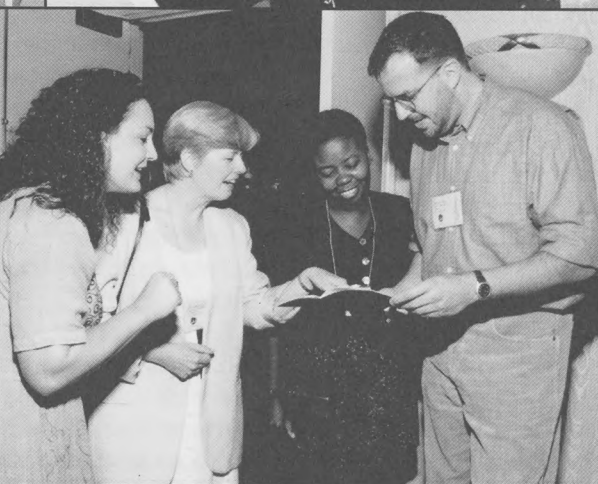
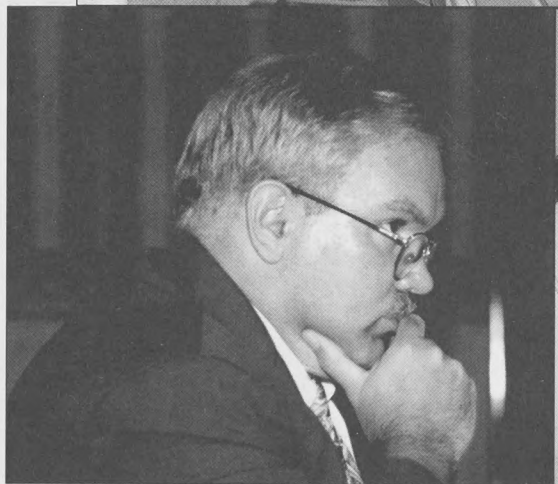


# ARCHIVAL OUTLOOK

November/December 1997



*Newsletter of the Society of American Archivists*



**PICTURE PERFECT.** Highlights and memorable moments from SAA's 61st annual meeting in Chicago, August 25-31, 1997 (clockwise from upper left): Outgoing SAA President Nicholas Burckel shares his perspective in an educational session; Ida B. Jones (foreground) and Letha Johnson are in fine fettle; Council member Anne Gilliland-Swetland (second from left) consults with colleagues on the exciting schedule of events; Treasurer Lee Stout ruminates upon matters fiduciary. Conference coverage and much more inside!

# WHERE ARE YOU ?

The **1998-99 SAA Directory of Individuals and Institutional Members** is currently in production!

Please take a moment to complete the coupon on page 24 to ensure that your listing is accurate and up to the minute!

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# ARCHIVAL OUTLOOK

ISSN 0091-5971

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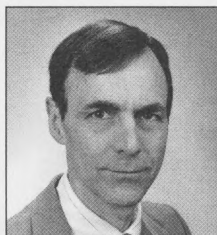
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## President's Message

by William J. Maher, *University of Illinois at Urbana-Champaign*

### Organizational Effectiveness for SAA

SAA's annual business meeting in August in Chicago witnessed a landmark event in the Society's history—the adoption of a revised constitution and bylaws. The new governing document is the first of several steps to implement recommendations of the 1995–96 Task Force on Organizational Effectiveness (TFOE), and it will serve SAA well by streamlining the governing rules for the premier North American organization for archivists. The Chicago business meeting also witnessed anxious discussion over other aspects of TFOE's recommendations on the disposition of specific organizational units within SAA. As representatives of these units work with Council in the coming months to address the TFOE recommendations, now is an appropriate time to review the origin, purpose, and remaining work of this task force.

For years, the prevailing approach within SAA towards its organizational units has been to deliberate on project proposals as well as recommendations for the creation of new units solely on the basis of the level and inherent interest of the subject matter in question. As a result, SAA has developed into a highly responsive, member-interest-oriented organization.

The resultant Society has been vibrant and effective in responding to its internal constituencies. However, as we engaged in the long-range planning process that led to the 1993 strategic plan, it became obvious that this approach prevents SAA from being effective and authoritative in relation to the external constituencies and public policy issues with which we must work to advance basic archival goals. For this reason, goal 4 of the strategic plan called for increasing the effectiveness of SAA as an organization. Much of the work on this goal has been incorporated in TFOE.

Since the last major revision of the constitution and bylaws in 1981, SAA's

organizational units have greatly expanded in number and complexity, reflecting the interests of its members in increasingly diffuse and specialized archival issues. To conduct the Society's work, and to reflect the interests of constituent member groups, SAA has established many different organizational units—committees, task forces, boards, sections, roundtables, and representatives, often with their own subordinate units.

At times, SAA resembles a large, loosely held federation attempting to answer the specialist interests and energies of increasingly separate groups of members. On the positive side, SAA can be seen as the proverbial "big tent," which offers the latest specialist information and the sharing of experiences for a far larger number of archivists than possible if it were a tightly structured, narrowly focused, traditional professional society. At the same time, however, a common complaint of past presidents, Councils, and the SAA office has been the unclarity and resultant stress in trying to provide services to, and take direction from SAA's more than 74 constituent units.

In establishing TFOE, Council was very much concerned with the need to maintain the richness that SAA's organizationally diverse structure provides. TFOE's report underscores the importance of the member-driven interest groups (i.e. sections and roundtables) within the Society. At the same time, to ensure that SAA can indeed speak effectively and clearly to the outside world on important public archival issues, TFOE and Council recognize that SAA's internal operations need to be clarified and rationalized. Organizational units need to be constituted along consistent functional lines, and we need to consider the establishment and retention of units more from the perspective of how they help SAA to be effective as an organization in relation to the outside world than from the perspective

of the inherent interest in, or merit of, the subject matter of the prospective unit.

We must now take the next steps in this important evolution of SAA by working through the organizational changes contained in Parts III.B and V of the TFOE report (most readily available via SAA's Web site at [www.archivists.org/governance/tfoe](http://www.archivists.org/governance/tfoe) or via hard copy by request to the SAA office). Certainly, some fundamental changes regarding sections, roundtables, or a possible replacement unit called "membership interest groups" will have to wait for the report of the current Dues and Member Benefits Task Force, so we can understand and address their financial implications. Meanwhile, many of the other organizational recommendations, especially those relating to committees, boards, and representatives, can be addressed presently through consideration and action by Council.

The first and very critical step for addressing the TFOE recommendations has begun as Council liaisons are systematically consulting with the chairs and other leadership of all of the potentially affected units. Indeed, during the fall months, the Council liaisons are charged with working with the units' leadership to develop action documents to present to Council at its midwinter meeting for formal consideration. Our overriding goal will be to achieve an organizational clarity, order, and efficiency that enables SAA to represent archival needs more strongly and respond to member interests more effectively and strategically.

Simply from the standpoint of the organizational processes needed, the task is a tremendous one. What's more, with the natural interpersonal dynamics and sentiments associated with SAA's units, the work must be done most sensitively. For the sake of the future of American archivists and archives, let's all set ourselves to the task with a bold and positive spirit.

# Our Kind of Town—SAA '97 in Chicago

by Debra S. Mills, Meetings Director

Nearly 1,150 archivists attended SAA's 1997 annual meeting in Chicago, August 25-31. With its lakefront views and easy access to restaurants, museums, entertainment, and shopping, the Fairmont Hotel offered an ideal setting for archivists to convene for educational and professional development.

Among the 61st annual meeting highlights were the many venues for newer archivists to learn more about the profession, to meet one another, and to receive guidance from seasoned colleagues. One exciting new program designed for first-time attendees was especially successful. Developed by the Women's Caucus, the navigator program matched nearly fifty individuals with colleagues who introduced them to others throughout the conference.

In addition, more than 100 new members participated in the orientation held on August 28. The "scavenger hunt" portion of the program allowed colleagues to get to know one another as teams of four endeavored to search for answers to 25 questions about SAA and the 1997 annual meeting. The winning team was awarded boxes of the city's renowned Frango Mints, a specialty of Marshall Fields department store.

Attendees looking for employment opportunities or career counseling found a warm welcome at the Archivists' Career Center. Offered for two days, the center remained active with archivists looking for positions and those looking for candidates to fill positions. On-hand were volunteers who served as career counselors for those seeking professional development assistance.

Similar to the navigator program, SAA's mentoring program matches a more seasoned archivist with an individual who is looking for guidance in a particular expertise. Most pairs work together over a period of at least two years. The mentor/mentee coffee talk, held during the meeting, gave mentoring pairs the opportunity to connect onsite and interested individuals a chance to learn more about the program.

While there were many programs designed to encourage new member and first-time attendee involvement, the sixty-eight educational sessions offered throughout the conference gave all attendees the opportunity to learn more the impact of the Information Age on archival theory and practice as well as more traditional topics such as managing manuscript collections, ethnicity, preservation, exhibits, appraisal, confidentiality and archival ethics, folklife records, and crisis management. A documentary film, *Into the Future*, about encouraging dialog on preservation solutions for digital imaging, premiered at the annual meeting. Nearly 250 speakers presented at this year's program.

Of particular note this year was the opening general session which featured a keynote speaker, Steven Lubar, curator of the Smithsonian Institution's Information Age exhibit and author of *Infoculture: The Smithsonian Book of Information Age Exhibits*. An expert on the history of technology, Lubar shared selections from the exhibits and discussed the impact of the Information Age on the archival record.

Immediately following the general session, the International Archives and Information Technology Exposition opened with 32 new and returning exhibitors. Products showcased included archives management software; shelving and storage units; fire-safe vault systems; preservation material; dehumidifiers; electronic and micro-imaging collection management modules; archival and data media products; video and audiotape restoration and supplies; and publications.

The Our Other Lives Exhibit, coordinated this year by Katherine Hamilton-Smith of the Curt Teich Postcard Archives, also returned to the exposition. Arts and crafts, such as photography, drawings, jewelry, and clothing made exclusively by SAA members, were on display so that attendees could learn more about their colleagues' non-archival talents.

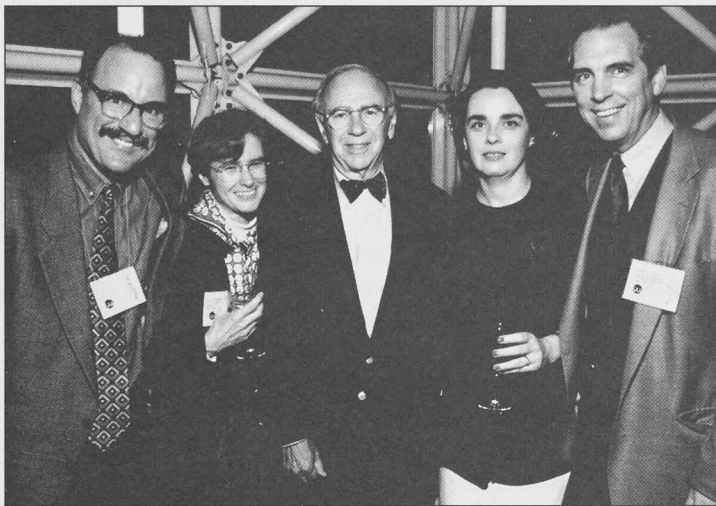
Opening banquet and awards ceremony attendees were treated to an impromptu duet by the Fairmont Hotel's Primavera restaurant opera singers. Following the performance, the banquet and ceremony began with opening remarks from SAA President Nicholas Burckel, Host Committee co-chair Becky Haglund Tousey, and Program Committee chair Marie Allen. The awards ceremony, co-hosted by Awards Committee co-chairs Julia Marks Young and Anne Diffendal, recognized the outstanding achievements of archival colleagues and institutions (see pp. 6-10 for highlights of the award winners and fellows). Following the ceremony, Burckel delivered his presidential address on how SAA has changed over the last 60 years. A copy of his insightful discourse will be published in a forthcoming issue of the *American Archivist*.

During SAA's annual business meeting, members voted to ratify the revisions to SAA's constitution and bylaws. Immediately following the meeting more than 700 attendees enjoyed an evening reception at Navy Pier's Crystal Gardens, which was generously subsidized by Kraft Foods, Inc.

Learning opportunities were not only limited to sessions. Attendees toured area archives including those at the Chicago Historical Society, Newberry Library, Chicago Symphony Orchestra, Art Institute, and the Museum of Science and Industry. Other tours offered attendees the chance to foray into local cultural happenings, including a Frank Lloyd Wright architecture tour, a Cubs vs. Florida Marlins baseball game, a tour of area churches and synagogues sponsored by the Joseph Cardinal Bernardin Archives and Records Center, and an architectural boat tour down the Chicago river. The most popular tour during the meeting, however, was the evening Lake Michigan sailboat cruise on the Tallship Windy. More than 120 archivists viewed the city's dynamic skyline from the lakefront aboard a four-masted topsail schooner.

Many of SAA's working groups persevered throughout the week to make the most of their time together. Some held special events prior to the start of the meeting. The Museum Archives





**Sights both serious and frolicsome from SAA's 61st annual meeting in Chicago.** Top and bottom: A grand time was had by all at the many social events scheduled during the conference. Picture yourself savoring exquisite edibles at a reception on Navy Pier surrounded by a breathtaking panorama of stars and skyline while pleasure boats twinkled on the undulating waters of Lake Michigan. Center: Attendees listened and learned, spoke and were heard as they shared a wealth of experiences and ideas during the 67 educational sessions offered at the meeting. Chicago proved a beneficent host to SAA members and colleagues for yet another fabulous annual meeting!

Section hosted a working session on the appraisal of museum records and the Business Archives Section organized a program about technology at the Motorola Museum of Electronics. The Status of Women Committee hosted a gathering which featured Rima Schultz and Adele Hast, co-editors of the *Historical Encyclopedia of Chicago Women*.

SAA's Committee on Education and Professional Development hosted an Education Forum that gave participants an opportunity to learn more about current continuing education program offerings and to discuss the future of content, structure, and delivery mechanisms for such programs.

The outgoing and incoming officers of SAA's committees, sections, roundtables, and boards also had an opportunity to meet with one another and learn more about how to effectively lead within SAA's governance structure at the "Nuts and Bolts" session. The Leadership Luncheon session also gave SAA unit officers the opportunity to discuss their groups' activities and role within SAA.

During the closing luncheon, the 1998 Host Committee co-chair Carl Van Ness and Program Committee co-chairs Elizabeth Adkins and Randall Jimerson encouraged attendees to begin thinking about next year's annual meeting in Orlando, Florida. Incoming president William J. Maher discussed the importance of distinguishing archives in today's multimedia information society (see President's Message in September/October 1997, *Archival Outlook*, page 3).

We hope that SAA's 1997 annual meeting was your kind of meeting and that all of the educational and professional development offerings met your needs. If you haven't already done so, please return your completed evaluation form to the SAA office or e-mail your comments directly to SAA meetings director Debra Mills, [debramills@aol.com](mailto:debramills@aol.com).

#### **1998 SAA Conference in Orlando— Start Planning Now!**

Mark your calendar for August 31-September 6, 1998, and plan on attending SAA's 62nd annual meeting, to be held at the Walt Disney World Dolphin Hotel in Orlando, Florida. Room rates have been confirmed at \$99 for a single and \$135 for a double. Visit SAA's Web site for more information on the 1998 annual meeting: [www.archivists.org](http://www.archivists.org).

# Eight New Fellows Honored in Chicago

by Teresa Brinati, *Director of Publications*

Frank Boles, Paul Conway, Susan Davis, Megan Desnoyers, Michael Fox, Ellen Garrison, Waverly Lowell, and Archie Motley were named fellows of the Society of American Archivists on August 28, 1997, during an awards ceremony at SAA's 61st annual meeting in Chicago. The highest honor bestowed on individuals by SAA, they join 108 members so honored. Established in 1957 and conferred annually, this distinction is awarded to a limited number of individuals for their outstanding contributions to the archival profession.

