of her remarks, Dr. Cole quoted from an unidentified home economics textbook of the 1950s designed to aid high school girls in preparing to become "good wives"—something no doubt retrieved for Dr. Cole from an educational archives. Dr. Cole characterized the book as a "shocker" that could allow us to see where we have been in order to help us know where we are now and where we should be going.

The audience (including me) laughed heartily at some of the book's sexist and old-fashioned ideas as to what constituted a "happy home" for a hard-working husband. But later, I began to consider how timeless those fundamental ideas were. (Was I perhaps finding some informational value buried under all that evidential data on the mind-sets of forty years ago?) How many of us can say we *don't* want the following in our lives? (All are direct quotes or paraphrases from the textbook as related by Dr. Cole, but stripped of their gender biases.)

- A nutritious, delicious home-cooked dinner when you come home from work where all the family is present;
- A life-partner who keeps him- or herself "fresh-looking" and rested for the benefit of both of you;
- Someone at home who lets you know he or she has been thinking about you and is concerned about your needs;
- Someone to greet you with a warm smile that says he or she is glad to see you after a boring or trying day;
- Someone who even offers, once in a while, to take off your shoes and get you a cool drink to help you unwind;
- Someone who speaks in a low, soft, soothing voice and is willing to put off talking about his or her own troubles to listen to yours;
- A home that is clean and uncluttered, where machine noise is minimal and the kids (who indeed can be at times "little treasures") are well cared-for.

In short, the goal of the "happy housewife" was to make the home a haven of rest and order where both husband and wife could renew themselves in body and spirit. The "happy housewife" may be an extinct concept, but many of us still yearn for such nirvana, whether it be the work of a domestic god, goddess, or, if both are employed outside the home, the combined work of a god-goddess, god-god, or goddess-goddess in partnership. It doesn't matter if the goals were ever actually achieved in the past, the fact is that this is what many of us still want and will continue to aspire to into the foreseeable future. Dr. Cole is correct when she says the past is what informs our understanding of both the present and future. But, to me, it is reassuring that such basic needs of humankind are constant and link us across time, irrespective of individual diversity, social upheavals, and constantly changing norms of what constitutes a family.

Dr. Cole quoted Dr. Martin Luther King as saying that all the world's citizens are a family. But our own families, homes, and domestic needs must be considered as well. As archivists we have the skill and responsibility to preserve the documents that attest to our continuing aspirations, even if they do take the form of an easily dismissed and superficially outdated home economics textbook.

TIM GREGORY

*Archival Consultant, Pasadena, California*

### SAA Deadlines

#### MARCH

- 5 Job announcements for April SAA *Employment Bulletin*
- 24 Registration for "Access Points" workshop, Albany, New York
- 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

#### APRIL

- 5 All submissions (including job ads) for May *Archival Outlook*
- 28 Colonial Dames Scholarship applications (see page 29)

#### MAY

- 1 Theodore Calvin Pease Award nominations
- 5 Job announcements for June SAA *Employment Bulletin*

#### JUNE

- 5 All submissions (including job ads) for July *Archival Outlook*

#### JULY

- 5 Job announcements for August SAA *Employment Bulletin*

#### AUGUST

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



## Leadership List Updates

### Council

Lori Hefner, e-mail: lori.hefner@bdi.hcc.com

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Rutherford W. Witthus, University of Connecticut, Thomas Dodd Center, 405 Babbige Road, Box U-205, Storrs, CT 06269-1205, (860) 486-4508.

NEW: **Security Roundtable** (Peter Hirtle, Council liaison)  
Richard Szary, chair, Yale University, Manuscripts and Archives, Box 208240, New Haven, CT 06520-8240, (203) 432-9657.

### Print Matters

The following exceptional resources are now available from SAA. To order these or any publications, or for a copy of the *1997 SAA Publications Catalog*, contact: Society of American Archivists, Attn: Publications, 600 S. Federal, Suite 504, Chicago, IL 60605, (312) 922-0140 ext. 21, info@archivists.org. Prices listed below do not include shipping/handling.

*Approaching Electronic Records Management at the Insurance Corporation of British Columbia: A Case Study in Organizational Dynamics and Archival Initiative*, prepared by Grant Mitchell (SAA, February 1997) Highlights practical issues that will be encountered by archivists working in any organization that uses computers to document its activities.

Case Study (44 pp.)	Teaching Notes (20 pp.)
List \$6; SAA members \$3	List \$12 ; SAA members \$8
product code 311	product code 310

*Developing and Maintaining Practical Archives: A How-to-do-it Manual*, Gregory S. Hunter (Neal-Schuman Publishers, Inc., December 1996). An introduction to archival theory and practice for the non-specialist, filled with checklists, diagrams, and real-life examples. (220, paper)

List \$46; SAA members \$41 product code 329

*Implementing Descriptive Standards and the United Church Central Archives: A Case Study in Automated Techniques for Archives*, prepared by Jean E. Dryden, (SAA, January 1997) Examines the nature of archival descriptive standards and the impact of standardization on archival institutions and asks what issues archivists must consider in implementing descriptive standards in an automated environment, with particular emphasis on management decision-making.

Case Study (28 pp.)	Teaching Notes (16 pp.)
List \$6; SAA members \$3	List \$12 ; SAA members \$8
product code 309	product code 308

*Modern Archives: Principles and Techniques*, Theodore R. Schellenberg (SAA Archival Classics Reprints, December 1996). In this classic work, first published in 1956, one of

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the nation's leading archivists outlines tested and proved plans and procedures for the adequate management of public records. A must for every collection. (248 pp., paper)

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*SAA Salary Survey* (SAA, January 1997). Your benchmark for salary information for the archival profession. Also includes summary information by job category, type of employer, educational background, and geographic location. (100 pp., paper)

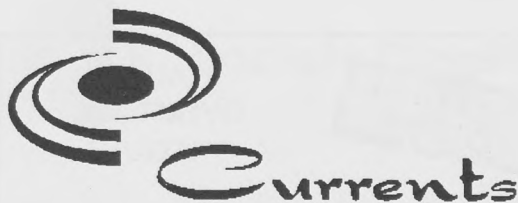
List \$30; SAA members \$20 product code 330

## 1997 Directory of Archival Organizations in the United States and Canada

*The 1997 Directory of Archival Organizations in the United States and Canada* is in production. This handy, eight-page reference contains more than 65 listings and will be published as an insert in the May/June issue of *Archival Outlook*. Each entry includes a contact person for the organization, the newsletter editor (if applicable), plus membership totals and dues information.

## Correction

Page 13 of the November issue of *Archival Outlook* incorrectly listed the institutional affiliation of Shauna McRanor. The correct affiliation is University of British Columbia. We regret this error.



*Editor's note: "Currents" is a new standing column featuring news about position appointments, professional achievements, and honors received by your colleagues in the archival profession. It also includes a roster of new members as well as obituaries. 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.*

**SUSAN C. BOX**, formerly of Columbia-Presbyterian Medical Center and Phillips Petroleum Company, is the first corporate archivist for the American International Group, Inc., in New York City.

**PAUL CHRISTOPHER** has recently retired from the library faculty of the University of Southern California after almost twenty years as university archivist. He looks forward to devoting full-time to writing a book on western documentary photography in nationalist China.

**CLARK A. ELLIOT** recently accepted the position of librarian of the Burndy Library, Dibner Institute for the History of Science and Technology at the Massachusetts Institute of Technology. He was formerly associate curator for archives administration and research at Harvard University Archives.

**EVELYN FRANGAKIS** is the National Agricultural Library's first preservation officer. She was formerly the head of the Preservation Department at the University of Maryland Libraries and prior to that was SAA's preservation program director.

**CHRISTINE FROECHTENIGT HARPER**, archives assistant at the Saint Louis University Archives in St. Louis, Missouri, was elected in October to a two-year term as secretary of the Saint Louis Area Religious Archivists.

**ROSLYN "LYNN" HOLDZKOM** is now university archivist at the University of Washington Libraries in Seattle. She formerly was chief manuscripts cataloger in the manuscripts department of the University of North Carolina, Chapel Hill.

**VALERIE A. METZLER** of south-central Pennsylvania is the new editor of

the "Regionalia" column for the *MAC Newsletter*.

**JOHANNE M. PELLETIER** has recently been appointed director of the McGill University Archives. She formerly held the position of Province of Ontario's Archives Advisor from 1992-1996.

**HELEN W. SAMUELS** is the new special assistant to the associate provost in the Provost's Office at the Massachusetts Institute of Technology. Helen was formerly institute archivist and has served on M.I.T.'s archives staff for more than 19 years.

The National Park Service announced the election of **FREDRICK STIELOW** as the initial secretary of the newly forming Federal Commission for the Mary McLeod Bethune National Historic Site, to commemorate the pivotal work of an African American educator and civil rights leader, as well as to celebrate the positive role of black women in modern America.

**BECKY HAGLUND TOUSEY**, formerly assistant archives manager at Kraft Foods, Inc., has been promoted to archives manager.

