Chicagoin!  
1997 Annual Meeting Preview

PLUS
Election Coverage
Continuing Education Needs Assessment
Publications Survey
“Night and Day, You are the One”

About the cover: The stunning day and evening views of the landmark Wrigley Building on Chicago’s “Magnificent Mile” were graciously provided by the Chicago Historical Society. A beautiful city, filled with vibrant cultural opportunities and enriched by a diverse community representing a multitude of ethnic heritages, Chicago is SAA’s “kind of town.”

In this issue you will find information and details about the 61st annual meeting of the Society of American Archivists, August 25-31, 1997, in Chicago. Come enjoy the delights, attractions, and history of a town which is truly a home to the SAA central office. Take a stroll down Michigan Avenue to experience world renowned architecture, visit historical landmarks—such as the Wrigley Building—or visit the boutiques, shops, and restaurants waiting to lure you into the heart of the city. Be sure to enjoy a stroll beside the azure waters of lovely Lake Michigan—day or night this is a unique pleasure. Between the many professionally stimulating sessions and educational opportunities scheduled during the course of the annual meeting, and the tempting distractions of this fair city, this will be an annual meeting you won’t want to miss. Be sure to join us this August in the Windy City!

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Archival Outlook

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Archival Advocacy and Litigation—A New Departure

Throughout its six-decade history, the Society of American Archivists has been an advocate on behalf of archivists and archival issues. Until this year, however, it has resisted involvement in litigation as a means of expressing its advocacy. In September, Council formally stated its position in support of litigation as a means of advocacy. Although our sister historical and library organizations had preceded us in this approach, SAA rightfully moved cautiously because of concern about financial and legal implications that might place the Society at risk.

Less than four months later, Council considered three legal issues at its January meeting. Prior to the meeting we reviewed a substantial amount of information, then spent a considerable amount of time discussing the substantive issues of each. As you read in the last issue of Archival Outlook (March/April 1997, pp. 8-9), we decided to join two legal actions and declined to join a third. In each case we discussed whether a significant archival principle was involved, whether or not there was a preponderance of professional consensus on the issue, and whether litigation was the most effective way to achieve the desired outcome. We also faced serious time constraints—having to decide whether or not to participate in a process that was already far along. We did not have the time to negotiate different language.

Unsealing Grand Jury Records. In the first case, involving the unsealing grand jury records, SAA went on record in support of access under certain circumstances—in this case, access to a portion of testimony from the McCarthy era dealing with a Treasury Department official accused of being a communist spy.

Internal Revenue Service. The second case we discussed, involving a complaint that the IRS violated provisions of the Federal Records Act and NARA regulations, may, at first blush, seem an easy choice for SAA. The suit was initiated by Tax Analysts, a nonprofit educational organization, along with co-plaintiffs American Historical Association (AHA) and Organization of American Historians (OAH). The draft complaint also named the National Archives and Records Administration (NARA), calling for it to enforce the Federal Records Act and its own regulations. To do so, NARA must seek action on its behalf by the Department of Justice, which then decides what action, if any, it will take.

Given the filing deadline, we could not substantially modify the language of the suit. We either joined it, or declined to join it. Such choices are seldom easy. After considerable discussion, however, we decided that the main thrust of the complaint was against the IRS, that the desired outcome was compliance with federal law and NARA regulations, and that SAA’s position would be helpful to a positive court ruling. For a small nonprofit professional association to publicly join a suit against the IRS is not a trivial matter. Could, for instance, such action prompt a closer look at the SAA’s tax-exempt status or its financial status?

PROFS—Continued. The third matter we considered—popularly known as “PROFS 2”—dealt with the use of general records schedules to cover electronic records. The issues here were more complex and subtle than in the other cases, and the archival community itself has not reached a professional consensus on some of the issues. We also felt that NARA was making a good faith effort to deal with the substance of the concerns raised in the suit and that SAA should not join the suit. Instead, we agreed to prepare our own statement to be shared widely. Thus, we were willing to take a position, but declined to join the legal action.

For some, our action will appear too passive; to others, too aggressive. The American Library Association, AHA, and OAH are undoubtedly disappointed that we declined to join the PROFS 2 suit. In the case of the IRS suit, NARA may be equally disappointed that we joined AHA and OAH in the complaint. I am confident, however, of the validity of the process we used to engage the issues and to take concerted action. As we become more active we will also become involved earlier in the process and will be better able to influence the outcome.

Since this is a new departure for SAA, I especially invite your comments, suggestions, or questions. We will, of course, keep you posted on the status of all three cases.
The Future is Now

If there is one constant in our lives, it is that we all have too much to do with too little time to do it and too often lack the proper means to get the job done right. The question we struggle with most is how do we cut through all the stress and noise and zero in on what truly matters in our work lives? How do we even know any more what matters most and what will be obsolete or irrelevant by the time we get to it? How do we manage to keep our eyes on the prize? The unrelenting forces of change leave us all a bit dizzy and disoriented; it is like being last in line for “crack the whip,” just hanging on is victory. As one archivist said in response to the recently completed SAA Educational Needs Assessment, “with one foot in the 19th century and one in the 21st, I missed the transitional period.”

Alas, there are no transitions today, just leaps and bounds. The responses contained in our Educational Needs Assessment spoke almost with one voice on the huge frustrations you face in simply doing a job well done. The lack of space, budget, staff, and institutional support reminds me of one trying to build a fire in the pouring rain. Success under these circumstances is a supreme act of courage, vision, and will. And yet we do persevere, survive, and, dare I say, thrive in spite of it all.

One important role that SAA should play in your professional lives is to help you not just cope with these forces, but to manage them with ever growing competency and skill. We have succeeded to some degree, but we still have much to do in order to fulfill our mission to the very best of our ability. To do so requires strong leadership and commitment on the part of Council, staff, and the solid efforts of every one of our active membership. In spite of all the challenges you face, we have remarkable spirit and resources at hand. The challenge is always to provide clear direction and to communicate well our ability to attain even our most ambitious goals.

Lately, I have thought long and hard about what constitutes leadership. First and foremost it is the ability to always focus on our mission: “The Society of American Archivists serves the educational and informational needs of its members and provides leadership to help ensure the identification, preservation, and use of the nation’s historical record.” In spite of the many demands on our time, each year we accomplish successively more. This year we completed not only the 1997 Continuing Education Needs Assessment, but also the 1996 SAA Salary Survey, giving us for the first time in several years solid information from which to plan for the future. We have also scheduled a continuing education forum at this year’s annual meeting in Chicago to discuss the results of the needs assessment and to begin reaching consensus about creating additional continuing education resources to best serve your professional development.

Leadership requires the ability to think big. One striking characteristic about SAA members is how creative you are and how willing you are to imagine what can and should be. Always looking up and out and beyond gives us direction and purpose and helps us rise to the challenges we face each day. Each year Council sets aside a full day of its spring meeting to engage in a “planning day.” We take this time to step back, to climb into the crow’s nest, to survey the horizon. Last year this took place in the form of a facilitated discussion which reinforced Council’s leadership responsibilities, performance, and effectiveness. Those eight hours gave us a year’s worth of insight. I expect no less from this year and even more, because this year we have the benefit of hearing most decidedly from you.

This year I enter into planning day armed with the information you generously provided and with the words of Peter Drucker in mind, “The future will not just happen if one wishes hard enough. It requires decision—now. It imposes risk—now. It demands allocation of resources, and above all, human resources—now. It requires work—now.”

This year planning day will focus on the results of the Continuing Education Needs Assessment and the SAA Salary Survey and use this invaluable feedback as means of constructing a clear set of goals to fulfill our mission. We can’t do this alone, of course. As I said, we have scheduled a continuing education forum at the annual meeting to involve as many of you as possible. We need you. If you can’t attend the annual meeting, please get in touch with Joan Sander, SAA education director, and let her know your thoughts. We form our institutions and our institutions form us. How well you are served depends on how well you serve your institution. We need to keep this dialogue alive and active. These are exciting times for SAA and I hope for you.

I am tremendously encouraged and excited about what SAA can do to help you do your very best. The staff and I are going to work as hard as we can to give you the tools you need to do the job right. We are motivated to take the risks, to allocate our resources, and to devote our work to that which will give you the results you need—now. You are not alone. We hear you and we are with you.
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It’s a Tie for Vice President

by Nicholas C. Burckel, President

Both Candidates to Serve in Succession

Lightening has struck again—the Society of American Archivists has a tie vote for the office of vice president between the two candidates, Luciana Duranti and H. Thomas Hickerson. Both have been informed. The Executive Committee (with treasurer Lee Stout absent) met via conference call on April 15, 1997, and agreed on the following course of action: Duranti will serve as vice president in 1997-98, then become president in 1998-99. Hickerson will serve as vice president in 1998-99 and president in 1999-2000.

Rationale and Discussion

The current bylaws are silent on the issue of resolving a tie vote for an elected SAA position. The bylaws do note what to do if no candidate receives a 40 percent plurality. That is not an issue here. Both the Task Force on Organizational Effectiveness in its recommendations and Council at its meeting last January addressed this possibility. The unanimous recommendation from Council to the membership was that in the event of a tie both candidates would be considered elected, with the order of service determined by lot.

In that spirit, the Executive Committee agreed that we should implement this immediately. Since the bylaws do not speak to this, it is not necessary to seek a change in advance of the membership vote. Thus, the appropriate action can be taken. Such action is consistent with our earlier thoughtful discussion. If the membership disagrees with this approach, the current action would stand, but in the future, a different procedure might be adopted. If this approach were NOT followed, it was felt that we would be violating the spirit of Council’s last meeting and would weaken its recommendation to the membership when they vote on the changes during the SAA annual meeting in Chicago this August.

The reason for not selecting the order by lot this time is that both candidates prefer to serve in the order noted above. The only reason for resolving this situation by lot was in the event of a conflict. There is none in this case.

While these are the fairest and most logical reasons for this course of action, there are some practical ones as well. The cost of a run-off election is between $3,000 and $4,000, not counting staff time. The person elected might be notified so late that his/her attendance at the early June Council meeting would be problematic. Beyond that, there is a concern about timely receipt of this year’s ballots. Several people report having received the ballot late, some even after the deadline for returning them. We need to address this issue so that it does not happen in the future. That should not, however, influence the current election. There is no fair way to count additional late ballots since some may not have returned them because it was past the deadline. That only promises to get us deeper in the quagmire. SAA Executive Director Susan Fox also pointed out that the return ballot rate of 28 percent is within the range of the voting turn-out in the recent past (see box). If some got late ballots, it was not an overwhelming amount.

At yet another level, we need to remember what is at stake. A run-off election would also mean that the choice of nearly half the members was not represented, and that has the potential to divide SAA. It is already difficult enough to get people to run for president without imposing a second election on them. The generous thing to do is to reward both, and I hope the membership agrees.

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Trends in SAA Voter Turn-Out

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Luciana Duranti and H. Thomas Hickerson
Elected Vice President

by Teresa Brinati, Director of Publications

Luciana Duranti and H. Thomas Hickerson received an equal number of votes from the 902 ballots cast in the 1997 SAA election for vice president. Per a decision made by the SAA Executive Committee via conference call on April 15, 1997, Duranti will serve as vice president in 1997-1998, then become SAA’s 54th president in 1998-1999. Hickerson will serve as vice president in 1998-99 and SAA’s 55th president in 1999-2000.

Candidates for vice president were required to respond to the following question posed by the Nominating Committee: “The Task Force on Organizational Effectiveness has worked to examine the structure and governing documents of SAA with an eye to making the Society a more effective and proactive organization that is able to meet the needs of an increasingly diverse membership and profession. In your view, what are the most critical issues that have been identified, and what next steps do you feel SAA’s leadership should take in response?” Following are details about the candidates and their responses to the above question.

Luciana Duranti is an associate professor at the University of British Columbia where she has taught since 1987. A fellow of SAA, Duranti has served in a variety of leadership positions: as co-chair of the Task Force on Organizational Effectiveness (1995-97); on Council (1992-95); Nominating Committee (1995); Committee on Education and Professional Development (1990-93); and chair of the Archival Educators Roundtable (1990-92).

In her candidate statement, Duranti noted, “[The Task Force on Organizational Effectiveness] has defined for SAA the lines of accountability and communication, but it is the responsibility of the leadership to make them function effectively and efficiently. The structure and way of operating of Council need to be redefined to enable it to be constantly abreast of all SAA activities, to coordinate them, and to act promptly. Moreover, the annual meeting, as the primary locus of encounter of SAA members, must be completely rethought, and its focus moved from sessions to its most important purpose: building alliances, establishing the foundation for new SAA activities, and planning for the profession.”

Duranti has a master of archival science and doctorate of arts from the University of Rome, Italy. She has a second master’s in diplomacy and paleography from the School of the State Archives of Rome. Duranti is the author of three books and 50 articles, many of which address “diplomatics” and have appeared in Archivaria, the journal of the Association of Canadian Archivists.

Duranti concluded, “I firmly believe that the strength and power of every voluntary association like SAA resides in the ability of its various units to generate ideas and communicate them in a timely and effective manner to its elected officers, and in the commitment of its elected officers to stimulate and facilitate this creative process, and most of all, to make sure that these ideas steer and guide their decision-making.”

H. Thomas Hickerson is the director of the Division of Rare Books and Manuscript Collections and the Cornell Digital Access Coalition of Cornell University. Hickerson was named an SAA fellow in 1987 and has been actively involved in SAA since 1973 when he served on the Committee on Buildings and Technical Equipment. Since then he has served SAA in a variety of capacities: on Council (1993-96); as chair of the Working Group on the National Information Infrastructure (1995), Standards Board (1991-92), Task force on Archival Standards (1988-90), and Program Committee (1986). He has co-chaired the Joint SAA/ALA Committee on Archives and Library Relations (1992-93) as well as served on Committee on Archival Information Exchange (1983-84), Nominating Committee (1982-83), and the Task Force on Automated Records and Techniques (1979-84, among others.

In his candidate statement, Hickerson said that “SAA must be a dynamic organization. The need for change, however, must be balanced by a constant process of consensus building... We are in this together, and there must be a common trust in our mutual good faith efforts... While organizational restructuring fosters efficient administration and participation, I believe the fundamental responsibility of the leadership to inspire a spirit of cohesion around core values.”

Hickerson has a B.A. and M.A. in history from the University of Oklahoma, Institute of Archival Studies, and University of Denver. He has authored or co-authored two books and numerous articles for archival and library journals.

Hickerson also stated that “providing integrated access to a diverse range of information and preserving data recorded on a variety of media, are widely recognized as critical issues worldwide. SAA must strive both to prepare and support every archivist in meeting these challenges and to represent our professional interests and concerns on a national and international level.”

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Council, Treasurer, and Nominating Committee Winners

by Teresa Brinati, Director of Publications

Summary of 1997 Election Results

For the second year in a row, the SAA vice president election resulted in a tie between the two candidates. As a result, Luciana Duranti will serve as vice president in 1997-1998, then SAA’s 54th president in 1998-1999. H. Thomas Hickerson will serve as vice president in 1998-1999 and SAA’s 55th president for 1999-2000 (see pp. 6-7).

In other election results, the members listed below were elected to leadership posts. Terms officially begin this September at the conclusion of the 1997 SAA annual meeting in Chicago. Out of 3,209 individual members of SAA eligible to vote, 902 participated in this year’s election.

COUNCIL
(Three-year term)

- FYNNETTE EATON
  National Archives and Records Administration

- KAREN JEFFERSON
  Duke University

- HELEN TIBBO
  University of North Carolina at Chapel Hill

TREASURER
(Three-year term)

- ROBERT SINK
  New York Public Library

NOMINATING COMMITTEE
(One-year term)

- DANNA BELL-RUSSEL
  District of Columbia Public Library

- LEON MILLER
  Tulane University

- ROBERT SPINDLER
  Arizona State University

Eaton, Jefferson, Tibbo Join Council

In March the membership of the Society of American Archivists elected Fynnette Eaton, Karen Jefferson, and Helen Tibbo to Council. They will begin three-year terms this August following the conclusion of the 1997 SAA annual meeting in Chicago and will serve through the conference in 2000. They will replace outgoing Council members Susan E. Davis, Steven Hensen, and Sharon Gibbs Thibodeau.

