Archival Outlook
Newsletter of the Society of American Archivists

"The Queen of the Air"
On a Wing and a Prayer

About the cover: Ruth Law Oliver—“The Queen of the Air”—a pioneer exhibition flyer, pictured here (right) in 1915 at the controls of her plane with an unknown companion. Also known as the “New Winged Victory,” and the “Lady Daredevil,” Ms. Oliver thrilled audiences between 1912 and 1922 with a dazzling array of record setting stunts and exhibitions.

The first woman pilot to fly the “loop the loop,” and the first pilot credited with making a night flight—both feats she performed in a plane outlined with electric lights—Ms. Oliver was also the one-time holder of the Chicago to New York aerial speed record. Among her many other daring escapades, this great pilot walked across the wings of her plane, completed three loops in the midst of an aerial fireworks display, competed against racing cars at county fairs, and set new altitude and distance flying records.

Photograph courtesy of the National Aviation Hall of Fame in Dayton, Ohio.
Leadership in an Age of Change

Not long ago the American Society of Association Executives (ASAE) Foundation invited me to participate in a focus group with 19 other Chicago executive directors. ASAE asked the group to discuss and envision challenges facing associations. The discussion proved both challenging and lively.

The timing of this discussion could not have been better. The next day Council would discuss similar themes in SAA’s annual planning day. Each summer we set aside one day to discuss strategic planning issues which cannot be addressed during the course of a regular Council meeting.

What I learned from the focus group was that there are six primary issues, listed below, which all association executives must understand well if we are to provide competent leadership in this age of turbulent change. It’s interesting, but not surprising, that most of these issues fundamentally come down to either information or time management.

Time Pressures on Members

Busy professionals who commit to furthering the goals of SAA now have less time to devote to volunteer activities. Speed and the pressure to do more are the order of the day as we juggle competing demands of family, career, children, and, often, caring for aging parents. The focus group agreed that member commitment to the association’s goals remain the same, but it is now incumbent upon the executive director and his or her staff to manage volunteer time efficiently and well.

Presenting proper information is important, especially in this age of information-overload. Equally important is presenting options, opportunities, and consequences in a manner which encourages efficient yet full deliberation on the part of both the board and members. This is not always as easy as it looks. With time pressures it is difficult to balance the need for full consultation with the attendant need for action. Finding an acceptable mid-point is a continual seesaw of judgement versus opportunity.

The prime challenge for every association, however, lies in recruiting leadership. I have often marveled at the depth of commitment exhibited by SAA members. You entered the archival profession because of your dedication to and love of the historic record. That commitment carries through in your work for SAA. But serving as vice president and president of the Society requires a significant amount of time and energy from a volunteer, time which many of you simply no longer have the luxury to spend.

We are fortunate that we have so far succeeded in encouraging good people to stand for election. However, year after year the Nominating Committee remarks on how difficult it is to recruit people to run for office, especially for vice president. This recruitment process will undoubtedly become ever more difficult and may eventually force us to rethink our governance structure.

Pace and Speed of New Issues

The number of issues to which an association must or should respond in the course of a single year is almost overwhelming. A national association such as SAA must take leadership on many levels and is requested to do so on many more. There are at least two or three issues each month which would directly benefit from SAA’s professional expertise and dozens more beyond that. Members want and need our leadership—the public discourse would undoubtedly benefit from it. Every day we make every effort to be both proactive and responsive.

I confess that sometimes it seems as if we’re standing at bat against a high speed pitching machine. The machine can spew out far more balls at a much greater speed than we can hope to hit out of the ballpark. As we become more skilled, the better we pick and choose, the more effective we will be. With so many new issues thrown at us in the course of a month, a year, we must also take responsibility for applying our expertise collectively. We are a team with four divisions: the president, Council, the Chicago office, and members. Each division can and should develop the necessary skills to respond to these issues.

To help us better articulate our concerns, Council agreed to develop a vision and values statement for archivists and the profession. The purpose of such a statement will be to help us articulate the archival perspective to a broader public and to better inform policymakers of the expertise available to them from the profession.

We need to continue to develop tools such as these to help us work collectively in managing the many issues competing for our attention and response.

Technology

Technology, of course, is central to both our challenges and opportunities. Time pressures, pace, speed, information overload, constant change, can all be attributed to technology. In fact, it is impossible these days to plan ahead more than three years because technological change occurs in three-to six-month intervals.

What is most important to SAA is that the old models of association mission and purpose do not work any more. It used to be that members joined an association to receive information unobtainable anywhere else. Today, of course, the reverse is true. With the advent of the Web and any number of other sources, we are awash in information. Today members come to the association to find credible information, packaged in easily digestible formats. Archivists have specific informational needs. SAA can fill those needs through our Web page, our newsletter, the journal, the annual meeting, and other communiqués. We will need to continue to provide this service in even more specialized niches if we are to succeed.

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Archival Issues Raised by Litigation Challenging General Records Schedule 20

Few issues in recent time have presented the international archival community greater challenge than the proper retention, access, and preservation of records created or stored in electronic form. The Society of American Archivists (SAA), the oldest and largest association of archivists in the United States, representing more than 3,300 individuals and 500 institutions, has over the past two decades been actively engaged with the problems and opportunities electronic records present. Through its committees, task forces, commissioned publications, curricular offerings, strategic plan, and policy statements, SAA has sought to improve the ability of the archival and records management community to deal with electronic records.

One of the more controversial mechanisms used to expand the discussion of archival records issues has been litigation, most notably in Armstrong, et al., plaintiffs v. Executive Office of the President, et al., defendants, popularly known as the PROFS litigation. More recently, SAA was asked to join in a new lawsuit, Public Citizen et al., plaintiffs, v. John Carlin, et al., defendants (inappropriately known as PROFS 2). The suit challenges the promulgation by the Archivist of the United States on August 28, 1995, of General Records Schedule 20: Disposition of Electronic Records (GRS 20).

While SAA has endorsed in principle the joining of litigation when it advances archival interests, SAA Council at its meeting on January 26, 1997, declined the invitation to join this suit, believing that both the object of the litigation, GRS 20, and the reasoning of the legal arguments are inadequate.

Regardless of SAA's participation, the litigation may have far-reaching effects on the archival profession. Decisions made by non-archivists as a result of the suit may have a lasting impact on the nature of the historical record in the information age and on the ability of present and future researchers to use electronic records as reliable and authentic evidence of past events, facts, and actions. Therefore, both to inform the discussion surrounding this particular case, and to help advance in general our ability to meet the challenges presented by the widespread use of electronic information systems, SAA makes the following observations on the issues in the case.

1. General Records Schedule 20 is a complex document, seemingly in conflict with the current state of archival theory and practice. In addition, because of its complexity, it is likely that it will be difficult to implement (and hence be of little use to the agencies it is intended to assist). Three areas in particular stand out:

- As its title suggests, GRS 20 focuses on records created and stored on a particular medium. Good recordkeeping ensures that adequate documentation for legal, operational, accountability, and historical purposes is created and retained, regardless of the specific technology used to create or store the records. We believe that NARA should resist definitions of "records" according to the specific technology used to create them, and should instead rely on general principles applicable to all records, regardless of format. NARA should allude to the specific characteristics of the technology that created records only when the technology raises concerns that cannot be addressed through the general principles.

- Because GRS 20 lacks a consistent, clear focus, it is in conflict with the purpose of a general records schedule. As NARA's own Disposition of Federal Records: A Records Management Handbook notes, general records schedules are intended to provide disposition authority for administrative or housekeeping functions common to several or all federal agencies. Some items in GRS 20 (items 1, 2, 4, 5, 6, 7, 8, 10, 11 and 12) relate disposition to the role of the records in the life cycle of an information system; other items (items 13, 14, and 15) base disposition on the relationship of records to copies in a recordkeeping system; other items (items 3 and 9) refer only to the electronic medium on which the record is stored; and some of these items may reflect programmatic activity inappropriate for inclusion in a general records schedule. This lack of clear focus makes GRS 20 different in many ways from other general records schedules issued by NARA, and undermines the effectiveness of GRS 20 as a records management tool.

- Because GRS 20 is difficult for agencies to implement properly, it can be easily misused, thus defeating in part one of the functions of a general records schedule: simplifying recordkeeping decisions for agencies. The most successful schedules provide agencies with specific advice on retention, and in an easily implemented fashion. Specific advice also ensures that only records truly not needed to adequately document the activity of the agency will be destroyed. GRS 20 offers instead broad and inconsistent categories that agency personnel will find hard to understand.
SAA POSITION STATEMENT

and apply. Further, the authorizations GRS 20 provides are qualified by exceptions. While the exceptions may be appropriate, implementation of some important disposition authorizations requires a very close and careful reading of the document. In sum, it requires too much intervention and decision-making by agency personnel, requiring them to understand both the definition of a record and to identify the appropriate retention period on what appears to be a case-by-case basis for individual e-mail messages. This degree of end user involvement is labor-intensive and time-consuming, and is likely to lead to inconsistent decisions and incomplete documentation.

2. The complaint, Public Citizen v. Carlin, is a seriously flawed document. It reflects a basic misunderstanding of fundamental archival principles and practice. Two areas in particular stand out:

- The complaint argues that to remain useful, information must remain in the form in which it was created. While archivists are committed to facilitating access to records for research purposes, they also must maintain the reliability, authenticity, and context of the records. In many cases, archivists can maintain records in their original form, but in other cases, for programmatic, financial, or preservation needs, it may become necessary to transfer records to new media. Paper records are occasionally duplicated onto microfilm and then the originals are destroyed; important videotapes are transferred to motion picture film in order to preserve their information even though film is in many ways more difficult to manage; and electronic statistical data is routinely copied onto new media or in some cases imported into new applications. Archivists have developed procedures to ensure that when information is transferred to another medium, important contextual information about the creation and use of the records needed to support the authenticity, accuracy, and reliability of records is also preserved. The question of the format in which to save records is a difficult one and should be made only after the decision on whether to retain or destroy the record has already been made.

- General records schedules, when used to manage records united by functional similarities of an administrative or housekeeping nature, ease of identification, and limited retention period, are one of the most efficient and widely used tools available for the management of modern records. The complaint suggests that the whole concept of general records schedules should be abandoned because they do not allow for input from outsiders and because of the ease by which they can be abused by agencies. It is the belief of the SAA that carefully and precisely defined general records schedules, limited to administrative records common to many agencies, can greatly assist in the scheduling of records, leaving the archivist and the records manager time to address more significant records series.

All archivists are struggling to establish effective programs to deal with the records generated by revolutionary new means of recording and communicating information. SAA encourages NARA to rescind its GRS 20 for the present, and work to integrate disposition instructions involving electronic records into the existing schedules that focus on government functions. In particular, NARA should first test its e-mail approaches in targeted agencies on an experimental basis to ensure that its guidance does not lead to the unwanted destruction of part of the permanent historical record. In addition, NARA should actively pursue the development of electronic recordkeeping systems that could automatically and effectively identify and store records created in electronic form of enduring value. SAA also encourages Public Citizen and the other plaintiffs in the case actively to seek resolution of their grievances in a venue other than the courts. NARA will not be able to address effectively the important issues in electronic records management if it must defend itself against ill-informed attacks in the court. Only by working together will we be able to develop the standards that will serve the needs of agencies, citizens, and history.

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June 10, 1997

Honorable Daniel Patrick Moynihan
Chair, Commission on Protecting and Reducing Government Secrecy
U.S. Senate
Washington, DC

Dear Senator Moynihan:

I write on behalf of the Society of American Archivists, the major professional association in the United States for professional archivists, to express some of our views on the Federal government's initiative to improve the protection of secret information as well as support government openness. The Society of American Archivists congratulates you and your esteemed colleagues on completing The Report of the Commission on Protecting and Reducing Government Secrecy. The Commission has done the country an enormous service in gathering public, as well as Federal agency comment, researching, analyzing, and balancing the competing issues that comprise the Federal government's classification and declassification policies. We support your efforts to understand and improve protection and openness. We will carefully watch the legislation that is being considered by Congress to realize the opportunities the Federal government has to improve the classification and declassification systems. Again, we commend the Commission and hope that the following comments will prove helpful in your further deliberations.