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

As specified in the SAA constitution, election as a Fellow is by a 75 percent vote of the Committee for the Selection of SAA Fellows. The committee consists of the five immediate past presidents and three fellows selected by Council. The members this year were Maygene Daniels (chair), Edie Hedlin, Brenda Banks, Anne R. Kenney, Frank Burke, Terry Eastwood, Linda Matthews, and Chris Ward.

**FRANK BOLES** received his bachelor's and master's degrees from Wayne State University and in 1990 earned his doctorate from the University of Michigan. After brief stints at the Chicago Historical Society and with the Research Resources Program of the National Endowment for the Humanities, he joined the staff of the Bentley Historical Library of the University of Michigan where he worked for nearly a decade before moving to Central Michigan University where he now serves as director of the Clarke Historical Library.

Boles has contributed to the archival profession at many levels. He has been an active leader in the Midwest Archives Conference and has served as president of the Michigan Archival Association. He has served SAA in a way that has been described as "exemplary." Among other activities, he was an active member and chair of SAA's Committee on Educational and Professional Development.

Boles is well-known as an effective archival educator, reflected in the fact that during two of the five years he headed the University of Michigan's archival education program, Michigan students won SAA's Theodore Calvin Pease Award (for superior writing achievements by students enrolled in archival administration classes).

He has been particularly recognized for influencing and challenging the profession with his writings of exceptional clarity and vision. Boles has been described as "constructively brash" in questioning conventional wisdom and making the archival profession see whether or not "the emperor is wearing any clothes."

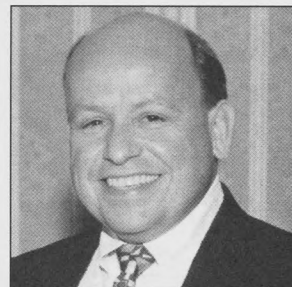
**PAUL CONWAY** received his bachelor's degree from Indiana University and his master's degree and doctorate from the University of Michigan. From 1977 to 1987 Conway worked at the Gerald R. Ford Presidential Library. In 1988 and 1989 he was the preservation program officer for SAA. He then returned to the National Archives and in 1992 joined Yale University Library where he now is head of the preservation department.

Conway also has served the SAA well, participating in the Task Force on Institutional Evaluation and working extensively on the census of archival institutions, serving for five years on the Committee on Goals and Priorities (including four as chair), for two terms on program committees, and frequently serving as an instructor in SAA workshops and speaking at annual meeting program sessions.

Conway is especially recognized by his colleagues for his contagious enthusiasm, his knowledge, and his exploration of new research areas. He has been described as an archivist who "thinks



Frank Boles



Paul Conway



Susan Davis



Megan Desnoyers





Michael J. Fox

widely and deeply about research methodology in the information sciences" and as someone with "the vision and the purpose to accomplish important changes within the Society."

**SUSAN DAVIS** earned her bachelor's and master's degree in library science from the University of Wisconsin-Madison. She began her career at the State Historical Society of Wisconsin. She left Wisconsin after four years for the New York Public Library where she first served as head of the rare book, manuscripts and archives section of the Schomburg Center for Research in Black Culture and later become curator of manuscripts in the rare books and manuscripts division before returning to Wisconsin and ultimately becoming assistant state archivist.

Davis has taught and lectured on archives administration for more than 15 years, and has written and spoken extensively. She has been a leader in SAA for many years and has served on numerous committees including the Committee on the Status of Women, the Committee on Institutional Evaluation and Development, and the Committee on Education and Professional Development. For the past three years, she has served on Council, where she was elected this year to the Executive Committee.

Davis has been described as an "active advocate for archives, always speaking out for that which she thought was right, and always committed to moving the profession forward." She has spoken forcefully and with integrity on many issues important to the archival community and testified on behalf of SAA before the Senate Committee on Governmental Affairs concerning the appointment of the U.S. Archivist.

**MEGAN DESNOYERS** received her bachelor's degree from Vassar College and her master's degree in library science from Rutgers University. She began her professional career at the Franklin D. Roosevelt Library and from 1970 to the present has worked at the John F. Kennedy Library, now serving as supervisory archivist and curator of the Ernest Hemingway Collection. Desnoyers has been active in the New England Archivists and SAA, has served on the Commonwealth of Massachusetts Archives Advisory Committee for two decades, and has been an archival advisor to the Girl Scouts of America.

Desnoyers has written and spoken extensively, especially on the fundamental subject of arrangement and description of records. Most significantly, she has been a teacher and mentor

who has introduced archival principles and practice to new archivists and others responsible for care of valuable historical materials across the nation. She has taught SAA workshops on archival practice for nearly two decades, and has taught at 35 of the Modern Archives Institutes. She has served in the SAA Key Contact Program and as an SAA mentor.

One colleague wrote in appreciation of Desnoyer's "long career of teaching, writing, and enriching our understanding of arrangement and description of her accomplishments in helping new archivists join our ranks..." and especially for her "welcoming and encouraging spirit."

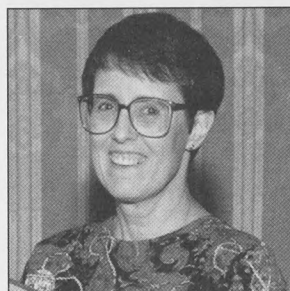
**MICHAEL J. FOX** earned his bachelor's and master's degrees from the University of Wisconsin-Madison. He began his archival career at the State Historical Society of Wisconsin, and later moved to the Minnesota Historical Society, where he is head of the processing department.

Fox has long been an active contributor to the archival profession, serving for nearly a decade on SAA's Committee on Archival Information Exchange, developing and participating in workshops on the organization and cataloging of research collections, and participating frequently in program sessions. He was an early developer and implementor of the MARC-AMC cataloging standard for archival description. In recognition of his contributions, he was selected as the standards expert and trainer in a joint cataloging project with the Research Libraries Group, the Hoover Institution and the Russian State Archival Service and has been named to represent the United States on the International Council on Archives Committee on Descriptive Standards.

One colleague wrote, "Michael has made an exceptional contribution to SAA and the profession through his tireless dedication to improving archival methods of description and access, by applying his knowledge to the creation of many archival standards, and by sharing his wisdom and creativity through SAA workshops and committees."

**ELLEN GARRISON** received her bachelor's degree from Queens College in Charlotte, North Carolina, and her master's degree and doctorate from Stanford University. She has worked in many different capacities and institutions. She began as a library technical assistant at the Southern Historical Collection at the University

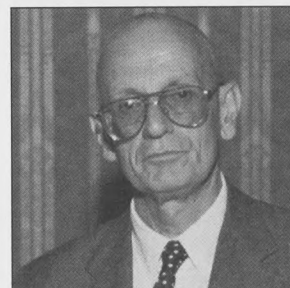
continued on page 11



Ellen Garrison



Waverly Lowell



Archie Motley

# 1997 Award Winners

by Teresa Brinati, *Director of Publications*

The Society of American Archivists recognized and celebrated outstanding archival achievements for the calendar year 1996 during an awards ceremony in Chicago on August 28, 1997. Recipients of the SAA-sponsored awards, listed below, were selected by subcommittees of the Awards Committee, co-chaired by Julia Marks Young of Georgia State University and Anne P. Diffendal, a consultant based in Lincoln, Nebraska. SAA congratulates all of those so honored and invites nominations for this year's competition (see pp. 32-36 for details).

## J. Franklin Jameson Award for Archival Advocacy

The recipient of the 1997 J. Franklin Jameson Award for Archival Advocacy is **KRAFT FOODS, INC.** This prestigious award, named in honor of an historian and advocate for the archival profession, recognizes an organization that promotes greater public awareness of archival activities and programs.

For more than ten years, Kraft has generously supported archival events and efforts. Through advocacy and financial support to both the Society of American Archivists and Midwest Archives Conference, Kraft's contributions have helped promote archival activity at the national and regional levels. Kraft has generously supported efforts to inform others about the value of archives, particularly in the corporate arena. By actively assisting organizations, Kraft strives to support archivists in their work and their professional growth, thereby furthering public awareness of archives.

Many grateful and appreciative letters of support were received for the Kraft nomination, including: "It is without any reservation that I recommend Kraft Foods, Inc. as a worthy recipient of the Jameson Award for its years of dedicated support and leadership on advocacy issues and activities. Kraft's

efforts have filled a void and the archival profession is much stronger as a result. A deep felt thanks to Kraft and sincere congratulations for this well deserved recognition."

## C.F.W. Coker Prize

The winner of the 1997 C.F.W. Coker Prize for finding aids represents a major collaborative effort by more than one hundred individuals led by compiler **ROBERT B. MATCHETTE**. The three-volume *Guide to the Federal Records in the National Archives of the United States*, the product of a dialog between the custodial and descriptive staffs, offers a comprehensive guide to the holdings of the National Archives and Records Administration. The first two volumes provide access by provenance, while the extensive one-volume index provides access by pertinence.

Each record group is represented by a chapter containing a brief but thorough administrative history along with information about subject terms, availability of finding aids, and related records. An innovative records summary box allows researchers to determine the type and quantity of records described in the chapter. This monumental work provides clear, concise descriptions of a vast amount of material and will be an invaluable resource to researchers and scholars.

Established in 1983, the award honors SAA fellow C.F.W. Coker.

## Honorable Mention - C.F.W. Coker Prize

Receiving an honorable mention from the 1997 C.F.W. Coker Prize Subcommittee is **MARY LYNN MCCREE BRYAN** of Fayetteville, North Carolina, for *The Jane Addams Papers: A Comprehensive Guide*. The guide provides access to the documentation of almost all aspects of Jane Addams' life which is presented on eighty-two reels of

## AWARDS-AT-A-GLANCE

**J. Franklin Jameson Award**  
**KRAFT FOODS, INC.**

**Philip M. Hamer-Elizabeth Hamer Kegan Award**  
**MINNESOTA HISTORICAL SOCIETY**

**Waldo Gifford Leland Prize**  
**ANNE R. KENNEY AND**  
**STEPHEN CHAPMAN**  
*Cornell University*

**Preservation Publication Award**  
*Preserving Digital Information: Report on the Task Force on Archiving of Digital Information*

**C.F. W. Coker Prize**  
**ROBERT B. MATCHETTE**  
*National Archives and Records Administration*

**C.F. W. Coker Prize - Honorable Mention**  
**MARILYN MCCREE BRYAN**

**Fellows Posner Prize**  
*American Archivist (58:2)*  
Special issue on Case Studies of the Committee on Automated Records and Techniques

**Theodore Calvin Pease Award**  
**KAREN COLLINS**  
*University of North Carolina at Chapel Hill*

**Oliver Wendell Holmes Award**  
**LIU YUNMING**  
*Yunnan University, China*

**Minority Student Award**  
**GLORIA MERAZ**  
*University of Texas at Austin*

## FELLOWS

**FRANK BOLES**  
*Michigan State University*

**PAUL CONWAY**  
*Yale University*

**SUSAN DAVIS**  
*State Historical Society of Wisconsin*

**MEGAN DESNOYERS**  
*John F. Kennedy Library*

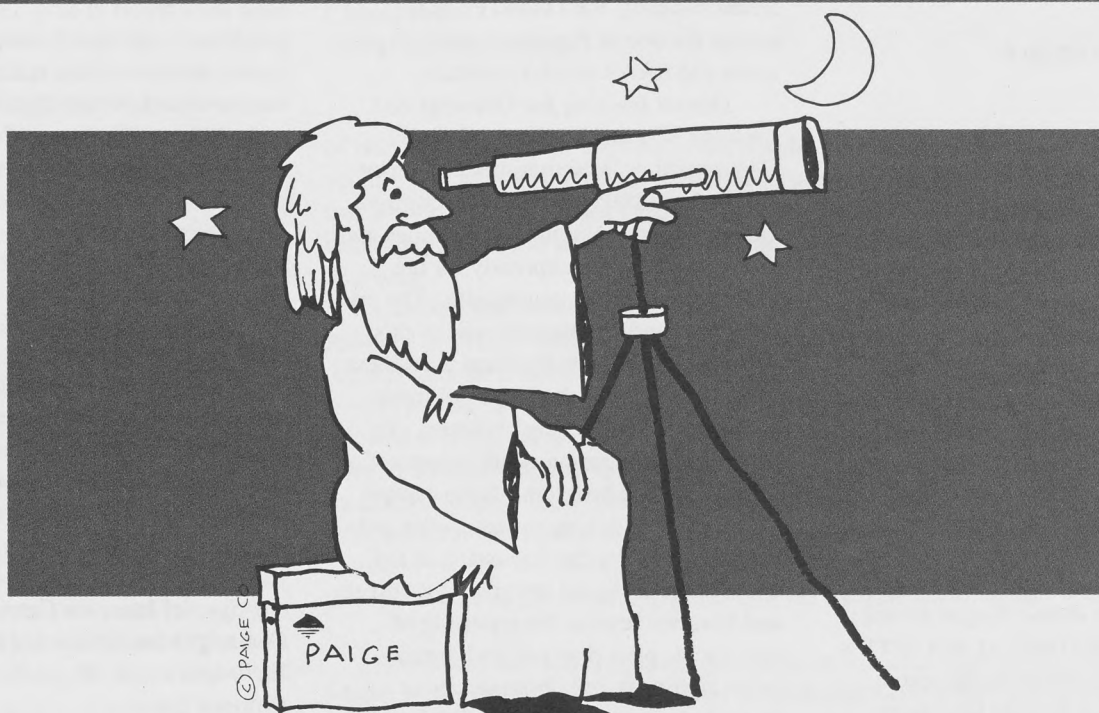
**MICHAEL J. FOX**  
*Minnesota Historical Society*

**ELLEN GARRISON**  
*University of Alabama*

**WAVERLY LOWELL**  
*National Archives - Pacific Sierra Region*

**ARCHIE MOTLEY**  
*Chicago Historical Society*





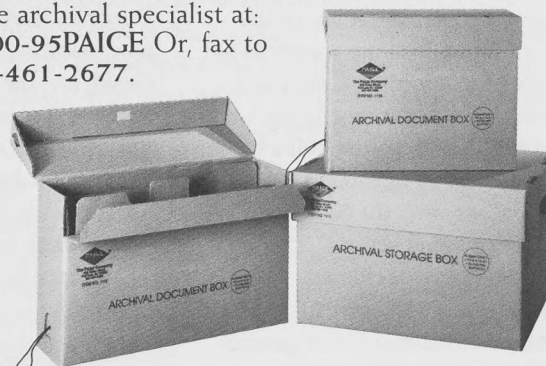
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## Awards

continued from page 8

microfilm available from University Microfilms. The subcommittee found particularly impressive the editor's exhaustive indexing of the correspondence and writings series, access to which previously was only by chronological order. This publication will be a valuable reference to scholars interested in Jane Addams, women's rights, and social history.

### Philip M. Hamer-Elizabeth Hamer Kegan Award

The recipient of the 1997 Philip M. Hamer-Elizabeth Hamer Kegan Award is MINNESOTA HISTORICAL SOCIETY's videotape, "Welcome to the Research Center or Pigs Eye Parrant Discovers Minnesota History." This award, established in 1973 in honor of two SAA fellows and past presidents, recognizes efforts that have increased the public awareness of archival records.