All candidates for Council were required to respond to the following question posed by the Nominating Committee: “The Task Force on Organizational Effectiveness (TFOE) has discussed extensively the relationships between Council and SAA’s sections, committees, and individual members, seeking ways to make the Society’s organizational structure more cohesive and responsive. How would you as a member of Council work to strengthen existing partnerships, foster the development of collaborative opportunities among units, and increase the participation of individual members?” Candidates’ responses/statements were printed in the ballot. Excerpts from Eaton, Jefferson, and Tibbo’s responses, along with brief biographical sketches, follow.

Fynnette Eaton is the chief of the Technical Services Branch, Center for Electronic Records, at the National Archives and Records Administration, where she has worked since 1990. In her candidate statement, Eaton noted that, “As a member of Council, I would try to continue my efforts of finding common ground with the numerous groups currently represented by the sections and committees…SAA has taken advantage of information technology to foster communications among various groups…I would recommend that SAA continue to explore this technology to see if the society can do even more with this to improve communications at all levels.” Eaton was named an SAA Fellow in 1995. She has chaired the Presidential Appointments Committee (1996-97) and the Nominating Committee (1995). She has co-chaired the Committee on Automated Records and Techniques (1992-93) and the Program Committee (1994). In addition, she is a member of the Preservation Section and Government Records Section. She is also active in the Mid-Atlantic Regional Archives Conference and the National Archives Assembly. In 1996 she received the IAC/IRM Technology Excellence Award.

Karen Jefferson is the African American Studies archivist and bibliographer in the Special Collections Library at Duke University, where she has worked since 1996. Prior to that, Jefferson was a program officer for the National Endowment for the Humanities (1993-95) and was a manuscripts librarian and curator of manuscripts at the Moorland-Springarn Research Center of Howard University (1976-93).

In her candidate statement, Jefferson said that, “Recommendations made by TFOE will offer opportunities for needed structural changes in SAA. Enhanced communication is key to success in gaining support for the recommendations and for implementation of suggested changes. As a Council member, I would be a careful listener and work as a liaison to increase dialog and understanding between the membership and the Council.”

An SAA member since 1983, Jefferson has served on the Program Committee (1997) and the Awards Subcommittee (1994). She was also the co-editor of the African American and Third World Archivists Roundtable newsletter (1987-94). In addition, Jefferson is a member of the Academy of Certified Archivists, where she has served as secretary and newsletter editor, the Mid-Atlantic Regional Archives Conference, the Association for the Study of Afro-American Life and History, the Black Caucus of the American Library Association, and the Society of North Carolina Archivists.

Helen Tibbo is the assistant dean of the School of Information and Library Science at the University of North Carolina at Chapel Hill, where she has worked since
1989. In her candidate statement, Tibbo commented that “Because members’ SAA time commitments will remain limited, we must improve communication channels so as to maximize the benefit from each member’s participation. Such communication must take place on many levels and through various media and Council must take an active role.”

Tibbo has chaired the Task Force on the Future of the American Archivist (1996), the Publications Board (1994-97) and the Educators Roundtable (1992-94). She has also served on the American Archivist Editor Search Committee (1995). She is the faculty advisor to the University of North Carolina’s SAA Student Chapter. In addition, Tibbo is active in the Mid-Atlantic Regional Archives Conference, and the Society of North Carolina Archivists.

Tibbo has published widely. Among her honors are the SAA Fellows’ Posner Prize (1994), the ALA/RASD Reference Evaluation Award (1992), DIALOG Excellence in Online Education Award (1990), and ALISE and ASIS Ph.D. Dissertation Awards (1989, 1990).

Sink is Next Treasurer

Robert Sink, archivist and records manager for the New York Public Library, was elected treasurer by SAA membership in March. He will begin a three-year term this August at the end of the 1997 SAA annual meeting in Chicago and serve through the annual meeting in 2000. Sink replaces outgoing treasurer Leon Stout.

Sink has been a member of the New York Public Library staff since 1985. In addition, he also teaches archival courses at St. John’s University Division of Library and Information Science and Queens College Graduate School of Library and Information Science.

Candidates for treasurer were required to respond to the following question posed by the Nominating Committee: “What are your thoughts on the role that the treasurer can most effectively play in SAA’s management and policymaking structure?” In his candidate statement, Sink noted that “the treasurer has a special responsibility to make SAA’s budget and financial condition understandable to the membership...The treasurer must be an active participant in evaluating new projects and re-assessing old ones so that the membership can feel confident that the best possible decisions are being made about [SAA’s] future.”

Sink has served SAA in a variety of capacities: on Council (1989-92); as chair of the Committee on Ethics and Professional Conduct (1995-97); as co-chair of the Program Committee (1994); and Preservation Management Training Program Advisory Committee (1992-94). Sink is also a member of the Academy of Certified Archivists and the Mid-Atlantic Regional Archives Conference, where he served as treasurer (1982-86).

Bell-Russel, Miller, Spindler to Serve on Nominating Committee

The SAA elections also yielded three members to serve on the 1998 Nominating Committee: Danna Bell-Russel, Leon Miller, and Robert Spindler. The Nominating Committee is responsible for identifying and selecting next year’s slate of candidates, as well as drafting the questions posed to candidates. Two members of Council, to be appointed by the president, also serve on the committee.

Candidates for the 1997 Nominating Committee responded to the following question posed by this year’s committee: “Professional organizations must continually refresh their leadership with new points of view if they are to remain progressive and vital. As a member of the Nominating Committee, how would you work to help build a slate of candidates with the potential to keep the Society moving forward?” Excerpts from Bell-Russel, Miller, and Spindler’s candidate statements follow.

Danna Bell-Russel is the archivist for the Washington, D.C., Community Archives, Washingtoniana Division, District of Columbia Public Library since 1993. In her candidate statement, Bell-Russel said that “the Nominating Committee can let the SAA leadership know about the need to reach out to nonmembers, less active members, and to new archivists to let them know what SAA can offer and to encourage members to become involved in committees and in other activities within SAA.”

Leon Miller is the manuscripts librarian at Tulane University. In his candidate statement, Miller declared that he will look to “two important traditional sources of leadership: SAA sections and roundtables and regional and state archival organizations...I hope to involve participants in two of [SAA’s] newer membership benefits: the SAA Mentoring Program and the Key Contacts Program...from which to draw the persons who will guide our profession’s future.”

Robert Spindler is the acting head/archiving university archivist, Department of Archives and Manuscripts, Arizona State University Libraries, where he has been a member of the staff since 1988. In his candidate statement, Spindler said that SAA needs “leaders who can create a vision for the archival profession in a collaborative fashion. Leaders who are proactive and forward thinking and who are able to work in group settings to establish a consensus vision for the future of SAA that anticipates future developments rather than reacting to them.”
Results of 1997 Continuing Education Needs Assessment

by Joan Sander, Education Director

Introduction
The Society of American Archivists is pleased to present some key results of the 1997 Continuing Education Needs Assessment. The objectives of this survey were to: 1) obtain members' overall image of and satisfaction with SAA's continuing education; 2) determine members' interests in continuing education subject/content areas; 3) identify, from the members' perspective, future concerns and problems they are facing; and 4) determine new opportunities for SAA to provide continuing education to members. All of these objectives were met with some very interesting results.

Responses were tabulated by Harrison Coerver & Associates. The survey garnered a response rate of nearly a third of the membership by the deadline date of February 21, 1997. Results from seven of the survey items are displayed and discussed in the following paragraphs.

Item Analysis
Item 16 shows that more than 80 percent of SAA members hold at least one master's degree. The survey also indicated that 77 percent of members have been working in archival-related employment for three or more years. To better serve member needs, then, SAA should be offering what can truly be called continuing professional education.

The results from Item 6 show that members are interested in intermediate to advanced continuing education experiences. The data from the survey also demonstrated that members were, in general, pleased with the quality of SAA workshops. Additional data indicated that members perceived that SAA offers workshops at the intermediate or beginning-level most of the time. This item clearly illustrates that SAA needs to fill an educational gap in the profession: advanced continuing education experiences.

Item 16: What is your highest education level? (Represented as a percentage of total responses.)

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Item 6: What level of continuing education is most appropriate for you? (Represented as a percentage of total responses.)

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<td>3-Intermediate</td>
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<td>4</td>
<td>27</td>
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<tr>
<td>5-Advanced</td>
<td>25</td>
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**Item 5a:** What is your level of interest in basic (archives fundamentals) subject/content areas? (Represented as a percentage of total responses.)

[Graph showing interest levels: 52% Not at all Interested, 17% Somewhat Interested, 16% Very Interested, 7% Neutral, 9% Very Interested]

**Item 2:** If you have NOT attended an SAA continuing education workshop in the last three years, why not? (Represented as a percentage of total responses.)

- Location: 29%
- Other: 26%
- Registration fee: 19%
- Other costs: 17%
- Subject matter: 8%
- Program length: 1%

**Item 9:** What effect do the following have on your decision to enroll in a continuing education course? (Represented as mean/average responses.)

[Bar chart showing subjects and their average scores: Subject Matter: 4.7, Location: 4.3, Other costs: 4.2, Registration fee: 4, Length of program: 3.9, Instructor: 3.2, Time of year: 3.1]

---

**Item 5a** results show that SAA must begin to fill a new advanced-level continuing education niche. SAA has already developed and scheduled an advanced course on “Encoded Archival Description” (see 1997 pre-conference workshops on page 14). This is only a beginning. SAA will continue to develop an array of advanced-level courses in response to this need. Transformations of this nature require time and money and SAA is working to mobilize these resources as quickly as possible.

Data from another survey item indicated that as many as 65 percent of the membership have not attended a continuing education workshop in the last three years. The results of items 2 and 9 may explain this phenomenon.

**Item 2** results indicate that SAA needs to determine more carefully where to place certain continuing education experiences. Registration fees are not the number one reason for not attending a workshop, but note that registration fees and other costs are preventing 36 percent of members from participating in SAA continuing education.

**Item 9** was framed to elicit responses about what attracts members to educational offerings. Subject matter and location were the most important factors. These two essential elements—identifying the right course for the right location—are the foundation for providing a continuing education program that is of maximum benefit to the constituencies served. In addition, SAA must build a greater lead time in its scheduling of workshop offerings. This greater lead time will allow SAA to be certain that the “right course is offered in the right location.” It will also provide members with the opportunity to plan ahead to attend an SAA workshop as well as to obtain and/or budget necessary funding.

continued on page 31
The Windy City is Calling
by Debra S. Mills, Meetings Consultant

Will you be one of 1,300 archivists to blow into the Windy City, August 25-31, 1997, to participate in the 61st annual meeting of the Society of American Archivists? If so, expect a whirlwind of activity that's sure to stimulate your professional interest and satisfy your taste for urban delights!

The conference features 67 sessions on an array of archival topics. Session descriptions and speakers are listed in the SAA Annual Meeting Program, which is being mailed to members in May. The program track for many of the sessions addresses "The Transformation of the Archival Enterprise in the Information Age." According to Marie B. Allen, Program Committee chair, "The technology track is oriented toward the transformational impact of the converging technologies of digital computing and telecommunications, rather than toward a review of technology itself." Sessions addressing a variety of other archival topics will also be offered.

Do you have an area of expertise that's in need of fine tuning? Does your job require you to learn more about new and developing technologies? If so, be sure to register for one of SAA's cutting edge continuing professional education opportunities to be offered on August 25-27 (see listing on p. 14).

The annual meeting officially kicks off on Thursday, August 28, with an opening plenary session featuring keynote speaker, Steven Lubar, author of *InfoCulture: The Smithsonian Book of Information Age Exhibits*. SAA's new member orientation immediately precedes this session and the International Archives and Information Technology Exposition opens immediately following the plenary session.

If you are new to SAA or the annual meeting, you are the ideal candidate for the new "navigator program," which pairs a more senior member or attendee with someone who would like to be "shown the ropes" on how to make the most of the annual meeting. If you would like assistance in charting your annual meeting course, don't forget to sign up for this exciting new program when completing your registration form.

Be sure to investigate some of the city's multi-faceted attractions during your stay. Tours scheduled throughout the week will offer a glimpse of Chicago's churches and synagogues, the historic Pullman Foundation, Chicago architecture by river boat, and a behind-the-scenes look at the archives of the Museum of Science and Industry, Art Institute and Museum, and Chicago Symphony Orchestra.

The SAA Host Committee has also arranged these exciting events to make your visit more enjoyable. Tour the Frank Lloyd Wright Homes and Studio in scenic Oak Park, visit the Chicago Historical Society archives or explore the Newberry Library conservation lab. Cheer on the Chicago Cubs in the "friendly confines" of Wrigley Field as they square off against the Florida Marlins in what is sure to be a riveting display of athletic prowess. In a more relaxing mode, bask in the panoramic views of Chicago's stunning skyline aboard the sailboat Windy or on a moonlight dessert cruise.

SAA groups will be hosting a variety of meetings on Wednesday, August 25. The Museum Archives Section is sponsoring a working session on the appraisal of museum records, with the goal of publishing a white paper on records specific to museums. The Business Archives Section will assemble at Motorola, Inc., in northwest suburban Chicago to address "Technology in the Modern Archive.". Newcomers are invited by the Women's Caucus to join in a discussion along with the co-editors of the ground-breaking *Historical Encyclopedia of Chicago Women*. The Committee on Continuing Education and Professional Development invites meeting attendees to a forum on the future of continuing education for the profession and the results of the recently completed Continuing Education Needs Assessment (see pp. 10-11).

Mark your calendar for Friday, August 29, and plan to attend the reception at Navy Pier's Crystal Gardens, 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 a delightful perspective of the city's renowned skyline. This reception is being generously subsidized by Kraft Foods, Inc. After the reception, enjoy an exhilarating turn on the whimsical carousel or on a replica of the Ferris wheel originally designed and built for the 1893 Columbian Exposition, then relax on a pleasant promenade beside the azure waters of Lake Michigan.

Saturday afternoon you will want to attend the fascinating closing plenary session featuring remarks on the future of SAA by incoming president William Maher and intriguing presentations by the 1998 annual meeting Host and Program Committees. Your final evening in Chicago may find you indulging in any of a myriad of local gustatorial delights, or savoring the strains of truly cool jazz on a blanket beneath the stars in nearby Grant Park during the famed Chicago Jazz Festival. On Sunday morning, August 31, don't miss out on the final block of concurrent sessions.

For more information on SAA's 1997 annual meeting or to request a program, contact Bernice Brack or Jeanette Spears in membership services at (312) 922-0140 or info@archivists.org. Program information can also be found on SAA's home page, http://www.archivists.org.
Steven Lubar Featured as Plenary Speaker
by Marie B. Allen, Program Chair

The 1997 Program Committee is pleased to announce that Steven Lubar will deliver the opening plenary address at the 61st annual meeting of the Society of American Archivists on Thursday, August 28, at 9-10 a.m.

Currently chair of the division of the history of technology at the Smithsonian Institution's National Museum of American History, Lubar received a Ph.D. in the history of science and technology from the University of Chicago. A 15-year veteran of the Smithsonian, he has contributed to several major exhibits, including “Engines of Change” (a history of the American Industrial Revolution) and “Information Age” (a history of communications and information processing). He is the author or co-author of six books and more than 40 articles on the history of technology, material culture, and museum studies, and is a visiting professor at the University of Maryland and the University of Pennsylvania. Lubar has also served as a consultant to strategic marketing firms interested in applying historical lessons to understanding the future of networked communications.