## NEW MEMBER ROSTER

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

### Individuals

Suzanne P. Adamko  
*University of Maryland*  
Nora Armstrong  
*Student*  
Alexandra Briseno  
*Student*  
David R. Bryant  
Richard Buchen  
*Joseph Campbell Archives & Library*  
Carrie Buck

Leigh A. Bahnatka  
*Student*  
Antonia P. Barros  
*Senate of the Philippines*  
Jeffrey Berg  
*Beaufort County Library*  
Paul R. Bergeron  
*Office of the City Clerk, Manchester, NH*  
Eleanor Bernau  
*St. John's College*  
Ghislaine M. Butrica  
*Student*  
Julia Clifton  
*Museum of New Mexico Fine Arts*  
John Y. Cole  
Nena Couch  
Tonya Crawford  
*Student*

Richard Dancy  
*Student*  
Peter Derrick  
*Bronx County Historical Society*  
Michelle Eichelberger  
*Student*  
Robert English  
*Student*  
Scott David French  
*Student*  
Kathleen Feeney  
*Student*  
Christopher L. Flynn  
*Lummi Indian Business Council*  
Carolyn Lyn Frazer  
*Alabama Department of Archives & History*  
William Frieburger

M.E. Greene-Cohen  
Phil Haas  
*Catholic Diocese of Cleveland*  
Barbara Hagan-Smith  
James T. Hershorn  
*Student*  
Helen Hughes  
*Irving Public Library*  
Jalieu G. Hollister  
*Student*  
Letha E. Johnson  
*Kansas State Historical Society*  
Brian Judge  
*Student*  
Linda M. Jordan  
*Lisa Joyce*  
Llyn Kaimowitz  
Kerwin Kilian  
*Student*



## OBITUARIES

**DONALD R. MCCOY**, a University of Kansas history professor and archivist, passed away November 12, 1996, at his home in Lawrence. McCoy was born in Chicago on January 18, 1928. A graduate of the University of Denver, he earned a master's and doctoral degrees, respectively, from the University of Chicago and American University.

McCoy was long associated with the National Archives, where he was employed as an archivist in 1951. From 1967 to 1973 he was a member of the National Archives Advisory Board of Archival Affairs. He performed a variety of tasks for the Harry S. Truman Library Institute from 1967-1995. In 1974-1976 he served on the U.S. Advisory for the Protection of Archives and Records Centers, the National Archives Advisory Council from 1976-1979, and the U.S. Advisory Committee on the Records of Congress from 1991 to 1994. The National Archives and Records Administration honored McCoy in 1995 with the Archivist's Achievement Award.

At the University of Kansas, McCoy periodically taught archival administration from the 1960s to 1994, and he was instrumental in establishing the university's archives. He served as president of the Kansas State Historical Society in 1981-1982, and as a member of the State's Historical Records Advisory Board in 1988-1989.

McCoy was an active participant in the Society of American Archivists and was named a Fellow in 1980. During his career he made many appearances as a speaker on archival subjects. Among his many publications were

thirteen articles on archival administration and history, and a book, *The National Archives: America's Ministry of Documents, 1934-1968*, which was awarded SAA's Waldo Gifford Leland Prize in 1979. McCoy was also a member of the Joint Committee of Historians and Archivists from 1977-1980, serving as its chairman in 1979-1980.

SHERYL K. WILLIAMS, *University of Kansas*

**GENE J. WILLIAMS**, 47, university archivist at East Carolina University, died on December 17, 1996, after a lengthy and valiant battle with cancer. Williams, a graduate of North Carolina State University and a fourteen-year veteran archivist and records manager at the North Carolina Division of Archives and History, became university archivist at East Carolina University in August 1992. He guided the archives and records management program at the university until cancer surgery early in October 1995 required him to go on medical leave.

Williams was active in the Society of American Archivists and the Society of North Carolina Archivists. He was also a member of the State Historical Records Advisory Board and a charter member and past president of the Eastern Carolina Chapter of the Association of Records Managers and Administrators.

A memorial has been established in Williams' name: Gene J. Williams Scholarship Fund, c/o Society of North Carolina Archivists, P.O. Box 20448, Raleigh, NC 27619.

DON LENNON, *East Carolina University*

Carol Katz  
*Montreal Holocaust Museum*  
Thomas P. Kmetz  
*Student*  
Diane Krieger  
*Student*  
Katherine Lloyd Collins  
Amy Lux  
*Student*  
Dorothy Lam  
*Philip Morris Asia Inc.*  
Diane Maher  
*University of San Diego*  
Anne Marsh  
*Student*  
Beverly McCumber  
*Kenosha County Historical Society*  
Maire Mcquillan  
*Marymount College*

Robert A. Milt  
*Student*  
John O. Moench  
*Retired*  
Mae E. Nielander  
*Student*  
Emily R. Novak  
*Student*  
Dominique C. Oreilly  
*Student*  
Karen J. Ostertag  
*Student*  
Linda Peterson  
*Student*  
Pamela Przyware  
*Student*  
Kit Pitkin  
*Student*  
Fredric S. Potter  
*Student*

John L. Powell  
*Utah State University*  
Lisa Robinson  
*Student*  
Charles Rector  
*Student*  
Kevin Scullin  
*Student*  
Laura Solomon  
*Lummi Indian Business Council*  
Jeffery S. Suchanek  
Nancy H. Torok  
*Student*  
Stacy A. Thompson  
*Student*  
Harmann J. Trojanowski  
*Student*  
Rosalind Dona Vecchio  
*Prolab*  
Kay Viellion

John D. Warner Jr.  
*Massachusetts Archives*  
Kimberly Wilson  
Stephanie Watkins  
Gerry Williams  
*Studio Potter*

### Institutions

Akron-Summit County Public Library  
Arizona State University  
Brooklyn Public Library  
Chemical Heritage Foundation  
Haskell Foundation  
Hollins College  
Jackson County Historical Society  
South Africa State Archive Services  
W.K. Kellogg Foundation



## From the Archivist of the United States

by John W. Carlin

When the National Archives and Records Administration (NARA) issued its strategic plan, *Ready Access to Essential Evidence*, last August, we identified a number of initial actions to develop the infrastructure NARA needs to carry out the major strategies in the plan. My first priority was to reorganize NARA's office structure to improve services to federal agencies and the public, restructure the agency's work processes around the records life cycle, and better coordinate internal operations and communications.

This January we completed the first phase of that reorganization at the office level. Two offices—Office of Records Services-Washington, D.C., and Office of Regional Records Services—now have responsibility for the entire life cycle of federal records, from their creation to their destruction or continuing use in the archives. These offices replace the Office of the National Archives, Office of Records Administration, Office of Federal Records Centers, Office of Special and Regional Archives, and Office of Public Programs. This restructuring will improve communication and coordination among related records functions, reunite parts of the life cycle that have been split in the past, shift some administrative staff to program positions, and reallocate more staff to focus on records management and the growing challenges at the front end of the records life cycle. Additional organizational changes will be made within the new offices during the next year to fully integrate the records life cycle approach into NARA's work processes.

One of the changes I already have made on the front end is the selection of Dr. Michael Miller as Director of Records Management Programs. Mike comes to NARA from the Environmental Protection Agency where he was National Program Manager for Records. He will be responsible for the combined units of the former Office of Records Administration, the Center for Electronic Records, and the Washington National Records Center. Mike will direct and manage NARA's records management training, assistance and evaluation; records scheduling and appraisal, electronic records, and Washington area records center services for federal agencies. Mike's broad background in archives and records management, specialized expertise in electronic records appraisal, and innovative records management techniques will make him a valuable member of our team.

I regret to inform you, however, that just as we are beginning to make changes in our records management programs, we have become involved in another lawsuit. This one was filed on December 23, 1996, by Public Citizen, the American Historical Association, the American Library Association, the Center for National Security Studies, the Organization of American Historians, and two individuals, Scott Armstrong and Eddie Becker, against myself, as Archivist of the United States, and the Executive Office of the President, including its Office of Administration and the Office of the U.S. Trade Representative.

The plaintiffs are asking the U.S. District Court for the District of Columbia to nullify General Records Schedule 20, which

applies to certain electronic records government-wide. I am being sued because the White House offices named in the suit applied GRS 20 in their records schedules which I approved in December.

Since the 1970s, NARA has used GRS 20 to provide guidance to federal agencies on the disposal of specific types of files of electronic information. In 1995 we revised and expanded GRS 20 to permit agencies to delete such files (that may be in the form of electronic mail messages, spreadsheets, and word-processing documents) from computer systems if such files had been copied into a paper, microfilm, or electronic recordkeeping system. Saving discrete electronic files outside of a recordkeeping system is not considered sufficient for properly maintaining the records.

Those who have brought the suit are asking the court to declare GRS 20 null and void, to stop me from taking any further steps to implement GRS 20, and to stop the White House offices named in the suit from deleting electronic records as authorized by GRS 20. The plaintiffs argue that, among other things, GRS 20 "leaves it to agencies" to decide whether electronic records should be maintained in electronic format without consideration of whether the value of the electronic records "to those outside the agency" warrants their further preservation.

Because the case is pending, I cannot argue the merits of such charges here, and for now, GRS 20 remains in effect. I do want to clarify some points that go beyond the lawsuit so that the lawsuit does not obscure what we are doing more broadly.

First, NARA intends to review its guidance to agencies on electronic records. We committed ourselves to that before the lawsuit ever arose. Our new strategic plan calls for us to review all of our records guidance to federal agencies and to involve records users in the appraisal process. This review will include GRS 20. Regrettably, while we are preparing to review our guidance on electronic records under our new strategic plan, we are being sued over a version of GRS 20 that was issued in 1995, before the plan was developed.

Second, NARA intends to conduct a dialogue with federal agencies and constituents. The plan commits NARA to conduct this dialogue on a wide range of records management issues, including electronic records requirements, so we can ensure that essential evidence is appropriately cared for throughout its life cycle. We are consulting with the Office of Management and Budget and others on how best to develop an active and effective partnership with federal, state, and local officials and our public constituents. Deputy Archivist Lew Bellardo is leading this effort.