"Pigs Eye Parrant" cleverly incorporates a wealth of information in an entertaining as well as informative format. In a brief fifteen minutes the video uses humor and wit to explain the rules and regulations of the institution; answer all of the basic questions about use of the materials; and introduce the viewer to the wide variety of materials that are available for research. It is unique in the way in which it enlivens the often dull and off-putting process of informing users of the "don'ts" along with the "dos" of working in an archival setting. The videotape conveys an excitement about the fascinating array of sources for information that are of interest to the general public in the archives.

### Waldo Gifford Leland Prize

The 1997 Waldo Gifford Leland Prize for writing of superior excellence and usefulness in the field of archival history, theory, or practice has been awarded to ANNE R. KENNEY and STEPHEN CHAPMAN for their publication, *Digital Imaging for Libraries and Archives*. Established in 1959 and con-

ferred annually, the Leland Prize is named for one of America's archival pioneers and SAA's second president.

*Digital Imaging for Libraries and Archives* (Cornell University Library Department of Preservation and Conservation, June 1996), is the first definitive guide to digital imaging technologies and processes designed expressly for the library and archival community. The primary outstanding characteristic of this 200-page guide is its practical usefulness to those facing the challenges of implementing digital imaging programs. By providing information on all aspects of a digital imaging program—from capture to storage to indexing to costs—this publication advances the discussion of the application of digital imaging in archives and libraries beyond the reporting of small scale pilot projects, and instead helps archivists and librarians move towards the integration of digital imaging into standard preservation and access programs.

(*Digital Imaging for Libraries and Archives* is available from the Society of American Archivists. Call 312/922-0140.)

### Preservation Publication Award

The 1997 Preservation Publication Award was presented to *Preserving Digital Information, Report of the Task Force on Archiving of Digital Information*, published by the Research Libraries Group and the Commission on Preservation and Access. Established in 1993, this award recognizes an outstanding work, published in North America, that advances the theory or the practice of preservation in archival institutions.

In recognition of the growing body of significant information being created and stored electronically, CPA and RLG created a Task Force on Archiving of Digital Information charged with investigating and recommending means to ensure "continued access indefinitely into the future, of records stored in digital electronic form." The 21-member task force, co-chaired with distinction by Donald Waters, associate university librarian at Yale University, and John Garrett, chief executive officer of CyberVillages Corporation, completed

their final report in May 1996. In the 64-page report, the task force provides a careful analysis of the nature of "information objects in the digital landscape" and addresses the issues involved in preserving the content, fixity, reference, provenance, and context of digital files. The report also offers preliminary models for the costs of storage and access under varying scenarios.

### Fellows' Posner Award

The Fellows' Posner Prize, established in 1982, recognizes an outstanding essay dealing with some facet of archival administration, history, theory and/or methodology published in the latest volume of the *American Archivist*. The 1995 Posner Prize has been awarded to the *Special Issue on Case Studies of the Committee on Automated Records and Techniques* (vol. 58, no.2), edited by Fynnette Eaton.

The committee selected an entire issue, rather than a single article, to recognize that these case studies form a collective whole in addressing challenges in archival management in the electronic information age. Case studies focusing on university archives, information management, retention schedules for early electronic records, and the freedom of information act as it applies to electronic records bring to the profession valuable insights and information important to every archivist. In addition to special issue editor Fynnette Eaton, the authors are Margaret O'Neill Adams, Thomas Elton Brown, Richard Kesner, John McDonald, Michael Miller, and Lee Stout.

### Theodore Calvin Pease Award

The 1997 Theodore Calvin Pease Award winner, entitled "Providing Subject Access to Images: A Study of User Queries" was written by KAREN COLLINS for a course taught by Helen Tibbo in the School of Information and Library Science at the University of North Carolina at Chapel Hill. Created in 1987, the Pease Award is named for the first editor of SAA's journal, the *American Archivist*, and recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival intern-



ship programs.

Through a well designed and well executed research project analyzing users' requests for photographs in two repositories, Collins provides evidence that can assist archivists in identifying ways to improve access to visual images. The research is presented in the context of a useful discussion of some of the theoretical and practical problems of providing access to visual images. Collins' paper will appear in a forthcoming issue of the *American Archivist*.

#### Oliver Wendell Holmes Award

**LIU YUNMING** of Yunnan University in Kunming, China, is the recipient of the 1997 Oliver Wendell Holmes Award, which assists overseas archivists already in the United States or Canada for training, to attend the SAA annual meeting. Under the auspices of the Oberlin Shansi Memorial Association, Yunming recently participated in a four-month faculty exchange with Oberlin College. As a research fellow this summer at the Bentley Historical Library, University of Michigan, Yunming's project was entitled, "Differences and Similarities Between China and America in Collecting Minority Nationalities Historical Records to Document Their Histories." The award honors SAA fellow and former president Oliver Wendell Holmes.

#### Minority Student Award

The 1997 Minority Student Award was presented to **GLORIA MERAZ** of the the University of Texas at Austin. Established in 1993 and conferred annually, the award recognizes the scholastic and personal achievements of undergraduate and graduate students of color who demonstrate an interest in becoming professional archivists and active members of SAA.

#### Colonial Dames Scholarships

**MARC ARTHUR CHERY** of the Chicago Public Library and **SUSAN E. DICK** received Colonial Dames Scholarships to the National Archives' Modern Archives Institute. The award is funded by the Colonial Dames of America, Chapter III.

## Fellows

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of North Carolina, later working in the Southern Labor Archives at Georgia State University, and at East and Middle Tennessee State Universities. From 1993 to 1996, she was a regional archivist for the New York Documentary Heritage Program before becoming the curator of the W.S. Hoole Special Collections Library at the University of Alabama.

Garrison has published and spoken extensively and has participated in many professional activities. She has been chair of SAA's Editorial Board and has been active in regional and local archival organizations.

To summarize her many accomplishments, one colleague wrote, Garrison "has had a varied archival career and at each step has stopped to reflect, research, and publish her insights for the wider benefit of her profession. From popular music archives to documentation strategy implementation, from university archives curriculum to certification, from archival description to finding aids, from business records to many forays in U.S. Southern history, she reveals again and again her professional commitment and generosity, as well as the admirable breadth of her intellectual interests."

**WAVERLY LOWELL** received her bachelor's degree from the University of Long Island, and master's degrees in history from Rutgers University and in library science from the University of California at Berkeley. She worked in a number of library and museum positions before becoming curator of manuscripts at the California Historical Society in 1980. Among other positions, she subsequently served as project director of the California Cooperative Preservation of Architectural Records from 1985 to 1987 and later became director of the National Archives-Pacific Sierra Region.

Lowell has been an active and influential leader in SAA, serving on numerous committees and task forces, on Council, and most recently as chair of the Committee on Goals and Priorities and of the Architectural Records Roundtable. She has been actively involved in the Society of California Archivists and served as its president. She has written extensively and given numerous workshops, lectures, and other presentations.

In 1993, in recognition of the quality and contribution of her work, Lowell was honored with the Archivist Award of Excellence presented annually by the California Heritage Preservation Commission. One of her colleagues wrote, "Waverly's greatest contribution to SAA and the archival profession has been her commitment to and success at not only promoting archives to all segments of the public, but her inspired ability to demonstrate the relevance of archives in the lives of everyone."

**ARCHIE MOTLEY** earned his bachelor's degree from DePaul University and his master's from Loyola University. He has spent his entire professional career beginning in 1955 at the Chicago Historical Society where he now serves as curator of archives and manuscripts. Motley is known for his decades long work building the Chicago Historical Society into one of the most important repositories in the United States documenting and illuminating the urban experience.

For more than 25 years, he also has been an involved, committed member of SAA, attending every annual meeting, giving papers, participating in committees, and eventually serving on Council. He has been equally active in the Midwest Archives Conference. He was a founding member and MAC's first president and has served actively in many other positions since then. He also has been a member of such organizations as the Illinois State Archives Advisory Board, the Northern Illinois Regional History Center Advisory Board, and the Supreme Court of Illinois Historical Committee, among others.

In all of these activities Motley has been, as one of his colleagues wrote, "one of the strongest and most outspoken champions of progressive social change within the profession." Another stated: "Archie's interest in people, his intellectual curiosity, and his personal and professional generosity make him a model for the archival profession."

# Basic Principles for Managing Intellectual Property in the Digital Environment: An Archival Perspective

*Approved by the Council of the Society of American Archivists, August 26, 1997*

## Preface

The following document was prepared by the Society of American Archivists (SAA) as an archival commentary on the statement issued by the National Humanities Alliance (NHA) entitled "Basic Principles for Managing Intellectual Property in the Digital Environment."<sup>1</sup> SAA enthusiastically endorsed the principles in August 1997, finding them to be consistent with and supportive of archival concerns. It was also felt that the case for the NHA principles could be made even more forcefully if attention were drawn to the fundamental archival principles associated with many of the NHA principles. This document, therefore, is an archival perspective on the NHA principles, intended to highlight those issues that strike closest to the core of archival practice.

## CONTEXT

### Introduction

The Society of American Archivists is the oldest and largest association of professional archivists in North America and is the authoritative voice in the United States on issues that affect the identification, preservation, and use of historical records. SAA is particularly concerned that the archival dimensions of technological, commercial, and governmental policy issues be articulated and raised in the public consciousness.<sup>2</sup> SAA is actively working to ensure that new technologies both expand the public's ability to gain access to archival resources and support scholarship and the free exchange of information in our society.

### Accountability and Education

For centuries the mission of archives and archivists has been to secure and help people use authentic records, thereby ensuring the accountability of government to its citizens and preserving for posterity our cultural heritage. By providing access to the wealth of documentary material about our nation, its people, and its institutions, archivists and archives actively participate in the education of the American people. Only occasionally is this educational role practiced in a formal classroom. New technology and the Internet provide archivists with both the opportunity and the means to reach and educate an ever-larger public with information about and from archives. It is important that exemptions permitted under copyright law to support educational use of material recognize the tremendous amount of education that takes place outside of the classroom.

## The Documentary Record

Archivists are more than just custodians of knowledge. The decisions archivists make about what evidence is saved, what is discarded, and what is converted to a different form shape the nature of our society's memory. But the nature of the historical record is not shaped only by the actions of archivists; it is also shaped by the public's ability to access the documentary heritage. Archival records to which access is limited because of unwieldy administrative or legal impediments are of little help when seeking to understand our culture.

In addition, documents found in archives are often of uncertain authorship, date, and provenance. It is frankly impossible to determine who owns the intellectual property in most of the billions of documents found in archives. Guidelines or legislation that demand that permission be secured in advance before such documents are made available in digital form would starve our documentary heritage of the everyday voices of the average citizen.

## PRINCIPLES

*Note: The following principles have been crafted by the National Humanities Alliance. The text after each principle has been developed by the Society of American Archivists to highlight the primary archival concerns in each principle.*

1. Copyright law provisions for digital works should maintain a balance between the interests of creators and copyright owners and the public that is equivalent to that embodied in current statute. The existing legal balance is consonant with the educational ethic of responsible use of intellectual properties, promotes the free exchange of ideas, and protects the economic interests of copyright holders.

Although archivists agree that copyright law should protect the interests of both copyright owners and the public, we recognize that there are other interests beyond the realm of copyright law that must also be safeguarded. Archivists deal with records that frequently contain sensitive information and believe that the privacy of individuals whose names and other confidential information may be included in records must also be protected. Protecting privacy rights is particularly important in an age when records may be copied and transmitted widely using electronic means. Archivists reaffirm their *Code of Ethics* statement that "archivists respect the privacy of individuals who



created, or are the subjects of, documentary materials of long term value." While copyright law should not be used to protect privacy, the privacy rights of those who are the subject of records must at some point be taken into account.

2. *Copyright law should foster the maintenance of a viable economic framework of relations between owners and users of copyrighted works.*

Archivists select, preserve, and make available unique documentary material upon which published and copyright-protected works are based. These secondary sources, based upon primary archival documents, allow publishers, authors, and other copyright holders to "promote Science and Useful Arts" (as copyright's purpose is defined in the U.S. Constitution) and to gain economic benefit from these intellectual products. Archivists recognize and support the rights of copyright owners to derive economic benefits from their intellectual property. Archivists also recognize the need for researchers to be able to gain access to documentary materials of long-term value, regardless of format, in order to create works which extend knowledge. Archivists therefore are opposed to efforts by copyright holders to use copyright as a means to restrict or deny access to information in primary sources made available in digital format. Such efforts defeat the purpose of copyright as defined in the United States Constitution.

3. *Copyright laws should encourage enhanced ease of compliance rather than increasingly punitive enforcement measures.*

The archival profession is in complete agreement with this principle.

4. *Copyright law should promote the maintenance of a robust public domain for intellectual properties as a necessary condition for maintaining our intellectual and cultural heritage.*

While the archival profession would agree strongly with all of the comments of NHA on this principle, three are of particular concern. First, NHA suggests that "copyright terms should expire on dates that are certain and easy to determine." This is of fundamental importance to archivists. Many of the documents in archival collections were created by everyday citizens whose hopes, fears, dreams, and stories as revealed in the documents are an important part of America's history. It is often impossible to tell, however, when the common citizen authored the document or when he or she died. A copyright expiration date that is difficult to determine erects a barrier to use of these stories.

Secondly, NHA notes that "copyright law should facilitate preservation and migration to new media as technologies change." Archivists agree that the current law must be changed to allow for a reasonable number of preservation copies to be made. We hope that a dialogue may also begin on how and when these preservation copies may be used. Few institutions today can commit to the expensive process of maintaining digital

files if those files can only be used at some far-off date in the future. Even access to digitized material from a few local workstations probably would not justify the expense of digitization. In the digital environment, preservation without use is economically unfeasible.

Finally, archivists strongly support the commitment to the public domain articulated in the NHA commentary. One common question is whether a digital scan of a public domain document is itself copyrightable. Archivists advise that the practice followed when microfilming public domain documents be followed when making digital surrogates, namely that only value-added information be copyrighted, and not the microfilm or digital copies themselves.

5. *Facts should be treated as belonging to the public domain as they are under current law.*

The archival profession is in complete agreement with this principle.

6. *Copyright law should assure that respect for personal privacy is incorporated into access and rights management systems.*

In order to provide adequate physical security and to prevent unauthorized access to records with legitimate restrictions, archivists may request identification from researchers and maintain a record of this information (though this information is usually regarded as confidential). Furthermore, in order to facilitate the interests of research, the *Code of Ethics for Archivists* encourages archivists "to inform users of parallel research by others using the same materials, and, in the individuals concerned agree, supply each name to the other party." For these reasons, and without detracting from the need to protect the privacy rights of researchers, archivists believe that the collection of legitimate user information, and the sharing of this information when it is mutually agreed by all parties, should continue in the digital environment.

7. *Copyright law should uphold the principle that liability for infringing activity rests with the infringing party rather than with third parties. Institutions should accept responsibility for acts undertaken at their behest by individuals but should not be held liable for the acts of individuals—whether or not associated with the institution—acting independently. This principle is an essential underpinning for academic freedom.*

According to the *Code of Ethics for Archivists* (SAA, 1992), "Archivists encourage use of [their holdings] to the greatest extent compatible with institutional policies...legal considerations [and] individual rights..." "Legal considerations" and "individual rights" include copyright law and the restrictions it may impose upon the use of material held by repositories. Archivists recognize and accept the responsibility for establishing use policies which comply with copyright law. Furthermore,

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# Archival Roles for the New Millennium

*Approved by the Council of the Society of American Archivists, August 26, 1997*

The Society of American Archivists (SAA) is the authoritative voice in the United States on issues that affect the archival mandate. SAA works to monitor and address consistently and effectively all matters of policy that affect the ability of archivists to meet their responsibilities or that affect the creation and preservation of the documentary record. SAA is particularly concerned that the archival dimensions of technological, commercial, and governmental policy issues must be articulated and raised in the public consciousness. These include:

- mechanisms for the creation of reliable, authentic, identifiable, accessible, and manageable records of government, institutions, and society in general.
- the sustainability and viability of electronic documentary formats and media.
- intellectual property regulations that promote the use of new technologies to expand access to records and other documentary materials.
- development and adoption of standards and protocols that facilitate identification, description, communication, longevity, and access for both traditional and electronic forms of documentation.
- provision of adequate financial and policy support to fulfill legal, institutional, and societal mandates.
- mechanisms and policies that ensure the prompt declassification of federal records whose secrecy requirements have passed.
- means to ensure that the management of individual archival programs follows the norms of the profession so that the archivist's distinct role and responsibilities are not compromised by political, institutional, or other considerations.
- accessibility of public records and documentary cultural property, regardless of format, to the public at a reasonable cost.