One of his publications associated with the “Information Age” exhibit is titled *InfoCulture: The Smithsonian Book of Information Age Exhibits* (Houghton Mifflin Company, 1993). Lubar uses the term “information culture” to refer to the new world of information, communications, and entertainment machines. He believes that these machines, and the social structures that they are part of, have come to define our culture, at least as much as ethnicity, race, or geography.

Reiterating themes described by cultural historian Raymond Williams, Lubar reminds us that technologies are symptoms of social processes, not their causes. “Technologies may occasionally (though rarely) be all new, revolutionary; but the uses to which they are put never are. People use machines in ways in which they have become accustomed to using them, or to using their predecessors. Entrepreneurs are always finding new markets, new ways to sell, new arguments to convince, and society and culture are always changing in response to new technologies. This doesn’t mean that things don’t change, but rather that technological change and social and cultural change go together. Change is mutual. To predict our future, we must know about not only our technological possibilities, but also our social and cultural trajectories.”

Lubar will share his insights and predictions about the future of the archival record as part of the 1997 annual meeting program’s special track on “The Transformation of the Archival Enterprise in the Information Age.”
1997 Pre-conference Workshops
by Joan Sander, Education Director

Fourteen exciting continuing education workshops will be presented at the pre-conference of SAA’s 61st annual meeting in Chicago, August 25-31, 1997. Plan to register early to secure a place in the workshop of your choice! Consult the pre-conference workshops listing in the 1997 SAA Annual Meeting Program, which is being mailed to members in May. If you have any questions about the workshops, contact the Education Office: Joan Sander (jsander@archivists.org) or Tara Shimandle (tshimandle@archivists.org) at (312) 922-0140.

*Cyberspace for Archivists
August 25, 9:00 a.m. - 5:00 p.m.
Fee: $215/SAA members $169

* Archives in Cyberspace: Applying Techniques to Improve the Business of Archives
August 26, 9:00 a.m. - 5:00 p.m.
Fee: $215/SAA members $169

Application of the USMARC Format
August 25, 8:30 a.m. - 5:00 p.m.
Fee: $225/SAA members $179

Securing Archives and Manuscript Repositories
August 25, 9:00 a.m. - 5:00 p.m.
Fee: $230/SAA members $194

Training the Trainer: Teaching Techniques and the Adult Learner
August 25, 9:00 a.m. - 5:00 p.m.
Fee: $215/SAA members $169

The Administration of Photographic Collections
August 25-26, 9:00 a.m. - 5:00 p.m.
Fee: $279/SAA members $219

Encoded Archival Description (EAD)
August 25-26, 9:00 a.m. - 5:00 p.m.
Fee: $329/SAA members $269

Planning New and Remodeled Archival Facilities
August 25-26, 9:00 a.m. - 5:00 p.m.
Fee: $279/SAA members $219

Preservation Management
August 25-26, 8:30 a.m. - 4:30 p.m.
Fee: $299/SAA members $239

Understanding Archives: An Introduction to Principles and Practices
August 25-26, 9:00 a.m. - 5:00 p.m.
August 27, 9:00 a.m. - 1:00 p.m.
Fee: $369/SAA members $289

Advanced Concepts in Authority Control
August 26, 8:30 a.m. - 4:30 p.m.
Fee: $215/SAA members $169

The Art of Presentation
August 26, 9:00 a.m. - 5:00 p.m.
Fee: $215/SAA members $169

Digital Imaging Technology
August 26, 8:30 - 4:30 p.m.
Fee: $235/SAA members $189

What’s So Special About Special Collections? An Introduction to Special Collections Management
August 26, 9:00 a.m. - 5:00 p.m.
Fee: $215/SAA members $169

*Cyberspace for Archivists and Archives in Cyberspace: Applying Techniques to Improve the Business of Archives may be taken together for a special discounted joint registration fee: $408/SAA members $321.

Final Note
by Debra S. Mills,
Meetings Consultant

It is with anticipation for great things to happen that I look forward to seeing you all at the SAA annual meeting in Chicago. I am happy to announce that as of May 1, 1997, I will be “outsourcing” my services to SAA. This means that while I will no longer be a staff member, I will still be a part of the team. I will continue to plan and implement SAA’s 1997 conference while developing my own business as a meeting and convention services consultant.

Although I will be based in Jupiter, Florida, I will spend time in the Chicago office at critical points. I will also be on-site at the Fairmont Hotel in August to manage the annual meeting. The planning and arrangements that will take place prior to the meeting will be conducted over the distance with the use of e-mail, fax, phone, and voice mail. The duties of Bernice Brack, SAA meeting/member services coordinator will expand, and she and I will remain in close contact.

It has been a joy for me to grow professionally along with SAA over the past five and a half years, and I am deeply grateful for the opportunity to continue working with such a dedicated staff and membership. As I strike out on my own, I look forward to giving SAA the very best and nothing less.

See you at the annual meeting!

Debra S. Mills can be reached through SAA at dmills@archivists.org or (312) 922-0140.

Photo credits: Chicago Historical Society (p. 12); Smithsonian Institution (p. 13); Chicago Mercantile Exchange (p. 14).
The Importance of Partnerships

It is hard to believe that May 28 will mark my one-year anniversary with SAA. I have learned so much and been able to plant seeds in my first year that have started to take root. I have written about some of them: 1) build a comprehensive continuing education program that is planned and implemented strategically; 2) improve the quality of the content and delivery of our continuing education program; and 3) increase the accessibility of our continuing education, not only to members, but to the broader archival community.

One of the most important “seedlings” was to promote communication and cooperation among archival continuing education providers. In this way, providers of archival continuing education can better meet their primary objectives of the future. SAA routinely co-sponsors workshops with the Midwest Archives Conference, Conference of Inter-Mountain Archivists, and New England Archivists. However, finding more ways to share resources, information and educational opportunities has become critical as the profession faces workplace downsizing and shrinking training budgets. It is a matter of good business for all of us who plan learning events to know what others “are doing” so that we can take advantage of our efforts and avoid duplication.

One major event that has been planned to promote this cooperation and communication is the “Education Forum” during the SAA annual meeting on August 27, 1997, 1-5 p.m. The Committee on Education and Program Development is inviting a broad spectrum of archival education providers to the forum to discuss their programs and ideas for resource sharing and cooperation. The forum will create a permanent working group dedicated to the primary goal of working together to offer the best possible continuing education to the archival community. I will be presenting the highlights of the 1997 Continuing Education Needs Assessment (see pp. 10-11), what the data might mean for the future of SAA continuing education, and seeking feedback from forum participants on my conclusions drawn from the analysis. More details on the forum agenda will be available in the July/August issue of the Archival Outlook. If you are a continuing education provider or if you are interested in the quality and future direction of archival continuing education, please plan to attend the “Education Forum.”

I also have been working on developing partnerships with affiliated organizations, not just to share resources, but to try to reach out to resource allocators and other groups that have a stake in the continuing education of archivists. For example, SAA and the AMIGOS Bibliographic Council co-sponsored a Descriptive Standards Institute in Dallas in March. AMIGOS is an organization that provides support services for librarians, curators, archivists, and historians. By sharing resources, AMIGOS and SAA were able to bring this high-quality, five-day institute to a new and most appreciative audience. In addition, the Research Libraries Group and SAA will co-sponsor a workshop entitled “Encoded Archival Description” at the 1997 annual meeting, and the Getty Information Institute and SAA are working on a Web site publication that will provide the basics on archival fundamentals to resource allocators and others who have some stake in archives but no prior archival education.

SAA has also been in touch with the American Society of Information Science, the American Association of Museums, the Council of State Historical Records Coordinators, and the American Library Association. Some of these “partnership” efforts are still in the planning stages, but the contact has been made and SAA will continue to pursue cooperative educational efforts.

Education on the SAA Web Site

I am pleased to announce that the Education Office has added a number of publications to the SAA Web site. Thanks to the tremendous work of Tim Ericson and Rhonda Frevert of the University of Wisconsin/Milwaukee, SAA has a new edition of the Directory of Archival Education in the United States and Canada available on our site. We have also added a directory of SAA student chapters to the site, with information about faculty advisors, officers and contact information. For all student chapter members who are reading this: we can always use updates on student officers, e-mail addresses and phone numbers. Finally, the SAA Education Office will post tentative continuing education offerings on the site as far as one year in advance for planning purposes. We hope you will take advantage of all of our new information, and visit often: http://www.archivists.org and then click on “Education.”

Spring 1997 Workshop

One more excellent workshop is to be presented this spring:

**Sound and Light: Administration of Sound Recording and Moving Image Materials in Archives**

*June 24-25, 1997, in conjunction with the Conference of Inter-Mountain Archivists, Cedar City, Utah*

*Fee: $342 • SAA members: $269*

*Registration deadline: May 24, 1997*

This course will present the history of recording formats, types of records media and technology used from cylinder recordings through film and videotape, aging characteristics of each medium, methods for extending the life of non-archival formats, and types of equipment required for patron use of audiovisual recordings. Contact Joan Sander (jsander@archivists.org or 312/922-0140) for registration information.
# SAA PUBLICATIONS SURVEY

Please help SAA assess its publications program by returning this survey no later than June 15, 1997

The Society of American Archivists currently distributes more than 120 titles—half of which are published by SAA. The publication and sale of monographic publications produces significant revenue for SAA and is also a major service to the membership. In order to ensure continued fiscal vitality and to meet the resource needs of the archival community, the SAA Publications Board is presently creating a long-range publication plan. The board is attempting to identify some of the most important publishing needs of the profession for the next five years so that work on new editions of existing texts and brand new titles can be initiated and sequenced. To best meet your needs, the Publications Board is requesting suggestions for specific titles to update and/or reprint and is soliciting general input on themes for new publications. Please browse through the 1997 SAA Publications Catalog (mailed to members last November and accessible via SAA’s Web site: http://www.archivists.org) and answer the following questions. Attach additional sheets if needed. Thank you for your time and insights.

Helen Tibbo (Chair) and David Haury (Publications Editor)

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<td>1. For which existing titles published by SAA would you like to see new editions during the next five years? (Rank in order of importance.)</td>
<td>5. Should SAA create translations of non-English archival works? If so, for which titles?</td>
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<td>2. On which new topics would you like to see SAA publish over the next five years? (Rank in order of importance.)</td>
<td>6. What types of works and/or specific titles would be useful for a) classroom instruction; b) “the lone arranger”; and c) large institutional archives?</td>
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<td>3. In general, what types of publications should SAA produce (e.g., manuals, theoretical works, textbooks, etc.)?</td>
<td>7. How much do you spend on professional literature each year?</td>
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\begin{array}{ll}
\text{Have you ordered books from SAA within the last three years?} & \\
\text{□ Yes} & \text{□ No}
\end{array}
\] |
| From which other sources do you obtain archival literature? |

Please return by June 15, 1997, to:
David Haury, Assistant Director
Kansas State Historical Society, 6425 SW Sixth
Topeka, Kansas 66615-1099

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Society Digest

In the Center of this Issue...

- The 1997 Directory of Archival Organizations in the United States and Canada. This handy, eight-page reference contains 68 listings. Each entry includes a contact person for the organization, the newsletter editor (if applicable), plus membership totals and dues information. Organizations are invited to help SAA keep this list up-to-date. Send the latest information to SAA at (312) 922-0140 or info@archivists.org.

- Proposed Revisions to the SAA Constitution and Bylaws. The original charge to the Task Force on Organizational Effectiveness called for review, clarification, and simplification of SAA's constitution and bylaws. This document includes the revisions and a commentary about the proposed changes that will be voted on at the annual business meeting of the Society of American Archivists on August 29, 1997, in Chicago.

What's New on SAA's Web Page

Visit the SAA home page on the World Wide Web: http://www.archivists.org. We are constantly adding vital information to make it one of the finest professional resources available. In recent weeks we have added: publications department FAQs; 1997 SAA Publications Catalog (including updated pricing information to the print version of the catalog); American Archivist Editorial Policy and subscription information; table of contents for upcoming issues of the American Archivist; advertising rates and schedule for the American Archivist, Archival Outlook, and Professional Opportunities; Proposed Revisions to the SAA Constitution and Bylaws; Council meeting minutes; 1997 edition of the Directory of Archival Education in the United States and Canada (which includes Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree and vital links to the Web sites of the institutions listed in the directory); a directory of SAA Student Chapters (including information about faculty advisors, officers, and contact information); and membership FAQs.

In the coming weeks look for these exciting additions: 1997 SAA Annual Meeting Program; new SAA membership brochure; information on the SAA Mentoring Program; and the final schedule of SAA Continuing Education Workshops for fall 1997. Visit the SAA home page for the latest information and news about your professional association!

SAA Employment Bulletin On-Line

This summer the SAA Employment Bulletin will be available in electronic format for the first time. A recent survey of subscribers clearly indicated that this service was in demand (see Archival Outlook, March/April 1997, p. 16). SAA is pleased to offer an electronic version of the bulletin to subscribers starting with the June issue. The bulletin will be located in a secured area of the SAA home page. Subscribers will receive a special password for access. The electronic version is being provided in addition to the print version, and is not replacing it. SAA looks forward to the success of this new service and to providing additional services in response to membership needs.

New Official Travel Agency

SAA recently selected Flying Colors, LLC to become its new official travel agency. Established in 1981, Flying Colors specializes in association travel. When SAA members use Flying Colors for all SAA related travel, they will help SAA to reduce its travel-related expenses as SAA benefits from receiving the lowest possible airfares and will receive credit for free airline tickets based on members' cumulative usage. An airline discount program on United Airlines has been negotiated by Flying Colors for SAA's 1997 annual meeting in Chicago. You may contact Flying Colors to receive the SAA discount at (800) 883-7671 or flying_colors@sba.com. Flying Colors is located in Chicago with operating hours of Monday through Friday, 8:00 a.m. - 6:00 p.m. CST.

SAA Deadlines

MAY

1 Theodore Calvin Pease Award nominations

5 Job announcements for June SAA Employment Bulletin

24 Registration deadline for “Sound and Light” workshop (see p. 15)

JUNE

5 All submissions (including job ads) for July/August Archival Outlook

13 Audiovisual/room set-up requests for SAA annual meeting sessions and workshops

JULY

5 Job announcements for August SAA Employment Bulletin

11 SAA pre-conference workshop registration. After this date a $20 late fee will be assessed (see p. 14)

11 Early bird registration for SAA annual meeting in Chicago

AUGUST

4 Tour registration for SAA annual meeting in Chicago (through Windy City Events, Inc., 312/341-0221)

5 All submissions (including job ads) for September/October Archival Outlook

7 KiddieCore child care registration deadline for SAA annual meeting in Chicago (619/455-1718)

6 SAA annual meeting cut-off Fairmont Hotel reservation date (see pp. 12-13)

SEPTEMBER

5 Job announcements for October SAA Employment Bulletin

OCTOBER

5 All submissions (including job ads) for November/December Archival Outlook
Proposed Revisions to the SAA Constitution and Bylaws

Introduction

As reported in the March/April 1997 issue of Archival Outlook, Council has approved the text of a revised SAA constitution and bylaws for submission to membership for consideration. The proposed revisions are the result of the Task Force on Organizational Effectiveness and Council deliberations. Members should review the changes carefully and come prepared to discuss and vote on them at the business meeting during the SAA annual meeting in Chicago on Friday, August 29, 1997, at 6:15 p.m. To facilitate the presentation of the document, former SAA president and constitutional veteran J. Frank Cook has agreed to coordinate discussion. Members are encouraged to send any questions and comments to: J. Frank Cook, University of Wisconsin-Madison, Archives, B134 Memorial Library, 728 State Street, Madison, WI 57306-1494; (608) 262-3290; fax (608) 265-2754; jfcook@macc.wisc.edu.

In addition, a "Constitution and Bylaws Open House" will be held at the SAA annual meeting in the exhibit hall of the Fairmont Hotel on Thursday, August 28, 1997, noon-2 p.m.