I know our new strategic plan and organizational structure are leading NARA in the right direction. I also know we still face tremendous challenges, as this new lawsuit points out, but through cooperation and dialogue, not isolationism and confrontation, we can find the solutions that will help us avoid in the future the kinds of problems and lawsuits we are dealing with today.





## Washington Beat

by Page Putnam Miller

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

### Historians and Archivists Go to Court To Require IRS to Transfer Historical Administrative Files to the National Archives

On February 7, 1997, Tax Analysts, publisher of *Tax Notes* and sponsor of the Tax History Project, was joined by the American Historical Association, the Organization of American Historians, and the Society of American Archivists in filing a complaint in the United States District Court for the District of Columbia to require the IRS to comply with the Federal Records Act and to direct the National Archives to enforce the Federal Records Act and its own regulations (see page 8). This case—No. 1:97CV00260—has been assigned to Judge June L. Green and evolved from IRS' failure to respond in a substantive manner to an administrative petition filed with IRS in mid-1996.

The July 1996 petition of Tax Analysts and the two historical organizations called on IRS to comply with the Federal Records Act and the regulations promulgated by the National Archives. The petition stated that the IRS' recordkeeping, records scheduling, and records retrieving systems were in crisis and requested that IRS improve the conditions under which its records are stored, seek advice on records management matters from the National Archives, catalog its records as required by the National Archives, permit the National Archives personnel to appraise IRS records for historical value, and abandon its expansive interpretation of the tax return privacy provisions of section 6103 of the Internal Revenue Code.

The complaint filed in February calls on IRS promptly to correct the actions and omissions of its records management program and to allow the National Archives to examine IRS records to determine their historical value. Furthermore, the case requires that the National Archives enforce against the IRS the Federal Records Act and the National Archives' regulations. The plaintiffs in this case are most concerned that IRS has placed almost no twentieth-century administrative records of permanent historical value in the National Archives. For historians to obtain a full and accurate understanding of tax policy, administration and enforcement, it is essential to have access to the policy and historical records of the IRS.

### Historians and Archivists Seek Public Interest Standard for Unsealing Grand Jury Records

On February 3, 1997, the American Historical Association, the Organization of American Historians, the National Council on Public History, and the Society of American Archivists filed an *amici* brief in the United States Court of Appeals for the Second Circuit to seek public interest consideration for unsealing


48-year-old grand jury records (see page 9). The *amici* brief supports Public Citizen's appeal on behalf of Bruce Craig, an historian and doctoral candidate at the American University, in the case *Bruce Craig v. United States of America* (No. 96-6264).

In 1996 Craig filed a petition for an order releasing historically significant grand jury records pertaining to a McCarthy-era espionage investigation of Harry Dexter White, a high-ranking Treasury Department official accused of being a communist spy. Specifically Craig is seeking access to the 79-page transcript of White's grand jury testimony that occurred five months before his death. Craig's petition showed that there is an overwhelming public interest, rooted in access for genuine historical research, in disclosure of the White grand jury transcript and little interest in maintaining its secrecy.

On August 4, 1996, the district court denied Craig's petition, finding that the public interest in this nearly 50-year-old record is not sufficiently compelling to justify its unsealing. The district court recognized that the law permits a court to order disclosure in certain circumstances. But the court did not balance the public interest in disclosure against any interest in continued secrecy.

The *amici* brief focuses on the public's compelling interest in knowing its own history, in observing the operation of the criminal justice system, and in establishing a precedent in which

continued on page 30



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## National News Clips

### **"Mendi" Bible Stolen from John Quincy Adams Library Found in Gym Locker**

The Mendi Bible, a gift given in 1841 to John Quincy Adams from a wrongfully enslaved group of African tribesman, was recently recovered by FBI and Quincy police along with another valuable book, a 1521 family Bible that had also been taken. The two Bibles were part of four books that were taken from the Adams National Historic Site in Quincy, Massachusetts, on November 11, 1996. The remaining two books, a rare 1775 book on the study of fish and a 1772 Bible that had belonged to John Quincy Adams's wife, are still missing. The 1838 Mendi Bible, as it is referred to, was a thank-you present bestowed on John Quincy Adams in 1841. Adams, in his 70s, had defended 53 members of the Mendi tribe before the U.S. Supreme Court after the group had killed two crew members as they fought for freedom from their illegal captivity as slaves aboard the slave ship, *Amistad*.

According to reports in Boston and New Hampshire newspapers, the two Bibles were turned over to the FBI on January 10, after their discovery at an athletic club in Portsmouth, N.H. The books had been wrapped in towels, stuffed in a knapsack and had been abandoned in a locker for about three weeks before being placed in the gym's lost and found. The FBI has stated that the books were found undamaged and in good shape. Because the two other books remain missing, the FBI can make no comments about the recovery at this time, and no arrests have been made.

### **Digital Image Collections: Issues and Practice**

The Commission on Preservation and Access recently published *Digital Image Collections: Issues and Practice*, by Michael Ester (December 1996; 36 pages, \$15). This report focuses on what sets the digitization of visual collections apart from other scanning projects. Projects to digitize visual collections present their own unique set of questions and concerns, as well as issues that overlap with digital capture of text. For the report, Ester drew upon his previous studies and writings for the museum and art history communities. Through his experiences at both the Getty Art History Information Program and Luna Imaging Inc., the author provides library and archives administrators and others who oversee digitization projects with ways of thinking about this activity for the long-term benefit of preservation and scholarship. This report is available from the Commission on Preservation and Access, 1400 16th St. NW, Suite 740 Washington, D.C. 20036-2217. Prepayment of \$15 by check is required.

### **Archives in the News**

Intrepid SAA member John Fleckner of the National Museum of American History spotted two articles in the *New York Times* highlighting the careless destruction of archival documents by major businesses. Excerpts of the articles follow.

- **"Saved: Swiss Bank's Discarded Files"** by Edmund L. Andrews (*New York Times*, January 17, 1997)

"Last Thursday began like every other workday for Christoph Meili, a night watchman at the Union Bank of Switzerland. But as he made his routine checks in the deserted building, Mr. Meili was startled at the sight in the bank's shredding room of two large bins on wheels filled to the brim with books and papers.... The contents were unmistakably old and they were a jumble: From oversized ledger books with entries handwritten in fountain pen to decades old contracts to lists of mortgaged buildings in German cities like Berlin and Breslau in the 1930s and 1940s—the years of Nazi rule in Germany.

"I thought to myself: 'Wait a minute. This is historical material.' ... Within the next 15 minutes, Mr. Meili made a fateful decision that he knew would probably cost him his job: he grabbed an armful of books and papers, took them to a Jewish cultural organization the next day and then went public with what he knew.... Mr. Meili's action rocked U.B.S., Switzerland's biggest bank, which acknowledged Tuesday it had made a "deplorable mistake" and may have violated a new Swiss law created to protect material that might shed light on the Holocaust period.

"Swiss banks have come under sharp criticism in recent months for their commercial dealings with the Nazis.... Mr. Meili said that as soon as he got a close look at the documents, he became convinced he had been handed a historic duty to act. Mr. Meili showed no regret about his decision last week and no surprise that he had lost his job and was under police investigation.... The bank said this week that it shredded hundreds of pounds of documents before Mr. Meili stepped forward. It said that the material had been reviewed by its in-house historian, who found, a spokesman said, that it had "nothing to do with the present discussions about the Holocaust." The historian, who kept no inventory of what had been destroyed, [has been] suspended from his job."

- **"Prudential Fined \$1 Million in Documents Destruction"** by Joseph B. Treaster (*New York Times*, January 7, 1997)

"After several incidents of document destruction in the Prudential Insurance Company of America's long-running legal dispute over deceptive sales practices, a federal district judge fined the company \$1 million yesterday.... In a 52-page order issued in Newark, Judge Alfred M. Wolin said that although senior executives were aware of an admonition he issued more than a year ago to safeguard materials relevant to the case, they had failed to advise agents properly in field offices across the country.

Melvyn I. Weiss, a New York lawyer who has been leading a group of lawyers in seeking a settlement, said that... after taking depositions from [Prudential's chairman and chief executive, Arthur F. Ryan] and 56 other company officials, he concluded that the company's directives to employees on the preservation of documents had led to widespread confusion.

Prudential executives have acknowledged that some agents



improperly persuaded customers to cash in or borrow against their policies to buy new, often more expensive policies.

After Judge Wolin imposed the \$1 million fine, an assistant attorney general of Massachusetts noted that Prudential "obviously [wasn't] as careful as they could have been in notifying their employees not to destroy documents."

### Haskell Indian Nations University Establishes Archives

For the first time in its 112-year history, Haskell Indian Nations University of Lawrence, Kansas, has established its own archives as part of the Tommaney Library. Haskell began as a boarding school for all American Indian nations in 1884 and has now grown into a four-year university in 1996. Haskell's vision is to become a national career center for Indian education, research, and cultural programs that increase knowledge and support the educational needs of American Indian/Alaskan Natives. Included in Haskell's archives collection is the Frank A. Rinehart photograph collection. This collection of 809 glass plate negatives was made by Rinehart and his assistant Adolph Muhr at the 1898 Trans-Mississippi Exposition and Indian Congress in Omaha, Nebraska. The Rinehart Collection and the Haskell Archives will be open for research as soon as policies and procedures are developed and approved by the Haskell Archives Advisory Committee and the Haskell administration. For more information contact: Bobbi Rahder, Staff Archivist, Haskell Indian Nations University, 155 Indian Ave., Lawrence, KS 66046, (913) 749-8470.