SAA seeks opportunities to examine and comment on public and information policy issues which directly affect the ability of archivists to fulfill their core responsibilities to society. SAA works with its coalition partners and allied professions to ensure that emerging policy issues related to archival concerns are addressed and that the archival perspective is clearly articulated.

This perspective is informed by centuries of archival work to meet essential societal needs. The mission of archives and archivists is to secure and help people use authentic records thereby ensuring the availability of evidence and the preservation of cultural heritage. Archivists meet this responsibility

through their work in governmental, corporate, and non-profit settings.

As society moves into the new millennium, global telecommunication and computing technologies are changing the way individuals and organizations communicate and do business. Moreover, these dramatic changes are occurring at a time of changing societal dynamics. Nevertheless, the fundamental archival roles and responsibilities remain the same but also are more important than ever. They are to:

- manage cost-effective archival programs for the selection, retention, and use of both electronic and paper documentary materials;
- ensure that an authentic and reliable record is created and available for use;
- evaluate the universe of available documents and record-keeping systems to select those to preserve for future use;
- preserve and document the context and arrangement of the materials retained for long-term use;
- provide descriptive tools, such as registers, indices, and databases, to allow records-keepers, researchers, archivists, and others to locate and identify the information and evidence in archival holdings;
- preserve information and evidence in a protective environment and in a format or media that will remain usable over time; and
- promote and help people use archives to explain the past, support accountability for the present, and provide guidance for the future.

The archival contribution and challenge for the future is to adapt our responsibilities to the new information environment and shape that environment to maintain institutional accountability, assist in effective and efficient record-keeping, and document and preserve heritage. At the same time, we need to strive to increase the base of resources available for all archival work. The pace of change in information technology, society, and institutions only makes these tasks more complex. Thus, archivists are committed to playing a major role in the formulation of information policy.

*For further information contact: William J. Maher, SAA President, University of Illinois at Urbana, Archives, Room 19, Library, 1408 W. Gregory Drive, Urbana, IL 61801, (217) 333-0798, fax (217) 333-2868, w-maher@ux1.cso.uiuc.edu; or Susan E. Fox, Executive Director, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605, (312) 922-0140, fax (312) 347-1452, sfox@archivists.org.*



## Basic Principles for Managing Intellectual Property in the Digital Environment: An Archival Perspective

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archivists recognize and accept the responsibility for educating researchers about the appropriate use of copyrighted material held by their repositories.

8. *Educational institutions should foster a climate of institutional respect for intellectual property rights by providing appropriate information to all members of the community and assuring that appropriate resources are available for clearing rights attached to materials to be used by the institution, e.g., in support of distance learning.*

Archivists advocate the use of original historical documents as teaching material and strive to provide as much information as possible to users regarding copyright ownership. However, given the vast amount of documentary material in archival repositories for which no documentation regarding copyright ownership exists, it is both impractical and unreasonable to assume that in most cases archivists will be able to assure researchers of the identity of the current copyright owner. Moreover, because digital technology makes it possible for educators to use original documents in distance learning, educators must be able to continue to use these primary resources in digital format, even if it is not always possible to be certain of the copyright owner or current copyright status of the documents. Ultimately, the protection of the rights of copyright owners rests with the owners themselves, not with archival repositories. Likewise, researchers acting on their own initiative, not archival repositories, are liable for any violation of the use of copyrighted material held by repositories.

9. *New rights and protections should be created cautiously and only so far as experience proves necessary to meet the Constitutional provision for a limited monopoly to promote the "Progress of Science and Useful Arts."*

The archival profession is in complete agreement with this principle.

10. *Copyright enforcement provisions should not hinder research simply because the products of a line of inquiry might be used in support of infringing activity.*

Attempts to criminalize the creation, possession, or acquisition of technologies or devices that might be used to circumvent technological measures designed to restrict access are of great concern to the archival profession. Archivists cannot look at uses only in the near future, but must also consider access over hundreds of years. A copyrighted work might be received by a governmental agency and as a public record must eventually be made available to the general public interested in how their government is functioning. The technological means to permit public access might be accessible in the short-term, but there is no assurance that the material will still be accessible when transferred to an archival agency at a future date. Furthermore,



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eventually all copyrighted material enters the public domain, but again the technology that will allow archives to unlock the now-public content may not be readily available. Few archives have the resources or the in-house expertise to develop hardware and software keys that could unlock the safeguards on the once-copyrighted material. They will have to rely instead on the existence of a robust commercial market for such products to ensure that there are a variety of de-encryption products available at a reasonable cost. Without readily-available tools to unlock encrypted information, the realm of public domain material must inevitably shrink.

### Notes

- <sup>1</sup> The text of the "Principles" may be found at [http://www.ninch.cni.org/ISSUES/COPYRIGHT/PRINCIPLES/NHA\\_Complete.html](http://www.ninch.cni.org/ISSUES/COPYRIGHT/PRINCIPLES/NHA_Complete.html).
- <sup>2</sup> Relevant recent statements include "Archival Roles for the New Millennium," "Copyright, Archival Institutions, and the Digital Environment," and the "SAA Statement on the Preservation of Digitized Reproductions," available at the SAA web site, <http://www.archivists.org>.

# Council Report

*Editor's Note: The SAA Council meets four times a year—in January, June, and twice during the annual meeting. What follows are the unofficial minutes of the August 26 and August 30, 1997, Council meetings in Chicago. The full official minutes will be published in the American Archivist.*

## August 26, 1997

On August 26 Council met for a full-day, immediately preceding the Chicago annual meeting. Present at this meeting were: President Nicholas Burckel, Vice President William Maher, Treasurer Leon Stout and Council members Valerie Browne, Bruce Bruemmer, Susan Davis, Anne Gilliland-Swetland, Lori Hefner, Steven Hensen, Peter Hirtle, and Sharon Gibbs Thibodeau. Sharron Uhler was unable to attend due to a family emergency. Also present were incoming Vice President Luciana Duranti, incoming Treasurer Bob Sink, and incoming Council members Fynnette Eaton, Karen Jefferson, and Helen Tibbo. Deputy Archivist Lewis Bellardo participated via conference call and Debra Mills, meetings director, appeared briefly to discuss future meeting sites. Susan Fox served *ex officio*.

### Report of the Vice President

Maher distributed a draft vision statement. After Council discussion and revision he said he hoped the document could be made available for distribution by the end of the Saturday Council meeting.

Maher distributed a list of completed committee appointments. He described his appointment process in light of pending recommendations for unit dissolution resulting from the Task Force on Organizational Effectiveness (TFOE) report. He said he extended appointments for one year for those on bodies which would likely disband by year's end. He gave the mandate for the affected groups to devise new guidelines for Council to adopt in order to implement TFOE recommendations.

Maher said he appointed a task group to work on a statement to augment SAA's support of the National Humanities Alliance Statement on the Principles on Fair Use. The group was charged to develop a draft document for Council discussion by mid to late September. Such policy statements are one of the key areas in which SAA was moving.

### Report of the Treasurer

Stout reviewed the FY97 final figures. Due to a surplus realized from economical production of the *American Archivist* and due to personnel changes, the Society would realize a small gain. He reviewed changes incurred from the new Financial Accounting Standards Board (FASB) regulations which mandated program based personnel accounting.

### Report of the Executive Director

Fox gave a brief report on 1997 annual meeting registration figures, with pre-registration at approximately 1,000. Mills discussed 2001 and 2002 meetings dates and interest expressed from Alabama archivists that SAA hold a meeting there. Council then engaged in a discussion examining the possibility of holding annual meetings on a regular basis in target cities guaranteed

## COMING SOON

The following Council actions will be published in their entirety in the January/February issue of *Archival Outlook*:

- Task Force on Diversity
- Resolution on the Committee on the Status of Women
- Resolution on Access to Annual Meeting Facilities

to deliver high attendance (Chicago, Washington/Baltimore, New York).

Maher expressed his concern about meeting during Labor Day weekend. He said years ago the Society adopted a rotation schedule outside of the Labor Day schedule. By meeting outside of major market cities it may enable SAA to meet at alternative times, thereby potentially boosting attendance figures.

Davis moved and Bruemmer seconded the motion that if SAA chose a site in Alabama it would be Birmingham. PASSED.

Browne moved that SAA hold the 2001 meeting in the Baltimore/Washington areas, with the idea that SAA would seriously consider Birmingham in 2002. Stout seconded the motion. PASSED, with Maher and Hirtle against.

Hensen moved that SAA hold the 2002 meeting in Birmingham. Stout seconded the motion. PASSED.

Fox concluded her report with a brief update on personnel transitions and a potential office move in 1998.

### Report of the Council Committee on Committees

Bruemmer moved adoption of revised guidelines for the SAA/ARMA Joint Committee. Hefner seconded the motion. PASSED.

### Report of the Council Committee on Sections and Roundtables

Thibodeau said a group of perennial concerns among Sections and Roundtables needed to be addressed: infrastructure issues, lapses in memory on the part of group leaders regarding whether or not they can receive fiscal support for their work, how to proceed to bring a name change for their group, disconnects in expectations on the part of units and the SAA office, especially regarding publishing newsletters and directories. Thibodeau volunteered to develop a list of frequently asked questions for future distribution.

### Committee on Task Forces, Boards, and Representatives

Hefner presented a draft charge establishing a Task Force on Diversity. Gilliland-Swetland said there were several diversity aspects involved in several different discussions underway in the Society, including salary, recruitment, meeting rotation, etc. Hefner said she, Gilliland-Swetland and Jefferson pared an initially too broad charge into essential questions for the Society to consider.



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After Council discussion regarding the breadth of the proposed charge, Sink said he saw the charge as actually very narrow. Define what diversity is to SAA. Eight people could do that, then leave it open where to proceed from there.

Hefner moved adoption of the charge establishing a Task Force on Diversity. Gilliland-Swetland seconded the motion. **PASSED.**

Hirtle agreed with Sink. He offered an amendment to the charge to change the wording of the background statement to investigate how and to what extent issues of diversity are being addressed by the Society. Then it would be up to Council to decide next steps.

Hirtle moved to amend the charge. Browne seconded the motion. **PASSED.**

Burckel asked if the understanding was that as part of the information gathering portion of the work the task force would go out to groups and ask them what they had done to incorporate issues of diversity and to be sensitive to these issues? He said he wanted some mechanism in place which would place the burden on all SAA members to think about the issue, not just on the task force.

Hefner moved adoption of the charge as amended. Gilliland-Swetland seconded. **PASSED.**

## **Conference Call with Lewis Bellardo, Deputy Archivist of the United States**

Burckel reviewed with Council the suggested agenda for the conference call with Lewis Bellardo, Deputy Archivist of the United States. The ensuing discussion with Bellardo included receiving current information regarding litigation against the National Archives; status of FY99 appropriation for NARA and

NHPRC; status of the NARA strategic planning process; and methods of strengthening the relationship between NARA and SAA. Burckel thanked Bellardo for taking time from his busy schedule to meet with Council.

## **NHPRC Blue Ribbon Committee**

Burckel gave background of the proposed issue to establish a Blue Ribbon Committee for NHPRC to address how to increase funding for the Founding Fathers documentary editions and how to expedite their publication schedule. He said SAA's representative to NHPRC, Anne Kenney, had suggested the Association of Documentary Editors (ADE) take on the project, as its goals relate directly to their work. The sense of Council was that there was no need for a committee at this point in time and therefore it was appropriate that it be managed outside NHPRC by ADE as recommended by Kenney.

## **NCC**

Burckel said both the outgoing and incoming executive committees would be meeting with Page Putnam Miller, Executive Director of the National Coordinating Coalition for the Promotion of History (NCC) later in the week. He said the purpose of the meeting was to clarify expectations SAA had in participating in the NCC coalition and to request that Miller keep the Society informed of archival issues raised by historians early on in order to open up the dialogue between the two professions.

Burckel said Miller had presented a list of recommended actions for Council to consider:

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# Council Report

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## **Letter to the House and Senate Judiciary Committees Regarding Proposed World Intellectual Property Organization (WIPO) Treaty**

Hirtle said it was important for SAA to be cognizant of issues involving encryption systems which would have distinctly archival concerns. He recommended that the executive committee communicate to Miller that SAA opposes the proposed WIPO treaty.

Fox said she would construct a first draft of the letter to the House and Senate Judiciary Committees expressing SAA's opposition.

## **Letter to Senate Treasury Appropriation Subcommittee Regarding NHPRC Funding**

Hefner moved and Browne seconded the motion that SAA send a letter in support of the House version of the appropriation. PASSED.

The sense of Council was that a letter to the House and Senate Oversight Committees regarding recommendations from the Advisory Committee on Historical Diplomatic Documentation to the United States Department of State was not needed at that time because the issues were well stated by the Advisory Committee itself.

## **Statement on the Use of Electronic Mailing Lists by SAA**

Bruemmer introduced the following statement:

"In January 1997, Council decided against the implementation of an SAA electronic mailing list, preferring to use the SAA Web site and Archival Outlook as the primary channels of communication between the Society and its members. Historically, SAA has severely limited its participation in other electronic mailing lists because of the danger in appearing to adopt them as another formal channel of communication, a channel in which SAA could not assure any level of quality. Yet SAA's silence on existing mailing lists is not in the interests of its strategic plan or its members. The use of electronic mailing lists relating to archives, preservation, and records management is an inexpensive and effective means of communication to members, potential members, and others who look to SAA for leadership in the profession.

"In the future, SAA will use relevant electronic mailing lists in conjunction with postal mailings, fax, and other mechanisms used to disseminate information to both members and non-members of SAA. Such information should include announcements of public policy issues formally adopted by SAA. The intent is not to use electronic mailing lists to engage the Society in a dialogue, which would be fraught with impracticalities. Rather, SAA recognizes the need to disseminate information to all individuals who participate in the profession or who are allied with it."

Bruemmer then moved adoption of the statement for insertion in the Council Handbook. Stout seconded the motion. PASSED.

## **Inquiry Re SAA Assuming Ownership of Archives Listserv**

Fox relayed an inquiry from John Harlan regarding whether or not SAA would want to take over management of the Archives and Archivists listserv. Maher said he received a very

similar inquiry from H-Net asking whether or not SAA wished to establish a listserv there as well. Therefore, he said, the question of SAA's involvement in an archives listserv would need to be taken in context. The Society had an opportunity to consider whether or not to engage in a moderated or unmoderated listserv or not to engage in one at all. Burckel raised a third option of establishing a members-only list.

Hirtle said he did not see H-Net as really being an option because of the mechanics involved in administering the list. He considered the Harlan inquiry more feasible but that assuming ownership would depend on whether or not the list could still be maintained out of the Miami U. system.

Maher said Council needed more information on what would be involved in owning the list, time and maintenance requirements. Bruemmer said he would call Harlan and explore the range of options.

Hefner said she wanted to assess the financial implications as well. Hirtle said he would like to see the listserv farmed out to members who have institutional support and not have it operating out of the Chicago office with staff responsibility.