In summary, the revisions include:

- 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;
- streamlining to transfer procedural items from the constitution and bylaws to the guidelines; and
- clarifications of the authority for the existence of SAA organizational units.

An underlying principle is that SAA should operate with three separate but related governing/procedural documents: 1) the constitution defining purpose, membership, and governing structure, and providing authority for fundamental components of the Society; 2) the bylaws outlining the key policies and principles for governance and administration; and 3) guidelines providing specific direction for the regular operation of the Society's units, programs, and services. A related concept is the differentiation in requirements for the adoption and amendment of each of these three governing/operational documents.

Explanatory Comments

Constitution

III. A. Membership. Additions/revisions to
- a) introduce/define the concept of "individual" membership which is already used in the current document and practice;
- b) explicitly indicate membership eligibility for persons and institutions involved in teaching;
- c) clarify and expand on the statement of the rights of each category of membership and provide a distinction of rights among the membership and dues categories;
- d) suggest a nomination process for honorary membership and increase the number of possible honorary members.

III. B. Fellows. Edit text regarding Fellows to better reflect purpose of defining a "special class" of membership and reduce procedural detail now handled through committee guidelines.

IV. Dues. State that membership in good-standing ceases when dues are more than 90 days in arrears and clarify that a simple majority is required to approve changing dues.

V. A. 1. Governance-Officers. Clarify that the vice president/president, like the treasurer, is ineligible for immediate reelection and that the vice-president succeeds in case of a vacancy in the presidency.

V. A. 2. Governance-Council.
- a) Clarify that the government of the Society is in the hands of a single body known as the "Council" composed of the officers and nine councilors elected at-large.
- b) Clarify the level of vote needed for approval of actions at Council meetings.
c) Provide authorization for the existence of the executive committee.

V. B. Finances. Consolidate financial policy matters in the Constitution and reduce the level of specific financial instructions contained in the Constitution and Bylaws. Clarify the division of the Society's finances into three functional categories—general, special projects, and endowments.

V. C. Appointments. Specify the Executive Director's responsibility for keeping minutes since SAA does not have a Secretary. Provide authorization for appointment of the Society's archivist.

VI. Meetings. Introduce the term "business" to describe the annual membership meeting since the term is used elsewhere in the current constitution and bylaws. Establish the threshold of a 2/3rds vote for the extraordinary measure of calling a special membership meeting. Resolve currently unanswered questions relating to membership reconsideration of Council's action on business meeting resolutions.

VII. Records. Clarify the documents that are Society records and recognize the responsibilities of the Society's archivist.

IX. Bylaws. Establish that a 2/3rds vote is needed for Council or business meeting approval of, or amendment to the bylaws to reflect their importance and differentiate them from the level of vote needed on the administrative procedural matters contained in the Guidelines.

XI. Dissolution. Indicate that approval by 2/3rds of members is needed to move to dissolution and state the legislative jurisdiction under which terms of dissolution would have to be developed.

Bylaws

Issues already addressed in the comments on the constitution are not further noted below.

1.A. Officers-President. Clarify the current practice that the President also presides at Executive Committee meetings, and note that the President retains the right to vote.

1.C. Treasurer. State the sequence for development and review of the budget and the requirement for providing an annual financial report.

2. Executive Director. Stipulate the Executive Director's authority, responsibility, and relationship to SAA's governing structures and policy.

3. Editors/Advisory Board. Delete references to the editor and editorial board. The overall authorization for boards is contained in revised Bylaw 6, and details on policy and procedures for specific boards are contained in the Guidelines.

3. Council. Provide authorization for Council actions to be voted upon through an electronic or telecommunications meeting and stipulate the level of vote for action in lieu of stating a quorum.

4. Executive Committee. Adjust language to accommodate the term "councilors." Stipulate that the Councilor member of the Executive Committee is elected at the Spring Council meeting. Note the need for the Executive Committee to provide timely communication and consultation with Council between meetings. Clarify current practice of the Executive Committee's role as a finance committee.

5. Elections. Eliminate existing ambiguities and make consistent with balance of the constitution and bylaws. In 4.B, the general goal of diversity has been added and demographic specifics have been transferred to the Guidelines. In 4.C, eliminate redundancy and specify dates for announcement of the slate of candidates and for nominations by petition. In 4.E, establish procedures for action in the extraordinary event of a tie vote.

6. Organizational Units. Recast this bylaw's title and content into an overall authorization for the existence of all types of organizational units, e.g., committees, task forces, boards, sections, roundtables, student chapters, representatives, etc. Allow the Guidelines to carry the detailed procedures and policies for each unit or type of unit. Delete the reference to the no-longer-extant Professional Standards Committee.

"Old" 7. Special Projects Funds. Delete since its sense has been moved to proposed constitutional amendment V. B.


7. Parliamentary Procedure. Alice Sturgis' Standard Code of Parliamentary Procedure is recommended because it is easier to follow and better at establishing principles on which interpretations can be made.

8. Rules of the Business Meeting. Although the content of the Rules of the Business Meeting is derivative of sections of the constitution and bylaws, the rules contain additional procedure and restate basic constitutional issues related to quorum and level of vote needed for amendment. In addition, because the present bylaws do not offer a process for the formal adoption or amendment of the rules at each meeting, language on this parliamentary requirement has been added. Other revisions of the rules are to clarify the sequence of ideas and procedure, ensure consistency with revised constitutional language where relevant, and clarify members' rights to move amendments to the agenda.
Proposed Revisions

SAA constitution and bylaws revisions reflecting all changes in
the documents following review and formal approval by vote of
SAA Council at its January 24-26, 1997 meeting.

- Text to be deleted is marked for strikeout.
- Text to be added is marked with underline.
- Comments are marked with italics.

Constitution of the Society of American Archivists

I. NAME
The name of this organization shall be The Society of American
Archivists. The Society is incorporated as a nonprofit
organization under the laws of the District of Columbia.

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

III. MEMBERSHIP
A. There shall be several categories of membership.
1. Individual full membership shall be open to those who are or
have been engaged in the custody, study, teaching, or control of
records, archives, or private papers, or who wish to support the
objectives of the Society. Full members are eligible to hold
office in the Society; to hold any appointive position in the
Society; to vote for officers, members of the council, councilors,
and members of the nominating committee; and to vote on all
matters requiring a vote which come before the Society as a
whole; to be members of constituent units of the Society; and to
receive the benefits of the Society's programs and services.

2. Individual associate membership shall be limited to those who
wish to support the objectives of the Society but who are either
not professionally responsible for custody or control of

records, archives, or private papers or who are not engaged in
the study or teaching of archives. Associate members may vote
for officers, members of council, members of the nominating
committee, and on all matters requiring a vote which come
before the Society as a whole. Associate members are eligible to
be members of sections, roundtables, and task forces and to
receive the benefits of the Society's programs and services.

3. Individual student membership shall be open to full-time
students for a two-year period only. Student members may vote
for officers, members of council, councilors, members of the
nominating committee, and on all matters requiring a vote which
come before the Society as a whole. Student members are
eligible to hold any appointive position in the Society; to be
members of constituent units of the Society; and to receive the
benefits of the Society's programs and services.

4. Institutional membership shall be open to institutions or
agencies concerned with responsible for or substantially
interested in the custody, study, teaching, control, or use of
records, archives, and/or private papers. Institutional members
are eligible to receive the publications of the Society.

5. Honorary membership may be extended to any person chosen
by a two-thirds vote of the full membership of the council in
recognition of eminent distinction in any of the fields of the
Society's objectives: Honorary membership, in recognition of
eminent distinction in any of the fields of the Society's
objectives, may be extended to any person chosen by a
two-thirds vote of the full membership of the council following
nomination by at least ten (10) individual members. Honorary
membership shall be for life, and honorary members shall not be
required to pay dues or other assessments; they shall have all the
privileges of individual full members and shall receive the
publications of the Society. The number of honorary members
shall not exceed five (5) ten (10) at any one time.

B. Fellows of the Society of American Archivists [moved from
V below]
To recognize sustained and outstanding achievements in pursuit
of the goals of the profession and the work of the Society,
there shall be a special class of individual dues-paying
members, known as Fellows of the Society of American
Archivists, which shall consist of members elected to that class
by a seventy-five percent (75%) vote of the Committee on the
Selection of Fellows of the Society of American Archivists.
Their number of Fellows shall be no more than five percent
(5%) of the total individual membership reported at the last
annual business meeting of the Society. No member of the
Society shall be elected a Fellow who has not been a full
member of the Society in good standing for at least seven (7)
years immediately preceding election. A duly elected Fellow
shall retain this designation so long as membership in good
standing is maintained in the Society.
IV. DUES
A member shall be enrolled upon the first payment of dues and shall receive benefits during the period for which dues have been paid. All dues shall be payable in advance. Membership in good standing shall cease when dues are ninety (90) days in arrears. Changes in membership dues shall be determined by a majority vote of those members present and voting at the annual business meeting of the Society.

V. FELLOWS OF THE SOCIETY OF AMERICAN ARCHIVISTS [moved to above III.B]
The Committee on the Selection of SAA Fellows shall be guided by the following criteria:

1. appropriate academic education and professional and technical training in any of the fields of the Society’s interest;

2. professional experience in any of the fields of the Society’s objectives for a minimum of seven (7) years, which shall include evidence of professional responsibility of exceptional extent or quality;

3. contributions to achieving the goals and objectives of the profession, through such activities as writings of superior quality and usefulness, outstanding leadership of archival institutions and/or development of archival programs, and outstanding contributions to archival education. Contributions must be of significant scope and duration, demonstrating initiative, resourcefulness, and commitment;

4. contributions to the archival profession through active participation in the Society of American Archivists and innovative or outstanding work on behalf of the Society rendered and sustained over a period of many years.

VI. OFFICERS
V. GOVERNANCE AND ADMINISTRATION
A. Officers and Council
1. Officers. The officers of the Society shall be a president, a vice president, and a treasurer. The president and vice president shall serve terms of one (1) year each and shall take office at the conclusion of the annual business meeting following the election and shall be ineligible for immediate reelection. The vice president shall automatically become president at the conclusion of the following year’s annual business meeting or in case of a vacancy in the presidency. The treasurer shall be elected for a term of three (3) years beginning at the conclusion of the annual meeting following the election and shall be ineligible for immediate reelection.

VII. GOVERNMENT
2. Council.

a) The government of the Society, the management of its affairs, and the regulation of its procedures, except as otherwise provided in this constitution, shall be vested in a council composed of the officers and nine (9) members elected by the Society. Three (3) council members shall be elected in each annual election for terms of three (3) years. The nine (9) elected members of the council shall be ineligible for immediate reelection. If a vacancy shall occur in the council or in any of the offices except the presidency, it may be filled by the council. The persons designated shall hold the position until the next annual election at which time the position will be filled by election for the remainder of the term, if any. The council shall consist of the president, vice-president, treasurer and nine (9) councilors elected at-large by the Society. Three (3) of the nine (9) councilors shall be elected in each annual election for terms of three (3) years. The nine (9) councilors shall be ineligible for immediate reelection. If a vacancy shall occur among the councilors or in any of the offices except the presidency, it may be filled by the council. The persons designated shall hold the position until the next annual election at which time the position will be filled by election for the remainder of the term, if any.

b) Council shall meet at the annual meeting of the Society and shall hold such other meetings as it may determine. Special meetings of the council for any purpose shall be called by the executive director on written request of the president or of three (3) members of the council. Seven (7) members shall constitute a quorum for the transaction of business, but a smaller number may adjourn to another date. When meeting in person, a vote shall become the act of council on approval by a majority of those present and voting, unless otherwise required by the constitution or bylaws.

c) There shall be an executive committee of the council constituted according to the bylaws of the Society.

[The following language is to be replaced by the new "Finances" paragraph which follows.] Council shall be responsible for investment of funds and for care of other assets of the Society. To further the educational aims of the Society, there shall be an endowment fund, the principal and earnings of which shall remain unexpended until together they total $75,000, and thereafter only the earnings may be expended. Fiscal control of the funds and assets shall be maintained by such records and accounting system as may be prescribed by the Council. An annual audit of the financial affairs shall be made and a report of the audit published.
# 1997 Directory of Archival Organizations in the United States & Canada

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67. Reseau des Archives du Quebec  
68. Saskatchewan Council of Archives
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   Fax (518) 463-8656

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   Fax (504) 529-2001

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58 Archives Association of Ontario
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59 Archives Council of Prince Edward Island
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60 Canadian Council of Archives
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63 Association for Manitoba Archives (75/515-530 CDN)*
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65 Council of Archives New Brunswick (10/513 CDN)*
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62 Association des Archivistes du Quebec (550/570-5195 CDN plus taxes)*
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64 Association of Newfoundland and Labrador Archives (150/515-430 CDN)*
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68 Saskatchewan Council of Archives (30/515-5300 CDN)*
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*number of members/annual dues
B. Finances. [This following text brings forward relevant material from old bylaw 7]

1. The Society's financial assets and activities shall be divided into funds reflecting general operations, special projects, endowments, and such other functional categories as council may establish from time to time. To further the aims and purposes of the profession, the council may establish special projects funds set apart from the general operating and endowment funds and used only for the purposes for which they are or were established. Council may establish permanent endowment funds from which only the earnings may be expended to further the aims of the Society.

2. Council shall be responsible for policy governing investment of funds and for care of other assets of the Society. Fiscal control of the funds and assets shall be maintained by such records and accounting system as may be prescribed by the council in accordance with the constitution, bylaws, and existing guidelines. An annual audit of the financial affairs shall be made and a report of the audit published.

VIII. APPOINTMENTS

C. Appointments. The council shall appoint an executive director who shall serve at its pleasure. Except when the council or its executive committee is in executive session, the executive director shall attend the meetings of council, meetings the executive committee, and the annual business meeting and keep their minutes, but shall not vote. The council shall appoint the Society's archivist and may make other appointments as needed.

IX. VI. MEETINGS

1. The Society shall hold an annual business meeting at such time and place as the council shall determine, and special meetings may be called by a two-thirds (2/3rds) vote of the council. Notice of each meeting of the Society shall be mailed by the executive director at least thirty (30) days before the date of the meeting. One hundred (100) individual members shall constitute a quorum for the transaction of business, but a smaller number may adjourn to another date.

2. Resolutions passed at the annual business meeting which request the council to take a specific action must be formally considered and voted upon by council in a timely fashion. The membership shall be notified of the results of that deliberation and the final council’s vote decision. If ten (10) percent of the membership disagrees with council’s decision, and files a petition, within ninety (90) days of the U.S. Postal Service postmark of the council’s notification, to that effect with the executive office, a mail ballot shall be conducted through the next mailing to the membership and the results of a majority vote of the members voting on this ballot shall be binding provided that at least thirty (30) percent of the eligible members shall have voted.

X. VII. RECORDS

The records of the Society, of council, and of its other units of the Society committees shall be preserved by the officers, councilors, and the executive director, and unit chairs, and shall be promptly turned over by them and by the chairs of committees to their successors. Non-current records shall be appraised by direction of the council upon recommendation of the Society's archivist, be appraised and those of continuing value shall be deposited for preservation in a repository selected by it, the Society's official archives, and council shall determine a policy of access to these records.

XIII. VIII. PUBLICATIONS

When funds are available, the Society shall publish a quarterly journal, a newsletter, a membership directory, and other such publications as council may designate. All categories of membership shall be entitled to receive the quarterly journal, and the newsletter, and membership directory, and subscriptions shall be accepted from others at such rates as may be directed by council.

XIII. IX. BYLAWS

The council is authorized and directed to prepare, adopt, or amend such by-laws as may be desirable to regularize the administrative practices of the Society. Adoption or amendment of bylaws may be made either by a two-thirds (2/3rds) vote of the council or by a two-thirds (2/3rds) vote of those members present and voting at the annual business meeting. A copy of the current constitution and bylaws shall be published in the Society's membership directory and shall be available to any member upon request to the executive director. Any part of the by-laws shall be subject to review by the membership at an annual business meeting of the Society and may be changed by a majority vote of those attending.