While a fundamental principle of the archival profession is accessibility to information, archivists also understand that there are national security interests which require secrecy. However, very much like the Commission, we urge the Congress and the President to provide the leadership, legislation, and executive orders to ensure that secrecy be returned to its appropriate role.

Archivists certainly agree with the premise that "excessive secrecy has significant consequences for the national interests when, as a result, policymakers are not informed, government is not held accountable for its actions, and the public cannot engage in informed debate." Archivists are deeply committed to assisting their employing institutions, and the nation as a whole, in substantiating accountability. Accountability requires access to well organized records created in the course of normal business. Public employees, administrators, and officials must be responsible for providing evidence of their actions. To be lax or inconsistent about creating and making appropriate records accessible undermines the foundation of our democracy, creates public cynicism and suspicion, and in time, engenders citizen alienation and apathy.

We find it disturbing that there are two million Federal employees and another one million persons in industry who have the authority to classify records. We find it disturbing that Federal agencies have over fifty different security markings, and the definition of what is to be protected has been ambiguous and left to personal discretion. We are greatly concerned that over 1.5 billion pages of information over 25 years old have not been reviewed for possible declassification. We are alarmed that some Federal agencies have delayed adhering to Executive Order 12958, while formerly totalitarian foreign governments are providing access to their Cold War records. It is distressing to archivists that the Freedom of Information Act has been subverted into a $108-million-a-year, piecemeal approach to gaining access to, and declassification of, a relatively small set of documents.

Lastly, we are also concerned about the propensity in the recent past for the President and the Congress to fund costly programs which will allow the public access to a relatively small volume of documents related to such matters as the President John F. Kennedy assassination as well as the government's role in human radiation experiments. While the Society of American Archivists supported both initiatives, archivists firmly believe that an overall systematic, life cycle approach to reviewing and declassifying information will provide officials and the public with better access to a more complete record, in a more cost-efficient manner.

We read with great interest the Commission's recommendation that a Declassification Center be established and the entity that best meets the requirements of the task is the National Archives and Records Administration (NARA). We support the assessment of what a Declassification Center could accomplish through high-volume declassification, providing expertise, allocating costs, acting as a clearinghouse and establishing pilot projects to develop new technologies, while containing costs. However, if NARA were to assume such a significant charge, NARA must have sufficient authority to do the job, particularly to address the resistance within the Federal government to "returning secrecy back to its proper bounds" as your report so adeptly describes. We are especially concerned that the statement "the Center would not supersede agency control over substantive declassification decision; indeed, agency heads may choose not to provide the Center with highly sensitive material" undoes much of the work of the Commission.

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If NARA were to succeed at such a charge it must have the following:

- authority to compel Federal agency compliance; not simply describe agency adherence in an annual report (which is the Information Security Oversight Office's current practice);
- budgetary authority to review and comment on agency proposed classification and declassification expenditures before the Office of Management and Budget reviews them;
- strong and consistent Presidential and Congressional support; and
- an additional financial commitment to perform the job.

Anything less will perpetuate the problems already identified.

Furthermore, the Society of American Archivists wishes to express concern that this additional charge comes at a time when NARA has tremendous budgetary problems in meeting its current statutory requirements. We agree with your report that NARA "has substantial authority over government records management, but in the past it has not consistently exercised that authority" and that NARA must "exert a strong leadership role within the Government." We urge the Commission and Congress to hold NARA accountable for its legislated mandates and to provide NARA with adequate resources so it can succeed at its current mission, as well as the new charge the Commission is asking NARA to assume.

We applaud the life cycle approach the Commission is advocating in integrating records management with the Federal agency's classification and declassification practices. Archivists agree that ensuring proper and timely public access to classified government records will be significantly streamlined and made more cost efficient through consistent and professional records management. We are pleased to see the Commission supporting NARA's desire to work in partnership with agencies to improve lifecycle management of records as stated in *Ready Access to Essential Evidence: The Strategic Plan of The National Archives and Records Administration, 1997–2000*.

We support Congress in enacting legislation to provide classification policy that is more stable and endures beyond the tenure of the political party that occupies the White House. As the report points out, over the past twenty plus years, executive orders have inconsistently canceled preceding executive orders. This has been very detrimental to archives, libraries, historical societies, and similar institutions. We have had collections with security markings, which were downgraded by subsequent administrations, and then remarked by later security officers as directed by a new executive order. This has happened to records collections, master's theses, dissertations, and even published books. This practice is very costly, difficult to administer, and appears to be arbitrary and capricious, again undermining the citizens' trust in what must be kept secret. We encourage the Commission to pursue its efforts in providing a stable and consistent classification schema. We also hope in time that Congress will re-assess the secrecy and openness afforded in the Atomic Energy Act as well as the National Security Act.

As you can see from the above, our membership of over 3,500 individuals and institutions have been involved in numerous aspects of the care, maintenance, preservation, access, and protection of information for over sixty years and we have vital interests in and comments on the issues your report addresses. Time and our desire for brevity does not permit us to comment on all the aspects we wish. In closing, we urge you and your colleagues to continue to exert leadership to remedy the many problems the report has identified. We thank you again for the tremendous service you have provided in highlighting the current difficulties and giving cogent thought to how these challenges might be met. If the Society of American Archivists can be of further assistance in the future please do not hesitate to call upon us.

Sincerely,

NICHOLAS C. BURCKEL
President, Society of American Archivists

cc: John W. Carlin, National Archives and Records Administration
    William S. Cohen, Secretary of Defense
    Samuel R. Berger, National Security Agency
    George J. Tenet, Central Intelligence Agency
    Federico F. Pena, Secretary of the Department of Energy
June 10, 1997

The Honorable Bill Jones  
Secretary of State  
Office of the Secretary of State  
Sacramento, CA 95814

Dear Secretary Jones:

I am writing on behalf of the Society of American Archivists, the national professional association in the United States for archivists, to express our concerns related to the currently vacant position of Chief of the California State Archives and Museums.

The Society of American Archivists is on record as upholding the fundamental importance to the integrity of the public record of professionally qualified, non-partisan appointments being made to governmental archival positions, and of the principle that no state archivist position should fall into an employment category that permits an incumbent's removal without cause.

California, as one of the most populous, diverse, and complex states in the union, is viewed nationally as a key player in dealing with policy, records, and historical issues. The Chief of the State Archives and Museums Division is the highest profile archival and historical position within the state, and one that is looked to for leadership and vision on records and heritage management issues throughout the state and across the country.

From our experience, a position of this prominence customarily takes several months to fill, generally after a national search. We note with concern that applications for this position appear to have been solicited only briefly through a State of California Career Executive Assignment examination announcement, and that the closing date for these applications fell within a month after it was learned that the position would be vacant. Moreover, we are dismayed by the lack of professional qualifications required by this position announcement. State archivist positions require not only a high degree of managerial and policy-making experience, but also substantial experience in the administration of the complex public and organizational records as well as historical repositories. It is essential that this experience be coupled with a sound educational grounding in the critical theoretical, legal, technological, and access issues associated with the management of public records and recordkeeping institutions. California has pioneered cutting-edge graduate archival education, according to curricular guidelines developed by the Society of American Archivists, within both the University of California and the California State University systems. That this position has been posted with no requirements for professional educational qualifications, nor directly related professional experience, is all the more alarming.

We also note that the title for this position combines two distinct and demanding professional roles. As Chief of the State Archives, the person occupying this position has the public's trust to manage the state's records in an independent, professional, and accountable manner. As Director of the Golden State Museum, the incumbent must position the museum to develop programs responsive to the state's social, cultural, educational complexities and needs. By doing so, he or she has tremendous opportunity to showcase the importance of California's diverse heritage and to engage the youngest to the most senior of the state's constituents. We fear that if an incumbent is unable to provide the vision and leadership required to fulfill both these roles, the State Archives and Museums Division's ability to secure external funding and to build the coalitions with relevant agencies and other supporters that are so vital in securing the division's mission will be seriously jeopardized.

To ensure the success of the State Archives and Museums Division, we urge you to promptly retract the job announcement and to rewrite the minimum qualifications to insure that you hire a qualified nonpartisan professional. We also urge you to conduct a national search for professionally qualified candidates. During this process we invite you to draw upon the expertise of professional groups such as the Society of California Archivists, the National Association of Government Archivists and Records Administrators, the American Association of Museums, and the Society of American Archivists; as well as the California Heritage Preservation Commission and the National Coordinating Committee for the Promotion of History. In this way you can be assured that the candidate you select has the critical knowledge and abilities this job requires.

Please be assured that the Society of American Archivists is always happy to provide you with assistance in matters related to archives and records. We look forward to working with you and the new Chief of the State Archives and Museums Division. If you have any questions, please call me at 414-288-7214 or one of our two Council members based in California:

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How should the legislative history of the (National Historical Publications and Records Commission) affect decisions on how the commission allocates its resources?

The legislative history, and especially the statutory mandates for the commission, should have an important bearing on how NHPRC allocates its resources. A review of the five federal acts, passed between 1935 and 1988, in which Congress defined how NHPRC allocates its resources. A review of the five federal dates for the commission, should have an important bearing on with NHPRC's essential mission.

The legislation reflects that historical editing was not the sine qua non of NHPRC; in fact it was specifically considered an activity left to the discretion of the commission. Since initial legislation there has been a continuing refinement and enlargement of NHPRC functions in response to outside influences as presented in the statutory mandates.

The 1934 act establishing the National Archives and the National Historical Publications Commission called for the NHPC to "make plans, estimates and recommendations for such historical works and collections of sources as seem appropriate for publication and/or otherwise recording", but gave precedence to the preparation and publication of annual and special reports on the archives and records of the government, guides, inventory lists, catalogs, and other instruments facilitating the use of the collections over detailed calendars and textual reproductions. From its very inception, the NHPRC's mandate spoke strongly of an archival mission.

Sixteen years later, the Federal Records Act of 1950 confirmed this mission, and extended the commission's mandate to cooperation with appropriate federal, state, and local agencies and nongovernmental institutions, societies, and individuals in collecting and preserving documentary materials. The act also gave the commission the discretion to edit and publish the papers of outstanding citizens and other important documents when it deems such action to be desirable. A strict reading of this act indicates that collecting, preserving, and cooperating were higher priorities than editing and publishing. Indeed, one might trace back to this act the legislative justification for prioritizing a state regrant program.

In 1964 an act was passed that authorized NHPRC's grant-making mandate for collecting, describing, preserving, compiling, and publishing (including microfilming and other forms of reproduction) of documentary sources significant to the history of the United States and for other purposes. Interestingly, the legislation authorized NHPRC to make allocations to federal agencies as well as grants to state and local agencies and nonprofit organizations.

Ten years later, the 1974 act changed the commission's name to the National Historical Publications and Records Commission, but NOT the statutory mandate, which suggests that there was a heavy legislative implication that both records and publication activities were the rightful domain of the commission. Neither the 1964 act nor the 1974 act contained the word “editing” in describing the statutory objectives.

The NHPRC Amendments of 1988, which represent the most current statutory mandate of the commission, restricted the disbursements of grants to non-federal entities, while directing the commission to cooperate with appropriate federal, state, local, and nongovernmental institutions. Again the focus of the mandate was on cooperation in the collecting and preserving of important source materials. The editing and publishing of papers of outstanding citizens was, as in the 1950 legislation, left to the commission's discretion as to "when it considers it desirable."

Congress must periodically reauthorize the commission to receive annual congressional appropriation for grant funds. This was done in 1994 and 1996 but neither act resulted in changing the language of the commission's statutory mandate. The 1994 act, however, was accompanied by congressional committee reports containing advice to the commission. The committee advised NHPRC that federal funds provided to the commission should have a “multiplier effect” by encouraging contributions from state, local, and private donors. This directive is consistent with the commission's support of grants for state collaborative efforts.

The report also singled out an area requiring special emphasis, new technology, and contrasted the low costs of CD-ROMs to the “hundreds of dollars required for printed multi-volume series.” “Computer and communications technologies offer new ways to make more documents available to more people at lower cost.” The committee further noted that computer networks represented a dissemination technology that "holds great promise,” and urged NHPRC to “aggressively explore" these alternate technologies. It suggested that the commission “use the power of its purse” to assure widespread availability of historical documents via electronic dissemination.