Bruemmer said Council needed a business plan in order to respond to the inquiries. He said he would develop a plan for the winter Council meeting. Fox agreed to work with him.

## **Leadership Luncheon**

Burckel led a discussion about logistics of the Leadership Luncheon scheduled for later in the week. The main purpose of the luncheon was to listen and to bring feedback obtained from SAA leadership to the Council listserv for further discussion.

## **Involving Past Presidents/Leaders**

Burckel relayed a conversation held with Linda Edgerly regarding the fact that the Society may be losing talented people due to a lack of engagement. He solicited Council opinion.

Maher said that in the case of past officers and unsuccessful candidates, SAA may well be losing their attention, interest and contributions. He suggested developing a list of past presidents and publishing it in a basic membership publication such as the directory as a means of creating ready access to leadership from the past 25 years.

Hensen said he was not sure he shared the overall perception, although the case was certainly true of unsuccessful presidential candidates. At the same time, he said, there was a need to balance engaging past leaders with the need to engage newer members and those who hadn't been actively involved. He said the perception was in fact that leadership revolved around a very few people.

Burckel noted that SAA membership size had declined and now there was a different population from which to draw. He said there was a need to tap into existing resources and the issue was more relevant now than ten years ago because the SAA population was stabilizing.

Eaton said there needed to be a balance to consider the expertise from ex-presidents and to involve those who have been inactive for a while.

Jefferson suggested this would be an item for the appointments committee to consider.

Burckel said the fellows might also be an appropriate forum to engage the discussion.



## TFOE Implementation

Burckel said that assuming the Business Meeting passed the revised Constitution and Bylaws, Council needed to consider the next steps in implementing TFOE's recommendations.

Maher said that a number of items in the TFOE report recommended change. Unless Council systematically worked with the report and made a conscientious effort to implement them it would be likely the recommendations would never be realized.

He said he would place the recommendations in matrix form and suggest a product needed in order to bring the recommendation before Council as a January discussion item.

Hirtle said it would also be necessary to give serious examination of the Membership Interest Group (MIG) proposal and to decide how that would be constituted as a new set of guidelines. He noted a strong connection between the proposal and the Task Force on Dues and Membership Benefits charge to examine a proposed cafeteria plan dues structure.

Maher said that he saw the next steps then being for Council to develop motions on TFOE recommendations for the Winter council meeting. He said a business and organization plan for the MIG proposal would need to be developed for consideration by the Task Force on Dues and Member Benefits.

## Lindeberg Declaration

Davis presented a request received from an Australian archivist requesting SAA to take a position condemning actions on the part of a provincial justice commission in an issue concerning records destruction. She described the context of the request. The sense of Council was not to become involved in the controversy.

The meeting adjourned at 5:35 p.m.

## August 30, 1997

President William Maher called the meeting to order at 3:31 p.m. Saturday, August 30, 1997. Present were Vice President Luciana Duranti, Treasurer Robert Sink, and Council members Valerie Browne, Bruce Bruemmer, Fynnette Eaton, Anne Gilliland-Swetland, Lori Hefner, Peter Hirtle, Karen Jefferson, and Helen Tibbo. Sharron Uhler was absent due to a death in the family. Also present was Executive Director Susan Fox.

## President's Remarks

Maher said he was looking forward to working with Council during his presidential year. He said his experience with Council during his Vice Presidency proved the group to be businesslike, amiable and fun.

## Task Force on Organizational Effectiveness Process

Maher requested that Council members write up their notes from the Leadership Luncheon held earlier that day and post them to the Council listserv. He said Council should identify from the comments received those items which would need further Council discussion and/or implementation. He distributed a TFOE Next Steps matrix which took the TFOE recommendations and parsed out a process of what needed to be done to address specific recommendations. He stressed the intent was not to necessarily enact what was recommended, but to flesh out the recommendations to enable Council to act upon them. Duranti agreed to coordinate the TFOE follow up items.

In reviewing the matrix, the question of the intent and purpose of the Membership Interest Groups (MIG) arose. Maher suggested that Fox work with Hirtle and Hefner to clarify the process on the Leadership listserv, once it was established, in order to describe both the TFOE and MIG proposals regarding Sections and Roundtables.

## Council Operating Agreement

Fox introduced a draft Council Operating Agreement authored by Brenda Banks and gave context to its development. After discussion and revision, Hirtle moved adoption of the Agreement. Eaton seconded. PASSED.

## Business Meeting Resolutions

Browne moved and Hefner seconded the motion to accept the Business Meeting resolution adopted in honor of Ruth Helmut. PASSED.

Browne moved and Hefner seconded the motion to accept the Business Meeting resolution adopted on the Committee on the Status of Women. PASSED.

Hefner moved and Bruemmer seconded the motion to accept the Business Meeting resolution adopted on access to annual meeting facilities. PASSED.

## Post-Appointment and Continuing Education and Training (PACE) Guidelines

Browne moved and Bruemmer seconded the motion that Council accept the Standards Board recommendation that SAA adopt the PACE guidelines. PASSED.

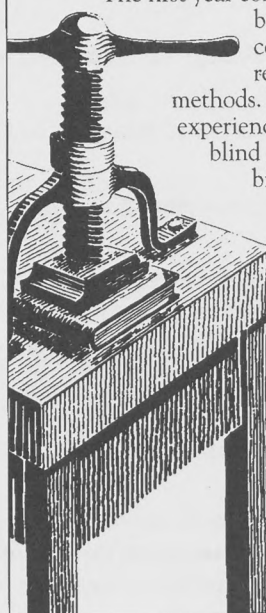
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# Working Together: ARMA and SAA Joint Committee

by Nancy Kunde, *University of Wisconsin-Madison*

The comment is frequently made, "Why don't archivists and records managers start working together? They share so many common issues and problems." Well, the answer is, "yes they should, and they are!" There is a group that has been actively seeking the close cooperation between the two national professional organizations that represent the two professions: the Association of Records Managers and Administrators (ARMA) and the Society of American Archivists (SAA). The Joint ARMA/SAA Committee, organized in 1990, is actively working on several fronts with hope of bringing archivists and records managers closer together.

The joint committee had its beginnings with the *Report of the SAA Task Force On Records Management*. It recommended that SAA and ARMA establish a temporary committee. The report states, "This committee would serve as a liaison between the two organizations and provide overall coordination for joint programs and activities." The mission and methods statement, adopted by the joint committee membership at its May 1997 meeting, expands on the aforementioned objective. The approved statement reads:

The Committee seeks to:

- share talent and resources between both professions associations,
- identify common ground (e.g. issues, interests, concerns),
- identify resources and common strategies to meet common issues and interests,
- improve the professional standing of the members of the professions,
- bridge the differences between the two professions, and
- facilitate joint action and communication to the mutual benefit of both professions and organizations.

To accomplish these goals, the Committee has outlined a number of specific methods including:

- propose shared initiatives and strategies and recommend them to the two associations,
- identify resources for the recommended initiatives and strategies;
- assist in marketing, publicizing, and promoting joint activities and initiatives;
- work with representation from both associations' leadership and staff at each annual meeting of the joint committee; and
- facilitate communication, coordinate activities, and an information clearinghouse for SAA's Records Management Roundtable and ARMA's Archives ISG (Industry Specific Group).

**Recent and Current Activities.** Progress has been made on several of the Committee's objectives. Recognizing the area of electronic records as one in which both professions have

common concerns and issues, the Committee sponsored a well attended program session, "Front End Management of Electronic Records: Shared Perspectives" which was presented at last year's ARMA meeting in Denver, CO and the recent SAA meeting in Chicago.

The Committee hopes to expand its efforts in education and training. Working with the SAA Records Management Roundtable and the ARMA Archives ISG, it is hoped that gradually each annual meeting will have several sessions that will bring together the shared perspectives of archivists and records managers. Specifically, it is hoped that there may be a series of sessions identified at each annual conference so that records managers with archival responsibilities attending the annual ARMA Conference will find several sessions relating to the management of archives and similarly, archivists with responsibilities for records management will find several sessions at SAA that will be identified for them. This is particularly important for those who are new to the fields of archives and records management and look to the national conferences to fulfill a basic informational and educational need.

There are frequently a number of educational programs that each association presents that membership of the other simply might not know about or understand its applicability to the other. As part of its clearinghouse role, we hope the joint committee can facilitate greater information sharing about each other's programs and events.

Secondly, the committee has been working to expand information sharing between the two organizations. There was an ARMA booth at the recent SAA meeting, and there will be an SAA booth at the upcoming ARMA International conference. Additionally, at the urging of the joint committee, a Records Management Roundtable has been established within SAA, and ARMA has recently created an Archives ISG within its organization. The chair of the Records Management Roundtable, Ed Galvin of Syracuse University, and the chair of the Archives ISG (to be determined) will be in close communication and would welcome hearing suggestions or comments relating to the work of those two groups.

The joint committee has been involved in other areas as well. It was involved in the review of ISO 4390, the Australian Records Management Standards document. This document which is currently under review as a possible international standard has broad implications for recordkeeping and has significant implications for both archives and records management.

**Future Agenda Items.** The Joint Committee remains committed to the idea that the two associations should work towards holding a joint national conference or coordinate annual conferences so that there is at least a day or two of overlap which would permit members of each organization to attend sessions of the other. This would go along way toward fostering greater interaction and communication between the two organizations and the two professions.

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The Society of American Archivists, North America's oldest and largest professional archival association, includes a membership of more than 3,800 individuals and institutions concerned with the identification, preservation, and use of records of historical value. Members are drawn from government agencies, colleges and universities, historical societies, museums, libraries, businesses, and religious institutions.

MAC File: Inserts/PACE

# Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs

The Council of the Society of American Archivists approved this document, submitted by the Standards Board, at its meeting on August 26, 1997. The *Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs* (also referred to as the PACE Guidelines), were prepared by the Committee on Education and Professional Development. These guidelines are intended to build upon the educational foundation outlined in the *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree* (adopted by Council in 1994), to outline elements of program planning, curricula, and delivery that will provide effective PACE programs, and to stimulate nationwide discussion of cooperative approaches to PACE programs in the archival profession.

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## INTRODUCTION

In 1994 the Society of American Archivists (SAA) adopted *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree*. That document expresses SAA's position that "programs of the extent and nature outlined in these guidelines are the best form of pre-appointment professional education for archivists." A field as complex and rapidly changing as archives, however, also requires effective post-appointment and continuing education and training. In order to plan and foster educational programs which address this challenge, SAA approved *Guidelines for the Development of Post-Appointment and Continuing Education and Training Programs* (PACE) in 1997.

PACE programs are intended to provide brief, focused learning opportunities. (They are not a substitute for graduate archival education.) PACE programs should provide both education and training. Education involves gaining knowledge of archival principles and methods and developing a professional ethos and approach to archival administration. Training involves the application of principles, methods, and ethos in archival practice.

PACE programs meet the needs of a varied audience. Although an increasing number of archivists enter the field with graduate archival education, many arrive with other academic backgrounds. Archivists with graduate archival education require continuing education and training to update, expand, and deepen the knowledge they gained in graduate courses and through their work experience. Individuals employed as archivists who have not had the benefit of graduate archival education can improve their knowledge and skills through post-appointment education and training opportunities. In addition, it is in the best interests of archivists to provide information about archives to non-archivists who, for a variety of reasons, need to know more about archival functions, the uses of archives, and the importance of archives.

PACE programs address the needs of:

- archivists who have received graduate archival education and/or who have substantial professional archival experience;
- archivists who have neither the benefit of graduate archival education nor substantial professional experience; and
- non-archivists who have responsibilities pertaining to archives or who have an interest in archives.

The purpose of the PACE guidelines is to:

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

PACE programs should be a cooperative enterprise involving various participants, including the SAA, other national, regional, and local archival associations, employers, and related professional associations.

## ROLES AND RELATIONSHIPS

Who is responsible for providing and/or facilitating post-appointment and continuing education and training? Responsibility is distributed among (1) individual archivists, (2) employers of archivists, and (3) professional organizations and educational institutions. Cooperation between these groups is necessary for post-appointment and continuing education and training to be effective. Recognition of their different roles and responsibilities is also important.

- (1) Individual archivists are responsible for assessing their educational needs, communicating these



needs to their employers and professional organizations, and keeping their archival knowledge and skills up-to-date. Archivists are also responsible for educating employers, colleagues, and others in the knowledge and skills required to administer an archival program.

- (2) Employers are responsible for encouraging and supporting post-appointment and continuing education and training for archivists. This can be accomplished through a variety of means such as financial support, administrative leave, and flexible work schedules. Such support enables archivists to gain access to post-appointment and continuing education and training activities and other educational tools, such as publications and internet access, which support their professional development. Employers are also encouraged to attend programs to learn more about archival functions within their own organizations.
- (3) Professional organizations and college or university-based archival education programs are responsible for assessing the post-appointment and continuing education and training needs of archivists, employers of archivists, and others interested in the care, use, and preservation of historical records. These organizations are also responsible for developing educational programs and tools which identify and explain the knowledge and skills necessary to ensure that records are properly managed for administrative, legal, and historical purposes.

## AUDIENCES

PACE programs may be offered to three audiences.

### Introductory

This audience category is intended for individuals employed as archivists and paraprofessional archives staff who have neither had the benefit of graduate archival education nor substantial professional experience. Continuing education in this category

provides a basic introduction to archival concepts and functions. Offerings in this category emphasize the rationale for the concept or function discussed and basic training in how particular functions are performed.

### Advanced

This audience category is intended for archivists who have had the benefit of graduate education in archival administration and/or substantial professional archival experience. Educational opportunities in this category build upon knowledge acquired either in graduate archival education or through substantial professional experience. Participants should already understand subject matter dealt with in the Introductory category. Offerings in the Advanced category examine archival issues, concepts, and functions in greater depth than at the Introductory level. They may also draw on knowledge and techniques from related professions and disciplines. Continuing education and training in the Advanced category provides opportunity to study in depth new trends in the discussion of archival theory and practice and/or to receive advanced training.

### Ancillary

This category is intended for non-archivists. For a variety of reasons, both personal and professional, this audience may need to learn more about archival administration, yet does not want to pursue formally either graduate work in archival studies or continuing education and training designed for archivists. This group includes actual or potential sponsors of archives, users of archives who are not archivists, employers and supervisors of archivists, volunteer workers in archives, and persons who are simply interested in knowing more about archives. Topics of interest to this group include the role of archives in sponsoring institutions and in society, archival principles, concepts, practices, and sources, and research strategies and opportunities in archives. Offerings in the Ancillary category emphasize what is done in archives and its rationale rather than how it is done.

## SUBJECT FRAMEWORK

The subject areas covered in post-appointment and continuing education and training reflect the three knowledge areas identified in Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree: contextual knowledge, archival knowledge, and complementary knowledge. The PACE guidelines do not prescribe specific courses for continuing education and training programs. Rather, the knowledge areas presented here can be developed into a variety of educational offerings that draw on subjects from different areas. Not all subjects or topics are appropriate for each audience described above. (The subject areas text below has been adapted from *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree*. Although the word archivist appears throughout this section, certain PACE programs may be of interest to non-archivists.)

### 1. Contextual Knowledge

#### *Rationale*

Archival work rests on an understanding of the context in which archival documents have been created, preserved, maintained, and used. Archivists should be knowledgeable about the administrative, legal, economic, and cultural contexts which shape the purposes for which records in the United States have been created and used, the procedures and processes of their creation and maintenance, and their form and content.

More specialized contexts also influence the archivist's understanding of records in areas such as literature, religion, the sciences, and family life. Although these records are created within the same organizational, legal, financial, and cultural framework that defines classical archival work, they are also shaped by more specific and equally significant professional, (sub)cultural, and family frameworks.