XIII. X. AMENDMENTS

Amendments to this constitution may be recommended by a majority vote of the council or proposed in writing by at least twenty-five (25) members of the Society. All amendments must be filed with the executive director at least four (4) months one-hundred (100) days prior to the annual meeting. Copies of the proposed amendments shall be mailed by the executive director to all members at least thirty (30) sixty (60) days in advance of the meeting at which they are to be considered. If approved by the council, amendments may be adopted by a majority of the members present and voting at the annual business meeting(s) of the Society. If not approved by the council, amendments may be adopted by a two-thirds (2/3rds) vote of the members present and voting at the annual business meeting(s) of the Society.

XIV. XI. DISSOLUTION

In accordance with the laws of the District of Columbia (currently 29 D.C. Code 1047), the Society may be dissolved upon the vote of two-thirds (2/3rds) of the members present and voting at a meeting called for such purpose following
notification through the U.S. Postal Service at least 90 days in advance of the meeting. In the event of the dissolution, of the Society's property, funds, and other assets shall pass to whatever agency or agencies may be designated by the council in office at the time of dissolution.

As amended, ______________________ 1997.

Bylaws

1. DUTIES OF OFFICERS
A. The President shall direct and coordinate the affairs of the Society, preside at all business meetings of the Society, and of the council, and its executive committee, and shall perform such duties as may be directed by the council. The president may vote in any meeting of the Society at which he or she presides.

B. The vice president shall perform the duties of the president in case the president is absent or incapacitated and, in case of a vacancy in the presidency, shall assume that office and hold it for the remainder of the term.

C. The treasurer shall be responsible for: planning and formulating financial policy in consultation with the Executive Director; recommending such policies to council; reviewing the annual budget before its submission to the executive committee and to council; internal auditing of all Society financial operations; providing an annual report on the Society's finances; and investing special funds and endowments on the advice and consent of the council. In the absence of the president and the vice president, the treasurer shall preside at business meeting(s) of the Society and meetings of the council.

2. DUTIES OF THE EXECUTIVE DIRECTOR
The executive director shall manage the programs and activities of the Society and its staff. The executive director shall assist the president in establishing the agenda for council meetings. The executive director shall keep the minutes of the Society and of the council, annual business meeting, council, and executive committee, prepare and mail notices, present at each annual business meeting a report of the activities of the Society, and perform such other duties as may be directed by the council. The executive director shall have custody of and preserve the corporate seal of the Society and shall affix the seal under the direction of the president and the council. The executive director shall, in consultation with the treasurer, prepare the Society's annual budget for submission to the executive committee and council. The executive director shall receive and disburse all funds in the general operating budget of the Society and the funds in the various Society budgets supported by external grants, special projects, and endowments under guidelines established by council. Quarterly reports of all receipts and disbursements for all budgets shall be made to the council by the executive director. According to guidelines established by council, the executive director shall hire, compensate, supervise, evaluate, and terminate all other persons remunerated employed by the Society.

3. EDITORS AND EDITORIAL BOARD
The editors of the Society's quarterly journal and other publications shall have the advice and cooperation of an editorial board consisting of twelve (12) members. The council annually shall appoint four (4) members, each for a term of three (3) years. The president annually shall select the chair of the editorial board from among its members. The chair may be appointed to a maximum of three consecutive one-year terms.

3. COUNCIL
When Council meets through telecommunications or electronic conference, a vote shall become the act of the council upon the approval of a majority of all members of the council unless otherwise required by the constitution or bylaws.

4. EXECUTIVE COMMITTEE
There shall be an executive committee of the council who shall be comprised of the president, the vice president, the treasurer, and one council or member of the council who shall be elected for a term of one (1) year annually by the nine (9) councilors at the spring meeting of council, members for a term of one (1) year. The president shall serve as chair of the executive committee and shall call the committee into session. The executive committee shall act for the council in conducting the affairs of the Society between meetings of the council and shall provide timely communication and consultation with the council between meetings. The executive committee shall act as the finance committee of the council and review financial policy for approval by council, approve all investments, and shall approve the budget submitted by the treasurer for submission to review and action by the council. The executive committee shall annually conduct a performance review of the executive director according to procedures mutually agreed to by the executive committee and the executive director and approved by council.

5. ELECTION OF OFFICERS AND COUNCILEORS
A. There shall be a nominating committee composed of five (5) members, two (2) of whom are selected by lot at the spring meeting of council from among the councilors council members in their second year of service and three (3) of whom have been elected by the membership. The vice president-elect shall appoint the chair from among the three (3) elected members of the committee. The person receiving the most votes in the election by the membership shall serve as chair. In the event of a tie vote, the chair shall be appointed by the vice-president-elect from among the three (3) elected members of the committee.

B. The nominating committee shall canvass the membership for suggested nominations suggestions of possible nominees for the offices of vice-president, treasurer, councilors, and nominating committee. The tabulated results of the this advisory canvass shall be made available to any member of the Society upon
request. [eliminate paragraph break and join next sentence to here] The nominating committee shall try to achieve a broadly based, diverse governing body by considering such factors as area of archival interest, age, sex, race, and geographical location in its selection of nominees.

C. The nominating committee shall put forth a minimum of two (2) nominees from the eligible membership for each vacancy; including a minimum of two (2) nominees for each vacancy on the nominating committee. The nominating committee shall notify the membership of the names of the nominees through the SAA Society’s newsletter no later than February 15. An eligible member may also be placed on the ballot by submission of a petition signed by fifty (50) individual members. Such petitions must be received in the executive office by the petition deadline announced in the newsletter by February 10.

D. The nominating committee shall issue an official ballot containing names of the candidates whom it has named, the candidates who have been nominated by petition, and blank space for write-in candidates. The ballot shall be accompanied by brief biographical sketches of the nominees and responses to questions posed by the nominating committee. Candidates may add a brief statement of the issues facing the Society and how they intend to deal with those issues.

E. Ballots shall be mailed to all individual members according to a schedule approved by council. If no candidate for a vacancy receives a plurality of at least forty (40) percent of the membership voting, the nominating committee will conduct a run-off election via mail ballot under terms determined by council. 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.

F. All votes shall be tallied by at least three (3) individual members of the Society appointed by the president, one of whom shall be designated the chair. The ballots and the tabulated results shall then be given to the executive director who shall immediately notify all candidates of election results. The names of the new officers, council members, and members of the nominating committee shall be published in the next issue of the Society’s newsletter and announced publicly at the annual business meeting. A member may obtain the vote count from the executive office of the Society.

6. COMMITTEES ORGANIZATIONAL UNITS
A. Except as otherwise specified in the constitution and/or bylaws, standing committees, task forces, boards, sections, roundtables, and other groups units shall be created and terminated by the president with the advice and approval of the council. Chairs of standing committees, and task forces, and boards shall be appointed by the president for terms of one year and may be appointed to a maximum of three consecutive terms except for such bodies for which the term and means of selection of chair are otherwise specified in the constitution and/or by-laws of the Society. Each standing committee, task force, board, or other group unit shall have guidelines approved and amended as necessary by council that set forth its purpose, size, composition, means of selection and length of terms of members and chair, reporting procedures, and duties and responsibilities. Each section shall select its own leaders and shall adopt bylaws defining its own governance provided that no section bylaw may be in conflict with the constitution, bylaws, or guidelines of the Society. Each roundtable shall select its own leaders and shall operate in accordance with guidelines approved and amended as necessary by council.

The committee on professional standards shall consist of the five (5) most recent former presidents of the Society and three (3) Fellows elected to this committee by council. The former president serving in the second year on the group shall act as its chair.

B. 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.

7. GRIEVANCE COMMITTEE
In the event of grievances as specified below, there shall be a personnel grievance committee. The committee shall be composed of five members, each of whom must have served the Society as a council member, or as an elected officer within the past five years, but who may not be serving in such capacity at the time of the work of the committee. Two members of the committee shall be chosen by council, two members by the executive director, and the fifth member by decision of the first four members chosen. The fifth member will serve as chair of the committee. The committee shall hear grievances 1) between the executive director and council, 2) between the executive director and a staff member, and 3) such other grievances as may be referred to it by council. The decision of the personnel grievance committee concerning matters involving the executive director shall be binding upon the parties to the dispute, provided that the decision is in accordance with applicable federal and state laws and the constitution and by-laws of the Society.

7. SPECIAL PROJECTS FUNDS
In addition to the general operating account of the Society, the council may establish such special projects funds as may serve to further the aims and purposes of the profession. Such funds shall be set apart from the operating account and may be used only for the purposes for which they were established. [sense of preceding text has been moved to Constitution.]
8. GUIDELINES
The council is authorized and directed to prepare, adopt, or amend such administrative guidelines, policies, and procedures as may be desirable to regularize the functions and operations of the Society's committees, task forces, boards, sections, roundtables, representatives, awards, programs, and other activities. Adoption or amendment of a guideline requires approval by a majority of the council. No part of the guidelines may conflict with the Society's constitution or bylaws. The guidelines shall be maintained by the executive director, and a copy of the current guidelines shall be available to any member upon request to the executive director.

9. PARLIAMENTARY PROCEDURE

8. RULES OF BUSINESS MEETING
At the beginning of the Society's annual business meeting, the president shall present the following rules for adoption by a majority vote of those members present and voting. Once adopted, the rules may be suspended or amended only by a two-thirds (2/3rds) majority of members present and voting unless such suspension or amendment conflicts with the Society's constitution or bylaws. Notice of the rules of the business meeting shall be made in writing to all meeting registrants through their registration packets.

a) Full members, associate members, student members, and honorary members may vote at the SAA Society's annual business meetings. Institutional members cannot vote.

b) (The following sentence was previously item "d" under Rules of the Business Meeting.) In any question of the membership status of an individual, the SAA executive office roster of members for the month in which the annual meeting begins will be definitive.

c) All members may participate in discussions at the business meeting.

d) Nonmembers may speak by general consent of the membership; if a member calls into question the participation by a nonmember, the chair will ask for a vote by the members present. A simple majority will provide consent to speak.

e) Persons seeking recognition from the chair shall identify themselves for the record, giving their names, institutional or other affiliation, and whether they are members or nonmembers.

f) Debate shall be limited to five minutes for each speaker; no speaker may have the floor twice until all who wish to speak have spoken.

g) All resolutions to be brought before the business meeting for action and shall be submitted to the council resolutions committee no later than noon of the day preceding the business meeting and shall be available to members in writing at the meeting. Resolutions from the floor may be considered by majority vote.

h) Amendments to the constitution that have been approved by council in advance of the business meeting may be adopted by a majority vote. Amendments to the constitution that have not been approved by council may be adopted by a two-thirds (2/3rds) vote. All amendments to the constitution must be filed with the executive director at least one hundred (100) days prior to the annual meeting and mailed by the executive director to all members at least sixty (60) days in advance of the meeting at which they are to be considered.

i) Changes to bylaws of the Society may be adopted by a majority vote of those attending. Adoption of, or amendment to, bylaws of the Society may be made by a two-thirds (2/3rds) vote of those members present and voting at the annual business meeting.

j) At the beginning of the meeting the president will announce the agenda and rule on proposed additions, call for additions or amendments, and call for a vote to approve the agenda. After the agenda has been adopted by the majority of the members present and voting, it can be departed from only by the general consent or by two-thirds vote if any members request a vote.

k) Proxy votes are not permitted.


As amended September 1992___________.

[The sequence of following two paragraphs was reversed to maintain a logical sequence of constitution, then bylaws.

h) Amendments to the constitution that have been approved by council in advance of the business meeting may be adopted by a majority vote. Amendments to the constitution that have not been approved by council may be adopted by a two-thirds (2/3rds) vote. All amendments to the constitution must be filed with the executive director at least one hundred (100) days prior to the annual meeting and mailed by the executive director to all members at least sixty (60) days in advance of the meeting at which they are to be considered.

i) Changes to bylaws of the Society may be adopted by a majority vote of those attending. Adoption of, or amendment to, bylaws of the Society may be made by a two-thirds (2/3rds) vote of those members present and voting at the annual business meeting.

j) At the beginning of the meeting the president will announce the agenda and rule on proposed additions, call for additions or amendments, and call for a vote to approve the agenda. After the agenda has been adopted by the majority of the members present and voting, it can be departed from only by the general consent or by two-thirds vote if any members request a vote.

k) Proxy votes are not permitted.

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 the SAA publications department: (312) 922-0140 ext. 21, info@archivists.org or access the catalog online at http://www.archivists.org. Please note that 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


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 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)

List $20; SAA members $15 product code 323

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

APPM Italian Style

Archives Personal Papers and Manuscripts (SAA, 1989) by Steven Hensen, has recently been translated into Italian—Archivi, manoscritti e documenti (Fisa, Italy: Archilab, 1996). For specific information about this translation, visit the Web site: http://www.pi.cnr.it/S.Miniato/hens.htm. For more information about Archilab, an Italian archival institution, visit: http://www.pi.cnr.it/S.Miniato/lab/html.

In Production

• The Records of American Business is the title of a new book to be published this summer by SAA. The book is a major product of the Records of American Business Project, which began operation in 1993. Directed by James E. Fogerty of the Minnesota Historical Society and Michael Nash of the Hagley Museum and Library, the project dealt with an array of issues surrounding the documentation of American business and large organizations in general. Edited by James M. O'Toole, the book contains fourteen essays that deal with business history as popular history, structural and functional analysis of records, the evolution of corporate archives, electronic information, the challenges of tracing decision-making structures and organizational culture, the place of visual and moving images as documents, and a guideline for determining which organizations to document and what records to save. Contributors were drawn from major programs across the United States, and include international perspectives from Canada and the United Kingdom. As O'Toole notes in the book's foreword, while the book deals with major challenges facing those documenting business, the "authors explore issues that are of pressing, day-to-day concern to all archivists."

• Research and the Manuscript Tradition by Frank G. Burke is the title of a new book to be jointly published by SAA and Scarecrow Press this fall. The author reveals professional techniques and traditions employed by archivists and manuscript curators, explaining what is done and why, providing beginning researchers a foundation for understanding how to search and access personal papers. The book will feature anecdotes and examples to survey problems of organization, access, alternative sources, and legal issues.

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CHARLES BARBER, JR., formerly manuscript librarian at the Hargrett Library, University of Georgia Libraries, has been promoted to assistant department head.

RONALD BECKER, Rutgers University, received the Society of Georgia Archivists' David B. Gracy Award for the best article in the 1992-1993 issues of Provenance for his article, “The Ethics of Providing Access.” The award is named for the founder and first editor of Provenance (formerly Georgia Archive).

BETH BENSMAI recently accepted the position of technical archivist at the Richard B. Russell Library at the University of Georgia. She was formerly assistant project archivist on the GAMMA project.

BRUCE DEARSTYNE will join the faculty of the University of Maryland's College of Library and Information Services in fall 1997. Since 1983, Dearstyne has served as director of Statewide Programs and Services at the New York State Archives and Records Administration. In addition, he has also held the position of executive director of National Association of Government Archives and Records Administrators since 1983.

PAM HACKBART-DEAN has been promoted to assistant department head at the Richard B. Russell Library, University of Georgia.

F. GERALD HAM is the 1997 winner of the Distinguished Service Award of the National Historical Publications and Records Commission for his exemplary accomplishment and extraordinary commitment in forwarding the mission of NHRPC. The award will be presented at SAA's annual meeting in Chicago this August.

HOWARD P. LOWELL, state archivist and records administrator of Delaware, now represents the National Association of Government Archives and Records Administrators on the National Historical Publications and Records Commission.

JOSEPH P. LAFRAMBOISE is the new electronic records archivist in the library and archives division of the Kansas State Historical Society.