### British Columbia Marriage/Death Registrations Online

The British Columbia Archives and British Columbia Vital Statistics Agency have recently released indexes to B.C. marriage (1872-1921) and death (1872-1976) registrations on the B.C. Archives website (<http://www.bcarchives.gov.bc.ca>). Marriage registrations are released 75 years after the date of marriage, death registrations are released 20 years after the date of death. In 1997, birth registrations will be released 100 years after the date of birth. These time frames are consistent with the protection of privacy provisions in the Freedom of Information and Protection of Privacy Act (section 36) governing disclosure of personal information for historical or archival purposes.

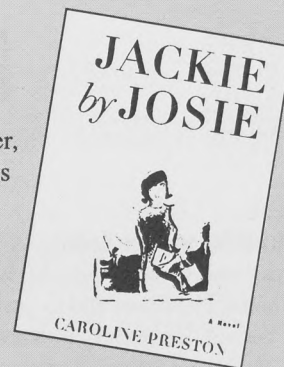
Questions about the data in the online indexes or the genealogical services provided by the British Columbia Vital Statistics Agency should be addressed to: [genealog@bcsc02.gov.bc.ca](mailto:genealog@bcsc02.gov.bc.ca).

### Caught in the Web

The Department of Archives and Manuscripts at Arizona State University Libraries has a Web site. The address is <http://www.lib.asu.edu/archives/damapage.htm>. The site presents information about the department's research collections, staff listings, access to local arrangements information for visiting scholars, and a description of the exhibits.

### Novel Debut

Former SAA member Caroline Preston has published her first novel, *Jackie by Josie* (Scribner, 1997). The "Josie" in the title is Josie Trask, a graduate student at Brown University who interrupts research on her dissertation to make some money assisting the author of a celebrity biography. The subject of the biography is "Jackie," as in Jacqueline Bouvier Kennedy Onassis. As Josie researches in the Kennedy Library and Boston Public Library, she begins to view Jackie's life through the lens of her own. The parallels in the lives of Jackie and Josie make a compelling story in this comic novel of manners.



"Being an archivist is the perfect training for being a novelist," Preston confessed in a recent telephone interview. "I always dreamed about writing a novel while processing collections." She has had plenty of experience on the collections front. From 1978-1988 Preston served as curator of manuscripts at the Rhode Island Historical Society, the Essex Institute in Salem, and the Houghton Library at Harvard. She began writing fiction in 1992. SAA members will be delighted by the archival theme in Preston's acclaimed first novel. As *Library Journal* noted, "[a] laugh-out-loud novel...heartily recommended."

Teresa Brinati

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# Passport to China

by Roland Baumann, Oberlin College

Last September I visited China for three weeks to attend the International Congress on Archives meeting in Beijing, to visit the Shanxi Province, and to participate in a faculty exchange with Yunnan University in Kunming.

During the first part of my trip I participated in the XIIIth International Congress on Archives (ICA) held at the modern Beijing International Convention Centre (BICC). Drawing 2,400 archivists from around the world, the theme of the five-day congress was "Archives at the End of the Century: Taking Stock and Looking Ahead." Plenary sessions addressed the history of international archival cooperation, the evolution of archival development across the world, emerging theories, and new technologies. What struck me most about this particular congress was the considerable publicity this archival gathering received in China from television and news services. The State Council of the People's Republic of China seemed determined to make a positive and profound statement about "protecting the world's archival heritage, maintaining real historical features of mankind, exploiting archival information resources, and promoting world peace and development."

In so many ways, the ICA meeting served as a frame of reference and set the tone of my three-week trip in China because so many Chinese people held a context for the mission that I was on for Oberlin College, Oberlin, Ohio. The Oberlin Shansi Memorial Association (OSMA) is a private foundation housed on the campus of Oberlin College. OSMA's purpose is to foster international respect and understanding through educational exchange with Asia. It offers graduating seniors and first year alumni of Oberlin an opportunity to live and work in an Asian culture for two years as Oberlin Shansi representatives.

In the last three years OSMA has sought to place Shansi more firmly into the context of Oberlin College by encouraging broader faculty and student participation. It has tried to broaden its base of support and ensure that greater numbers share in our idea of understanding with Asia. It has sought to develop a nexus for Shansi in the college campus—building support for its activities amount he faculty and staff so that we are better supported by the community. My archival exchange visit to lecture on modern archival administration at Yunnan University is part of this effort. This June a Yunnan University archival educator will visit Oberlin under a research fellowship.

OSMA has its roots in the fervor for foreign missions that characterized the United States in the late nineteenth century. In January of 1881, a group of twelve students, primarily from Oberlin's Graduate School of Theology, applied to the American Board of Commissioners for Foreign Missions (ABCFM) to volunteer their services as a group—the Oberlin Band—for mission work, preferably in China. The ABCFM approved the plan and between 1882 and 1900, thirty Americans served in the Shanxi

province of northern China under the auspices of ABCFM. Nineteen were Oberlinians.

During my visit Shanxi officials were friendly and helpful; also, they were genuinely interested in improving their relationship with Oberlin College. They expressed a desire to build more bridges to the west. They seemed most interested in knowing more about Oberlin's historic relationship with Shanxi Province.

During the final portion of my trip I lectured at Yunnan University in Kunming. The title of my first of lecture to the faculty and students of the archives department was "Archival Education in the United States." In addition to offering an overview of how archivists were educated in the U.S. over the last century, I provided particular reference to the archival profession's *Guidelines*

*for the Development of a Curriculum for a Master of Archival Studies Degree* and draft *Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs*. My second lecture addressed "The Definition and Role of Academic Archives in the United States." Questions following the lecture centered on the role played by American archivists in supporting the teaching and learning enterprise in higher education as well as the acquisition of noninstitutional records.

In addition to lecturing, I also participated in tours of the Yunnan University's library and archives. The issue of access was discussed. My Chinese colleagues were especially surprised by the way in which records are generally made available in the U.S. and by the role played by Oberlin's archives in servicing classroom needs of undergraduate users. As a thank you to the archives department, I presented them with, among other things, SAA's seven-volume *Archival Fundamentals Series*.

In general, I think that the faculty exchange represented a very good opportunity for me in a number of ways. First, I became acquainted with the Chinese archival system and educators and archivists responsible for the professional outcome. Although archivists share common problems, it is clear that the Chinese people—and the government—hold records more dear than do we in the United States. I really appreciated the concern held by archivists in Yunnan Province to document their minorities. Second, as a consequence of this trip to China, it is likely that I will be a more knowledgeable custodial archivist of the records relating to China held by Oberlin College. In addition, a short-term exchange visit by an archival educator from Yunnan University to Oberlin this summer holds potential benefits. I hope to bring this person to SAA's annual meeting in Chicago in August.

Other tour highlights included visiting the Archives College at Renmin University in Beijing, the first and largest higher education and research institution of archival science in China. And, finally, no trip to China would be complete without seeing the Great Wall and the Ming Dynasty tombs.







## World View

by Thomas Connors, *University of Maryland at College Park*

### International Council on Archives

• **Joint ICA-IFLA Meeting.** The International Council on Archives (ICA) and the International Federation of Library Associations (IFLA) held a joint meeting in Beijing on September 1, 1996. The meeting followed the close of IFLA's 62nd general conference and preceded the opening of ICA's 13th International Congress on Archives. The theme of the meeting was "Two Professions, One Future: A Strategy between Archivists and Librarians for the 21st Century." It was attended by 80 delegates—30 representing the archival community, 30 representing the library community, and 20 representing various Chinese host institutions. Chaired by Wang Gang, ICA's incoming president, the gathering featured remarks by Jean-Pierre Wallot, outgoing ICA president, Robert Wedgeworth, president of IFLA, Henrikas Yushkiavitchus, assistant director general of UNESCO, and others.

Wedgeworth presented a draft "Beijing Agenda" which outlined a number of areas, projects and issues that will inform ICA/IFLA cooperation through the year 2000. Collaborative program topics included: the impact of convergence technologies on the storage, retrieval and transmission of text, image and oral information; improved resource sharing mechanisms to bridge the widening gap between developed and less developed archival and library communities; efforts to stimulate the development and implementation of international standards for electronic records; and continued joint efforts to advance knowledge and techniques for the preservation of archival and library materials.

• **New Secretary General.** George MacKenzie, deputy secretary general of ICA has returned to Edinburgh, Scotland, to take charge of special projects in the Scottish Record Office. MacKenzie will succeed Charles Kecskeméti as secretary general when Kecskeméti retires in September 1998. The ICA's new program director, Phillipe Charon, is now responsible for monitoring projects and ensuring communication between ICA bodies and the secretariat.

• **Section of University and Research Institution Archives.** The ICA Section of University and Research Institution Archives (SUV) held its annual seminar meeting, "Toward an Archival Methodology for University Archives," at Tsinghua University, Beijing, on September 2, 1996. Discussion centered around the draft guidelines for university archives currently being developed by the Section. Twenty-six ICA/SUV members attended the seminar.

SUV held its annual business meeting on September 3, 1996, at the Beijing Convention Center. Patricia Methven, King's College London, was elected to replace outgoing chair, Marjorie Barritt of the University of Michigan.

### International Biographical Dictionary

The *International Biographical Dictionary of National Archivists, Documentalists and Librarians*, compiled by Susan Houch from survey returns from over 100 countries, and edited by Frances Laverne Carroll, provides biographical information on administrators of many national archival, library and documentation institutions as well as historical and bibliographical information on those institutions. \$45 plus s/h. To order, contact: Scarecrow Press, Inc., 4720 Boston Way, Lanham, MD 20706, (301) 459-3366.