These more specific frameworks are diverse, and the educational needs of individuals who work in these areas may be met by instruction tailored to their needs. Although these guidelines relate to PACE programs intended for U.S. archivists, in a world moving toward a global community, it is important that PACE programs emphasize relationships between the United States and other countries. For this reason, instruction in the contextual knowledge area should be delivered in a comparative way.

#### *Components*

##### U.S. Organizational History

PACE programs provide instruction in the origin, development, and nature of American institutions, the responsibilities, functions, procedures, and processes of all levels of government and private organizations, and the administrative relationships between governments and private organizations (such as churches, universities, and financial institutions).

##### U.S. Legal System

PACE programs provide instruction in the origin, development, and structure of legal systems, legal jurisdictions and legal processes, specifically those affecting the way in which individuals and organizations accomplish activities and execute programs, and in the legal principles and procedures governing the creation, maintenance, and use of archival documents.

##### U.S. Financial Systems

PACE programs deal with the principles, methods, and procedures of accounting, budgeting, and financial planning, and with how they affect the creation of records. Instruction in this area should cover the origin, development, and structure of accounting systems, as well as the characteristics of accounting for private organizations compared with the characteristics of accounting for government agencies and offices.





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<http://www.lib.iastate.edu/spcl/wise/wise.html>

### **Women Religious Archives** (Hefner)

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## REPRESENTATIVES

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### **American Institute for Conservation of Art & Historic Works**

**Susan E. Fox**  
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### **Coalition for Networked Information**

**Susan E. Fox**  
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### **Digital Future Coalition**

**Susan E. Fox**  
(address above)

## **International Congress on Archives**

### **Section on Professional Archival Associations**

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### **National Coordinating Committee for the Promotion of History**

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## **National Historical Publications & Records Commission** (Bruemmer)

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### **National Initiative for a Networked Cultural Heritage**

**Susan E. Fox**  
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### **National Institute for the Conservation of Cultural Property** (Tibbo)

**Susan E. Fox**  
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### **US MARC Advisory Board-ALA (MARBI)** (Browne)

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Fax 860/486-4521  
rwitthus@lib.uconn.edu

### **US State Department Advisory Committee on Historical Diplomatic Documentation** (Bruemmer) Appointment pending



## 2. Archival Knowledge

### *Rationale*

The identity of a profession is based on a body of knowledge belonging exclusively to it, and on a professional culture that arises from a common history, a united purpose, a shared language, and collective values, norms and standards. Archival knowledge is the core of archival studies and thus PACE programs. Because the elements of archival knowledge are interwoven, the components described below overlap. Since archival knowledge and professional culture transcend geographical and national boundaries, each component should be taught from an international and multicultural perspective.

### *Components*

#### The History of Archives, Archival Organization and Legislation, and the Character of the Archival Profession

PACE programs provide instruction in the historical development of recordmaking and recordkeeping systems in various civilizations, ranging from ancient systems to modern ones, including computerized systems. Instruction should cover the structure of the archival network in the Western world in general and in North America in particular, the types of archival repositories and programs in existence in the United States, along with their policies and procedures, and the legislation and regulations governing archives and influencing archival work in the United States. Instruction should also address the historical development of the archival profession, its missions, roles, and values over time, and the profession's code of ethics and contemporary concerns.

#### Records Management

PACE programs teach those aspects of organizational culture, structure, procedures, processes, and communication systems that relate to records creation and use. Instruction should include records control through information systems and record forms, recordkeeping systems (including classification,

retention and disposition, identification and retrieval, maintenance, storage, and transfer systems), reformatting techniques and standards, design and implementation of multimedia integrated records management programs (including methods of analysis of records systems and of taking inventories), and information technologies.

#### Archival Science

PACE programs encompass archival theory, archival methodology, and archival practice. In treating theory, PACE programs should emphasize the analysis of fundamental ideas about the nature of archives, archival records, and archival functions. In treating methodology, they should emphasize the analysis of ideas about performing archival functions. In treating practice, they should emphasize the analysis of practical implications and the implementation of theory and method in actual circumstances. Instruction should cover the history of archival theory and methods and their articulation in the professional literature. Archival science should be taught with a focus on the functions of appraisal, acquisition and collection development, arrangement, description, reference services and the administration of access, outreach, and preservation. Proper attention should be given to the development of new record formats which result from changing information technologies for the creation, maintenance, and use of records, and to automated systems for archives. The challenges to archival thinking and practice posed by these phenomena must be fully explored. PACE programs should also offer an introduction to the foundations of ethical professional practice.

## 3. Complementary Knowledge

### *Rationale*

Archivists, like all professionals, rely on knowledge not entirely of their own creation. Archival work is rooted in archival knowledge, but it also necessarily employs methods and perspectives from other fields. The interdisciplinary nature of archival studies derives both from the complexity of records and the

contexts of their creation and from the many roles which archivists must fill. The components of this knowledge area are listed below by field of study. Archivists need to be knowledgeable about select elements of these fields.

### *Components*

#### Preservation

Archivists' most traditional role has been that of preserving the materials in their custody. Therefore, archivists need to know about the physical nature of archival materials (regardless of format), the causes of deterioration, the methods of preventing or retarding deterioration, and the methods of treating deterioration. To accomplish this, archivists should be familiar with basic conservation treatments and techniques. They should also be able to establish and administer institution-wide programs of preservation, including holdings maintenance, reformatting, and disaster planning.

#### Library and Information Science

Many descriptive standards and practices employed by the library community are useful for archival description. For this reason, and because archivists often disseminate descriptions of their collections through automated library systems, archivists need to know some of the principles, methods, and practices developed for bibliographic control of library materials. These include fundamental concepts governing indexing, cataloging, and the compilation of thesauri and authority lists. In addition, archivists must increasingly be knowledgeable about information systems and technologies. This knowledge extends beyond basic familiarity with hardware and software to include such topics as telecommunications and information networks, information storage and retrieval, and database design and use. Although these subjects are not the exclusive purview of library and information science, they are most often taught within these fields.

#### Management

At all career levels, archivists manage resources and make decisions which should be based on thorough evaluations. For this reason, archivists need to know the fundamental principles of organizational management, systems analysis, program planning, financial management, human resources management, public relations, and the management of buildings, facilities, and equipment, including security.

#### Research Methods

An understanding of research methods is necessary to enable archivists to assess the status of research in their discipline, to undertake new research, to manage archival functions and institutions, and to understand archival users and their research needs. Knowledge of research methods contributes to the ability to blend theoretical and empirical aspects of archival studies in scholarly investigations.

#### History

History provides an understanding of social systems and relationships that over time create and change archival institutions and archival records. History assists archivists in acquiring knowledge of the evolution of organizations and their functions, as well as knowledge about the activities of individuals. The historian's skills in evaluating evidence and the context of its creation also contribute to the skills of archivists.



## PLANNING, DELIVERY, and SUPPORT

### Needs Assessment and Planning

The knowledge areas and components outlined in the PACE guidelines represent an assessment of the most general education and training needs of archivists. Even so, identifying the needs that should be addressed by specific post-appointment and continuing education and training programs requires the use of short-term and long-term assessment tools such as surveys, personal interviews, and focus groups.

In planning PACE programs, the needs of the three audience groups—Introductory, Advanced, and Ancillary—must first be understood. Such assessment should go beyond surveying the needs of those who have already taken advantage of continuing education and training offerings. Assessments should take into account the perspectives of archival educators, members of archival organizations who do not or cannot attend traditional PACE venues such as workshops, recent graduates of graduate archival education programs, members of allied professional groups, administrators, and researchers. Second, in order to ensure that continuing education and training are relevant to the conditions of the workplace, the knowledge and skills desired or required by employers of archivists should be understood. Finally, an assessment of the long-term impact of continuing education and training programs on their participants is important in shaping structures and venues that provide more than transitory benefits.

Based on such needs assessments, providers of post-appointment and continuing education and training should conduct long-range program planning so as to identify the subjects and knowledge areas in which programs will be delivered. Moreover, providers should coordinate and prioritize their efforts.

Overlapping coverage—whether geographical, topical, structural, or of delivery methods—by different providers should be avoided in an effort to improve utilization of the finite resources available for continuing archival education and training.

### Structure and Venue

Assessment and planning provide the foundation for selecting the best means of meeting continuing education and training needs through appropriate delivery structures and venues. A variety of structures and venues are available. The goal should be to match structures and venues to the needs of participants and the subject being taught. Traditional workshops have a place in continuing education and training, but other options should be explored as well.

Examples of program structures are:

- independent workshops, seminars, institutes, and courses which treat a single topic at various levels of detail (depending, in part, on the audience and the venue);
- coordinated workshops, seminars, institutes, and courses which treat a series of interrelated or overlapping topics;
- graduated series of workshops, seminars, institutes, and courses which treat one topic at different levels of advancement or detail; and
- independent inquiry, accomplished through such venues as listservs, mentoring, and professional literature.

Most of these structures may be delivered through such venues as:

- workshops
- seminars
- institutes
- internships
- apprenticeships
- in-house training programs
- local study groups
- professional association meetings
- consulting
- mentoring (either one-on-one or via listservs)
- professional literature
- distance education (including teleconferencing, home study, or Internet courses)
- fellowships

### **Educator Qualifications**

Qualified educators must be identified to plan and deliver post-appointment and continuing education and training. Educators should be experts in their field, possessing mastery of the subject being taught. This expertise may be indicated by a combination of elements such as experience in archival practice in the given subject matter, publications, a record of presentations at conferences, work in related professional associations, formal academic credentials, or other demonstrable indications of advanced knowledge. Educators should demonstrate an ability to teach effectively. This may be confirmed by a successful teaching record or teacher training. In the context of continuing education and training, however, teaching skills must be broadly conceived to reflect the wide range of venues and structures appropriate for such education. Therefore, teaching skills consist not only of the ability to construct and present an effective in-person workshop, they also include the ability to critique written or hands-on assignments effectively, to conceptualize and deliver course content via distance education, to research and write a formal manual, and to provide thoughtful and committed mentoring.

### **Curricular Materials and Supplies**

Supporting materials appropriate to the structure, content, venue, and style of the presentation should be readily available. Some curricular materials are best utilized if participants receive them prior to the beginning of the course, while others may be designed for in-class use. They may be either created specifically for the particular education and training program, or they may be obtained through licensing agreements. Education providers must obtain permission to use copyrighted materials before using them. If original curricular materials are being developed, the individual or organization responsible should consider registering them for copyright. An array of supplies and equipment may be needed to support the content of the subject being taught and the style of the instructor(s). Office supplies will be

needed for virtually all subjects. Electronic equipment such as overhead projectors, slide and film projectors, VCRs, televisions, and computing hardware and software also may be needed. In some cases, more sophisticated computer networking will be essential, especially in the employment of certain distance education methods.

### **Facilities and Administration**

Sufficient space and, when necessary, an appropriate technology infrastructure are necessary for the selected program delivery method. Facilities appropriate to the subject being taught may also need to be available in the vicinity. Examples of such facilities might be a functioning archives, records center, conservation laboratory, and/or computing facility. Facilities used in continuing education should meet the requirements of the Americans with Disabilities Act. In addition, administrative support is needed to distribute programming information, process registrations, perform other secretarial and coordination tasks, and employ a system of recognition to reward participants, such as the awarding of continuing education units.

### **Evaluation of Educators and Continuing Education and Training Programs**

Organizations providing continuing education and training should conduct evaluations of educators and the education programs. PACE program providers should obtain the views of participants in the program and their employers as part of the evaluation process. Educators at all levels of experience should expect evaluation of the content, suitability of the program delivery method, success in imparting new skills and knowledge to students, and other factors deemed appropriate. Program evaluation should judge both specific continuing education offerings and the total program of offerings over time. All of these approaches are essential elements of successful evaluation.



## ARMA/SAA Joint Committee

continued from preceding page

There are any number of items that both professions need to address with a strong, united voice. Recent comments on the records management listserv about incorporating records and information management principles into the training of future high level managers demonstrate the reality that future decision makers/resource allocators need to be educated about the value of records programs. Technology issues, outsourcing, privatization, and other issues demonstrate the vulnerability of our professions to managements sensitive only to the bottom line or simply unaware of the values of records and information management.

The reality is that many in the information and records management field wear two and sometimes three or more hats. Records professionals increasingly must make tough decisions about where and how to obtain education and training with very limited resources. Both organizations need to do what they can to identify the needs of these multi-hatted professionals. By sharing our resources, we can provide them with a rich variety of educational opportunities.

The current membership of the joint committee includes: (SAA) Tom Norris, New York State Archives; Jim Tammaro, New York State Archives; Nancy Kunde (chair), University of Wisconsin-Madison Archives and Records Management; (ARMA) Jan Hart, Irving Public Library, Irving, Texas; and Corene Wood, Brookhaven National Laboratory, Upton, New York. Ex-officio members include: Susan Fox, SAA Executive Director; Peter Hermann, ARMA Executive Director; William Maher, SAA President; Robert Nawrocki, ARMA President. Please feel free to contact them with your ideas, comments, and suggestions.

## Council Report

continued from page 19

### Committee on International Archival Affairs

Bruemmer presented a memo from Tom Connors, chair of the Committee on International Archival Affairs, regarding TFOE's recommendation that the Committee become a Roundtable. Connors reported that while no consensus was reached, the overall sense of the Committee was that the openness and relative informality of a roundtable would be desirable to promote interest in international matters among SAA members. The Committee expressed concern about certain tasks the Committee undertook that were more appropriate to a committee rather than a roundtable. Bruemmer said that the Committee will consider the matter and will report back to Council with a recommendation.

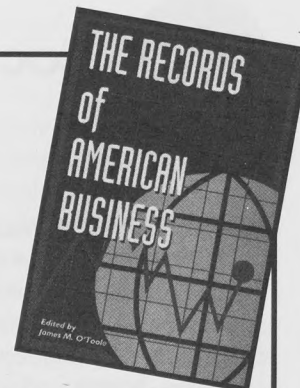
Maher reported on meetings with Page Putnam Miller, Executive Director of the National Coordinating Committee for the Promotion of History (NCC) and with Lewis Bellardo, Deputy Archivist of the United States.

Sink read the "To Do" list.

The meeting adjourned at 5:10 p.m.

## THE RECORDS OF AMERICAN BUSINESS

Edited by  
James M. O'Toole



This dynamic book explores the challenges of preserving the documentary record of American business enterprise, large and small. For those whose archival responsibilities include the selection and care of this documentary material, these 14 essays will provide insight, advice, and encouragement. Beyond that, the book presents a timely discussion of issues that are of pressing, day-to-day concern to all archivists.

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## Center Inserts in this Issue

### • 1998 SAA Leadership Directory.

Eight-page directory containing the contact information for SAA officers, Council, staff, sections, committees, roundtables, task forces, boards, and representatives. Also published on SAA's Web site: [www.archivists.org](http://www.archivists.org).

• **PACE Guidelines.** The *Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs* were approved by Council during SAA's annual meeting in Chicago in August. See also the Link to Learning column on p. 26.

## Constitution and Bylaws

The revised SAA constitution and bylaws were accepted by the membership at the annual business meeting in Chicago on August 29, 1997. A copy of this document was included as a center insert in the May/June issue of *Archival Outlook*. In addition, the constitution and bylaws will be published on SAA's Web site next month (visit [www.archivists.org](http://www.archivists.org)).

## Membership Directory

Production of the 1998-1999 SAA Directory of Individual and Institutional Members is in progress. Make sure SAA has your most current address, etc., by completing the form on page 24 and returning to SAA by December 5, 1997. The directory, which is a benefit of membership in SAA, is slated for printing and mailing in February.