VALERIE A. METZLER, archivist and historian in Woodbury, Penn., is stepping down after 11 years as editor of the SAA Preservation Section newsletter, Infinity. She is the new editor of the “Regionalia” column for MAC Newsletter.

PATRICIA A. NIKOLOITCH recently joined the staff of the Harold Washington Library Center's Special Collections and Preservation Division in Chicago where she serves as an archives specialist to the Harold Washington Collection.

ELLEN PIERCE recently accepted the position of director of the Maryknoll Mission Archives, Maryknoll, New York. Established in 1990, the archives is a collaborative project of the Maryknoll Fathers and Brothers and the Maryknoll Sisters.

GEOFFREY D. REYNOLDS recently accepted the position of collections archivist of the Joint Archives of Holland at Hope College in Holland, Michigan. He was formerly a records and information specialist with Infoflo Consulting in Southfield, Michigan.

WILLIAM SAFFADY will be joining the faculty of the Palmer School of Library and Information Science at Long Island University, effective September 1, 1997. Since 1987, Saffady has been a professor at the School of Information Science and Policy at the State University of New York at Albany.

TYLER WALTERS, acting head of the Special Collections Department, Iowa State University Library, has recently been granted tenure and promoted to the rank of associate professor by the Iowa Board of Regents.

NEW MEMBER ROSTER

Welcome to the following members who joined SAA during February and March.

Individuals

Brett Abrams  
Student
Margaret Alessi  
Student
Judy Anderson  
International Data Depository
Martha S. Baine  
Waterford Foundation
Helen M. Ballin  
Student
Suzanne Bergstrom  
Student
Nicole Reeves Blain  
Student
Harriet E. Brisson  
Student
Sharon E. Brock  
Student
Lisa Marie Brown  
Student
Laura Clark Brown  
University of California-Irvine
Sue Kim Chung  
Student
Stephen Cohen  
Student
Miles S. Compton  
Simpson College
Jennifer M. Crotty  
Student
Lisa DePalma  
Student
Nicole DiMichele  
Student
Richard P. Ellinger  
Retired
Tanya S. Evans  
Student
Corby Fleischer  
Student
Leigh A. Gavin  
Student
Sarah Glowacki  
Student
Susan Goodman  
Student
Lianne Hanson  
Student
John B. Harlan  
Student
Mary Alice Harper  
Student
Rebecca J. Hartman  
Student

Lisa M. Hill-Festa  
Nordic Heritage Museum
S.L. Hunter  
Student
Mary J. Johnson  
Student
Linda Jones Roccos  
Rutgers University
Stanley G. Kalemanis  
Student
Helena Kalmis  
Student
Lois Kaufman  
Student
Mee Kim  
University of Wisconsin at Milwaukee
Elizabeth A. Lanthier-Welch  
Student
Robert Lasner  
Student

20 Archival Outlook — May/June 1997
OBITUARIES

HENRY PUTNEY BEERS, 89, a former archivist with the National Archives and an American history bibliographer, died of congestive heart failure Dec. 9, 1996, at the Virgini-an Retirement Community in Fairfax.

Beers came to Washington and joined the National Archives in 1936. He retired in 1969 as an archivist in its civil archives office. After that, he continued archival research until 1993. During that time he published the books, French and Spanish Records of Louisiana and Spanish and Mexican Records of the American Southwest. The latter was nominated for a National Book Award.

He had written extensively about archive and manuscript sources and had been an assistant editor of the National Archives Territorial Papers of the United States. He was also a foreign relations historian for the State Department’s historical policy research division. His book, Bibliographies in American History: Guide to Materials for Research, became a standard American history reference.

A Fellow and long-time member of the Society of American Archivists, Beers was also a member of the Historical Society of the District of Columbia. A native of Scranton, PA, and a graduate of Lafayette College, Beers received a doctorate in American history from the University of Pennsylvania and was a Navy veteran of World War II.

GEORGE SIMOR, 76, a prominent figure in New York library and archives circles, died suddenly on July 3, 1996, while vacationing on Nantucket Island. He was a member of the faculty of Washington University in St. Louis from 1964 to 1966, then taught for many years in New York City at the graduate library school of St. John’s University, and at the Pratt Institute from 1967 to his death. From the 1980s on, he developed programs in preservation and conservation of archival and library materials and in archives and records management. Among his many awards, Simor was named an Outstanding Educator of America (1973).


Simor was a member of the Society of American Archivists, the Archivists’ Round Table of Metropolitan New York, the Long Island Archives Conference, and the Mid-Atlantic Regional Archives Conference. He lectured, taught, and published in the United States and abroad. In 1995, he was awarded the Cross of Chivalry by President Lech Walesa of Poland and received the Medal of Merit from the Polish National Archives for his work in the Archives of the Polish Institute of Arts and Science.

George is survived by his wife, Suzanna Simor. A scholarship fund has been established in his name at the Pratt Institute’s School of Information and Library Sciences.

Institutions

Catawba Cultural Preservation Project
Guggenheim Museum-SOHO
Haverford School
Intel Museum
Jersey Archives and Museum Service
Seminole Tribe of Florida
The Aerospace Corporation
The Home Depot
U.S. Army Missile Command
University of Ghana
Grappling With External Forces

When the National Archives and Records Administration set out to create its strategic plan last year, we wanted to set priorities and reallocate our resources accordingly. We also wanted to gain control of our own destiny. For years this small agency has been buffeted by federal budget cutting and external mandates not of our own choosing. I thought that if we better positioned ourselves to be addressing strategic priorities, we could anticipate and be prepared for many of the external pressures we face.

Despite the fact that our plan is now in place, recent events have shown that we have a long way to go before we will truly be able to “do more than just cope with current problems” or deal with future issues before they become current problems—or lawsuits. Let me focus on a recent example that is especially pertinent because it involves the Society of American Archivists.

Tax Analysts v. IRS. On February 10, 1997, Tax Analysts, the American Historical Association, the Organization of American Historians, and the Society of American Archivists filed suit against the IRS and NARA in an attempt by these organizations to settle the legal question of NARA access to IRS records.

NARA has been working with IRS to resolve this issue for some time, and we highlighted the issue in our evaluation of IRS’ records management program, which the Office of Records Administration completed in December 1995. Over the years, NARA has been denied access by the IRS to records restricted by 26 U.S.C. 6103. (This statute governs the disclosure of tax returns and return information.) Because access to records is an essential part of our ability to conduct records appraisals, we could not confirm or make disposition decisions about several IRS records series.

In response to the evaluation, IRS and NARA established an interagency working group to explore ways in which we could carry out our statutory responsibilities to determine the disposition of the restricted records and the IRS could protect the confidentiality of tax return information. Several approaches to appraising the records were tried, but despite the best cooperative efforts of both agencies, we were unable to resolve the basic issue of access to the restricted records. The question of NARA access to IRS records is now receiving a lot of attention. The bipartisan National Commission on Restructuring the Internal Revenue Service has looked at this issue. Deputy Archivist Lew Bellardo testified before the commission in March. The General Accounting Office is in the process of preparing a report on IRS’ records management. And NARA and IRS were asked by the Congress to submit a report outlining outstanding issues relating to our access to certain IRS records for appraisal purposes. Congress had asked for the report in our appropriations bill last year, months before the lawsuit was filed.

The report we submitted to Congress in March did not make any specific recommendations to resolve the access issue because of the pending lawsuit and because the legal and policy questions remain under consideration within the administration. We did, however, stress the point that access to records is “an essential part of NARA’s ability to conduct appraisals.” If designated NARA staff cannot examine records to appraise them, I cannot authorize their retention or destruction. Currently, we are working with the administration to resolve this issue. (The complete report is available on the NARA’s Web site: http://www.nara.gov/nara/vision/irsrpt.html.)

In this case, and in similar instances such as Public Citizen v. Carlin, I believe we could have avoided these lawsuits and found alternative solutions with, for example, better planning and better communications with SAA and our other external constituents. This communication has to come from both sides to be truly effective. Ultimately, I hope we can build a partnership between our two organizations in which we provide leadership on professional issues and work together to ensure ready access to essential evidence.

We here at NARA are just in the beginning stages of integrating the premises and priorities of our strategic plan in the way we operate. I have no doubt that we will make changes and be able to meet the challenges we face. No strategic plan can be the antidote for every external contingency, but careful strategic planning can help us anticipate many trouble spots and minimize their effects. That is one of the outcomes I hope will result from NARA’s strategic plan.

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Moyinhan Commission Calls For Major Changes to the Government's Culture of Secrecy

On March 4, 1997, the bipartisan, congressionally-mandated Commission on Protecting and Reducing Government Secrecy, chaired by Senator Patrick Moynihan (D-NY), presented its report to the President and the Congress. This report, which was the result of two years of investigation and which was supported unanimously by all 12 commission members, sharply criticizes existing policies that involve excessive secrecy. The report states that current policy often protects officials from outside scrutiny and thus prevents accountability and that the costs of the current system are very high in that they restrain public debate and dialogue. The report states: "It is time for legislation." National security information policy is currently established by executive order. The report recommends that such a law build on Executive Order 12958 with added provisions to ensure agencies compliance.

House Subcommittee Hears Testimony on the National Archives and NHPRC From Outside Witnesses

On April 8, 1997, three witnesses testified before the House Appropriations Subcommittee on Treasury, Postal Service, and General Government, which is chaired by Jim Kolbe (R-AZ), on the FY’98 budgets for the National Archives and the National Historical Publications and Records Commission. David H. Hoober, State Archivist of Arizona, Leslie S. Rowland, editor of the Freedmen and Southern Society Documentary Edition Project, and I all urged that NHPRC be funded at $6 million in FY’98, which is $1 million above the current level of $5 million and $2 million above the President’s request of $4 million. Kolbe, the only representative present for the hearing, asked no questions of the three witnesses.

Hoober focused his remarks on the NHPRC. He stressed the importance of the recently adopted strategic plan. Rowland, testifying on behalf of the Association for Documentary Editing, emphasized the wide ranging uses of documentary historical editions and the importance of NHPRC’s support for this work. Testifying on behalf of the NCC, I focused my allotted time to the needs of the National Archives and urged Congress to appropriate $206.47 million for the operating budget of NARA, which is the amount recommended by the President and is an increase of $10 million over the current level.

Supreme Court Refuses To Hear “Course Pack” Copyright Case

On March 31, 1997, the U.S. Supreme Court declined to consider the case of Princeton University Press, Macmillan and St Martin’s Press v. Michigan Document Services, Inc., case No 94-1778—frequently called the “course pack case.” The three presses had brought a copyright infringement case against the Michigan Document Services, which has five small copy shops that serve the University of Michigan and other institutions in the Ann Arbor area and which reproduces course packs without securing copyright permissions from the authors or publishers.

The first ruling in this case was in 1994 at the district court level and was in favor of the publishers. Then a three-judge panel of the U.S. District Court of Appeals for the Sixth Circuit in a 2-to-1 decision ruled in favor of Michigan Document Services in February 1996. However, in April the Appeals Court effectively dissolved that decision and decided that the entire panel of judges would reconsider the case. A November 1996 ruling concluded that photocopying of course packs without permission is an infringement of copyright. The publishers who asserted throughout this case that a commercial business was making profit at the expense of owners of intellectual property were delighted with the outcome which underscores the need for users to obtain copyright permission to use copyrighted material.

Assassination Records Review Board Seeks One-Year Extension

The Assassination Review Board, an independent Federal agency created by the JFK Act to oversee the identification and release of records related to the assassination of President Kennedy, released its annual report for 1996 in February and included a request for an one-year extension. The board has reviewed and processed nearly all the assassination records that have been identified by federal agencies with the important exceptions of the FBI and the CIA. In seeking $1.6 million of additional funds to operate for one more year, the board has noted that a premature termination—particularly without the inclusion of pertinent records from the FBI and CIA—would surely intensify doubts within the general public about the commitment of Congress to release the full record on the assassination of President Kennedy.

Archivist Testifies on FY’98 Budget for the National Archives and NHPRC

On March 18, 1997, U.S. Archivist John Carlin appeared before the House Appropriations Subcommittee on Treasury, Postal Service, and General Government, chaired by Jim Kolbe (R-AZ), to present the administration’s budget request for FY’98. Carlin stressed that the costs of rent and mortgages for buildings combined with personnel costs comprise 90 percent of operating expenses. Subcommittee members expressed interest in the funding for NHPRC and specifically about the future funding of the documentary history editions. According to a strategic plan—adopted last November and now being reviewed—documentary history editions would no longer be a top priority for funding. Kolbe noted that there was controversy about the possible decreased funding level for the founding fathers documentary history projects and asked if Carlin was reconsidering the plan and why the documentary editions were no longer important. Carlin stressed that the highest priority is to save history that could be lost and to address the challenges of electronic records.
National News Clips

**Chicago Archdiocesan Archives Dedicated to Late Cardinal**

Before the late Joseph Cardinal Bernardin of Chicago shared his dying with the world, before he became a leader in the Roman Catholic church in America, before he even became a bishop, Bernardin was an archivist. One of his first jobs as a priest was to organize records for the bishop of Charleston, S.C. So it was fitting to name the new repository for the historical documents of the Archdiocese of Chicago the Joseph Cardinal Bernardin Archives and Records Center. During a ceremony held on April 2, 1997—on what would have been Bernardin’s 69th birthday—the cardinal, who died of cancer last November, was warmly remembered as “a supporter of the information management profession.”

**MARAC Memories**

The Mid-Atlantic Regional Archives Conference (MARAC) will celebrate its 25th anniversary at its fall meeting, November 6-8, 1997, in Wilmington, Delaware. The anniversary committee is requesting memorabilia, photographs, amusing anecdotes, and reminiscences about MARAC. If you have any materials to contribute, please contact: Leonora Gidlund, The NYC Department of Records and Information Services, 31 Chambers Street, New York, NY 10007, (212) 788-8629.

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**Free Technical Leaflets from Georgia Department of Archives and History**

The Georgia Department of Archives and History has published a series of six technical leaflets:

- Preservation Basics for Paper-Based Records
- The Environment
- Disaster Preparedness
- Reformating Records
- Machine-Readable Records
- Selecting an Off-Site Storage Facility

For copies of these leaflets, contact: Preservation Program, Georgia Department of Archives and History, 330 Capitol Ave., Atlanta, GA 30334, preserve@archives.sos.state.ga.us or (404) 656-2374. The leaflets are also available at Georgia’s Web site: http://www.sos.state.ga.us.

**Free Conservation Brochures from AIC**

For your Home Videotape brochure, by Debbie Hess Norris with assistance from Peter Adelstein, Dierdre Boyle, Connie Brooks, Alan Lewis, Jim Lindner, and Paul Messier, provides basic information on prolonging the life of your home videotape. A useful guide for both homeowners and cultural institutions, the brochure addresses important topics such as proper environment, handling procedures, storage, recording practices, disaster situations, and reformating.

For your Photographs brochure, by Deborah Derby with assistance from M. Susan Barger, Nora Kennedy, and Carol Turchan, is a useful guide for those who treasure photographs. Headings such as, “Maintaining a Suitable Environment,” “Choosing Storage Enclosures,” “Housekeeping Guidelines,” “Handling Procedures,” “Disaster Preparedness,” and “Common Concerns and Solutions” reveal the topics discussed.

Both brochures are available for free from the American Institute for Conservation of Historic and Artistic Works. Contact: AIC, 1717 K Street, NW, Ste. 301, Washington, DC 20006, (202) 452-9545, fax (202) 452-9328, infoAIC@aol.com.