### Archives of the African National Congress

The Archives of the African National Congress of South Africa celebrates its first anniversary in March. Located at the University of Fort Hare, the archives consist of the official records of ANC's 333 foreign offices as well as its regional, local and branch offices. For more information, contact: Archives of the African National Congress contact Narissa Ramdhani, Director, P.O. Box 61884, Marshalltown, 2017, South Africa; phone 27 11 33- 8301; fax 27 11 330 7242.

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## 1997 CALENDAR

### March 24-28

"Descriptive Standards Institute," co-sponsored by SAA and AMIGOS Bibliographic Council, in Dallas, Texas. Contact Tara Shimandle at (312) 922-0140.

### April 1

The Northeast Document Conservation Center workshop, "Care of Photographs" Fee (including lunch): \$50. Enrollment is limited. Contact: Gay Tracy, NEDCC, 100 Brickstone Square, Andover, MA 01810; Fax (508) 475-6021, tracy@nedcc.org.

### April 10

"Going Digital: Research Opportunities and Trends in Archives and Libraries," sponsored by the National Archives and the University of Maryland, at Archives II, College Park, Maryland. Registration is free; space is limited. Request reservations no later than March 10, 1997, by providing your address, telephone number, and e-mail address to Carolyn Bernaski, National Archives (NN-B), 8601 Adelphi Road, College Park, MD 20740-6001, (301) 713-7010 ext. 259, fax (301) 713-6915, carolyn.bernaski@arch2.nara.gov.

### April 12

"Museums, Education, and the New Technology: The Internet and Multi-Media Applications for the 21st Century" conference in celebration of the 25th anniversary of the Museum Studies Program at the University of Delaware - Newark campus. Contact: Bryant Tolles, Jr., Director, Museum Studies Program, 301 Old College, University of Delaware, Newark, Delaware 19716-2558, (302) 831-1251, fax (302) 831-4330, bryant.tolles@mvs.udel.edu.

### April 12-May 10

Five consecutive Saturdays, 9 A.M.-5 P.M. "Advanced Non-adhesive Bookbinding" at North Bennet Street School. Fee: \$400. Contact: Elena Rivera, NBSS, 39 North Bennet Street, Boston, MA 02113, (617) 227-0155, ext. 102.

### April 17-18

"Access Points" workshop, co-sponsored by SAA and the New York State Archives and Records Administration, in Albany New York. Contact Tara Shimandle at (312) 922-0140.

### April 18-20

RESTORATION 97 in Atlanta. Contact: RAI/EGI Exhibitions, Inc., 129 Park St., North

Reading, MA 01864 (508) 664-6455, show@raiegi.com.

### April 25-26

New England Archivists annual meeting in conjunction with the Society of Maine Archivists at the University of Maine at Orono. Keynote speaker is John W. Carlin. Contact Murial Sanford at (207) 581-1686.

### April 30

"Donor Relations" workshop co-sponsored by SAA and the Midwest Archives Conference, in Chicago. Contact Tara Shimandle at (312) 922-0140.

### 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.

### May 1-4

National Council on Public History annual conference, Omni Albany Hotel, Albany, New York. Theme: "Public History and Public Memory." Contact: David Vanderstel, 327 Cavanaugh Hall-IUPUI, 425 University Blvd., Indianapolis, IN 46202-5140, (317) 274-2716, ncph@iupui.edu.

### May 10-11

"Vox Pop—Oral History and Popular Music," annual conference of the British Oral History Society in London. Contact: Andy Linehan, Pop Curator, British National Sound Archive, 29 Exhibition Road, London SW7 2AS England. Phone 0171 412 7433; andy.linehan@bl.uk.

### May 27-28

"University Archives: A Common Heritage," seminar sponsored by the International Council on Archives Section of University and Research Institution Archives during 5th European Conference on Archives, Barcelona, Spain. For more information, contact: Esperanza de Varona, University of Miami, (305) 284-3247.

### May 27-30

5th European Conference on Archives, "Back to Basics in the Profession," in Barcelona at the Palau de Congressos. Contact: Ultramar Express, S.A., Congress Organization, c/o Diputacio, 238-3, 08007 Barcelona, tel. 34 3 482 71 40, fax 34 3 482 71 58.

### May 29-31

Society of Southwest Archivists annual meeting at Hotel Galvez in Galveston, Texas. Contact:

Shelly Kelly at (409) 763-8854 (ask for the archives).

### June 2-13

National Archives' Modern Archives Institute in Washington, D.C.. Fee: \$525 (room and board not included). Contact (301) 713-7390.

### June 5-7

Association of Canadian Archivists annual meeting, "Archives as a Place of Custody, Memory, and Information," in Ottawa. Workshops will be held June 2-3, with June 4 reserved as a day of meetings. Contact ACA, P.O. Box 2596, Stn. D, Ottawa, ON, Canada K1P 5W6; (613) 443-0251, fax: (613) 443-0261.

### 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. Contact: Laurie A. Baty, 302 Dunkirk Road, Baltimore, MD 21212-1813, laurie.baty@arch1.nara.gov; Gillian Greenhill Hannum, Department of Art History, Manhattanville College, Purchase, New York 10577; ghannum@mville.edu.

### June 9-15

American Institute for Conservation of Historic and Artistic Works 25th annual meeting, San Diego, California. Contact: AIC at (202) 452-9545, fax (202) 452-9328.

### June 9-20

30th annual Georgia Archives Institute: "An Introduction to Archival Administration." Tuition: \$500. Enrollment limited. Application deadline: April 1, 1997. Contact: Donald E. Oehlerts, 3110 Nottaway Court, Chamblee, Georgia 30334, (770) 983-6372.

### 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 University of Wisconsin. Contact: (202) 501-5610 or nhprc@arch1.nara.gov.

### June 20-21

Museum & Library Archives Institute, sponsored by Emily Williston Memorial Library & Museum, Massachusetts Board of Library Commissioners, and New England Museum Association, at the Williston/Northampton School, Easthampton, Massachusetts. Contact:



Theresa Rini Percy, Director, Emily Williston Memorial Library & Museum, 9 Park Street, Easthampton, Massachusetts, (413) 527-1031, fax (413) 527-3765.

#### June 23-24

Emergency Preparedness Conference for staff at museums in the upper Midwest at the Elvehjem Museum of Art in Madison, Wisc., and organized by the Upper Midwest Conservation Association. Registration brochures available March 1. Contact: Pam Richardson (608) 263-3722.

#### 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.

#### July 4-5

"Pioneering New Frontiers: An International Exploration of Current Initiatives in Business Archives," a special conference of the British Business Archives Council to be held in Glasgow as part of the International Conference of Business Archivists and Historians (July 4-6). Contact: Lesley Richmond, Deputy Archivist, Archives & Business Records Centre, University of Glasgow, Glasgow G12 800 Scotland; arclr@arts.gla.ac.uk.

#### July 27-August 8

11TH ANNUAL WESTERN ARCHIVES INSTITUTE at the Stanford Terrace Inn, Palo Alto, California. The intensive, two-week program is designed to offer an introduction to modern archival theory and practice for a variety of participants, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those already in the profession who want to update and renew their archival knowledge, and those who wish to explore the possibility of an archival career. The principal faculty member is Frank G. Burke, professor emeritus, of the College of Library and Information Services at the University of Maryland, College Park. Other faculty include distinguished working professionals noted for selected fields of archives education. In addition, the program will include site visits to historical records repositories in the area. Topics will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, out-

reach programs, and managing archival programs and institutions. Tuition for the program is \$475 and includes a selection of archival publications. Housing and meal plans are available at additional cost. Enrollment is limited. *The application deadline is May 15, 1997.* For additional information and an application form, contact: Administrator, Western Archives Institute, 1020 O Street, Sacramento, CA 95814; (916) 653-7715; fax (916) 325-1778.

#### August 24-31

61st annual meeting of the Society of American Archivists at the Fairmont Hotel, Chicago. See pages 14-15 for details. Contact SAA Meetings/Membership Services at (312) 922-0140 or info@archivists.org.

### FELLOWSHIPS & GRANTS

#### Colonial Dames Scholarship

Two scholarships to the National Archives' Modern Archives Institute, to be held June 2-13, 1997, are available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers up to \$1,200 of the total tuition, travel, and housing expenses at the institute (tuition is \$525). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist 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), *no later than April 28, 1997*, to: Greg Bradsher, Archives II, Textual Reference Branch (NWD2), Room 2405, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001.

#### Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program, which provides financial assistance to researchers working at the center's archives. Awards of \$500-\$1,000 are normally granted as reimbursement for travel and lodging.

The archival holdings include the papers of many former members of Congress in addition to the history of Congress, congressional

### 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

leadership, national and Oklahoma politics, and election campaigns. These materials also document government policy affecting agriculture, Native Americans, energy, foreign affairs, the environment, and the economy. Among the topics that can be studied are the Great Depression, flood control and soil conservation, and tribal affairs. At least one collection provides insight on women in American politics.

The visiting scholar program is open to any applicant. Emphasis is given to those pursuing post-doctoral research in history, political science, and other fields. Graduate students involved in research for publication, thesis, or dissertation are encouraged to apply. The center carefully evaluates each research proposal. Applications are accepted continuously; awards are made periodically throughout the year.

For more information, contact: Archivist, Carl Albert Center, 630 Parrington Oval, University of Oklahoma, Norman, OK 73019, (405) 325-5401, fax (405) 325-6419.