## 1998 Publication Catalog

The new edition of the SAA publications catalog is currently in production and will be available in early 1998.

## Intern Application

The committee intern application form is available from the SAA office (contact Bernice Brack at 312/922-0140 or [bbrack@archivists.org](mailto:bbrack@archivists.org)). Intern appointments are of a one-year duration. Interns must belong to SAA and are expected to assist in the work of the committee. Attendance at the next annual meeting (September 1998 in Orlando, Florida) is required.

## Open letter to William Maher, SAA President

Dear Bill:

The leadership of the Academy of Certified Archivists read your "President's Message" in the September/October issue of *Archival Outlook* with great interest. We agree with your statement that our first responsibility is to "keep the archivist in archives." We feel there is no better way to do that than by becoming a Certified Archivist or by employing a Certified Archivist.

You point out well the problems we face as the word "archives" is used more and more frequently by information specialists, records warehousing vendors, technology managers, and consumers. It is becoming an education nightmare in the workplace to distinguish ourselves and our products.

Those of us who are certified are finding that certification has tremendous cachet in distinguishing us as professionals with specific expertise. We use every opportunity to discuss the process and how it sets us apart—especially from the other uses of the term "archives" in the workplace. It is working.

Becoming a member of ACA is the only way to differentiate ourselves from others using our terminology. Because the certification exam is based on the seven functions that distinguish our profession, certification provides archivists with a verifiable product to offer our employers and our public.

SAA's role in public advocacy on behalf of archival concerns for the profession as a whole is essential. Certification, however, is what truly sets us apart in the workplace. We urge you to keep these points in mind during your year as SAA president. We welcome continued discussion with you.

Sincerely,

CHARLES R. SCHULTZ, CA  
President, ACA  
Texas A&M University

SUSAN C. BOX, CA  
Vice President/President-Elect, ACA  
American International Group, Inc.

## SAA Deadlines

### DECEMBER

- 5 Updates to listings in the new edition of the *SAA Directory of Individual and Institutional Members* (see form on page 24)
- 5 All submissions (including job ads) for Jan./Feb. *Archival Outlook*

### JANUARY

- 5 Job announcements for February *SAA Employment Bulletin*

### FEBRUARY

- 5 All submissions (including job ads) for Mar./Apr. *Archival Outlook*
- 28 SAA awards and fellow nominations (see pp. 32-36)



### Nominations Wanted for Distinguished Service Award

The Society of American Archivists' Distinguished Service Award, founded in 1964 by the generosity of SAA Fellows Leon de Valinger, Jr., Mary Givens Bryan, and Dolores Renze, represents the ultimate recognition of outstanding service and exemplary contribution to the profession. Archivists work in repositories, and this award recognizes our profession's best practices and holds up for all of us the kind of service and programs to which we might as professionals aspire.

It is our responsibility therefore to encourage and participate in nominations for this award, so that we might honor deserving colleagues and ratify for ourselves the aspirations that drew us to archival work in the first place. Created in 1964, with its criteria revised in 1993, the Distinguished Service Award, recognizes any archival institution, archival organization, records center, or manuscript repository, archival education program, or non-profit or governmental organization providing, in the eyes of the award subcommittee, outstanding service or support to the archival community in North America. The institution being nominated should have achieved distinction in one or more of the following ways:

1. Demonstrably contributing to archival theory and the development of new archival practice.
2. Serving its constituency in an outstanding fashion.
3. Showing extraordinary ingenuity and resourcefulness in improving efficiency of operations or improving methods of work.
4. Going well beyond the normal performance requirements expected of an archival agency and so being an incentive to others.

### SAA NEEDS YOU!

In keeping with SAA practice, incoming vice president Luciana Duranti has established an Appointments Committee to solicit nominees and applications for vacancies on existing committees, task forces, internships, and other groups in SAA. She has appointed Michael Miller to chair the committee, which is interested in hearing from SAA members who would like to serve in this way. Appointments will become effective at the end of the 1998 annual meeting in Orlando. Members with questions about the process are encouraged to contact Miller about available opportunities.

If you are not familiar with all of the possibilities, check out the *Leadership Directory* in the center of this newsletter. If you are interested in serving on a specific committee or task force, or know someone you'd like to nominate for one, please provide the committee with the following information:

- name
- address/phone/fax/e-mail
- current position
- membership status if known
- committees of interest: please provide relevant information about background, interests, and capacity to serve on committee(s) noted. (If you do not have a specific committee in mind, the information will help the Appointments Committee identify opportunities that would afford you the chance to make a real contribution.)
- previous internship, committee, task force membership in SAA
- name of person submitting the nomination, if not the same as nominee

Please submit this information to: Michael Miller, Director, Records Management Preogram (NWR), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740, (301) 713-7110 ext. 229, fax (301) 713-6850, michael.miller@arch2.nara.gov. Thanks in advance for your willingness to become more actively involved in SAA.

5. Developing over a period of years an archival program of such depth and scope as to warrant special recognition.

In the past five years, this award has been conferred only twice—in 1994, to the Research Libraries Group; in 1995 it was presented to the Alan Mason Chesney Medical Archives of the Johns Hopkins Medical Institutions.

We need to improve on this record, and to celebrate our profession and our own work by supporting this award and making nominations to insure its conferral. Please use the nomination form on page 34 in this issue of *Archival Outlook* to nominate deserving recipients of this honor.

WILLIAM L. JOYCE  
Princeton University Library

### Print Matters

The following publications are no longer available from SAA:

- Archival Methods & Archival Strategies* (Archives & Museum Informatics, 1989, 1995) product code 130  
*Archives and Manuscripts: Law* (SAA, 1985) product code 124  
*Archives and Manuscripts: Reprography* (SAA, 1982) product code 118  
*A Manual for Small Archives* (Association of British Columbia Archivists) product code 167  
*Revised Chapters 5 & 14, A Manual for Small Archives* (Association of British Columbia Archivists) product code 242  
*Directory of Business Archives in the U.S. and Canada* (SAA, 1990) product code 149  
*Handbook for Film Archives* (Garland Publishing, 1991) product code 231



**ELENA S. DANIELSON** has been appointed archivist of the Hoover Institution, Stanford University. Danielson has held increasingly responsible positions in the archives since she was hired in 1978, and served as acting archivist for the past year.

**BRUCE W. DEARSTYNE**, formerly director of external programs for the New York State Archives and Records Administration of the State Education Department, has joined the faculty at the College of Library and Information Services at the University of Maryland. Dearstyne had been with the State Education Department for 24 years, beginning his career with the Office of State History before becoming director of external programs in 1983.

**DOUGLAS DOE**, formerly project archivist for the Art and Architectural Thesaurus, Williamstown, MA, has been appointed archival technician for the Rhode Island School of Design.

**MARY E. EDSALL**, assistant curator of the Harvard Theatre Collection at Harvard University, has been awarded a professional development fellowship by the Houghton Library to study collecting, preservation and access issues at several repositories of dance resources in England. Edsall will spend the month of February 1998 working at the National Resource Centre for Dance at the University of Surrey; the library of the Laban Centre of Movement and Dance; the Royal Opera House Archives; the Theatre Museum; and the archives at the Centre for Dance Studies in Jersey.

**PHILIP B. EPPARD**, editor of the *American Archivist*, has been named dean of the School of Information Science and Policy at the University at Albany. The school, which is a part of the university's Rockefeller College of Public Affairs and Policy, enrolls 275 undergraduates and graduate students. Eppard, who has been interim dean since September 1, 1995, was appointed to a three-year term.

**TIM HAWKINS**, formerly of Playboy Archives, has started his own business, Freshwater Photos & Archives Consulting Services in Denver, Colorado (303/322-8957, [freshH2O@earthlink.net](mailto:freshH2O@earthlink.net)). In addition to building his own photography business, he will do consulting work in visual materials and digital imaging.

**BETSY PITTMAN** has recently been appointed university archivist at the Thomas J. Dodd Research Center at the University of Connecticut. She was formerly head of Special Collections and University Archives at Virginia Commonwealth University.

**KEN RICCARDI**, institutional archivist of LaGuardia Community College, City University of New York, has been awarded a professional development grant by the college. The grant will fund a photograph exhibit of cultural and social events that have taken place at LaGuardia Community College over the past 25 years. The college is celebrating its 25<sup>th</sup> anniversary this year.

**JOHN WEEREN** is the 1997-1998 National Historical Publications and Records Commission Fellow in Archival Administration at the Thomas J. Dodd Research Center at the University of Connecticut. Prior to his appointment, Weeren was project archivist at Princeton University.

## Help SAA Serve You Better!!!

### 1998-99 SAA Directory of Individuals and Institutional Members

SAA is working on the next edition of its membership directory and we need your help! Have you moved? Experienced a change in area or zip code? Begun a new position? Do you have an e-mail address or URL? Information on members is constantly changing in this fast-paced world and we want to keep the SAA database as current as possible. Please complete the form at right and return it to SAA ASAP! Thank you for helping us serve you better!

### MEMBER UPDATE

Name \_\_\_\_\_  
Institution \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
(CIRCLE HOME OR WORK)  
City/State/Zip \_\_\_\_\_  
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E-mail \_\_\_\_\_ URL \_\_\_\_\_

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## OBITUARIES

*Editor's note: At its August 1997 meeting, SAA Council passed the following resolution in honor of Ruth Walter Helmuth and the contributions she made to the archival profession during her long career.*

The Society of American Archivists wishes to express its profound regret for the death of **RUTH WALTER HELMUTH**, on July 16, 1997. Helmuth, 78, was first archivist of Case Western Reserve University, and an SAA fellow and past president.

When Helmuth founded the Case Western Reserve University Archives in 1964, opportunities for formal archival education were very limited and standards for such training were nonexistent. Helmuth developed a program at the university that became a model for similar efforts nationwide. That program, the nation's first double-degree archival program, combined archival course work with offerings from the School of Library Science and the Department of History. In addition, from 1970 to 1980, Helmuth developed and directed a workshop on college and university archives. This workshop, a forerunner of offerings now available through SAA and regional archival organizations, offered post-graduate instruction to professionals in the field.

Helmuth worked assiduously to advance the profession. An active participant in the Society of American Archivists since 1965, Helmuth served as president of SAA in 1980-81. She was a member of Council when SAA established a headquarters office in 1974 and helped select its first paid executive director. Helmuth served on the Editorial Board and a number of SAA committees, chairing the College and University Archives, Education, and Professional Standards Committees. She helped prepare and secure acceptance of SAA's first guidelines for archival training programs. In recognition of her contributions to the profession, Helmuth was named a fellow of SAA in 1974.

During the effort to achieve independent status for the National Archives and Records Administration, Helmuth served on the panel which reviewed qualifications for the U.S. Archivist. She also served on a similar group reviewing qualifications of candidates for the directorship of the Gerald R. Ford Presidential Library.

A founding member of the Society of Ohio Archivists, Helmuth served for three years as its first secretary-treasurer. SOA awarded her a special citation for meritorious service in 1974. She also was a member of the Ohio Historical Records Advisory Board.

In her SAA Presidential Address in 1981, Helmuth focused on the education of archivists. "People who come to us for instruction need archivists as role models, as competent, interesting, involved professionals. . . . They learn



Ruth Walter Helmuth

more than theory; they acquire attitudes of dedication, concern, and obligation, if they are taught by professional archivists who work with dedication, concern, and obligation." For her colleagues and for those of us who were privileged to be her students, she exemplified these qualities. Most of all, we remember Ruth's kindness and concern for us as individuals.

Born in Cleveland, Ohio, Helmuth received degrees from Radcliffe and Smith Colleges. She was the university archivist for Case Western Reserve University until her retirement in 1985. Case Western Reserve University's archives endowment fund was named in Helmuth's honor in 1986. In retirement Helmuth served as an archival volunteer at the Archives of the Cleveland Museum of Art. Surviving are her daughter, Ann Allard of Cleveland, and her brother, Armin Walter of Columbus, Ohio.

WILMA R. SLAIGHT, Wellesley College

It is with deep sadness that we report the passing of **WAYNE SANDER**, husband of Joan, education officer for the Society of American Archivists. Wayne, 42, was the dean of the College of Management and Business at National-Louis University, Evanston, Ill. He passed away peacefully in his home on October 19, 1997. He had been diagnosed with kidney cancer in May. For 16 years, Wayne was a faculty member and administrator at National-Louis, specializing in free speech, business law, organizational communication, organizational behavior and interpersonal communication. Wayne earned a doctorate in organizational communication from the University of Pittsburgh in 1984 and received a law degree from George Mason University in 1991.

SAA STAFF



## Link to Learning

by Mark A. Greene, Minnesota Historical Society

### Keeping PACE

On August 30, 1997, Council gave final approval to the *Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs* (otherwise known as the PACE Guidelines), developed by the Committee on Education and Professional Development (CEPD). The full text of these guidelines are reproduced as an insert in the center of this issue of *Archival Outlook*. One of the three main purposes of the PACE Guidelines is to "stimulate nationwide discussion of cooperative approaches to PACE programs." In anticipation of Council's approval, a CEPD-affiliated planning group held a Continuing Education Forum in August during SAA's annual meeting in Chicago, to begin an ongoing discussion among SAA and other groups and institutions involved in providing post-appointment and continuing education for archivists.

The forum drew 50 participants, representing most of the major regional archival organizations, the National Association of Government Archives and Records Administrators, several graduate archival education programs, state archival organizations, regional archives institutes, state archives, and even a few representatives from other nations. The program included three formal presentations, general discussion, extended "breakout" discussions, identification of most pressing needs and goals, and establishment of an ongoing working group.

The presentations included reports on SAA's educational needs assessment survey, summary of responses to a questionnaire sent by the planning group to forum attendees, and preliminary results from a State Historic Records Coordinators' national survey of repository needs. Some interesting differences between the SAA survey and the SHRC survey were, 1) while only 32% of SAA respondents said they were somewhat or very interested in "basic" continuing education offerings, about 55% of SHRC respondents said they needed basic offerings; 2) the five most demanded subjects by SAA respondents were media transfer strategies, legal issues, electronic records, still photographs, and (tie) preservation and EAD, while the five most demanded subjects by the SHRC respondents were preservation, archival methods, use of computers in archives, appraisal/collection development, and disaster preparedness. Extended discussion followed, focusing on the strengths and weaknesses of the three surveys, and resulting in several specific suggestions for re-analyzing (if the raw data permits) some of the results. There was also consensus that it would be both useful and practical to use the SAA survey instrument to survey several of the larger regionals, to make a direct comparison between the needs of SAA members and the needs of regionals' members. SAA has agreed to make the survey instrument available for this purpose.

The attendees then split into four breakout groups to identify the most pressing issues facing the archival profession in the area of providing post-appointment and continuing education. After about an hour of what the diplomats call "frank exchange," the breakout groups reported there was a remarkable degree of consensus on the major goals and concerns.

### Concerns:

- Important terms used in surveys and discussions—e.g., "basic, intermediate, advanced"—have no clear or common definition and often the level of the workshop is not defined at all. In the absence of workshops at different levels, people may take whatever is available resulting in disappointment. Ideally, the brochures/descriptions for a continuing education offering should indicate what audience is being targeted and what material will be covered.
- The various providers of continuing education have to define their goals and audiences more clearly (to themselves and to the other providers) to facilitate discussion of cooperation.
- If continuing education offerings must financially sustain the organization or institution that provides them (rather than just break even overall), does this mean members' educational needs must take a back seat to fiscal calculations?
- How can/should the PACE Guidelines intersect and interact with the *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree* (SAA, 1994)?