**Appointments**

- **American Council of Learned Societies**. The Board of Directors of the American Council of Learned Societies appointed John H. D’Arms as the next president of ACLS. D’Arms will assume the presidency on September 1, 1997. A University of Michigan faculty member since 1965, Professor D’Arms is a former Guggenheim Fellow and visiting member at the Institute for Advanced Study in Princeton in 1975-76. D’Arms received Michigan’s Distinguished Faculty Achievement Award in 1982, and was named Professor of History in 1986. From 1977 to 1980, he was director of the American Academy in Rome. He was elected a fellow of the American Academy of Arts and Sciences in 1992. President Clinton appointed him to membership on the National Council for the Humanities (the governing board of the National Endowment for the Humanities) in 1994. D’Arms succeeds Stanley N. Katz who became president of ACLS in July 1986.

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South Carolina Department of Archives and History.
Rodger E. Stroup of Columbia has been selected as the new director of the South Carolina Department of Archives and History where he will lead an agency staff of 94 with an annual operating budget of approximately $5.5 million. Stroup is currently director of collections and interpretation at the S.C. State Museum in Columbia. He has spent 18 years with that agency. He has 23 years’ experience in public history in South Carolina, including terms as president of the Historic Columbia Foundation and chairman of the Richland County Historic Preservation Commission.

NHPRC Recommends 64 Grants Totaling $2,783,717
In February, the National Historical Publications and Records Commission (NHPRC) recommended $1,592,684 for 29 continuing documentary editions projects; $86,710 for nine publication subvention grants; $149,836 for two state board regrant projects; and $786,687 for 19 documentary editing, one of which is the 26th annual institute for the Editing of Historical Documents, and $87,000 for two archival and editing fellowships. The grant recommendations were made in response to more than $4,475,000 in requests.

Grant application materials may be requested by phone or by mail: NHPRC, Room 607, National Archives Building, Washington, DC 20408, (202) 501-5610, fax (202) 501-5601, nhprc@arch1.nara.gov.

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Can we know this without records?
Man's allotted time must need be extended when voice has been stilled.
BROTHER LAURIAN LA FOREST, C.S.C.
European Commission on Preservation and Access

- The European Commission on Preservation and Access (ECPA) has created a Web site, EPIC (European Preservation Information Center), to bring together basic information on preservation work for professionals all over Europe; it includes announcements, news, a conference list, information on related organizations, and links to electronic documents on the Internet. Anyone with an e-mail address can join the EPIC discussion list. Just send a one-line note to: listserv@nic.surfnet.nl: Subscribe EPIC-LST your name.

- Choosing to Preserve: Towards a Cooperative Strategy for Long-Term Access to the Intellectual Heritage (ECPA, 1997). The papers in this volume were presented at an international conference organized jointly by the ECPA and Die Deutsche Bibliothek Leipzig/Frankfurt am Main, in March 1996. In this volume, a group of experts from nine European countries and the United States present their views on preservation and possibilities for cooperation in this area, outlining policies, problems and practices in preservation of paper materials in their countries or their institutions. The book will be distributed free of charge. Contact: European Commission on Preservation and Access, P.O. Box 19121 NL-1000 GC Amsterdam, The Netherlands. Fax 31 20 620 4941 or e-mail ecpa@bureau.knaw.nl.

Chinese Archives Project Update

Phase II of the Archival Research and Exchange Project, a joint effort between several Chinese archival institutions and the National Archives and Records Administration and the University of Maryland at College Park, will focus on opportunities for Chinese archivists to study advanced data management and information technologies available in the United States. The project was initiated in October 1995 at a conference held at NARA that brought 12 Chinese archivists together with more than 100 colleagues from the United States, Japan, and Europe to discuss ways of facilitating reciprocal use of archives here and in China by American and Chinese researchers. A follow-up conference was held in August 1996 in Shandong, China. A third conference on “Chinese Frontiers and Minorities Archives and Modern Chinese Historiography” is scheduled for this November. For more information, contact: Professor Shu Guang Zhang, University of Maryland at College Park, (301) 405-7773.

ICA Recommendations

The XIIIth International Congress on Archives held in Beijing in September 1996 recommended several areas of cooperation between ICA and partner organizations. One recommendation called for the development of cooperative activities with ARMA International and the International Records Management Trust in recognition of the rapid development of the field of information management. Another called for cooperation with the International Association of Sound Archives, the International Federation of Television Archives and the International Federation of Film Archives to develop strategies for the harmonization of programs such as descriptive standards, conservation, and technical training. A third recommendation supported active participation by the ICA with the International Council of Museums, the International Federation of Library Associations in the work of the International Committee of the Blue Shield, which is devoted to protecting the world’s cultural and documentary heritage. ICA and IFLA also drafted a document of cooperation called the “Beijing Agenda” (see the World View column in the 1997 March/April issue of Archival Outlook).

ALA-USIA Library Fellows Program Hanging in the Balance

The United States Information Agency (USIA) announced in January that it would eliminate the Library Fellows Program after fiscal year 1998. The ten-year-old program, administered by the American Library Association, places American librarians, archivists, and other information specialists for short-term assignments in foreign libraries. Following the announcement, ALA president-elect Barbara Ford met with USIA director Joseph Duffy to discuss alternatives to a complete shut-down of the program. Duffy agreed to provide one-half funding if ALA can provide the other half. ALA is currently exploring this option.

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OFFERS concrete suggestions for planning, organizing, and undertaking oral history in community settings. Provides a step-by-step guide to project planning and establishing project objectives, with suggestions about identifying resources and securing funding. The authors address common problems encountered in executing such projects, and present a series of case studies of successful community oral history projects. The pamphlet also includes a basic bibliography.

Oral History and the Law
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A COMPLETELY new revision of an Oral History Association best-seller which provides an introduction to the many legal issues relating to oral history practice. This edition looks at the latest case law and how new technologies, such as videotaping, pose new problems. Appendices contain sample legal forms and copyright forms. Written for the layperson, this pamphlet should be read before the tape recorder is turned on.

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Oral History Pamphlet Series
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"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

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’ 82nd Modern Archives Institute in Washington, D.C. Fee: $525 (room/board not included). Contact: Mary Rephlo (301) 713-7390 ext. 260 or e-mail mary.rephlo@arch2.nara.gov.

June 5-7
Association of Canadian Archivists annual meeting, "Archives as a Place of Custody, Memory, and Information," in Ottawa. Workshops to 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

June 9-20
30th annual Georgia Archives Institute: “An Introduction to Archival Administration.” Contact: Donald E. Oehlerts, 3110 Nottaway Court, Chamblee, Georgia 3034, (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 21-24

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. Contact: Pam Richardson (608) 263-3722.

June 23-27
"Workshop in Visual Resources Management: The New Basics" Austin, Texas, at UT-Austin Fine Arts Bldg. Speakers: Christine Sundt and Nancy Schuller. Fee: $495. University dormitory housing is available for lodging. Contact: David Terry, (512) 471-8806, fax (512) 471-3971, dterry@uts.cc.utexas.edu or Continuing Education, GSLIS, Sanchez Building 564, The University of Texas at Austin, Austin, TX 78712-1276.

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.

June 30-July 11
“Ensuring the Religious Heritage for the 21st Century,” 1997 Religious Archives Institute at Catholic University of America, Washington, D.C. Contact: Timothy Meagher at the Archives at (202) 319-5065 or Elizabeth Aversa at the School of Library and Information Science at (202) 319-5085.

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; archlr@arts.gla.ac.uk.

July 15-19 / October 14-18 / March 1998
SOLINET will offer a series of three coordinated, intensive workshops on “Managing Preservation for Diverse Collections” for 1997/98. The series begins with “The Nature of Library and Archival Materials,” July 15-19 at SOLINET in Atlanta, GA. “Environmental Hazards to Preservation” will follow in the fall, on October 14-18, at the Historic New Orleans Collection in Louisiana. “Collection Management Issues in Preservation” concludes the series in March 1998 at Vanderbilt University in Nashville, TN. Between sessions, participants will work on projects at their home institutions. To request a brochure or registration form, contact: Ginger Edmonson (800) 999-8558 or (404) 892-0943, ext. 285.
July 16-18
“Improving Your Disposition-the Records Appraisal Process for Archivists and Records Managers,” Austin, Texas, at the UT-Austin Thompson Conference Center. Speakers: David B. Gracy II and Shelley Sweeney. Fee: $295. University dormitory housing is available for lodging. Contact: David Terry, (512) 471-8806, dterry@uts.cc.utexas.edu or fax (512) 471-3971; Continuing Education, GSLIS, Sanchez Building 564, The University of Texas at Austin, Austin, TX 78712-1276.

July 16-19
NAGARA annual Meeting will be held in Sacramento, CA. For more information, contact the NAGARA Office at (518) 463-8644.

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, outreach 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 25-31
61ST ANNUAL MEETING OF THE SOCIETY OF AMERICAN ARCHIVISTS at the Fairmont Hotel, Chicago. See pp. 12-14 for details. Contact SAA Meetings/Membership Services at (312) 922-0140 or info@archivists.org.

SAA PRE-CONFERENCE WORKSHOPS
held August 25-27 (see p. 14). Contact: Joan Sander (jsander@archivists.org) or Tara Shimandle (tshimandle@archivists.org) at (312) 922-0140.

September 23
“Instituting a Conservation Environment Monitoring Program” at The Franklin Institute, Philadelphia, PA. Speaker: William P. Lull. Cost: $50, including a lunch and supplementary materials. Contact: Susan W. Dubois, Conservation Center for Art and Historic Artifacts, (215) 545-0613, ccaha@shrhsys.hslc.org or fax (215) 735-9313.

September 25-28
Oral History Association annual meeting in New Orleans, Louisiana, at the Royal Sonesta Hotel. Contact: (817) 755-2764 or e-mail OHA_Support@Baylor.edu.

October 15-18
Museum Computer Network annual conferences, Union Station Hyatt Regency, St. Louis, Missouri. Contact: Susan Patterson, Local Arrangements Chair, (314) 721-0072 or e-mail spatter@slam.org.

October 16-18
RESTORATION-Chicago at the Merchandise Mart. Contact conference manager: (508) 664-6455 or show@egiexhib.com.

October 22-25
American Association for State and Local History, the Southern Indiana Historical Society, and Historic New Harmony sponsor a workshop, “Making History With Your Community,” in New Harmony, Indiana. Fee: $200. Contact: AASLH, (615) 255-2971 or e-mail aaslh@nashville.net.

November 5
“How Have You Got the Blues? Architectural Records: Their Identification, Management, Storage, and Treatment” at Syracuse University Library, Syracuse, NY. Speakers: Lois Oclott Price, Winterthur Library; Joan Irving, CCAHA; and Martha Hanson, Syracuse University Library. Cost: $75, including lunch and supplementary materials. Registration limited to 30 participants. Contact: Susan W. Dubois, Conservation Center for Art and Historic Artifacts, (215) 545-0613, ccaha@shrhsys.hslc.org or fax (215) 735-9313.

November 6-8
The Mid-Atlantic Regional Archives Conference (MARAC) will celebrate its 25th anniversary at its fall meeting in Wilmington, Delaware. The theme of the meeting will be “Homecoming.” An interesting array of activities, including workshops, special focus sessions on “hot topics” in archival work, and social events is planned. A series of “homecoming” sessions designed to re-examine topics that made up the core of the MARAC program in 1972 is also going to be featured. Contact Local Arrangement Co-Chairs: Margaret Jerrito, Temple University Urban Archives, (215) 204-6639, fax (215) 204-3681, mj@astro.ocis.temple.edu. Carol Ann Harris, Temple University Special Collections, (215) 204-4576, charrin00@thunder.ocis.temple.edu or fax (215) 204-5201.
FELLOWSHIPS & GRANTS

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 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.

Rockefeller Grants
The Rockefeller Archive Center, a division of The Rockefeller University, invites applications for its program of Grants for Travel and Research at the Rockefeller Archive Center for 1998. The competitive program makes grants of up to $1,500 to U.S. and Canadian researchers and up to $2,000 to researchers from abroad in any discipline, usually graduate students or post-doctoral scholars, who are engaged in research that requires use of the collections at the Center. The Rockefeller Archive Center collections include the records of the Rockefeller family, the Rockefeller Foundation, and other philanthropies and associated individuals.

For 1998, in addition to its regular competitive program, the Center will reward up to seven grants to support research on topics related to the history of the social sciences. The Archive Center recently opened the archives of the Social Science Research Council and in addition holds extensive social science materials in the archives of the Russell Sage Foundation, the Rockefeller Foundation, and the Rockefeller family. The competition for this targeted grant will use the same application form and follow the same guidelines as the general program. Applicants wishing to be considered for the special grant program in the history of the social sciences should indicate this in a cover letter.

The deadline for all grant applications is November 30, 1997; grant recipients will be announced in March 1998. Inquiries about the program and requests for applications should be addressed to: Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, Pocantico Hills, Sleepy Hollow, New York 10591-1598. The grant application and information about the Rockefeller Archive Center can also be found at the Web site: http://www.rockefeller.edu/archive.ctr/

Kress Conservation 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.

Gaylord Conservation Award
The Gaylord Collections Conservation Award is given annually, and applications are currently being accepted for 1998. Next year's award will include a $1,000 grant and all expense paid trip to the annual conference of the American Institute for Conservation in Washington, D.C. For more information and an application form, contact: Gaylord Customer Service, (800) 448-6160 or the Gaylord Preservation Help Line at (800) 428-3631. The deadline for submission is December 1, 1997.

Colonial Dames Scholarship
Two scholarships to the National Archives will be awarded in a competitive program, to be held January 26-February 6, 1998, are available from the 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 November 1, 1997, to: Greg Bradsher, Archives II, Textual Reference Branch (NWDT2), Room 2405, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001.

Fulbright Awards
Opportunities for lecturing or advanced research in over 135 countries are available to college and university faculty and professionals outside academe. 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. To receive application materials via mail: cies1@ciesnet.cies.org.

New York State Archives Research Grants
The Larry J. Hackman Research Residency Program provides grants to scholars who utilize New York State archival holdings to pursue research related to New York State history, government, or public policy. Grants range from $1,500 to $2,000 a month depending on the nature of research involved. Sponsored by the Archives Partnership Trust, the Residency Program honors the former New York State Archivist. Information is available online at http://www.sara.nysed.gov or by contacting: Jill Rydberg, Archives Partnership Trust, Cultural Education Center, Room 9C49, Albany, New York 12230, (518) 473-7091.

WANTED

Aubrey Beardsley Drawings
For a definitive catalogue raisonne of the drawings of Aubrey Beardsley (1872-1898), to be published by Yale University Press, I would be grateful to know the location of drawings in North America, the United Kingdom, and Europe. All correspondence will remain confidential. Please contact: Professor Linda G. Zatlin, 2525 Northside Drive, N.W., Atlanta, GA 30305, fax (404) 351-2504.
Item 8 results address the most sought after method of delivery of continuing education. High-quality, one-to-three-day workshops and seminars are preferred. Members also prefer cost-effective self-study workbooks to computer-assisted instruction, self-study videotapes and self-study audiotapes. One can conclude that distance learning should be a viable alternative for SAA in the very near future, but should not replace hands-on workshops and seminars.

Results from a related item in the survey indicate that 27 percent of membership identified “self-directed learning” as the type of learning they engaged in most after gaining employment in the archival community. SAA will investigate the packaging of books, articles, and workbooks to better serve members in “self-directed learning” endeavors.

Item 15 clearly shows that 34 percent of the membership have less than $300 per year to spend on archival training. This result supports the need to develop “self-directed learning” materials to better serve this constituency. The ongoing charge for SAA is to provide excellent continuing professional education to members with limited funds for training.

End Note
More of the survey findings will be presented at the “Education Forum” on August 27, 1997, during the SAA annual meeting in Chicago. A complete educational needs report will be available for distribution after September 1, 1997. Again, thanks to all who participated in the survey. It is a crucial step to serve you better. As your navigator in continuing education, I thank you for giving me a compass. I look forward to drawing up some of my destination charts at the annual meeting in Chicago.