The Report of the Committee on Governmental Affairs, U.S. Senate on Reauthorization of the NHPRC 1993, went further in its recommendations. It noted that the role of NHPRC was to foster awareness and preservation of historical records outside the confines of the federal bureaucracy, “yet much of their mission is exclusively a federal one.” NHPRC was cited as a leader in exploring the problems of electronic records and developing methods and concepts for dealing with them, and the committee strongly stated that “this work should be pursued even in times of shrinking resources.”

These statutory mandates governing the commission's activities and in the reports recommending reauthorization, provide adequate precedence for supporting the decisions made in November on how the commission should allocate its resources.

How effectively have past NHPRC allocations met the statutory objectives of the commission?

According to the grant information provided from 1965-1996, until the adoption of the first strategic plan in 1994, the NHPRC allocations were divided into those supporting publication grants and records grants. The publications program received the lion’s share of funding. It was not until 1981 that the percentage of all funding reserved for publications projects

SAA POSITION STATEMENT

SAA Response to the National Historical Publications and Records Commission's Request for Comment May 1, 1997
dipped below 50 percent. And it has been below 50 percent in only 7 of the 18 years prior to the adoption of the strategic plan.

From 1994–1996, publications projects actually increased in percentage of the total, averaging 57.1 percent of all funding (for documentary projects in all priority levels) and an additional 3.3 percent for editing-related efforts (consortia, improvements in documentary editing). Although some may argue that this is consistent with the statutory objectives of the commission, it is most troubling that the commission’s priorities for funding, as defined in the strategic plan, were not commanding the top dollars in any category other than documentary editing. Only 35.2 percent of all projects funded fell into the priority one classification; only 12.3 percent of all funds went to non-editing projects meeting level one objectives. Well over half (59.3 percent) of all funds went to level two objectives C with 32.3 percent going to documentary projects and subventions and 19.5 percent going to records access projects. Indeed, one of the rationales behind the revised strategic plan was to bring objectives into closer alignment with funding activities. The commission should devote a good deal of its efforts to ensuring that its objectives are met by encouraging and funding projects of excellence that enable the commission to meet its priorities.

**What public benefits should NHPRC seek to achieve in the context of entering a new century, with changing circumstances in technology, user expectations, and scholarly communication?**

It is not clear what changes will be wrought by technology on user expectations and scholarly communication, but it is safe to say they will be substantial and it is also safe to assume that technology will continue to change and develop at an alarmingly unprecedented rate. One of the reasons to support the new strategic plan is the high priority given to Grants for Improvements in Documentary Fields, including tools, training, publications, and research and development. Nowhere is this more critical than in the area of electronic records. Technology has transformed the way we create records and brings into question whether we can and will maintain our records. Property records, our predecessors developed administrative and condition. All projects funded by NHPRC result in the leveraging of additional monies in the form of required cost share. A state grant program can have a “multiplier effect” that extends beyond the financial, by bringing to localities critical share. State grant programs have produced documentary evidence that may not survive beyond its initial transmission.

The problems of electronic obsolescence dwarf the major problems of dealing with the slow fires of acid paper that have occupied so much of National Endowment for the Humanities' attentions to date. Nowhere else in the federal bureaucracy or at any other institution is the issue of continuing access to electronic records beyond their current utility being given sufficient attention. NHPRC’s financial contributions to this problem have been minuscule, and some have argued that the its funds are inadequate to the task, but the impact of the commission’s efforts far outweighs the current level of support or the efforts of similar organizations. We need pilots, and models, and guidelines, to ensure that what is created today will remain accessible tomorrow, let alone 10 years from now, 100 years from now, and on into the next millennium.

Neither archivists, documentary editors, nor researchers of any stripe will have anything to work with unless we tackle this monumental problem effectively, collaboratively, and quickly. The Report of the Committee on Governmental Affairs, U.S. Senate on Reauthorization of the NHPRC in 1993 was very clear in stressing the urgency of this matter: “The Commission should seriously consider reducing funding to on-going documentary-publication projects in order to address the problems of electronic records, which should receive higher priority.”

**What is an appropriate way for NHPRC to determine, in principle, how its funds should be allocated?**

The commission must set clear priorities. Although all of the current objectives are worthy of full funding, the fact is that NHPRC’s budget has remained static since 1990 while the cost of documentary efforts has continued to rise. The commission cannot fund every worthy documentary project, and hard choices have to be made.

Governor Carlin and Executive Director George have urged that priority be given to activities through which the modest funds could have the widest impact. How does one go about measuring the effect of publishing a volume of Jefferson’s letters every year or a project designed to professionalize a tribal archival program, or the opening of a leading figure’s papers which have been inaccessible due to their physical arrangement and condition. All projects funded by NHPRC result in the leveraging of additional monies in the form of required cost share. A state grant program can have a “multiplier effect” that extends beyond the financial, by bringing to localities critical share. State grant programs have produced documentary evidence that may not survive beyond its initial transmission.

More importantly, NHPRC must give priority to activities that are the most urgent, and none is more urgent today than coming to terms with electronic records. The decision to move all research and development projects to the forefront is long overdue: without these, the papers of current and future Jeffersons will be in jeopardy; without these, citizens rights to an accountable government are compromised; without these, students of history will be limited in their investigations of post World War II America.

NHPRC must take a strong stand in funding only projects of excellence, at any level of priority. The commission should not continued on page 27
Tour Allure
by Laura Graedel, Museum of Science and Industry

Looking for fun at the upcoming SAA annual meeting August 25-31, 1997, in Chicago? This year will feature tours of famed Windy City cultural, architectural, and natural resources—from the Impressionist-laden halls of the Art Institute to a moonlight dessert cruise on Lake Michigan.

Interested in the treasures housed within the Chicago Historical Society and Newberry Library? The CHS archives and manuscripts collection documents life in Chicago from its earliest days to the present. The CHS prints and photographs department holds over 1.5 million images, specializing in those which illustrate the creativity of the city's artists. At the Newberry Library, learn about the repository's latest manuscript conservation techniques. Visit both on Wednesday, August 27, 1 p.m.—5 p.m.

Planes, trains, and automobiles! The “Behind-the-Scenes: Museum of Science and Industry Archives Tour,” Friday, August 29, 12:30 p.m.—4:30 p.m., offers a look at collections relating to such exhibit icons as the WWII German submarine U-505 and Colleen Moore’s Fairy Castle.

In the mood for fine art? Join the “Art Institute of Chicago and Chicago Symphony Orchestra Repository Tour,” Thursday, August 28, 12:45 p.m.—3:45 p.m. The Art Institute archives includes art and architecture research collections, as well as the institutional materials of the museum and school. Take a look at an audio restoration studio on the Chicago Symphony Orchestra archives tour.

Chicago is a city of tremendous ethnic and religious diversity. Neighborhoods and communities often are identified by their houses of worship. The “Churches and Synagogues Tour” on Friday, August 29, 1 p.m.—5 p.m., in a luxurious motorcoach, is led by the co-authors of the book Chicago: City of Neighborhoods, and offers a unique look at Chicago’s sacred spaces.

For those with a taste for architecture, the “Experience Architecture—Frank Lloyd Wright” and “A Century of Architecture” tours are for you! The “Experience Architecture” tour on Wednesday, August 27, 12:30 p.m.—5 p.m., features a visit to Wright’s Oak Park home and studio. Other tour highlights include the birth and boyhood homes of Edgar Rice Burroughs, the Ernest Hemingway House and Museum, and Wright’s 1908 Unity Temple. Chicago, the birthplace of the skyscraper, is the subject of the “Century of Architecture” tour cruise along the Chicago River on Saturday, August 30, 10:30 a.m.—1 p.m.

If it’s lake breezes you desire, climb aboard the Tallship Windy, a traditional four-masted gaff topsail schooner and Class “B” Tall Ship, for a ninety-minute sail on Wednesday, August 27, 6:30 p.m.—9 p.m. Later on, try the “Moonlight Dessert Cruise,” from 9:30 p.m.—midnight, along the Chicago River and lakefront, featuring a tempting assortment of the city’s finest cheesecakes made by Eli's.

Is baseball your passion? Sing along with the Chicago Cub’s legendary announcer Harry Caray at Wrigley Field, the city’s historic northside ballpark, as the Cubs take on the Florida Marlins, Wednesday, August 27, 12:30 p.m.—4:30 p.m.

The “Historic Pullman Foundation Tour” on Saturday, August 29, 10:30 a.m.—2:30 p.m., takes you on an historical journey of the 1880s landmark company town and also highlights the Pullman community today. Lunch at the Hotel Florence, built in 1881, concludes the tour.

The weekend of August 29—31 also features the world famous Chicago Jazz Festival in Grant Park, an easy three-block walk from the Fairmont Hotel. This free outdoor concert showcases internationally renowned jazz musicians.

With so much to do in and around the Windy City, it was impossible to include all the events and goings on in the printed conference program. The SAA Host Committee is busy gathering information about additional activities, and is compiling a list of recommended Chicago eateries. This material will be available on site. Check your printed program for all the details regarding tour costs, logistics, and registration. Sign up early to be sure you get the tours of your choice. See you in Chicago!

Preservation Section Publications Fair
by Anke Voss Hubbard, Rockefeller Archive Center

You are invited to join the SAA Preservation Section for its third Publications Fair at the section’s annual meeting on Saturday, August 30, 9 a.m.—10 a.m., during the SAA annual meeting at the Fairmont Hotel, Chicago. Those attending will have an opportunity to browse through a wide range of preservation-related publications, many of which are distributed by SAA. Come meet with colleagues who share your interest in learning about important resources in preservation. For more information, contact Anke Voss-Hubbard at 914/ 366-6319 or voss@rockvax.rockefeller.edu.
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Taking Action

The quality movement has taught organizations around the world a simple rule about collecting data to find practical solutions to problems: very often 80 percent of a problem can be solved by 20 percent of the proposed solutions for it—the trick is to identify the solutions that belong in the 20 percent category. Strategies to satisfy educational needs may also be gauged by the 80/20 rule, and it is SAA’s good fortune that the Continuing Education Needs Assessment provided information about critical needs and pointed to ways to satisfy those needs at the same time.

For example, the data showed that there are five subject/content areas in great demand, regardless of an SAA member’s type of organization, location or budget. In addition, 70 percent of our members live in the Midwest, and the New York City and Washington, D.C., metropolitan areas. Finally, the most common reason that respondents gave for not attending a workshop was its location. All of these needs can be addressed quickly by the following action step: workshops will be offered in all of the top five subject/content areas in the Midwest, and the NYC and WDC metro areas in FY98, and, in some cases, the high-demand workshops will be offered multiple times in those locations during the year (see the chart on the next page).

Further, the data showed that our members are most concerned about resource limitations at work, and 70 percent reported that they have less than $1,000 per year to spend on archival training. They also reported that cost was the most significant barrier to choosing an SAA continuing education offering. Finally, the second most-preferred delivery method (behind workshops) was self-study packages. All of these needs can be addressed by the development of two low-cost, easily accessible self-study packages, with one ready for delivery by FY99 and the second by FY2000 (see the chart on the next page). The data showed that computer-assisted instruction is at least two-three years off, although a majority of our members do have some type of computer and electronic mail. Therefore, instructors can give an assignment in a self-study workbook and give participants the option of sending it in via e-mail.

Other action steps are being planned because they are so critical to achieving our primary continuing education objectives delineated in the May/June issue of the Archival Outlook: 1) To provide a comprehensive continuing education program that is planned and implemented strategically; 2) To improve the quality of the content and delivery of our continuing education program; and 3) To increase the accessibility of our continuing education to not only our members but to the broader archival community. One of these action steps, which is directly linked to achieving #1 above, is to create an SAA Catalog of Courses and an annual schedule. Certainly more lead time is imperative for participants to plan and secure funds for continuing education, but more importantly, SAA needs to build a program of courses that, when offered in a cycle or sequence, help members achieve their professional and intellectual goals in a reasonable amount of time.

Another action step that directly relates to primary objective #2, is to develop an instructor Peer Review Program in FY99 and introduce it in FY2000. A Peer Visit Program at SAA would be created to allow instructors to help other instructors through classroom observation. “Peer Visitors”—active SAA instructors chosen because of their recognized teaching excellence and subject knowledge—would be trained in the art of observing their peers in the classroom to give them constructive feedback on instruction. Underlying the purpose of the program is the assumption that all SAA instructors wish to excel at teaching. Ideally, the feedback given from the classroom visitor to the observed instructor should lead to either specific changes or to the reinforcement of effective teaching practices.