#### 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 precollegiate 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

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### 1997 Workshops

Tentative listings of 1997 annual meeting preconference workshops and fall 1997 workshops may be found in the "Bulletin Board" section on pages 28-29 of this newsletter. Please note a correction from the last edition of the newsletter: 1997 annual meeting preconference workshops will be held August 25-27, 1997 at the Fairmont Hotel in Chicago. There will be no workshops held on Sunday, August 24, 1997. In addition to the new workshops described in the January issue of the *Archival Outlook*, there are three more new workshops being planned for Chicago:

**The Art of Presentation** - For most professionals, the ability to make effective presentations is essential. Frequently skills necessary for clear lecturing are acquired on the run, and once learned are not carefully critiqued and improved upon. Even for experienced speakers, developing and delivering effective professional presentations on new material offers challenges. Designed for both the novice and the seasoned speaker, this workshop covers the principles of what makes an effective presentation, and includes practice in and feedback on organizing and delivering information.

**What's So Special About Special Collections? An Introduction to Special Collections Management** - This workshop will introduce participants to the management skills and professional concepts needed to effectively implement a special collections program. Through lecture, discussion, readings and case studies, participants will: gain a firm working knowledge of professional standards for collection management, access, use, and preservation; identify necessary forms, procedures and guidelines for effective program management; and develop an awareness of organizational culture and donor relations.

**Advanced Concepts in Authority Control** - This workshop addresses issues, practices and approaches to archival authority control. It focuses on providing a definition of authority control within an archival context; provides an understanding of why archival authority work needs to be done; and provides information and hands-on experience with headings management, administrative and biographical authority information, manual and automated tools for authority control, and on making decisions regarding the extent of authority control appropriate for individual institutions. Participants will use hands-on activities, discussions and readings to develop both a theoretical and practical understanding of archival authority control.

For more information, please visit our new Web site at <http://www.archivists.org> and click on "Education," or contact Joan Sander ([jsander@archivists.org](mailto:jsander@archivists.org)) or Tara Shimandle ([tshimandle@archivists.org](mailto:tshimandle@archivists.org)) or phone (312) 922-0140.

the public's interest in historic grand jury records can justify unsealing those records. In challenging the district court's decision, the *amici* brief states that "the district court's error in this case was not necessarily in refusing to disclose the requested grand jury testimony, but instead in refusing to give weight to the public interest in that disclosure." The brief further emphasizes that if a grand jury record may have historical significance that does not create an automatic right to inspect that record. "Rather, the filing of a petition for access," the brief states, "simply triggers an individualized determination as to whether the document may be kept from the public view and requires the court to weigh carefully the competing interests in light of the relevant circumstances and the standards announced by the Supreme Court."

### Review of National Security Council Records Ruling

On February 4, 1997, Public Citizen, joined by the American Historical Association, the American Library Association, and the National Security Archive, petitioned the Supreme Court to review the Appeals Court ruling that the National Security Council is not an agency. On August 2, 1996, by a vote of 2 to 1, the United States Court of Appeals for the District of Columbia in Case No 95-5057 reversed the lower court's ruling and sided with the government, stating that the National Security Council (NSC) is not an agency subject to the Federal Records Act. The court ruled that the NSC records are presidential records subject to the Presidential Records Act. Unlike agency records, the records management of presidential records are not subject to judicial review. Furthermore, an FOIA request may not be filed for a presidential record until five years after the president has left office.

In the August 1996 Appeals Court decision, Judge David S. Tatel, writing for the minority, disagreed in a lengthy dissent which noted that there were significant ways in which the NSC acted like an agency and that there has been a 20-year policy of treating the NSC as an agency.

The Supreme Court will consider the case if at least four of the nine justices consider the case of sufficient importance to warrant Supreme Court review on the merits. If the Supreme Court grants review, the case will probably be heard sometime in late 1997 and decided in 1998.

### Administration's FY'98 Request for the National Archives and NHPRC

The Administration has requested \$206.479 million in operating expenses for the National Archives in FY'98. This would be approximately a 5% increase in operating expenses over the current level of \$196.963 million. The administration has requested \$4 million for the grants program of NHPRC, which is currently funded at \$5 million. The total agency-wide request for the National Archives in FY'98 is \$217.129 million, compared to \$218.192 million last year. This slight over all reduction is due to the fact that the repairs and alterations budget last year was \$16.226 million, while only \$6.65 million is being requested in that category for FY'98.



## Council Report

continued from page 6

espionage investigation. Council concluded more information was needed to make an informed judgement. Hefner moved and Hensen seconded the motion that SAA contact the American Historical Association to thank them for sharing the opportunity to join the case and request that they submit a copy of the full *amicus brief* for the Executive Committee to consider more fully. PASSED. (See page 8.)

Council then considered *Tax Analysts et al. v. IRS and NARA*. The case would require the IRS to comply with the Federal Records Act and to direct the National Archives to enforce the Federal Records Act and its own regulations. Bruemmer moved and Uhler seconded the motion that SAA join the plaintiffs in the case. PASSED (with Thibodeau in abstention). (See page 9.)

Hirtle and Hefner presented a synopsis of *Public Citizen et al. v. John Carlin et al.* The complaint challenged the U.S. Archivist's promulgation of a General Records Schedule authorizing federal agencies to destroy electronic versions of records stored on agency e-mail and word processing systems, provided the agency has printed a hard copy of the electronic record on paper or microform. After discussion, Hefner moved and Hirtle seconded the motion that SAA decline the invitation to join the plaintiffs of *Public Citizen et al. v. John Carlin et al.* PASSED (with Thibodeau in abstention).

Hefner then moved and Gilliland-Swetland seconded the motion that the SAA president work with the plaintiffs and the defendants, discuss SAA's interest and serve as a mediator to reach a positive, professional conclusion in the case. DECLINED, with Hefner, Gilliland-Swetland, Hensen and Uhler in favor and Thibodeau in abstention.

Hirtle moved and Hensen seconded the motion that SAA make a statement explicating SAA's position on the brief and offering our services to help mediate the suit. PASSED (with Thibodeau in abstention).

Hirtle moved and Maher seconded the motion that SAA file an *amicus* brief as recommended by the Electronic Records Section. DECLINED (with Thibodeau in abstention).

### January 26, 1997

Burckel called the meeting to order at 8:10 a.m.

Council considered Old Business. Bruemmer presented information on the proposal from H-Net that SAA establish a moderated archival listserv. He said the options were to accept or decline the invitation, keep the invitation open as an option, or table on some critical point which Burckel would task a subcommittee to address.

After discussion of the options Maher moved and Hensen seconded the motion that SAA pursue the establishment of an archives list on H-Net. DECLINED.

After further discussion, Stout moved and Davis seconded the motion that SAA keep H-Net open as an option. PASSED.

Council then considered language drafted addressing proposed changes to the constitution and bylaws. Maher moved

and Stout seconded the motion that in the event of a tie vote for the office of vice-president, both candidates will be deemed to have been elected and will serve successive terms. The Council will determine by lot which candidate will serve as vice-president in the first and as president in the second year. The other candidate will serve as vice-president in the second year and as president in the third year. In the event of a tie vote that affects the outcome of the election for any other office, the Council will determine by lot which candidate will serve. PASSED.

Gilliland-Swetland moved and Stout seconded the motion that the following language be added to the bylaws: "Student chapters may be initiated in academic institutions and approved by Council. Each student chapter shall select its own leaders and adopt bylaws defining its own governance, provided that no student chapter bylaw may be in conflict with the constitution, bylaws, or guidelines of the Society." PASSED.

Davis moved and Browne seconded the motion to adopt the revised bylaws. PASSED.

At 10:35 a.m. Bruemmer moved and Hensen seconded the motion to adjourn. PASSED.

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## Fellowship & Grants

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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, Texas 76798-7234; oha\_support@baylor.edu. **Deadline for receipt of all nomination materials is April 1, 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 written body of knowledge available for the conservation field. For more information, contact: FAIC, 1717 K Street, N.W., Suite 301, Washington, D.C. 20006, (202) 452-9545.

### Fulbright Awards

Opportunities for lecturing or advanced research in over 135 countries are available to college and university faculty and professionals outside academe. U.S. citizenship and a Ph.D. or comparable professional qualifications required. For lecturing awards, university or college teaching experience is expected. Foreign language skills are needed for some countries, but most lecturing assignments are in English.

**The deadline for lecturing or research grants for 1998-99 is August 1, 1997.** Contact the USIA Fulbright Senior Scholar Program, Council for International Exchange of Scholars, 3007 Tilden Street, NW, Suite 5M, Box GNEWS, Washington, D.C. 20008-3009; (202) 686-7877. For online materials: <http://www.cies.org>. For requests for mailing of application materials: [cies1@ciesnet.cies.org](mailto:cies1@ciesnet.cies.org).

## 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, fax (312) 347-1452, or e-mail [info@archivists.org](mailto:info@archivists.org).