If you have any questions about this assessment or SAA continuing education in general, please contact Joan Sander at jsander@archivists.org or (312) 922-0140.
APPRENTICESHIP IN BOOK CONSERVATION

The University of Iowa Libraries
Iowa City, Iowa

Position Description: The Apprenticeship in Book Conservation is designed to offer training and extensive experience to highly motivated individuals in the field of book and library conservation. One apprentice position is available to begin in the Summer of 1997. Over a period of up to four years (depending on existing skills), the program guides an apprentice from beginning bookbinding through progressively more difficult binding techniques and conservation practices in a library setting, until s/he is well versed in a wide range of conservation activities as well as bookbinding skills. The objective is to prepare a participant to function as a book conservator in libraries, regional centers, archives or private practice. Qualifications: A bachelor’s degree is required. Evidence of problem solving ability, manual dexterity, concern for history, creativity and curiosity, and a serious interest in book conservation as a profession. A test of manual dexterity may be requested. An interview in Iowa City is required. Salary and Appointment: The apprentice is appointed as a “Book Arts Technical Trainee” (University of Iowa personnel classification category FL5200). Compensation is a stipend of $18,000 per year with certain adjustments for inflation. Apprentices will, if appointed for at least one year with certain adjustments for inflation. Apprentices will, if appointed for at least one year, qualify for the university’s health and dental insurance programs and will receive vacation and sick leave. An apprentice enters the program on a six-month probationary status. Application Procedures: Applicants must provide a personal statement of approximately 1,000 words describing their interests and goals in relation to book conservation; a resume of previous experience and education; the names, addresses and telephone numbers of three references; a portfolio containing slides of binding, conservation, or creative work, and an example of written research work. Applications should be sent to: Janice Simmons-Welburn, Coordinator, Personnel & Diversity Programs, University of Iowa Libraries, Iowa City, IA 52242-1420. AA/EEOE. Women and minorities are encouraged to apply.

ARCHIVIST

H.E.B. Corporation
San Antonio, Texas

The H.E.B. Corporation of San Antonio, Texas seeks an archivist for a two-year project to process the Papers of Mary Elizabeth Holdsworth Butt (1903-1993), a major figure in health, education, and library affairs in Texas during a substantial period of the 20th century and the wife of the founder of the corporation. The archivist will arrange and describe (produce an inventory and other finding aids as appropriate) the Mary Elizabeth Holdsworth Butt Papers, which consist of approximately 285 cubic feet of personal, family, and business documentation. Some appraisal will be required. The ideal candidate will be a self-starter and an independent worker with good organizational ability. Since the purpose of the project is to prepare the papers for use in the writing of a biography of Mrs. Butt, preferred applicants will have a background, or course work, in the study and writing of history. This is an excellent opportunity for a recent graduate of an archival education program. Required: M.L.I.S. from an ALA-accredited school of library and information science or M.A. in history, with a specialization of no fewer than nine semester hours in archival enterprise; experience processing archival material; effective oral and written communication skills; ability to work alone and to pay close attention to detail. Preferred: One year of archival processing experience; experience with USMARC format; background in history, preferably of Texas; Certified Archivist. Salary: $30,000 per year, plus benefits. Closing: Applications will be received until position is filled. To Apply: Send a letter of application; resume; names, addresses and telephone numbers of three references; and a copy of an inventory which you produced in your entirety or in the production of which you played a major role to: Debra Salge, c/o P.O. Box 831165, San Antonio, TX 78283.

ARCHIVIST/LIBRARIAN

Center for History of Physics
American Institute of Physics (AIP)
College Park, Maryland

The AIP Center works to preserve and make known the history of modern physics and allied sciences. The center’s Niels Bohr Library serves as the repository for the records of the American Institute of Physics and its member societies and maintains a large collection of photographs and oral his-
A. Two archival/historical collections: 1) Rare Books: The Rare Books Collection, housed in Wilson Library, consists of older material donated or selected from the regular collections. The material is generally considered as requiring special preservation. Access to this material is available through the Libraries’ online catalog. 2) Realia: After remodeling, Wilson Library is expected to house a new realia collection in support of curricular studies and research in material culture at Western. Primary Responsibilities of the Archivist/Special Collections Librarian. A. Collection Management: 1) Planning for the location and daily maintenance of the present and expanded collections described above. 2) Acquisition of new material through purchases, grant proposals, gifts, etc. 3) Preservation of the collections, e.g., through exploring developments in preservation, reformatting, and reprographic processes. (approximately 20% of the librarian’s time) B. Access: 1) Producing finding aids to the collection. 2) Providing online catalog access points to the collection. 3) Public outreach through programs, exhibits, publications, fund-raising, etc. (approximately 40% of the librarian’s time) C. Reference and Instruction: 1) Classroom instruction. 2) Informal reference assistance during scheduled hours. 3) Consultation by appointment. (approximately 30% of the librarian’s time) D. 1) Attend library meetings to participate in planning and policy decisions. 2) Occasional general reference assignments. 3) Professional development activities. 4) Special tasks as assigned (approximately 10% of the librarian’s time). In order to carry out these functions the Archivist/Special Collections Librarian will work closely with (not in order of importance): Records Center Manager, Washington State Northwest Regional Archivist, Faculty of the Department of History’s Graduate Program in Archives and Records Management, Library Faculty, Other Faculty. Minimum Job Qualifications: An earned graduated degree with a concentration or certificate in administration of archives; at least two years professional employment in an archives or manuscript repository; demonstrated ability to process and describe archives and manuscripts according to professionally accepted standards; experience with relevant computer technology applications, such as HTML; experience with MARC format; experience working in a team environment. Desired Job Qualifications: An M.L.S. from an ALA-accredited institution or its foreign equivalent; Ph.D. or M.A. or the evidence of graduate level course work in history, literature, commerce, or ethnography. A focus on the Northwest region is desirable; evidence of potential for continued scholarship. The successful candidate will be hired at the rank of assistant or associate professor and report to the University Librarian. Compensation is dependent upon qualifications and experience. Promotion and tenure are awarded to faculty on the basis of performance in librarianship. Application Requirements: A curriculum vitae; cover letter that addresses the following: your qualifications for successful work in a team-based environment, the relevance of your background to the performance of this job, your familiarity with technologies that enhance the delivery of library services; names and addresses of three professional references. Address applications to: Liz Sipes, Western Washington University, Wilson Library, MS 9103, Bellingham, WA 98225.

CURATOR / HEAD OF SPECIAL COLLECTIONS AND ARCHIVES
Utah State University
Logan, Utah

The Curator/Head of Special Collections and Archives for the libraries at Utah State University is a senior leadership position reporting directly to the director of University Libraries and is responsible for the direction, growth, planning, and management of the existing collection of rare books, documents, photographs, and specialized collections, including the archives of Utah State University. He/she is also responsible for the strategic planning for the future of the division, implementation of that planning including development of external funding sources, and the management of support staff. The Curator/Head of Special Collections and Archives will also cultivate ties throughout the university, community and state. Qualifications: Minimum of a master’s degree from an accredited university. Management experience in a special collections/archives academic setting with at least five years of increasing administrative responsibilities. Extensive knowledge of Western American with focus on Utah, Idaho, and Mormon history. Cataloging and preservation experience. Evidence of research skills. Demonstrated evidence of strong communication and interpersonal skills and a commitment to collaboration. Experience in successful fund raising. An understanding of the land grant mission. Classroom teaching experience in a higher education environment preferred. Experience with electronic technology as it relates to the archival.

ARCHIVIST AND SPECIAL COLLECTIONS LIBRARIAN
Western Washington University
Bellingham, Washington

Western Washington University is seeking to fill the position of Archivist/Special Collections Librarian. The successful candidate will work with the collections listed below:

A. Two archival/historical collections: 1) Resources supporting the University’s Center for Pacific Northwest Studies: These manuscript collections include both published and unpublished primary sources documenting the history of the entire Pacific Northwest region, with special focus on Western Washington. These include records of commercial firms and a variety of organizations, as well as private papers of families and individuals involved in politics, the cultural community, business, and related areas. These collections are housed at the State Archives Northwest Region branch, the Goltz-Murray Building, on the WWU campus. 2) The University Archives Collections and Campus History Collections: The University Archives and Records Center, located in the Goltz-Murray Building, includes official docu-
Tenure-track faculty position with a twelve-month contract base. Salary range from $40,000 - $50,000, depending on qualifications and experience. Excellent benefits package. For more information or a complete job description, contact: Max P. Peterson, Director of University Libraries, Utah State University, Logan, Utah, 84322-3000, (801) 797-2631, or see our web page at http://www.usu.edu/persinfo/jobs.htm. Preference will be given to applications received by June 2, 1997. AA/EEO

HEAD, SPECIAL COLLECTIONS DEPARTMENT
Iowa State University Library
Ames, IA

The Iowa State University Library invites applications and nominations for the Head of the Special Collections Department, at the rank of Assistant Professor or higher, depending on qualifications. The department has responsibility for the following unique/rare collections and collecting areas: ISU Archives and Records Management Program; historical manuscripts; Archives of Women in Science and Engineering; American Archives of the Factual Film; and rare books. The department head manages the Special Collections Department through the general administration, planning, evaluation, and implementation of the department’s collections, reference services, and technical processing; promotes the department’s holdings; selects organizational archives, personal manuscripts, archival factual films, and rare books; supervises the department faculty and staff; and participates in divisional and library management. Reports to the Associate Director for Public Services and Collections. Qualifications: Required: ALA-accredited M.L.S. degree or appropriate equivalences. Minimum five years experience in archival environments, including archives and/or manuscript collection development; knowledge of current standards and changes in the archival profession; and commitment to and experience with automated access systems (e.g., local online systems, bibliographic utilities, the Internet and other digital access technologies). Experience with personnel management; effective interpersonal skills; and excellent oral and written communication skills. Evidence of abilities to provide effective leadership within a strongly participatory management environment and to meet promotion and tenure requirements. Preferred: Graduate study leading to an advance degree is desirable, preferably in history or relevant other discipline; archival studies course work; experience in grantsmanship, private fund raising, and/or long-range planning; knowledge of archives or special collections in still and moving images, and audio and digital formats; and knowledge of donor relations and the antiquarian book trade. Benefits: TIAA-CREF, excellent group medical, dental and life insurance. Salary: $40,000 minimum depending upon qualifications. Application: Review of applications will begin June 1, 1997, and continue until the position is filled. Submit letter of application; resume, transcripts of all college and graduate work; and names, addresses, and telephone numbers of three references to: Chair, Special Collections Department Head Search Committee, 302 Parks Library, Iowa State University, Ames IA 50011-2140. Iowa State University has a strong commitment to equal opportunity and affirmative action. Members of protected classes are especially encouraged to apply. AA/EEO. For the complete job description: http://www.lib.iastate.edu/library/vac.html.

MANAGER - COLLECTIONS DEVELOPMENT
Archives Department
Coca-Cola Company
Atlanta, Georgia

Manages, develops, and maintains the extensive collection of historical materials held by the Archives Department. Establishes physical and intellectual control over the inventory and develops strategies for making collection resources available to the KO system. Essential Job Functions: Responsible for the preservation, storage, and management of a $20 million collection that includes audio-visual materials, artifacts, and paper records. Maintains and develops on-site and off-site storage facilities of approximately 8,000 square feet for the collection. Creates and develops collection management tools to manage company resources both internally and in field locations. Develops and initiates outreach tools that make the collection more accessible to KO system. Evaluates current automated systems and recommends improvements/enhancements. Develops financial proposals for senior management review for systems development. Initiates and creates outreach tools to make the collection more accessible to KO system. Develops acquisitions strategies to expand the collection and insure broader coverage of company activities. Serves as the major interface between the company and the various national and international collecting groups at a senior level. Provides direct coordination between the company and the 8,000 member Coca-Cola Collectors Club. Develops programming directed towards college and university archives or museum with concentrations on collections management and public programming. Work experience in corporate environment helpful. Skills: Strong project management skills; knowledge of emerging technologies, museum and collections management systems; strong written and oral communications skills; strong project management skills with results orientation; some travel required (10-15%). Salary: $50,000 - $60,000. Contact: Phillip F. Mooney, Archives Department, The Coca-Cola Company, P.O. Drawer 1734, Atlanta, GA 30301.

MANUSCRIPTS CATALOGER ARCHIVES/LIBRARY DIVISION
Ohio Historical Society
Columbus, Ohio

This is a one-year contract position renewable for one year and made possible through state capital funding for library automation. This position will catalog original and microform copies of archival materials. Requires an ALA-accredited M.L.S. and two years professional experience cataloging and classifying materials on OCLC using AACR2 and LCSH, with demonstrated ability to prepare original bibliographic records. Thorough knowledge of AACR2, LCSH, MARC formats, and OCLC procedures, excellent word processing skills, and familiarity with American history and government a must. Course work in archives administration is desirable. Competitive salary based on experience and qualifications. Excellent benefits. Applications will be accepted until the position is filled. Apply to: Personnel Office, Ohio Historical Society, 1982 Velma Avenue, Columbus, OH 43211. EOE.

RECORDS MANAGER
St. John’s University
Jamaica, New York

Records Manager/information technician responsible for retention, disposition and storage of administrative and vital records of St. John’s University. Works independently with internal community at multiple campuses to establish records schedules that adhere to legal, fiscal, and administrative requirements for retention/destruction or sending materials to the University Archives. Develops and maintains processes for transferring from offices to storage, orderly retrieval and preservation microfilming. Determines and administers technical specifications for long-term access to vital records. Qualifications: B.A. or B.S. in business law and computer applications for information management. Technical expertise in
Die neu errichtete Arnold Schönberg Center Privatstiftung mit Sitz in Wien besetzt ab Sommer 1997 die ganztägige Stelle eines/r

Archivars/in.

Folgendes Anforderungsprofil wird gewünscht:

- Abgeschlossenes Studium der Musikwissenschaften oder vergleichbare Ausbildung
- Mehrjährige Berufserfahrung im Archiv- und Verlagswesen
- Englisch- und Deutsch-Kenntnisse, EDV-Praxis
- Dienstort Wien


WEB MASTER
Archives/Library Division
Ohio Historical Society
Columbus, Ohio

This is a one-year contract position renewable for two years and made possible through state capital funding for library automation. This position will provide technical advice and assistance to Ohio Historical Society personnel on the creation and upkeep of information presented on the World Wide Web as well as assist state agency personnel on making electronic records available on same. Requires a master's degree in history, library science, or related field and two years professional level experience working with GILS, electronic records or the World Wide Web. Superior interpersonal, organizational, and communication skills; experience with UNIX and/or Windows NT systems and record management a must. Experience with HTML, SGML, word processing, spreadsheet, and database applications desirable. Competitive salary based on experience and qualifications. Excellent benefits. Applications will be accepted until the position is filled. Apply to: Personnel Office, Ohio Historical Society, 1982 Velma Avenue, Columbus, OH 43211. EOE.

PHOTO ARCHIVIST
Help Preserve Our Rich History.
The United States Golf Association has a unique opportunity available for a well organized, extremely detail-oriented individual. Ideally, we are looking for a qualified individual to work 3-4 days/week, although we will consider full time for the right candidate.

Your primary responsibilities will include the maintenance of all photography files including black & white archives, color transparencies and prints, as well as our video library. You will also handle all slide/photo requests used in championship programs, brochures and related promotional events as well as tape requests from USGA Order Department and the media. Specifically, you will label, sleeve and file stock as well as help to upgrade our library to an electronic filing system. The job also entails assisting our Art Department in preparing Golf Journal, the Association’s magazine, and related publications.

Requirements include 2-3 years business experience in library services, hands-on knowledge of computers (CD-ROM and other filing systems), photographic ability and a creative eye. Knowledge of the game of golf, magazine production and video tape/film is highly preferred.

We offer a competitive salary, generous company paid benefits, and pleasant working environment. Interested candidates should forward resume and salary history to: The United States Golf Association, Personnel Dept. JSAO406, P.O. Box 708, Far Hills, NJ 07931-0708. No phone calls please.

An Equal Opportunity Employer