The table on the next page is a summary of the initial action plan the SAA Education Office will take as a result of the continuing education needs assessment. However, it should be noted that SAA will be benefitting from the needs data for years to come. For example, there was a charge to develop more advanced-level courses than introductory-level courses. This is a clear message from members that should be a part of any curriculum development plans into the next century. It will be a pleasure to move on several of the action steps—now. We will keep you posted on all progress.
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Action Plan

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Time frame</th>
<th>Link to Primary Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offer &quot;Digital Imaging&quot; workshop four times in FY98</td>
<td>8/97 - Chicago; 10/97 - St. Louis; Spring 98 - NYC; Spring 98 - WDC</td>
<td>#1 - Strategically placed; #3 - More accessible</td>
</tr>
<tr>
<td>Offer &quot;Preservation&quot; workshop</td>
<td>8/97 - Chicago</td>
<td>#1 - Strategically placed; #3 - More accessible</td>
</tr>
<tr>
<td>Offer &quot;Administration of Photographic Collections&quot; workshop twice in FY98</td>
<td>8/97 - Chicago; 10/97 - Montpelier, VT</td>
<td>#1 - Strategically placed; #3 - More accessible</td>
</tr>
<tr>
<td>Offer &quot;Let the System Describe Itself: Using Metadata to Support the Access and Preservation of Electronic Records&quot; workshop</td>
<td>12/97 - Dallas, TX</td>
<td>#3 - More accessible</td>
</tr>
<tr>
<td>Offer &quot;Copyright and Fair Use&quot; workshop</td>
<td>4/98 - Chicago</td>
<td>#1 - Strategically placed; #3 - More accessible</td>
</tr>
<tr>
<td>Offer &quot;EAD&quot; workshop five times in FY98</td>
<td>8/97 - Chicago; 10/97 - Chicago; Spring 98 - NYC; Spring 98 - WDC; 11/97 - WDC</td>
<td>#1 - Strategically placed; #3 - More accessible</td>
</tr>
<tr>
<td>Create an SAA Catalog of Courses and annual schedule</td>
<td>9/97-11/97</td>
<td>#1 - Promotes a comprehensive program</td>
</tr>
<tr>
<td>Develop two self-study packages</td>
<td>Develop one in 1998; introduce it in 1999 while developing the second. Introduce the second in 2000 (consider the topics of electronic records and legal issues).</td>
<td>#3 - More accessible and meets needs</td>
</tr>
<tr>
<td>Test a Peer Review Program</td>
<td>Pilot in 1999 and introduce in 2000</td>
<td>#2 - Improve the quality of SAA instruction</td>
</tr>
</tbody>
</table>
Your Input on PACE Guidelines Wanted by Standards Board

The Standards Board invites SAA members to conduct a final review of the Guidelines for the Development of Post-Appointment and Continuing Education and Training Programs (PACE) and send comments to the board by August 20, 1997. The purpose of the PACE guidelines is to:

- build upon the educational foundation outlines in Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree (SAA, 1994);
- outline elements of program planning, curricula, and delivery that will provide effective PACE programs; and
- stimulate nationwide discussion of cooperative approaches to PACE programs.

The PACE guidelines were developed by SAA’s Committee on Education and Professional Development (CEPD) over the past three years, including many months of soliciting opinions from SAA members and revising the guidelines document to accommodate suggestions. A preliminary version of the document was published as a tan insert in the July 1996 issue of Archival Outlook. Now, CEPD has completed the document and submitted it for adoption as an official SAA standard.

To view the full text of the PACE guidelines document as it stands today, consult the SAA Web site: http://www.archivists.org (see “What’s New”). Or request a print copy from SAA (contact Jeanette Spears at 312/922-0140). Please send your comments by August 20, 1997, to the Standards Board chair: Linda Evans, Chicago Historical Society, 1601 North Clark Street, Chicago, IL 60614, fax 312/266-2077, or e-mail: evans@chicagohs.org. Standards Board members hope to complete the review process before SAA’s annual meeting in Chicago this August.

Documenting Access Policies and Practices

The Privacy and Confidentiality Roundtable of the Society of American Archivists is completing the initial phase of a project to document access policies and practices in manuscript and archival repositories. During the initial phase, the roundtable has gathered samples of access policies from selected repositories. Before proceeding to the next phase of the project, which will be an analysis of the sample surveys and the preparation of an interview questionnaire, the roundtable would like to extend an invitation to archivists who were not contacted during the first phase to send us copies of your repository’s general policy on access to manuscript and archival collections. In addition, if you have specific collections with access restrictions or unique use provisions, we would appreciate receiving copies of the relevant portions of these statements.

A complete description of the roundtable’s original project proposal along with names of the entire project team will be posted in the Archives Listserv. Additional information about the project is available from Ruth Simmons (Rutgers University, 908/932-7006, rsimmons@rci.rutgers.edu) or Tim Murray (University of Delaware, 302/831-6952, timothy.murray@mvs.udel.edu).

On Leave

SAA Director of Publications Teresa Brinati is on leave through September. For inquiries regarding Archival Outlook, American Archivist, contact the SAA office at 312/922-0140 or info@archivists.org for assistance.
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.


List $46; SAA members $41 product code 329

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

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 of 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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Out-of-Print

The following publications are out-of-print and no longer available from SAA:


Any prepaid orders will be issued a refund. If you have any questions, contact Troy Sturdivant at 312/922-0140 or tsturdivant@archivists.org.

American Archivist

Two issues of SAA's journal, the American Archivist, recently have been published and mailed to members and subscribers. In May, the Fall 1995 issue (58:4) was published and in June, the Winter 1996 issue (59:1) was published. Currently in production are the Spring 1996 issue (59:2)—a special issue on architecture—and the Summer 1996 issue (59:3). Both are slated for printing in late Summer.

If you would like to submit an artical to the American Archivist or if you have a general inquiry, contact: Philip B. Eppard, Editor, American Archivist, SUNY at Albany, School of Information Science and Policy, 135 Western Ave./113 Draper, Albany, NY 12222, 518/442-5128.
SUZANNE P. ADAMKO has been named 1997/98 Western Archives Fellow of the Open Society Archives in Budapest, Hungary. Her assignment will include processing newsreel footage from Russia and the Balkans.

LISA FAGERLUND, chief of the Archives and Records Management Section at the United Nations, has announced a reorganization of the section: MARILLA GUPTIL is chief of the Archives and Records Center and BRIDGET SISK is chief of the Records Information Systems Unit.

DANIEL GOLODNER, co-founder and first president of the Wayne State University student chapter of SAA, has been appointed in charge of the American Federation of Teachers Collection at the Archives of Labor and Urban Affairs at Wayne State University in Detroit.

This summer, Discovering Dinosaurs in the Old West: The Field Journals of Arthur Lakes will be published by the Smithsonian Institution Press with MICHAEL KOHL, head of Special Collections at Clemson University Libraries, as co-editor. While preparing a presentation for the SAA annual meeting, Mike recognized the interest of these journals and contacted a paleontologist at the Smithsonian with whom he had worked on a dig. From there, he worked with his co-editor, Jack McIntosh, an expert on these dig sites, to edit these journals.

ANDREW MARTINEZ, formerly assistant archivist at Babson College, has accepted the position of project archivist for the American Federation of Teachers Collection at the Archives of Labor and Urban Affairs in Detroit.

CHARLENE GILBERT NOYES, archivist of the Sacramento Archives and Museum Collection Center, is one of two recipients of the 1996 Archivist Award of Excellence, presented annually in May by the California Heritage Preservation Commission. The award recognizes individuals who have displayed exceptional performance in the archival field and is sponsored by the California Archives Foundation.

HYNDA RUDD, Los Angeles City Records Management Officer, is one of two recipients of the 1996 Archivist Award of Excellence, presented annually in May by the California Heritage Preservation Commission. The award recognizes individuals who have displayed exceptional performance in the archival field and is sponsored by the California Archives Foundation. Rudd received the award for compiling and editing Los Angeles and Its Environments in the Twentieth Century: A Bibliography of a Metropolis 1970-1990.

SR. BLAITHIN SULLIVAN, CSJ, received the Via Veritatis Medal from Elms College in Chicopee, Mass., during commencement exercises in May. Now archivist emerita for the Sisters of St. Joseph of Boston, she founded the New England Archivists of Religious Institutions (NEARI). Seeing the need for a group sharing common concerns, Sister Blaithin invited interested persons to a planning meeting and received so favorable a response that the group became an organization in a few months. The Via Veritatis Medal is presented to an outstanding Catholic woman who exemplifies Catholic womanhood and culture at their best and who has made significant contributions to society.

SHERYL VOGT, Russell Library at the University of Georgia, has been appointed editor of Provenance, the journal for the Society of Georgia Archivists.
Obituaries

DONNA B. HARLAN, 70, retired librarian/archivist and co-founder of the Archives & Archivists LISTSERV, died December 25, 1996. She served Indiana University South-Bend for 24 years, from 1966 until her retirement in 1990. Prior to joining IU, she served the University of Pittsburgh libraries, the West Virginia Library Commission, the Michigan State Library, the Federal Reserve Bank of Chicago, the Racine (Wis.) Public Library, and the U.S. Army Map Service.

MARTIN J. MCLAUGHLIN, the local records specialist for the State Archives of Michigan, passed away on December 9, 1996 from cancer. He was 55 years old. Throughout Martin’s 24-year-career as an archivist, he provided guidance and assistance to countless local government officials regarding the management and preservation of public records. He left a permanent legacy through his work with local governments. The courage, strength, pride and hope that he displayed throughout his illness is also a part of the legacy he left to all who knew him.

What’s the Scoop?

“Currents” features news about position appointments, professional achievements, and honors received by you and your colleagues in the archival profession. It also includes a roster of new members of The Society of American Archivists, as well as obituaries. Keep SAA informed about the latest professional development in your life so we can share the news with your association colleagues.

Send announcements to:
Archival Outlook
Attn: Teresa Brinati
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Virginia Anne Hunt
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Lauren Kata
Student
Catherine Marie Kawa, CSFN
Joann Kessler
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Marcelyn Smid
Crown College Library
Brian A. Sullivan
Harvard University
Melissa Totten
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NARA’s Electronic Access Project

On the information superhighway are classy vehicles and wrecks and everything in between. Everyday, many Web sites are created, many are changed, and some are obliterated. But the traffic is increasing. In this new electronic age, where the volume of information begins to intimidate even the most ravenous appetites, the National Archives and Records Administration, through its Electronic Access Project, is designing and producing what we believe will be an enduring, online national resource.

Members of the Society of American Archivists, as much as any group of individuals in the country, are aware of the importance of ready access to documentary materials. Everyday you see at your own institutions and organizations the power of these materials, how they provide teachers, students, genealogists, and other researchers primary sources of information and how they influence public policy, legal decisions, and, indeed, the national consciousness. NARA is making it easier than ever for people to find and use those documents from its own collections.

Through the Electronic Access Project, funded through the support of Senator Bob Kerrey of Nebraska, anyone, anywhere, with a computer connected to the Internet can search descriptions of NARA’s nationwide holdings and view digital copies of selected documents. The project, still in the developmental phase, will eventually result in a virtual card catalog of all NARA holdings nationwide, including those in the Presidential Libraries and regional archives. In addition, copies of more than 100,000 of NARA’s most popular and significant manuscripts, photographs, sound recordings, maps, drawings and other documents will be digitized and available for researchers to view online. Users will be able to search the descriptions in the system by title, subject, date, or other keywords.

One of the primary goals of Ready Access to Essential Evidence: The Strategic Plan of the National Archives and Records Administration, 1997-2007 is for NARA to expand access opportunities. This goal is a direct outcome of the Electronic Access Study conducted by NARA, in cooperation with the National Institute of Standards and Technology, in 1994. Even before formalization of this goal in the strategic plan, NARA began to implement the recommendations of the Electronic Access Study by providing online access to information about NARA activities and holdings via the NARA Gopher and later the NARA World Wide Web site which may be found at http://www.nara.gov.