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

# Professional Opportunities

## ACADEMY ARCHIVIST

*California Academy of Sciences  
San Francisco, California*

**Position Summary:** The academy archivist reports to the academy librarian. Under the general direction of the academy librarian the archivist has overall administrative responsibility for the academy archives. The incumbent will plan and implement programs of public and technical services consistent with the overall goals and objectives of the academy library in conjunction with the California Academy of Sciences Center for the History and Philosophy of Science, develops the academy archives as a focal point for advanced education and research. **Typical responsibilities:** *Archival programs:* archival programs plans, liaison with other archival programs and resources; develops grant support in conjunction with the development department. *Records management:* serve as the academy records manager, includes records surveys, appraisals and the development of disposition schedules. Accession archives and manuscript collections. Processing of archival records, includes arrangement, cataloging and description. *Technical services:* plan for integration of archival computer-based technologies in conjunction with overall academy library and academy-wide automation. *Access and reference services:* develop programs and procedures for user access to the archives. Conservation and preservation of archival records and materials. *Collection development:* provide primary archival and academy library support for the California Academy of Sciences Center for the History and Philosophy of Science. Staff/volunteer training, supervision and evaluation. *Coordinate audio-visual services:* working with the image management librarian, the incumbent will develop programs of management and support for California Academy of Sciences audio-visual resources, including photographs and slides, audio, video and machine readable image/sound processing. Follow all academy safety regulations. Other duties as assigned. **Minimum qualifications:** M.L.S. from an ALA-accredited library school with an emphasis on archives or the equivalent graduate level training in archival management; undergraduate or graduate level academic training in history of science and/or the natural sciences or comparable work experience preferred. **Knowledge, skills and abilities:**

Ability to serve as the academy's key resource person with respect to both archival collections and the history of the academy; a comprehensive working knowledge of contemporary professional standards for archives in an academic/research library setting; ability to effectively communicate with library users and staff and particularly to teach skills of resourcefulness and self-reliance; strong fundamental knowledge of state-of-the-art applications of computer technology, particularly those related to archives and non-print media; ability to work independently with a consistently high level of energy, commitment and imagination in solving problems; ability to work well as a part of a dynamic, goal-oriented library service team and to engender a high level of enthusiasm and commitment in fellow staff and volunteers. **Compensation/benefits:** \$1,092.31/bi-weekly, excellent benefits. Send a letter of interest and resume to: California Academy of Sciences, Human Resources Department #ARC, Golden Gate Park, San Francisco, CA 94118. **Application deadline:** March 15, 1997. No calls please. The California Academy of Sciences is a Natural History Museum, Aquarium, Planetarium, and Research Institute located in Golden Gate Park, San Francisco. EOE.

## ARCHIVIST

*Delta State University  
Cleveland, Mississippi*

Delta State University invites applications from energetic, service oriented individuals for the position of university archivist. This position is administratively located within Library Services, which is composed of W.B. Roberts Library, Audio Visual Center, Instructional Resources Center and Archives. Construction is nearing completion on a new archives building, which includes permanent and special exhibition space, and a meeting/seminar room, in addition to archives storage, processing and use facilities. Construction is also underway on a \$9 million addition to the main library. A variety of new technological and service initiatives are now being implemented or are in the planning stages. **Responsibilities:** New full-time position to manage and develop an archival program encompassing both historical manuscript collections and university records. Duties include records solicitation, appraisal,



accessioning, processing, preservation, description (including MARC cataloging) and reference. Assists faculty in developing strategies and materials to facilitate the use of archival materials into the curriculum and instructional programs of the University. Plan and implement a university records management program. Work with others to plan and install permanent exhibits, as well as periodic special exhibitions. Supervises staff member and student employees. Reports to director of library services. **Required:** Master's degree in archives, history of library service (ALA-accredited) or equivalent with course work in archives theory and methodology; working knowledge of USMARC; excellent oral, written and interpersonal communication skills; familiarity with archives related use of Internet, WWW, and other modern information technologies. **Highly desired:** Certification by the Academy of Certified Archivists; knowledge and experience with principles and practices of records management, electronic records, and exhibition of archival materials and historical objects. Twelve-month position with faculty status and excellent fringe benefits. Salary from \$25,000, commensurate with qualifications. Applications will be reviewed beginning April 11. Send letter of application, resume, and the names, addresses, and telephone numbers of three professional references to: Terry S. Latour, Director of Library Services, W.B. Roberts Library, Delta State University; Cleveland, MS 38733. AA/EOE

### ARCHIVIST

*William S. Cohen Papers*  
University of Maine  
Orono, Maine

Two-year appointment. The University of Maine Library is seeking a knowledgeable, dynamic, and service oriented librarian to organize and manage the William S. Cohen papers. The papers, recently donated to the university, consist of more than 1,000 archival boxes containing, among other things, correspondence, reports, news clippings, and personal memorabilia. **Responsibilities include:** Collection organization, preservation, management and development; creation of finding aids in both paper and digital formats; assisting collection users; outreach; grant writing and fund-raising; and supervision of classified staff and student assistants; reports to head of Special Collections. **Required:** ALA-accredited M.L.S. or graduate-level training and experience in archival management; excellent oral and written communication skills; supervisory experience; and experience with library computer applications. **Preferred:** Graduate

degree in American history, politics or related subject area. **Salary:** \$35,000. **Start date:** Position available immediately. Two-year appointment. May be extended subject to availability of funds. **To apply:** Send cover letter and resume to: Mary Casserly, Collection Development Division Head, 5729 Fogler Library, University of Maine, Orono, ME 04469-5729. AA/EOE

### ARCHIVIST/RECORDS MANAGER

*The American Jewish Committee*  
New York, New York

A not-for-profit Jewish human relations organization seeks a professional archivist/records manager. **Responsibilities:** Oversee accessioning of records from operating offices; carry out records maintenance operations and procedures including arrangement and retention/disposition, space and equipment planning and allocation. **Qualifications:** A bachelor's degree, computer literacy, and three to five years records management experience. CRM a plus. **To Apply:** Fax cover letter, resume with salary requirements to (212) 750-0326 or (212) 319-0975.

### AREA RESEARCH CENTER/ UNIVERSITY ARCHIVIST

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

The University of Wisconsin-River Falls seeks an Area Research Center/University Archivist to work in the newly-renovated Chalmer Davee Library, effective July 1, 1997. Reporting to the library director, the archivist is responsible for administering, developing, organizing, processing, and providing appropriate access to records held in the University Archives and ARC (a regional repository for the State Historical Society of Wisconsin). Additional responsibilities include establishing and maintaining policies and procedures allowing for the efficient operation of the university's records management program, and providing instruction to the university community in ARC resources. **Qualifications: Required:** ALA-accredited M.L.S. and/or graduate degree in history, including minimum of two years archival experience in a professional level position and training and/or experience in records management; training and/or experience with an online catalog and microcomputers; excellent interpersonal communication skills, verbal and written; demonstrated awareness of and sensitivity to diverse student populations and ability to contribute to the University's commitment to enhancing student awareness and appreciation of diverse ethnic and cultural

heritages. **Preferred:** Experience providing general reference assistance. **Salary:** \$27,790-34,735 based on qualifications and experience. Send letter of application, resume, and names of three references to: Brad Gee, Chair, Search and Screen Committee, Chalmer Davee Library, University of Wisconsin-River Falls, WI 54022. Applications must be postmarked by March 31, 1997. AA/EOE

### ASSISTANT ARCHIVES MANAGER

*Kraft Foods, Inc.*  
Morton Grove, Illinois

America's leading food company seeks an energetic and talented individual to join our dynamic archives team. **Responsibilities:** Acquire, appraise and organize records of Kraft and its predecessor companies; supervise processing of collections; assemble research reports; oversee preservation policies and procedures; maintain collections management database (Microsoft Access); oversee the archives in the absence of the archives manager. **Qualifications:** Master's degree in history, library science or related discipline, with advanced course work in archives preferred; minimum of 3-5 years archives experience; excellent oral and written communication skills. Prefer experience in corporate archives setting, certified archivist designation, and proficiency in Microsoft products. **Salary:** Minimum \$41,500. Kraft Foods is an equal opportunity employer. Send cover letter and resume to: Becky Haglund Tousey, Archives Manager, Kraft Foods, Inc., 6350 Kirk Street, Morton Grove, IL 60053. Resumes will be accepted until the position is filled.

### DIRECTOR

*Archives and Collections*  
Los Angeles, California

A major Hollywood studio seeks a highly qualified professional to establish an archives and collections department to document and publicize its history in support of its corporate mission. The director will be responsible for developing the studio's archival and collection program, including identifying and acquiring significant files and objects for long-term preservation; locating and organizing storage facilities; developing archival and collections management systems and controls; initiating appropriate use and loan policies; and coordinating outreach and museum programs relating to the studio's history and corporate identity. The department will be responsible for written records; promotional and documentary materials, including artwork and posters; still photographs, negatives, and transparencies; architectural, set and costume

## Professional Opportunities

design and production drawings; motion picture film, sound recordings, and videotapes; props and set components; and other historical artifacts. **Qualifications:** Advanced degree in a field of the humanities or a profession relating to the work of the department; extensive professional archival experience (minimum ten years); knowledge of archives administration and legal and intellectual property concerns; familiarity with collections management and museum standards and practices; understanding of issues and concerns in document and object storage and conservation; familiarity with the market-place for historical materials and its practices; personal skills and professional standing required to gain top level program support; outstanding abilities in personal communication, organizational leadership, and creative vision; demonstrated achievement in accomplishing program goals. Knowledge of the entertainment industry and/or business archives and collections management are desirable. Excellent salary and benefits. Send letter of application, resume, salary history, and three reference to: Carla Caccamise Ash, Curator of Collections, Joseph E. Seagram & Sons, Inc., 375 Park Ave., New York, NY 10152-0192. EOE

### FIELD SERVICE REPRESENTATIVE/ PRESERVATION INFORMATION SPECIALIST

*Northeast Document*

*Conservation Center*

*Andover, Massachusetts*

Northeast Document Conservation Center seeks individual with thorough understanding of library and archives preservation and excellent writing, verbal and computer skills to join its field services office. Responsibilities include performing surveys of libraries, historical societies and other institutions; maintaining and communicating up-to-date technical information; assisting in administration of field service program. Requires M.L.S. or equivalent, minimum of two years professional experience in a library, archives or museum. Specialized training in preservation or conservation highly desirable. Grant-funded position, low to mid-30s, depending upon qualifications. Send letter of application, resume, writing sample and three references to: Stephen Dalton, NEDCC, 100 Brickstone Square, Andover, MA 01810-1494. EOE

### LIBRARIAN/ARCHIVIST

*Dance Theatre of Harlem*

*New York, New York*

Dance Theatre of Harlem seeks energetic and flexible individual to work in library/archives.