In recognition of the success of these efforts, NARA recently initiated the Electronic Access Project as a significant piece of NARA’s electronic access strategy. Through this project NARA will develop a nationwide, integrated online information delivery system that educates citizens about NARA and its facilities, services and holdings and makes available digital copies of high-interest documents.

The project has three main goals: 1) digitize up to 200,000 items from NARA holdings nationwide, 2) upgrade NARA’s public access server capabilities, and 3) develop an electronic catalog of NARA holdings nationwide, including the holdings of the regional archives and Presidential Libraries.

Congress has appropriated $4.5 million for this project. One million is earmarked for the digitizing of archival documents and $800,000 is slated to help NARA make the necessary network infrastructure improvements to support public access. The remaining $2.7 million is to be spent completing the online catalog prototype, the NARA Archival Information Locator (NAIL), and building the successor system.

To select the documents to be digitized, NARA staff members nominated potential holdings. Subject-area experts from around the agency reviewed more than 150 proposals and selected the first 50,000 items to be digitized. The selection panel focused on digitizing candidates that document the rights of American citizens, the actions of federal officials, and the national experience and have broad geographic, chronological, cultural, and topical appeal.

Among the significant items to be digitized beginning this summer are presidential documents, including World War II-era correspondence between Franklin D. Roosevelt and Joseph Stalin; Dwight D. Eisenhower’s speech to the troops before the D-day invasion, and his “In Case of Failure” message; maps pertaining to Civil War battles, exploration of the West and the sale of the Public Domain; and audio recordings of Booker T. Washington’s 1906 Atlanta Exposition Address, “The American Negro”; William Jennings Bryan’s 1896 “Cross of Gold” speech, and an interview with Amelia Earhart on aviation and women in the modern world.

These digital images, audio files, and video files will be linked to descriptions in NAIL and later to the full online catalog that is developed as part of the Electronic Access Project. A prototype of the catalog can be accessed through NARA’s home page on the Internet at http://www.nara.gov/nara/nail.html.

I expect this strategic initiative to revolutionize the way NARA serves its customers. As part of our long-range vision, we believe NARA must make it easy for its users to access documentation on the rights of American citizens, the actions of federal officials, and the national experience regardless of the location of the documentation or the people using it. With careful planning, the Electronic Access Project and other electronic initiatives will help make NARA more accessible to an ever growing world of users.
National Historical Publications and Records Commission

- On May 22, 1997, Representative Newt Gingrich (R-GA), the Speaker of the House, appointed Representative Roy D. Blunt (R-MO) to be the House of Representatives' member on the National Historical Publications and Records Commission (NHPRC). This position had been vacant for several years since Representative Philip Sharp (D-IN) left Congress in 1994. Prior to Blunt's election to the House in 1996, he had been an instructor at Drury College in Springfield, Missouri, from 1973 to 1983 and served from 1985 to 1993 as Missouri Secretary of State. He was president of Southwest Baptist University from 1993 to 1996.

- On May 19, 1997, the NHPRC Executive Committee met to review the responses to the Federal Register request for comments on the role of NHPRC. After considering these responses, as well as the strong concerns expressed by historians in the press and in an open letter to members of Congress, the Executive Committee voted to recommend to the full commission a revised strategic plan that would give top priority in future grant making to completing the publication of the papers of the Founding Fathers. That plan was endorsed unanimously by the Executive Committee and calls for three top priorities: completing the Founding Fathers projects, solving electronic records problems, and collaborating with state historical records advisory boards.

Supreme Court Denies Petition to Review Ruling on National Security Council Records

On May 27, 1997, the Supreme Court announced, without comment, its May 22 decision to deny the petition to review the case of Scott Armstrong, Public Citizen, the American Historical Association, the American Library Association, and the National Security Archive v. The Executive Office of the President, the National Security Council, and the National Archives. At issue in this case was whether the National Security Council (NSC) is an "agency" under the Federal Records Act. The Appeals Court reversed the lower Court decision and ruled that the NSC is not an agency and that its records are not federal records subject to the Federal Records Act, but instead are presidential records subject to the Presidential Records Act. Unlike agency records, the records management of presidential records is not subject to judicial review. Furthermore, a FOIA request may not be filed for a presidential record until five years after the president has left office.

For the plaintiffs, the decision to seek review by the Supreme Court was a long shot as the Supreme Court accepts only about five percent of the petitions it receives. Nevertheless, there was disappointment among the plaintiffs since the NSC records are critical to understanding the development of national security policy and there will be not only less access to these records, but also less protection against the possibility of inappropriate destruction.

Historians and Archivists Suit Against the IRS and NARA

On April 8, 1997, the IRS and the National Archives filed a motion to dismiss the case of Tax Analysts, the American Historical Association, the Organization of American Historians, and the Society of American Archivists v. IRS and the National Archives, Case No. 1:97CV260. This case challenges IRS's compliance with the Federal Records Act and the National Archives' oversight and enforcement of those laws. The plaintiffs charge that IRS has failed to preserve and manage its historical records and to transfer them to the National Archives and make them available to the public. The historical community has been concerned for some time that IRS has placed almost none of its administrative and policy records for the 20th century in the National Archives and that it has not allowed the staff of the National Archives to see its records and to assist in evaluating records for historical significance.

The government has based its argument for the dismissal of this case on the grounds that the issues raised by the plaintiffs "are being addressed in an ongoing agency process to improve IRS's records management program." Because progress is being made on the acknowledged deficiencies, the government states there is no controversy and that the plaintiffs' claims are premature and are not ripe for judicial review at this time.

The plaintiffs responded on May 5 opposing the government's motion for dismissal. The plaintiffs note that the controversy over IRS's records management practices date to the 1970s and that the court's ability to deal with the mismanagement issue will not be advanced by further delay. On May 6 the plaintiffs filed another motion with the Court requesting permission to take depositions and gain access to documents pertaining to IRS's claim that it is making progress in correcting its records management inadequacies. The plaintiffs argue that IRS has overstated its "progress" and that further research is needed to provide evidence of IRS's specific claims.

The government requested and has received an extension until June 2 to respond to the May 5 and May 6 motions of the plaintiffs' partial opposition to dismissal and permission for discovery of documentary evidence of the government's claims of progress. After the government's June 2 filing, the plaintiffs will have 10 days to reply. Then the Court will begin its deliberations.

Page Putnam Miller is the executive director of the National Coordinating Committee for the Promotion of History (NCC), a coalition of 49 member organizations and 29 state coordinating committees. NCC functions as a central advocacy office and clearinghouse for historical and archival associations by monitoring legislation, issuing alerts, and coordinating strategic efforts at the national level. The SAA executive director is secretary of the NCC Board.
Bentley Fellows for 1997

The Bentley Historical Library, University of Michigan, announces the award of eight individual and two team fellowships to support research on problems relating to modern documentation. The 15th (and last) year of the Research Fellowship Program for Study of Modern Archives is funded by the Andrew W. Mellon Foundation, the National Endowment for the Humanities and the University of Michigan. The program is co-directed by the Bentley Library’s Francis X. Blouin and William K. Wallach.

Individual fellowships were awarded this year to R. Jackson Armstrong-Ingram, St. Joseph County (IN); Eric Ketelaar, Netherlands State Archives and Leiden University; Liu Yunming, Yunnan University, China; Nancy E. Loe, California Polytechnic State University; James O’Toole, University of Massachusetts-Boston; Mary Jo Pugh, San Francisco Maritime National Historical Park; Alistair Tough, Glasgow University, United Kingdom; and David Weinberg, City of Philadelphia. One team consists of Amelia Winstead and Carolyn Frazer, both of the Alabama Department of Archives and History. The other team receiving funding is headed by Thomas Connors, University of Maryland, and includes Debra Bernhardt, New York University; Les Hough, Wayne State University; Lee Sayrs, AFL-CIO; and Julia Marks Young, Georgia State University.

Projects include an evaluation of archival and records management programs at the local level (Weinberg); an exploration of the impact of new technologies on the reference function (Pugh); the use of a functional approach to re-engineer appraisal and disposition methodology (Winstead/Frazer); an analysis of multimedia licensing agreements for archives, museums, and libraries (Loe); a comparative study of Chinese and American strategies, methods and programs to document the history of minorities and minority nationalities (Yunming); an examination of the connectivity between information science and archival science (Ketelaar); modeling fundamental ethical issues in the administration of access to data on identifiable individuals (Armstrong-Ingram); an analysis of the iconography of archives and a study on the role of documents, records and writing in human affairs as viewed through the writings of Venerable Bede (O’Toole); development of a new appraisal framework for labor union records in a new era of unionism (Connors team); and an evaluation of clinical records for secondary research (Tough).

Copies of the Fellows’ one-page research prospectuses are available through the Archives Listserv or contact: William K. Wallach, Bentley Historical Library, University of Michigan, 1150 Beal Ave., Ann Arbor, MI 48109-2113, bwallach@umich.edu.

Hispanic Communities Project Begins in Minnesota

The history and current situation of Minnesota’s Hispanic communities is the subject of a major project. Sponsored by the Minnesota State Historical Records Advisory Board, the project will build upon work done some years ago with the Mexican-American community in the Twin Cities of St. Paul and Minneapolis. The current project will lay the groundwork for improved documentation of Hispanic communities throughout the state, with a special emphasis on those in the Red River Valley of northwestern Minnesota. For further information on the Minnesota Hispanic Communities Project, contact: James E. Fogerty, Minnesota Historical Society, 612/296-9989, james.fogerty@mnhs.org.

Library and Information Science Annual

Libraries Unlimited announces the return of Library and Information Science Annual (LISCA), the annual review of library and information science literature. A companion to the classic American Reference Books Annual, this work answers the call for a standard of bibliographic control and critical analysis of professional literature. The book features in-depth, evaluative reviews of English-language library science monographs and reference books and selected library and information science periodicals published in the United States, Canada, Great Britain, and Australia/New Zealand. All English-language library and information science monographs, reference books, and periodicals are eligible for review. The publisher is currently accepting all 1997 publications and principal 1996 publications. Review copies may be sent to LISCA, Libraries Unlimited, P.O. Box 6633, Englewood, CO, 80155-6633. Further information is available at www.lu.com/arba.

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Report Calls for Increased Funding for Preservation of Electronic Records

A new report issued by the University of Michigan says that problems of electronic records management and preservation are among the most serious and urgent facing archival efforts to document the nation’s history, and it calls for increased funding for research in these areas. The report, entitled “Electronic Records Research and Development,” presents findings from a June 1996 conference that was cosponsored by the University of Michigan and the Bentley Historical Library, and funded by the National Historical Publications and Records Commission.

The conference, held at Ann Arbor, Michigan, was a forum for archivists, records managers, educators, information management specialists and representatives of funding agencies. These experts gathered to evaluate recent findings on the management and preservation of records in digital formats, to consider the implications of these findings for graduate and continuing education, and to propose topics and methods for future research.

The Web version of the report is at: http://www.si.umich.edu/e-recs/. Free hard copies may be obtained by writing to: Electronic Records Report, Bentley Historical Library, 1150 Beal Avenue, University of Michigan, Ann Arbor, MI 48109-2113.

Preservation Leaflet in Spanish

The Northeast Document Conservation Center (NEDCC) announces the availability of a free technical leaflet in Spanish on care of photographs. NEDCC seeks to make the leaflet available to libraries, archives, and museums to copy and distribute to Hispanic audiences including individuals and community organizations. To obtain a free copy of the leaflet send a 55¢ self-addressed envelope to: Gay Tracy, Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810-1494. Other technical leaflets are available on NEDCC’s Web site: http://www.nedcc.org.

Disaster Recovery Yellow Pages

Based on nearly two decades of disaster planning experience, the 1997 Disaster Recovery Yellow Pages is a 320-page, comprehensive source book designed to help users locate scores of crucial but hard-to-find recovery services throughout the United States and Canada. It contains over 3,000 vendors and covers over 350 categories such as drying and dehumidification of paper and microfilm records, smoke odor counteracting services, trauma counselors, emergency rental of POS and other computer equipment, etc. The price is $98 per copy, plus $3 for shipping and handling. Regular updates are available. To obtain a free brochure, or to order The Disaster Recovery Yellow Pages, contact: The Systems Audit Group, Inc., 25 Ellison Rd., Newton, MA 02159, 617/332-4358.

Lemelson Center Interns

The Lemelson Center for the Study of Invention and Innovation and the Archives Center of the Smithsonian Institution’s National Museum of American History are pleased to announce the selection of summer 1997 archival interns: Margie Compton (University of Texas at Austin); Angela Fritz (University of Wisconsin at Madison); Brian Keough (State University of New York at Albany); and Lisa Robinson (University of Michigan). The Lemelson Center, in conjunction with the Archives Center, awards graduate-level internships each summer for 10 weeks to understand, identify, and manage the historical records of American invention and innovation and twentieth-century material culture. For more information about the Lemelson Center and its programs, please contact: Alison L. Oswald, Archivist, Smithsonian Institution, NMAH Archives Center, Room C340, MRC 601, Washington, D.C. 20560, 202/357-3780, oswald@nmah.si.edu.

Archives Week in Ohio

The Society of Ohio Archivists (SOA) will “celebrate local government in Ohio” during its fifth annual Archives Week program, October 19-25, 1997. The week is designed to raise public awareness about the importance of archival records, the agencies which create records of enduring value, and the archival centers which preserve these cultural resources. This year’s program will focus on the records of local governments across the state and the offices which create them. SOA is inviting counties, municipalities, townships, and public libraries to hold open houses during Archives Week. It is also encouraging county historical societies and genealogical societies to provide encouragement and support. SOA will prepare a poster for the week. Contact: George Bain, Archives Week Coordinator, Archives and Special Collections, Ohio University Libraries, Athens, OH 45701-2978, 614/593-2713, fax 614/593-0138, e-mail: g Bainl@ohiou.edu.
Whose Victory? Reflections on the Computer and Society After a Century

Editor’s Note: The following article is an opinion–editorial which does not reflect official SAA Policy. Archival Outlook encourages members to submit further articles toward development of a professional dialog.

On December 3, 1896, Herman Hollerith incorporated The Tabulating Machine Company, according to Joel Shurkin’s Engines of the Mind, “essentially the world’s first computer company.” A century later, Shurkin stated that the computer revolution is “in full steam”: “Computing had become totally decentralized. Everyone had the power on their desk or at home. The priesthood of the mainframe’s information managers was dead. The people had won.”

Shurkin’s statement makes one wonder what war has been won. Not everyone is part of the computer revolution or is reaping its many supposed benefits. It also ignores the many troubling aspects brought to society by the computer. And the optimistic Information Infrastructure report notwithstanding, the troubling details of the recently passed Telecommunications Act suggest that there are pluses and minuses even at the end of a full century of computer commercialization.

The computer has brought many benefits to society and the people. It has positively transformed some aspects of work, made many activities more convenient for a large portion of society, and enabled the management of great quantities of information in ways we never could have imagined. The computer is a tool, and a tool can be both beneficial and a weapon.

Computers, their advocates argue, will make businesses more efficient and more competitive. Information can be managed in greater quantity and made more accessible. Workers can gain access to this information from their desktops, from home, in the hotel while on business travel, or from virtually anywhere. Decision making can be more cooperative. Traditional hierarchical structures, often blamed for clumsy and slow operations, can be streamlined or done away with altogether.

Some wonder whether computers have really made the worker more efficient or, if in fact, they have not added costs with excessive re-writing, re-checking, and re-thinking before actions are taken. Some professionals have become linked to electronic sweatshops where they are constantly working, wherever they happen to be. Convenience has become compulsion, expediency has become expectation. Somewhat wonder if many more jobs will be eliminated than created.

Computers are also touted as the solution to the management of records and other information generated and needed by the modern organization. Records can be stored compactly, and even paper files can be scanned into convenient digital forms. Many individuals can work together, in simultaneous fashion, in creating records, reports, and other organizational products. Businesses can harness the power of the computer in order to respond quickly to customers. And the computer can virtually eliminate the paper cluttering and strangling the office.

These solutions carry with them mind boggling problems. What is the official record? How can records be preserved for long periods of time in such volatile electronic systems? What about the legal requirements for the management of records? Such issues have thrown some organizations into near states of despair about how to resolve them. In some cases, organizations have lost their corporate memory, public officials have flaunted the notion of any accountability to their constituents, and society has lost a substantial means of understanding what is going on.

Computers are being emphasized as the key to the education of our youth and all age groups in our society. As President Clinton urged in this year’s State of the Union address, every student should have access to a computer and to the information available on the Internet. Educational software, covering topics from mathematics to the arts, should be used in the classroom. Every student graduating from high school should have mastered the basics of the computer, because computer literacy is as fundamental as reading for the average citizen. Holding jobs and just general coping in our modern society requires a familiarity with the use of the computer.

What are children learning in a classroom covered by computers? The improvement of computers and educational software have not necessarily resolved the problem, because the focus seems to be only on having access to the information in the digital world and having the ability to work with computers. An educated individual in our modern world does need to have some ability to work a terminal, but that education requires an understanding of just what this tool represents. Besides, what about the vast gaps between educational opportunities in poor and rich school districts or between private and public schools? Making the computer the centerpiece of education raises the possibility of this gap widening even more. Despite the dropping costs of computer hardware and software they are still prohibitively expensive for schools already pressed by aging facilities and a lack of other resources.

Cybernauts are trumpeting the possibility of using networked computers as the key to a democratic society. The key to this thinking is not hard to figure out. Information is seen, logically, as the substance of an informed citizenry and an informed citizenry is viewed as crucial to a democratic society. Moreover, the advent of the Internet and the seeming creation of a community via networking has become the new model of a modern democracy. If the old model was the New England town meeting, the new version is a society linked electronically that will allow new deliberations, decision making, and constituencies to be heard. As a few have also argued, such networking is a way of overcoming the increasing control of print and other media information in the hands of an ever growing number of corporate giants and powerful business moguls.
Can the computer really enable a new form of democratic society to emerge? All of this really depends on how good the information is to begin with. We have long known that we should not trust all that is in the print and other media. This may be even more the case with the digital information systems. Anyone can put together a home page for the World Wide Web with information that is full of falsehoods and half truths if not shoddy research and thinking. During the current political campaigns, some individuals and groups have constructed parodies of certain candidates (with little clue that these are parodies) while others have tried to create deliberately false impressions. Only the reasonably well informed have any hope of being able to navigate through the dangerous potholes of the Information Highway.

In the computer revolution the people will have won only if we are ever vigilant in our public policy, laws, and social conscience about how the computer can and should be utilized. Where are the archivists in all this? Where is the Society of American Archivists as an advocate in promoting the integrity of the record in the modern Information Age? Is there a voice for the archivist and the archival profession in the war about the impact of the computer on society and on the individual? How do we sort out the completely contrary opinions, one optimistic and the other a portrait of doomsday, expressed about the Information Age in recent books such as Clifford Stoll's *Silicon Snake Oil: Second Thoughts on the Information Highway* and Arno Penzias' *Digital Harmony: Business, Technology and Life After Paperwork*? Others, representing every viewpoint, clutter my bookshelves.

While a few isolated research and development projects directed by archivists grapple with the issues of how to maintain the integrity of the electronic record, the archival profession needs to recognize that the increasing concerns voiced by individuals about the impact of the computer on literacy, jobs, information access, the general quality of life, economic stability, privacy, and politics provide wonderful opportunities for archivists to speak up about why records are not only important but essential for our modern society. Unless we believe that records are really not that important. After all, Hollerith started it all an entire century ago, almost exactly the same time as the modern archival profession was developing with the establishment of its first associations and the publication of its first textbooks. Surely, archivists have long since learned that they have something to contribute to the maintenance of the information held in the records generated by the computer.

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**1997 CALENDAR**

**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**


**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. 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. Contact SAA Meetings/Membership Services at 312/922-0140 or info@archivists.org.

SAA pre-conference workshops held August 25-27. Contact: Joan Sander, jsander@archivists.org or Tara Shimandle, tshimandle@archivists.org or 312/922-0140.

**September 23**


**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 1-4**

American Association for State and Local History and Colorado-Wyoming Association of Museums joint annual meeting in Denver, Across the Great Divide: Getting There From Here. Contact: AASLH office, 530 Church St., Suite 600, Nashville, TN 37219, 615/255-2971, fax: 615/255-2979.

**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 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 Olcott 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@shrsys.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 Jerrido, Temple University Urban Archives, 215/204-6399, fax 215/204-3681, mjj@astro.ocis.temple.edu. Carol Ann Harris, Temple University Special Collections, 215/204-4576, fax 215/204-5201 or e-mail charri00@thunder.ocis.temple.edu.

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FELLOWSHIPS & GRANTS

Colonial Dames of America Scholarship
The Society of American Archivists (SAA) invites nominations for its 1998 Colonial Dames of America Scholarship Awards. 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 National Archives two-week Modern Archives Institute (tuition is $525). To be eligible, an applicant must be an employee of a repository with a fair percentage of its holdings predating 1825; have been employed less than two years as an archivist; and actually be working with archives or manuscripts regardless of title. Qualified employing institutions can be either public or private, and include federal as well as state and local governments; schools, colleges, and universities; businesses; hospitals; arts and cultural organizations; religious institutions; libraries and museums; historical and genealogical societies.

Resumes accompanied by two letters of recommendation from a person having definite knowledge of the applicant’s qualifications should be submitted in triplicate by November 1, 1997 for the institute held January 26-February 6, 1998; by February 28, 1998 for the institute held June 2-13, 1998. Send applications to Anne P. Diffendal, SAA Awards Committee Co-Chair, 3131 S. 41st St., Lincoln, NE 68506 or call 402/489-2368.

CALL FOR PAPERS

Oral History Association
The Oral History Association invites proposals for papers and presentations for its 1998 annual meeting, to be held October 15-18 in Buffalo, New York. The theme of the meeting is “Crossing the Boundary, Crossing the Line: Oral History on the Border.” Proposals that relate to mediations among diverse communities; class, ethnic, racial, and gender perspectives; interdisciplinary approaches; transnational issues; migration and immigration; transgressions; new frontiers in technology; lesbian and gay history; relationships in interviewing; marginality; oral history and received historical wisdom; shifting borders in oral history; and ethical and legal boundaries are especially encouraged. Proposals on other topics are also welcome. OHA policy prevents those who will present papers at the 1997 annual meeting from doing so in 1998; such individuals, however, may serve as session chairs and commentators. For further information contact: Debra Bernhardt, Robert F. Wagner Labor Archives, 70 Washington Square South, New York, NY 10012, 212/998-2640, fax: 212/995-4070. Proposal deadline: December 15, 1997.

Response to NHPRC
continued from page 11

fund projects that purportedly support its priorities but which are marginal or only adequate at best. Secondly, if grants for improvements in documentary fields and grants for state collaborative efforts are our top priorities, the commission must “aggressively explore,” as the 1994 congressional committee urged, means to ensure that proposals of high quality and broad impact are conceived, developed, submitted, and supported. The commission cannot afford to be passive in this.

Third, the commission must also be aggressive about ensuring that the state partnership program results in a “multiplier effect,” and that the mission to ensure accessible documentary evidence of our nation’s history be viewed as a responsibility for all, not just the federal government.

What are the implications of the new strategic plan for NHPRC’s ability to achieve its statutory objectives?

As noted in response to question one, SAA believes that the revised strategic plan is very consistent with NHPRC’s statutory objectives. We operate in a rapidly changing environment, and we must accommodate change. The priorities set today may not be well suited to NHPRC’s ability to achieve its statutory objectives in the coming years, and they are sure to be modified as a result.