**Responsibilities:** Cataloging and preservation efforts of archival collection; copy cataloging and maintenance of small circulating library; in addition to reference duties. Participates in the planning, implementation, and evaluation of programs and policies regarding collections as well as records management of the organization. Archival collection includes books, videotapes, films, photographic materials, sound recordings, music, programs, posters, artwork, newspaper clippings, correspondence, business records, and ephemera. Participates in the planning, implementation and maintenance of database capturing legacy and history of institution. **Required:** Professional archival training, experience in preservation projects, cataloging, and computer skills; strong communication skills; ability to work with a diverse constituency in a team environment and to problem solve from an institution-wide perspective. **Preferred:** ALA-accredited M.L.S.; experience with performing arts collections; knowledge of dance. Salary commensurate with experience. Please send resume to: Dance Theatre of Harlem, Attn: HR Dept., 466 W. 152nd Street, New York, NY 10031.

### PROJECT ARCHIVIST

*Rhode Island School of Design*

*Providence, Rhode Island*

Pending funding, the Rhode Island School of Design seeks an archivist to direct the activities associated with establishing a formal institutional archives for the College and the Museum of Art. This is a two-year, grant-funded position with the possibility of renewal. The archivist will carry out a survey of active and inactive records on campus; plan for and begin the consolidation of inactive records; develop a retention plan and disposition schedule for active records; draft procedures and policies for institutional archives and plan for future space needs. The position requires the application of sound archival techniques in the appraisal, arrangement and description of school and museum records, the establishment of an inventory database and the creation of AMC records for OCLC and the online catalog.

**Position requirements:** M.L.S. from an ALA-accredited library school or M.A. in art history or history or equivalent combination of education and experience; with formal course work and at least three years experience in archives administration and records management, preferably in an academic setting. Demonstrated oral and written communication skills. Understanding of and commitment to the use of computing and other technologies in archives. Membership and some level of participation in appropriate professional associations. **Preferred:** Certification by the Academy

of Certified Archivists; experience in establishing an institutional archives. **Salary:** \$34,000 plus benefits. **Application deadline:** April 10, 1997. **Position available:** July 1997. Send resume and letter of application with the names of three references to: Carol S. Terry, Director of Library Services, Rhode Island School of Design, 2 College Street, Providence, RI 02903. AA/EOE. RISD encourages minorities, women, and persons with disabilities to apply.

### UNIVERSAL PRESERVATION STANDARD PROJECT COORDINATOR

*WGBH Television and Radio*

*Boston, Massachusetts*

**Project Description:** The WGBH Educational Foundation is a non-profit public broadcasting station in Boston. WGBH has received a National Historical Publications and Records Commission (NHPRC) grant to fund a part time (50%) position to coordinate, over a two year period, a video preservation initiative called the Universal Preservation Standard. The project will develop a platform independent standard designed specifically for digital technologies to ensure the accessibility of a wide range of data types, including video. The project coordinator will be conducting research in the area of digital and video preservation, disseminating information regarding project developments to peer review groups and coordinating on-going daily project operations.

**Responsibilities:** Preparing project operation procedures, conducting literature searches and preparing information reports and summaries. Locating information resources and data/information collections to utilize from in-house and outside sources and from the World Wide Web. Coordinating feedback from archival and technical working group sessions and conferences. Compiling and writing up research findings and disseminating project findings. **Requirements:** M.S. degree in information or computer science. Strong experience working with current on-line information technology and utilities. Must have the ability to analyze information, summarize and prepare for presentation; excellent organizational planning and leadership skills. Working knowledge of the field of information resource management and developing digital technologies and excellent oral and written communication skills. Ability to work with and write for people with a wide range of technical expertise. **Contact:** Fax cover letter and resumes to (617) 787-0714 or mail to: Mary Ide, Director, Media Archives & Preservation Center, WGBH Educational Foundation, 125 Western Avenue, Boston, MA 02134.



**UNIVERSITY ARCHIVIST**

Joyner Library  
East Carolina University  
Greenville, North Carolina

**Qualifications:** M.A. in history with archival certification desirable; professional archival training, extensive computer knowledge, supervisory skills, demonstrated skills in written and oral communications, and at least five years of experience in archives administration required. Ability to deal effectively with the public is essential. **Responsibilities:** Will administer a highly automated archives and records management program and direct day-to-day operations of university archives and records center. **Duties include:** Updating and implementation of retention and disposition schedules and responsibility for transfer of records, arrangement, preparation of inventories, outreach, reference service, and records management. Reports to coordinator of special collections. East Carolina University's libraries serve a campus community of 17,000 students and 1,300 faculty. An expansion and renovation project, scheduled for completion in 1998, will double the size of Joyner Library. The university is a constituent institution of the sixteen-campus University of North Carolina System. **Salary:** \$33,000 minimum, depending upon qualifications and experience. Administrative appointment with state benefits. Screening will begin April 1, 1997, and continue

until the position is filled. Send letter of application, resume, copies of all transcripts, and three letters of reference to: Mrs. Pat Elks, Joyner Library, East Carolina University, Greenville, North Carolina 278587-4353. Official transcripts from each college or university attended will be required prior to any offer of employment. AA/EOE. Accommodates individuals with disabilities. Applicants must comply with the Immigration Reform and Control Act.

**UNIVERSITY ARCHIVIST**

Tufts University  
Sommerville, Massachusetts

Forward-looking, energetic professional sought to manage the university's archival program, integrating the functions of the archives into the larger mission of the university. Under the direction of the Associate Director for User Services, works with university offices to establish and administer a records retention program (for paper and electronic records). Set priorities, develop and implement a strategic plan for the acquisition, appraisal, processing, description, access to, preservation and use of the archival, manuscript and special collections. Solicits and acquires collections and seeks funding opportunities to support the archival program. Works with other library units to provide integrated coherent information

services. Hires, trains and supervises one support and two student assistants. Position requires an M.L.S. from an ALA-accredited library school with specialization in archival and/or records management and/or M.A. with graduate archival training; a minimum of three years experience as an archivist; management and supervisory experience; and experience in a customer service organization, preferably an academic records management operation. Preferred qualifications include: excellent interpersonal skills with ability to communicate with many different levels within the university and the public, evidence of organizational ability, initiative and flexibility, written communication skills, a commitment to service and recent experience with microcomputer applications and/or electronic information technology in an archival or records management setting. Selected candidate will be appointed to a rank depending upon their qualifications. Tufts offers excellent benefits and a competitive salary. To apply send two copies of resume and cover letter and names, addresses and telephone numbers of three references to: Maureen Sonnie, Tufts University Human Resources, 169 Holland Street, Somerville, MA 02144, Attention: University Archivist Search Committee. **Applications by April 3, 1997 will receive first consideration.** AA/EOE. Tufts University actively seeks candidates from diverse backgrounds.



## UNIVERSITY ARCHIVIST

### University of Connecticut Libraries

Under the administrative review of the Head of the Archives & Special Collections Department, the incumbent manages the University Archives, Connecticut history collections and is coordinator of collection development for the department. Responsibilities include: serving as curator and managing the University Archives and Connecticut history collections, assisting researchers in the use of archival and manuscript collections, supervision of archives and manuscript processing, development and maintenance of a departmental collecting policy, and providing advice and oversight of records management and retention. Qualifications include: MLS/M.A. in history with formal archival training, 3-5 years of archival experience, and supervisory experience. Prefer a second Master's degree, experience in a university research library, knowledge of New England history, experience in collection development and records management. Salary commensurate with experience, minimum salary of \$41,845.

Send letter of application, resume, and names, addresses, and telephone numbers of three professional references to: **Mr. Brinley Franklin, Associate Director for Administrative Services, University of Connecticut Libraries, Box U-5A, Storrs, CT 06269-1005.** Screening of applicants begins immediately and will continue until the position is filled. We encourage applications from under-represented groups including minorities, women and people with disabilities. (Search #97A243)

UNIVERSITY OF  
**CONNECTICUT**

## INFORMATION MANAGEMENT

Cargill is one of the world's largest and most diversified companies. With more than 1,000 locations in 65 countries, Cargill has a history of continuous growth for over 130 years. Our Information Center, located in suburban Minneapolis, MN, has an opening for an innovative individual to acquire, preserve, catalog and organize a collection of documents and artifacts of historical significance to the company. Responsibilities will include providing research and answers using archival materials, assisting the historian, identifying records of historical significance, managing proprietary databases, assisting in the development of related new systems and databases, and marketing the archives and proprietary databases to employees.

We're looking for a proactive self-starter with a Masters of Library Science or a BA/MA in History. You will also need 3-5 years of experience managing archives, historical collections or internal records that includes cataloging and indexing; archival principles and practice; archival finding aids and research tools; and database design, construction and management. Experience in a corporate/industry environment and historical research experience are desired. Excellent communication and interpersonal skills are essential. The position will involve occasional travel.

In addition to a salary commensurate with experience, Cargill provides excellent benefits, a great work environment and opportunity for career development. Please send resume and salary requirements, referencing Job #97-156, to Donna Bloom, Cargill, Selection Department #10, PO Box 5697, Minneapolis, MN 55440-5697.

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AMERICAN ARCHIVISTS

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