As has been shown, the statutory objectives themselves have been subject to continuing refinement and expansion in the 60 plus years of the commission’s existence, reflecting outside factors (such as appropriated funds and the extension to records programs) The commission must remain flexible to remain viable. Given the modest budget and the broad mission, the commission must husband its resources carefully, support those projects that, in the words of a former SAA executive director, promise the best “bang for the buck,” and seek non-fiduciary ways to ensure that worthy projects go forward. For instance, SAA recommends that the commission staff explore means to develop a collaborative partnership with NEH to determine means for providing a certain level of support to bring important documentary editing projects to closure.
Executive Director
continued from page 3

Technology also provides us with the opportunity to create an even stronger community. I have great hopes that through the SAA Web page, SAA listservs, and other as-yet-unknown technologies, we will provide a compelling social commons for archivists worldwide. The capacity here is profound, especially on the grassroots level. Howard Rheingold, author of The Virtual Community, speaks eloquently of this phenomenon:

“Real grassroots, the kind that grow in the ground, are a... branching structure, a network of networks. Each grass seed grows a branching set of roots, and then many more smaller roots grow off those; the roots of each grass plant interconnect physically with the roots of adjacent plants, as any gardener who has tried to uproot a lawn has learned. There is a grassroots element to the (inter) Net...I routinely meet people and get to know them months or years before I see them — one of the ways my world today is a different world, with different friends and different concerns, from the world I experienced in pre-modern days. The places I visit in my mind, and the people I communicate with from one moment to the next, are entirely different from the content of my thoughts or the state of my circle of friends before I started dabbling in virtual communities. One minute I’m involved in the minutiae of local matters...and the next minute I’m part of a debate that’s raging in seven countries.”

This blurring of boundaries and borders can only help the profession. Already we benefit from the active participation on the Archives and Archivists Listservs of colleagues from as far away as Australia, New Zealand, Japan, Poland, and as close as Canada. These are daily conversations which would not occur otherwise and I would argue that the profession is often the better for it.

Board of Directors

One issue that is fairly invisible to most members, but important to most executive directors, is board development. The ASAB focus group spent a good part of the time discussing this issue and relating it back to both technology and time pressures on members. The good news is that technology creates new ways for boards to interact. The SAA Council, for example, conducts a great deal of business via a Council listserv. By attending to routine business prior to actual meetings, Council better organizes its time to deal with the larger policy issues of such importance to the profession.

The challenge for executive staff is to provide the board with adequate and useful information. This past year, for example, the staff and I gathered and analyzed financial data from the past ten years and developed projections for the coming four years. With this depth of information we put together a 32-page proposed program plan (1998-2001) for review by Council on planning day. The plan discussed history, trends and projections in order to engage long-range thinking about the future of SAA.

Another important element of board development is training and orientation. Serving on the board of a national association is similar to, but still unlike, serving on a regional or local boards. Many good people agree to serve without having any board experience at all. It’s incumbent upon the Society, therefore, to provide incoming board members with the proper tools they need to serve SAA to their best advantage. We are beginning to develop an SAA Council Orientation Manual and to identify those areas in which new Council members would benefit from those with more experience.

Alliances

The focus group unanimously agreed that creating alliances with allied professions and associations is critical to achieving political influence in today’s society. I was surprised to learn how many alliances were in the process of actually merging with those they once competed against. These days mergers apply as much to associations as it does to corporations.

I do not see a merger in SAA’s future, but I do see coalition-building as a critical element to communicating our message to Washington and the public at large. Just in the past three years we joined forces with three important coalitions: the National Initiative for a Networked Cultural Heritage (NINCH), which focuses on bringing culture and the humanities onto the Internet; the Coalition for Networked Information (CNI), which has an excellent reputation as convener of cutting-edge pilot projects demonstrating new and innovative uses of the Internet; and the Digital Future Coalition, a consortium of commercial and nonprofit groups dedicated to defending copyright and fair use in the digital environment.

At the Chicago annual meeting the Committee on Education and Professional Development (CEPD) is convening archival education providers to discuss the SAA Educational Needs Assessment and the general state of archival educational programming. The meeting will discuss how we can better coordinate and share information. It will also discuss sharing resources on a local, regional, and national scale in order to serve archivists in a more holistic manner.

There are many opportunities for us to form any number of alliances. My vision of the association of the future is an amoeba-like entity that is strong enough to retain its central core, but fluid enough to take advantage of or leverage resources from common and uncommon partnerships. I hope to see many more opportunities like these for SAA.

Resources

Ultimately, it all comes down to resources—volunteer resources, human resources, fiscal, programmatic, and strategic resources. There are never enough. Building alliances and coalitions is one way to address this never-ending problem. Streamlining activities to their most efficient execution is another. Developing new resources is always a goal and recognizing realities is perhaps most important of all.

In our fiscal analysis we discovered that SAA’s revenues have remained constant over the course of past five years, we project that they will continue to remain constant into the near future. The pressure on expenses, however, continues to rise so in effect each year we are forced to do a little bit more with a little bit less (sometimes a lot less). This is a challenge we all face no matter what...
our business. In light of this I consider myself a realistic optimist. That means I will always strive to reduce expenses while enhancing and individualizing service as much as possible. It also means we need to recognize eventually we simply can no longer provide more for less. In some cases we will need to provide less for less. We will then have to make some important strategic decisions about what to keep and what to discontinue.

It is my sincere hope that by organizing ourselves intelligently, by thinking strategically, and by keeping our eyes consistently on the prize, we will become the SAA we need and envision. The good news is that in the overarching environment of national associations, SAA's challenges and concerns are not unique. Even better, we are a uniquely resilient creative, robust group of committed individuals who are faced with challenges our predecessors would find boggling. Fortunately, we are also the beneficiaries of remarkable opportunities to grow SAA into the association we all know and envision it to be.
Southeast Asia-Pacific Audiovisual Archives Association

The second conference of the Southeast Asia-Pacific Audiovisual Archives Association (SEAPAVAA) was held in Jakarta last March. The Department of Information for the Republic of Indonesia and the National Library of Indonesia hosted the conference whose theme was “Audiovisual Archiving: Empowerment Toward 2000.” The conference was divided into three parts: an ideas forum, a strategic planning workshop, and a general assembly. Delegates from Australia, Brunei, Indonesia, Malaysia, The Philippines, Thailand, and Vietnam attended. The third conference will be held in Hanoi in March 1998. For more information, contact: Belina SB. Capul, Secretary General, SEAPAVAA, Philippine Information Agency, Visayas Ave., Diliman, Quezon City, Philippines.

Napoleonic Documents

A little known collection of Napoleonic documents is now available on microfilm. More than 2,500 letters relating to Napoleon held by the Russian State Historical Museum in Moscow have been reproduced on microfilm by Norman Ross Publishing Inc. The collection includes 29 letters in Napoleon’s own hand or containing his signature, 100 letters written or signed by members of his family, and some 2,400 documents from his military and political circle. A descriptive catalog compiled by museum staff complements the film. For more information, contact: Norman Ross Publishing Inc., 330 W. 58th Street, New York, NY 10019, 212/765-8200, info@nross.com.
HOW TO LIST A PROFESSIONAL OPPORTUNITY

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

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

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

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

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

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

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

ARCHIVAL ASSISTANT
National Society Daughters of the American Revolution
Washington, D.C.
Available March 1997, one-year opening (35 hours per week) to assist archivist with maintenance of archives of major women’s organization and a manuscript and rare book collection of early Americana. Position is currently temporary, but may develop into a regular position. Responsibilities: (a) cataloging and processing of a large backlog of archival accessions and (b) assisting the NSDAR archivist with the development of a computerized cataloging and information retrieval system for the historical collections under the care of archival staff. Qualifications: M.A. in history, or B.A. in history and M.L.S.; knowledge of American history, one or two years archival/ manuscript experience; typing and computer skills; knowledge of MicrosoftWord preferred. Please send resume including salary requirements to: Human Resources Director, National Society Daughters of the American Revolution, 1776 D Street, NW, Washington, DC 20006-5392.

ARCHIVIST
Harry Ransom Humanities Research Center
University of Texas at Austin
Austin, Texas
The Harry Ransom Humanities Research Center is the principal rare books and manuscripts library of The University of Texas at Austin with a collection of approximately one million books, thirty-three million manuscripts, five million photographs, and over 100,000 works of art. Information about the Center and the library can be found at http://www.lib.utexas.edu.Libs/HRC/HRHRC. Under the direction of the head of the Department of Manuscripts and Archives, will process archives and manuscript collections ranging from 19th- and 20th-century British, American, and French literary materials, to photography, theater, and film collections; create descriptive findings aids and MARC records. Required qualifications: M.L.S. from an ALA-accredited graduate library program with archival training, or M.A. Experience in manuscripts/archives arrangement and description in an academic or research library. Working knowledge of AIPM, AACR2, MARC format, and standard archival processing and preservation techniques. Preferred qualifications: Experience using a major bibliographic utility (RLIN, OCLC) and with microcomputer. Familiarity with HTML and/or EAD. Proficiency in one or more foreign languages. Strong organizational and interpersonal skills, and excellent oral and written communication skills are essential. Must be team oriented. Salary: $25,000 with competitive benefits package. No state or local income tax. To insure consideration, application must be received by August 8, 1997. Position available September 1, 1997. For more information on this posting and to complete an application for employment, visit Web site: www.utexas.edu/admin/ohr/empl OR submit a letter of interest, resume, contact information for three professional references, and a writing sample to: Joan Sibley, Search Committee Chair, Harry Ransom Humanities Research Center, Box 7219, University of Texas at Austin, Austin, Texas 78713-7219. AA/EOE

ASSISTANT DIRECTOR FOR ARCHIVES
American Bible Society (ABS)
New York, New York
The American Bible Society, an interdenominational Christian organization, is seeking a new assistant director for archives, who will play a leadership role in shaping the archives’ response to new challenges and opportunities. Reporting to the director of Library, Archives and Institutional Research, the assistant director is responsible for: developing and promoting the archives to ABS staff, scholars, and the public; planning for technologies; administering the archives and supervising professional and clerical staff within the archives (assistant archivist, records coordinator, micrographics specialist, and part-time conservator); serving as the records manager, overseeing records surveys, appraisals and the development of disposition schedules, and planning for handling electronic records. Required Qualifications: Master’s degree in archives, history or library science (ALA-accredited) or equivalent with course work in archives theory and methodology. 3-5 years’ professional experience in archives administration, preferably in a nonprofit or religious organization. Knowledge of archives-related use of Internet and other information technologies, including SGML, EAD, and MARC. Excellent oral, written and interpersonal communication skills; ability to work as...
Professional Opportunities

part of a team and to problem solve from an institution-wide perspective. **Preferred Qualifications:** Experience and/or education in records management. An attractive compensation and benefits package includes tuition reimbursement and a defined contribution plan. Qualified and interested candidates should send a cover letter and resume, including salary requirements, to: Joanne Smith-Rencher, Assistant Director, Organizational/Professional Development, American Bible Society, 1865 Broadway, New York, New York 10023 (e-mail: jsmith rencher@americanbible.org). We will only respond to those who meet the minimum qualifications. No phone calls please.

**PROJECT ARCHIVIST**
Clarke Historical Library
Central Michigan University

**Responsibilities:** The project archivist, working under the supervision of the director of the Clarke Historical Library, will be responsible for appraising, arranging, and describing the records of the Aladdin Company of Bay City, Michigan. Between 1906 and 1981 the Aladdin Company was a national leader in the field of pre-cut (kit) homes. The collection includes approximately 15,000 architectural drawings. **Required Qualifications:** M.L.S. from an ALA-accredited institution and formal training in archival theory and practice. **Preferred Qualifications:** Professional experience working in an archives, experience in working with both business and architectural records, advanced degree in history with a concentration in a relevant area such as architectural history. **Salary and Fringe Benefits:** Position is a twelve-month, grant-funded, temporary faculty position. Minimum salary of $30,000 and excellent fringe benefits package. To apply send letter of application, resume/references to: Clarece Martin, Archivist, Carlyle Fraser Library, The Westminster Schools, 1424 W. Paces Ferry Rd., N.W., Atlanta, Georgia 30327 404/609-6264, e-mail: clarecemartin@westminster.net.

**ARCHIVAL PROCESSOR**
Aerospace Education Center Library
Central Arkansas Library System
Little Rock, Arkansas

One-year, full-time NHPRC grant position at the Aerospace Education Center Library, Central Arkansas Library System. To process photograph collection from Jay Miller History Collection. Duties include assisting in the arrangement, description, and physical care of photo images of the collection. **Salary:** $13,500 with benefits, subject to final NHPRC funding. Position open until filled. Send resume/references to: Frances Morgan, Aerospace Library, 3301 E. Roosevelt Road, Little Rock, Arkansas 72206 or e-mail: famorgan@tones.cals.lib.ar.us.

**ARCHIVES AUTOMATION PROJECT MANAGER**
The Westminster Schools
Atlanta, Georgia

**Responsibilities:** A one-year position with potential continued employment. Project goals are focused on preparing the Westminster Schools Archives for the school’s 50th anniversary in the year 2001 and to realizing the vision for creating one of the finest independent school archives in the country. Specific goals will include bringing the holdings of the archives under collection-level control through the development of machine-readable finding aids and inventories, the creation of USMARC catalog records, the establishment of internal name and subject authority files, and assistance in the preparation of a policy and procedures manual for archival processing, cataloging, and automation. Other work will include enhancement of the archives’ Web site, scanning of selected archival resources, and possible encoding of finding aids. **Qualifications:** Graduate degree in history or library science with formal archival training and experience. Familiarity with standard archival procedures and description, archival cataloging in a USMARC/OCLC environment, and records management, preferably in an academic setting. Experience with photographic archives and preservation and knowledge of digital imaging and scanning procedures; experience and/or familiarity with PC-based computer systems and software, basic knowledge of principles of text encoding in HTML/SGML; effective communication, interpersonal, and teamwork skills and the ability to work independently. **Environment:** The Westminster Schools is a Christian college preparatory school with an enrollment of 1,725 in grades K-12. **Salary:** $32,000 with excellent fringe benefits. **To Apply:** Send a resume, three references and letter describing qualifications to: Clarece Martin, Archivist, Carlyle Fraser Library, The Westminster Schools, 1424 W. Paces Ferry Rd., N.W., Atlanta, Georgia 30327 404/609-6264, e-mail: clarecemartin@westminster.net.

**ARCHIVIST/ASSISTANT DIRECTOR OF ARCHIVES**
Rush-Presbyterian-St. Luke’s Medical Center
Chicago, Illinois

One of Chicago’s leading medical centers seeks an experienced and dynamic archivist to help direct the comprehensive archives program serving Rush University, a university for the health sciences including Rush Medical College and the College of Nursing, and Presbyterian-St. Luke’s Hospital and associated medical center institutions. Responsibilities include core archives activities relating to transfer of records, accession of faculty papers and related collections, processing flow and coordinating reference service for internal and external control, MARC format processing, and reports generation. Assist with oral history, exhibits and outreach efforts. Help manage the repository and represent the archives in the absence of the director. Help supervise volunteer or support staff. **To Qualify You Must Possess:** Master’s degree in history or information sciences program emphasizing archives education; C.A. preferred; CRM eligibility desired; 3 to 5 years of experience, including supervisory responsibilities and experience with archival use of online technologies. Experience with health care institutions highly desirable. Salary competitive, depending on qualifications and the medical center’s employee benefits package. For consideration, please mail/fax resume to: Recruitment and Career Services, Dept. Dw4091 1, Rush-Presbyterian-St. Luke’s Medical Center, 729 S. Paulina St., Chicago, Illinois 60612, fax: 312/942-3212. EOE M/F/D/V.

**CURATOR OF SPECIAL COLLECTIONS**
University of Minnesota Libraries
Minneapolis, Minnesota

**Overview of Unit:** The Special Collections unit of the University of Minnesota Libraries is a new organizational unit being formed from the Special Collections and Rare Books Division. It will be one of eight library units moving into a new central on-campus archival and storage facility scheduled to be completed by summer 1999. The unit holds books and
Applications must be postmarked by August 8, 1997.

Please identify applications with the code: UL65. For a complete position description, contact the Libraries Human Resources Office at 612/624-9513. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disabilities, public assistance status, veteran status, or sexual orientation.

PROJECT ARCHIVIST
Aerospace Education Center Library
Central Arkansas Library System
Little Rock, Arkansas

One-year, full-time NHPRC grant position at the Aerospace Education Center Library, Central Arkansas Library System. To process photographs collection from Jay Miller History Collection. Duties include the arrangement, description, and physical care of photo images of the collection, compiling finding aids, entering collection data on the library’s local database, composing a Jay Miller collection brochure, supervision of one full-time archival processor and one part-time graduate student assistant, and working with the grant project director and the grant coordinating body. Candidates should have a master’s degree in history or archival management, and knowledge of aviation and aerospace history, experience in the care and processing of photographs and manuscripts, familiarity with USMARC and OCLC, expository writing skills, and experience managing a small staff. Salary: $25,500 with benefits, subject to final NHPRC funding. Position open until filled. Send resume/references to: Frances Morgan, Aerospace Library, 3301 E. Roosevelt Road, Little Rock, Arkansas 72206 or e-mail: famorgan@fones.cals.lib.ar.us.

TECHNICAL SUPPORT STAFF
Questor Systems, Inc.
South Pasadena, California

Questor Systems, Inc., is seeking individuals to join our Collections Automation Consultation team. We are looking for two full-time employees. Responsibilities include conducting on-site client training, in-house training, telephone support, and special projects as necessary and dependent upon qualifications and interests. The positions entail extensive travel (approximately one week per month). Minimum qualifications include a B.A. in art, anthropology, archaeology, natural science, history or a related field. Two years paid museum or archives experience required. Knowledge of Windows based applications required. Classic ARGUS or ARGUS for Windows experience highly desirable. Submit cover letter, resume, and writing sample to: Questor Systems, Inc., Attention: Manager of Client Services, 899 El Centro Street, Suite 101, South Pasadena, California 91030, fax: 818/403-1739.

TEMPORARY LIBRARIAN/ARCHIVIST
Monterey Public Library
Monterey, California

Temporary librarian/archivist to review and inventory a unique collection of California and local history materials, develop and implement preservation policies, create finding tools, and recommend additional improvements. Approximately 640-800 hours, full or part-time. $15.36-$18.67 hourly. A flyer and application can be requested from the Administration Office, Monterey Public Library, 625 Pacific Street, Monterey, California 93940 or by calling 408/646-5603. Applications will be accepted until the position is filled.

PROJECT ARCHIVIST
Manuscripts - Business Records
Minnesota Historical Society
St. Paul, Minnesota

The Minnesota Historical Society’s Division of Library and Archives seeks an archivist for a three-year, full-time project position (with possible extension). The project, overseen by both the Acquisitions and Curatorial Department and the Processing Department, will entail both field work and processing. The project archivist will assist with the surveying, identification, appraisal, acquisition, arrangement, description, and cataloging of records from a multi-national Fortune 500 company headquartered in Minnesota. Qualifications: M.A. or M.L.S. with courses in archival administration. Must possess high degree of human relations skills, and be able to speak and write clearly and accurately. Experience with donor relations, records surveys, appraisal of large, complex modern collections; knowledge of and experience with the principles and products of archival arrangement and description, and with archival cataloging protocols, including APPM, AACR2, USMARC, and LCSH. Ability to lift 40 pounds. Two years of relevant professional experience highly desirable. Salary: Starting range $2,339 - $2,551 per month with competitive benefits. To Apply: Please send letter describing qualifications, resume, and three professional references to: Minnesota Historical Society, Human Resources Department, Project Archivist Search Box 30, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102. Applications must be postmarked by August 8, 1997.
UNIVERSITY RECORDS ARCHIVIST
Michigan State University
East Lansing, Michigan

Three-year appointment (reappointment/continuing appointment system possible)

Responsibilities: Administration of the University Archives Records Program: a comprehensive collections management program including appraisal, records retention scheduling, records management services, reference retrieval services, records disposal, and offsite storage management, especially regarding conversion projects, is a high priority of the position. Additional responsibilities include education outreach within and without the university, and work with automated systems for management and description of records using the MARC integrated format. The archives holds over 24,000 cubic feet of records and has operated the records program for over 20 years. The University Records Archivist works closely with all areas and departments of the university concerning the management and disposition of their records.

Requirements: M.A. in history, library science, archival science, computer science or related field, graduate of archival education program which meets SAA guidelines and two years professional archival experience. Must have experience with electronic records and academic records, experience with MARC integrated or AMC format, and the management of automated systems. Desirable qualifications include experience with records management, scanning and digitization, and Certified Archivist status. Michigan State University is a pioneer land grant AAU research institution, with over 41,000 students, 3,900 faculty, located on over 5,000 acres. Salary negotiable depending upon qualifications and experience. The university provides a very competitive benefits program, 22 days of vacation and 6 university vacation days. Submit a letter of application, vitae and names of three references to: Dr. Frederick L. Honhart, Director, University Archives and Historical Collections, 101 Conrad Hall, Michigan State University, East Lansing, Michigan 48824-1327. Applications deadline for the position is July 31, 1997, or until a sufficient applicant pool has been received. AA/EOE

ARCHIVIST
(Two Positions)
University Libraries
Wright State University
Dayton, Ohio

Wright State University is seeking two energetic, creative individuals to serve in dynamic and innovative environment.

Responsibilities: Provide reference service, security and supervision in the reading room. Process collections, maintaining and preserving their physical integrity. Participate in outreach activities, including designing and installing exhibits and committee assignments. Qualifications: Required: M.A. degree in public history or related historical field, or ALA-accredited M.L.S. degree with American history background. Graduate level course work or training in archival procedures required. One year of professional archival experience required. Environment: The Wright State University Libraries comprise the Dunbar (academic) Library and the Fordham Health Sciences Library. Special Collections encompasses a rich collection of early aviation and local history, genealogy and university records, as well as a significant aerospace medicine and local medical history collection. The university serves 17,000 students and offers a comprehensive program of study with doctorates in five fields. Wright State is a member of OhioLINK, a statewide information and research system. Salary Range: $29,247 minimum. Benefits include 22 vacation days/year, 10 holidays, health and dental plan, state retirement system, and paid life and disability insurance.

Application: Send letter of application, resume, and names of three current references to: Ms. Chris Watson, Head of Administrative Services, Wright State University Libraries, 126 Dunbar Library, Dayton, Ohio 45435. Review of applications will begin July 15, 1997. Wright State is committed to a policy of equal opportunity and affirmative action, and specifically encourages applications from members of under-represented groups.
The University of Missouri–Columbia (MU) is seeking qualified applicants for the position of Manuscript Specialist/Technical Services Archivist in the University Archives of the MU Libraries. Principal duties include responsibility for arranging, describing and cataloging the historical records of the MU and the University of Missouri System Archives. Specific duties include editing and digitizing existing finding aids; creating new descriptions and inventories for unprocessed records and manuscripts; performing original online cataloging using USMARC-AMC format; managing the institution's Internet finding aids; and, providing duplication services of the materials in the University Archives. Other duties include some supervision of student assistants and providing secondary responsibility for reference services within University Archives.

Requirements: Requires a graduate degree in history, library science, information science or other relevant discipline with course work in archives administration. Preferred is two years experience in archives arrangement and description and original cataloging of archival materials using USMARC-AMC format. Experience with HTML or SGML as applied to finding aids or descriptive tools is preferred. Requires excellent oral, written, and interpersonal skills; ability to communicate with a diverse university community; advanced knowledge of computer technology and applications, especially Internet applications; and, ability to deal with some physical work, such as lifting boxes, climbing ladders and tolerating dirt and dust.

Minimum Salary: $25,500+ for twelve months commensurate with education and experience. Benefits include vested retirement after five years, University medical benefits package, and other normal fringe benefits including 75% tuition waiver.

THE UNIVERSITY OF MISSOURI was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with over 250+ degree programs. The MU Libraries belong to ARL, serve a student body of 22,000+ and a faculty of 1,800 with a collection of 2.7+ million volumes and 6.3+ million microforms.

Columbia is in the middle of the state on I-70, only two hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks major recreational area. The University and two other colleges provide superb cultural events. According to the American Chamber of Commerce Researchers Association (ACCRA) composite index, the cost of living in Columbia is very reasonable when compared with other university communities. Columbia has been named in the top twenty cities in the United States by Money magazine in recent years.


Send letter of application, names and addresses of three references and resume to Julie Deters, Senior Secretary, 104 Ellis Library, University of Missouri-Columbia, Columbia MO 65201-5149. MU is an equal opportunity and affirmative action employer and complies with the guidelines set forth in the Americans with Disabilities Act of 1990 (ADA). If you have special needs as addressed by ADA and need assistance with this or any portion of the application, notify us at the address above as soon as possible. Reasonable efforts will be made to accommodate your special needs.