### Goals:

- Collaboration among all providers of post-appointment and continuing education, including a central calendar and/or clearinghouse of all offerings by all providers; central directory of instructors; and central clearinghouse of curricular material.
- Consensus on definition of levels (of offerings and audiences), so that an "intermediate" workshop from MAC has roughly the same content and is aimed at roughly the same audience as an intermediate workshop from SAA.
- Venue for sharing information and developments on newer instructional venues (e.g., distance learning).

To pursue these goals and begin to address these concerns, the forum selected the following members for a working group: Bruce Dearstyne, Danna Bell-Russel, Megan Sniffin Marinoff, Thomas Claeson, Ellen Garrison, and Charles Arp. The working group members officially represent the Midwest Archives Conference, the Mid-Atlantic Regional Archives Conference, the New England Archivists, the Society of Southwest Archivists, the Society of Georgia Archivists, the Society of Ohio Archivists, the Western Archives Institute, and the National Association of Government Archives and Records Administrators. Two of the members are also faculty for graduate-level archival education programs. The co-chairs of CEPD, Mark Greene and Kathleen Roe, will serve as *ex-officio* members of the working group and provide "staffing." By the next issue of *Archival Outlook* the working group should be able to report a specific set of tasks for its first year. Anyone with suggestions or comments for the working group, feel free to contact any of the members.





## World View

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

### ICA Studies on Electronic Records

The International Council on Archives (ICA) recently published three studies on electronic records. Produced by ICA's Committee on Electronic Records, the studies include: "Electronic Records Programs—Report on the 1994/1995 Survey," "Guide for Managing Electronic Records from an Archival Perspective," and "Electronic Records Management—A Literature Review." To obtain these studies contact: ICA, 60 rue des Francs-Bourgeois, 75003 Paris, France. Telephone: 33 (0)1 40 27 63 06. E-mail: 100640.54@compuserve.com.

### PARBICA

The Pacific Regional Branch of the International Council on Archives (PARBICA) held its seventh general conference August 25-28, 1997, at Noumea, New Caledonia. Delegates to the conference represented 21 Pacific region countries. Conference activities included workshops on topics of arrangement, preservation and promotion of archives.

### Online Preservation Administration Course

In August 1997, the School of Information, Library and Archive Studies (SILAS) at the University of New South Wales, Sydney, Australia, began teaching its Preservation Administration course via the Internet. The online course was developed by Wendy Smith of the National Library of Australia as an initiative of the International Federation of Library Associations (IFLA). Geared to SILA'S continuing education program, the course is an introduction to preservation management in libraries and archives. It stresses the interdependence of librarians, archivists and conservators in preservation planning.

### Australian Science Archives Project

The 1996 annual report of the Australian Science Archives Project (ASAP) is now available. ASAP works to identify, preserve and publicize the documentation of Australia's scientific, technological, and medical heritage. The 1996 report discusses a variety of ASAP projects undertaken in conjunction with archival repositories, scientific institutions, heritage organizations, and power and pharmaceutical companies. For more information contact: ASAP, c/o the University of Melbourne, 203 Bouverie Street, Carlton VIC, 3053 Australia. Telephone: +61 3 9344 9287. Fax: +61 3 9344 9287, asap.melb@asap.unimelb.edu.au.

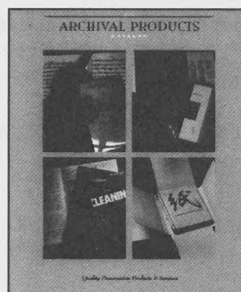
### Canadian Preservation Centre

The National Archives of Canada has opened a new storage and preservation facility in Gatineau, Quebec. The Gatineau Preservation Centre covers 32,000 square meters and consists of 48 concrete vaults surrounded by a shell of steel and glass. This innovative structure was essentially "invented" by the project's architectural consultants in response to the unique storage and preservation requirements established by the National Archives of Canada. The centre, the result of 11 years of intensive planning and development, was officially opened in June.

### China

Due Mei, an archivist in the Foreign Affairs Office of the State Archives Bureau of the People's Republic of China, was in residence at the University of Maryland during October and November 1997. Ms. Du's visit was sponsored jointly by the university's Department of History and the College of Library and Information Services. While in residence at College Park, Ms. Du visited area archives and conducted research on American appraisal practice and archival education in the United States.

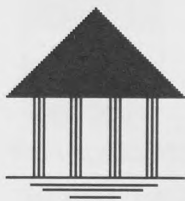
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## From the Archivist of the United States

by John W. Carlin

### Measuring Archival Progress: NARA Expands Its Plan

How does one evaluate archival work? How does one measure archival progress? These are tough questions for us all. Other archivists who are struggling with such questions may be interested in answers that we have come up with, at least for ourselves, at the National Archives and Records Administration (NARA).

Our answers are in a document that we recently delivered to Congress and the President's Office of Management and Budget. The document is entitled, *Ready Access to Essential Evidence, The Strategic Plan of the National Archives and Records Administration, 1997-2007*. It is an expansion of the strategic plan we issued last year, after consultation with SAA leaders among others. The expansion of our plan was required by the Government Performance and Results Act. It says not only that federal agencies must have plans, but also that those plans must contain progress measurements. Therefore, though the strategic substance of our plan is unchanged, we now have added more specific goals, detailed performance targets, and explicit performance measures.

To take but a few examples, we have set statistical goals with time targets for the percentage of federal records to be inventoried and scheduled, for the percentage of federal records

to be managed by federal agencies in accordance with NARA's recordkeeping requirements, for the percentage of NARA holdings to be described in a publicly accessible online catalog, and for the percentage of users of NARA's records and services to be highly satisfied.

I recognize that quality service is hard to measure mathematically. But the effort has made us think more rigorously about what we are trying to accomplish, and the results give us specifics for which to strive. What we have done seems to me not just legally required but administratively valuable. In any case, our future funding depends on it, because OMB and Congress will be looking for measurable achievements in relation to our goals as each year they act on our budget.

On that subject, I am pleased to report additional progress. For fiscal year 1998, Congress has approved an increase in NARA's appropriations. We will have roughly \$8.2 million more for operating expenses in the new fiscal year than we had in fiscal year 1997 money that, among other things, will help meet needs for preserving records and for building NARA's electronic infrastructure. In addition, Congress approved more than \$14 million for badly needed repairs and restorations at some of our facilities. This is far from all we need, but it will greatly facilitate our efforts to implement our strategic plan.

Let me add that we have been implementing our plan, even as we were working to refine it. We are in the second stage of a reorganization designed to break bottlenecks, end duplicate effort, improve customer service, and manage records more consistently across their life cycle. The reorganization will help us meet all of our plan's major goals, which, in essence, call for strengthening records management, expanding access to records, preserving them in appropriate space, and increasing our ability to provide these services.

On the records management front, last year's actions included working out an accessioning and declassification plan for State Department records, reaching a new agreement with the FBI for systematic review of its electronic as well as paper records, and taking several steps to improve management of records of Congress. Concerning records access, our progress has included advancing our Electronic Access Project, greatly expanding what the public can learn online about our holdings and services. In terms of preservation and space, we have completed preservation duplication of two million feet of motion picture film, greatly exceeded our annual target for the preservation of electronic record files, and prepared to open the George Bush Presidential Library.

In these and many other ways we are making progress, and I am grateful to the President and Congress for recognizing it by increasing our appropriations. I am also grateful for help we have had from SAA members, whose collaboration I hope will continue as we move forward with the implementation of our plan.



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## Washington Beat

by Page Putnam Miller, *National Coordinating Committee for the Promotion of History*

**Summary of FY'98 Appropriations** — The appropriations process is not yet over. Following are the amounts which, in all likelihood, will be the final figures.

- National Endowment for the Humanities: FY'98 budget of \$110.7 million, a small increase over \$110 million of this year. The big news this year is the survival of the National Endowment for the Arts. NEA's budget was cut by only \$1.5 million.
- National Historical Publications and Records Commission: The FY'98 budget for the grants program of NHPRC is \$5.5 million.
- National Archives and Records Administration: The FY'98 budget is \$205.165 million for the operating budget of the Archives and \$14.65 million for repairs and restoration of National Archives' buildings.

**Jerry George Leaves NHPRC** — On September 18, U.S. Archivist John Carlin announced that Jerry George would be leaving his position as Executive Director of the National Historical Publications and Records Commission to become Director of the National Archives' Policy and Communications Staff, effective October 1, a position that Deputy Archivist Lew Bellardo had been filling in an acting capacity. Carlin has asked Roger Bruns, who is currently on the communications staff, to serve as acting executive director of NHPRC. For many years Bruns served as a deputy executive director of the NHPRC and is very familiar with NHPRC's operations.

**William Ferris Nominated To Head NEH** — President Clinton has announced his intention to nominate William Ferris, the founder and director of the Center for the Study of Southern Culture at the University of Mississippi, to the position of chairman of the National Endowment for the Humanities. He would replace Sheldon Hackney, who has completed his four-year term as head of the agency.

**Advisory Committee on the Records of Congress** — At the September meeting of the Advisory Committee on the Records of Congress, Karen Paul, the archivist in the Senate Historical Office, reported on the work of the Task Force on Electronic Records. The task force has found that electronic records of historical value are pervasive in electronic systems; that increasingly substantive work is occurring on e-mail and networked information systems; and that appraisal of electronic records needs to proceed on a case-by-case basis to ensure that the receiving repository could deal with the media that it was receiving and that sufficient system documentation accompanied the transfers.

**Bill Introduced to Clarify Copyright Issues in the Digital Age** — In September, Senator John Ashcroft (R-MO) introduced S1146, the Digital Copyright Clarification and Technology Education Act of 1997. His bill deals with the liability concerns of the online providers and with the use of digital technology for educational purposes. Many in the library, archival, and scholarly communities are very supportive of the Ashcroft bill, viewing it as a major improvement over the HR2281 and S1121, which have been criticized for not being comprehensive and for introducing restrictive measures for overly protecting creators of copyrighted material.

**House Copyright Hearings** — On September 16–17, the House Judiciary Committee's Subcommittee on Courts and Intellectual Property held hearings to consider HR2281, the World Intellectual Property Organization (WIPO) Treaties Implementation Act and HR2180, the Online Copyright Liability Limitation Act. The first day focused primarily on the online liability legislation. The positions of the 14 witnesses varied widely. The second day of the hearing focused on HR2281, the WIPO treaty implementation legislation. The ten witnesses were fairly evenly divided between those who supported the bill and those who either opposed it or had major problems with key sections.

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## 1998 CALENDAR

### March 12-14

RESTORATION Exhibit and Conference at the World Trade Center Boston. Contact: EGI Exhibitions, show@egiex.hib.com (508) 664-6455.

### March 26

"Exhibitions: New Preservation Technologies, Standards, and Models," 13th Annual National Archives and Records Administration Preservation Conference at the National Archives Building, Washington, D.C. Will cover topics on the creation, use, exhibition, care and handling, duplication, and long-term storage of information on paper, film, tape, and disk. Fee: \$50. Contact: Conference Coordinator (NWDP), 8601 Adelphi Road, College Park, MD 20740-6001, (301) 713-6705, fax (301) 713-6653.

### May 6-9

National Genealogical Society Conference Denver, Colorado. Contact: NGS, (800) 473-0050 or 76702.2417@compuserve.com.

### May 7-9

Mid-Atlantic Regional Archives Conference (MARAC) and Lake Ontario Archives Conference (LOAC) joint spring meeting in historic Saratoga Springs, New York. For further information contact: Geof Huth, Local Arrangement Chair, New York State Archives and Records Administration, (518) 798-5717 ghuth@mail.nysed.gov or fax (518) 798-6119; Robert C. Morris, Program Chair, National Archives and Records Administration-Northeast, robert.morris@newyork.nara.gov, (212) 337-1303/1306.

### May 10-14

American Association of Museums annual meeting in Los Angeles. Contact: (202) 289-9113.



## LISTINGS WANTED

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

## FELLOWSHIPS & GRANTS

### Colonial Dames of America Scholarship

The Society of American Archivists 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 qualifications should be submitted in triplicate **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 (402) 489-2368.

### U.S. Capitol Historical Society Fellowship

Applications are invited for the thirteenth year of the United States Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is \$1,500 per month. **Applications must be postmarked by February 15, 1998.** For further information contact: Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, (202) 228-1222.

### Pennsylvania Historical and Museum Commission

The Pennsylvania Historical and Museum Commission invites applications for its 1998-1999 Scholars-in-Residence Program. The program provides support for full-time research and study at any commission facility, including the state archives, the state museum, and 26 historical sites and museums. Residencies are available for four to twelve consecutive weeks between May 1, 1998, and

April 30, 1999, at the rate of \$1,200 per month. The program is open to all who are conducting research on Pennsylvania history, including academic scholars, public sector professionals, independent scholars, graduate students, writers, filmmakers, and others. For further information and application materials, contact: Division of History, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, PA 17108, (717) 787-3034. **Deadline is January 16, 1998.**

### Grants-In-Aid for History of Modern Physics and Allied Sciences

The Center for History of Physics of the American Institute of Physics has a program of grants-in-aid for research in the history of modern physics and allied sciences (such as astronomy, geophysics, and optics) and their social interactions. Grants can be up to \$2,500 each. They can be used only to reimburse direct expenses connected with the work. Preference will be given to those who need part of the funds for travel and subsistence to use the resources of the center's Niels Bohr Library in College Park, Maryland (easily accessible from Washington, D.C.), or to microfilm papers or to tape-record oral history interviews with a copy deposited in the library. Applicants should either be working toward a graduate degree in history of science (in which case they should include a letter of reference from their thesis adviser), or show a record of publication in the field. To apply, send a vitae plus a letter of no more than two pages describing your research project, and including a brief budget showing the expenses for which support is requested. Send to: Spencer Weart, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740, (301) 209-3174, fax (301) 209-0882, sweart@aip.org. **Deadlines for receipt of applications are June 30 and December 31 of each year.**

### The Houghton Library Visiting Fellowships

Twelve short-term fellowships are available to assist scholars within the Houghton Library's collections. Each fellow is expected to be in residence at Harvard for at least one month during the period from July 1998 through June 1999; the stipend for each fellowship is \$1,500. The Houghton Library is the principal rare book and manuscript of Harvard College. The Library's holdings are particularly strong in the following areas: European, English, American, and South-American literature; philosophy; religion; history of science; music; printing and graphic arts; dance; and theatre. Fellows will also have



access to collections in Widener as well as throughout the world's largest university library. Preference is given to scholars whose research is closely based on Houghton collections (especially when those materials are unique); fellowships are normally not granted to scholars who live within commuting distance of the library. Applicants should write directly to: The Fellowship Selection Committee, Houghton Library, Harvard University, Cambridge, Massachusetts 02138, and provide the following materials: 1) a statement of not more than three pages describing the research project and the importance of the library's collections to the applicant's work; 2) a current curriculum vitae; and 3) two letters of recommendation. **Applications and supporting materials are due 16 January 1998.**

### Udall Archives Grants

The Morris K. Udall Archives at the University of Arizona Library Special Collections houses the papers of Morris K. Udall, Stewart L. Udall, David K. Udall, Levi Udall, and Jesse Udall, and other related historical collections. The Udall Research Travel Grants and Research Assistance Grants Program will award three \$1,000 research travel grants and four \$250 research assistance grants for the first six months of 1998. Preference will be given to projects relating to issues addressed by Morris K. Udall and Stewart L. Udall during their long careers in public service: environment, natural resources, Native American policy, conservation, nuclear energy and other topics such as politics, early Mormon history, and biographies. **Deadline for all applications is postmarked by January 20, 1998.** To apply, contact: Roger Myers, University of Arizona Library, Special Collections, P.O. Box 210055, Tucson, AZ 85721-0055, (520) 621-4345, rmyers@library.arizona.edu.

## AWARDS

### Oral History Association Awards

The Oral History Association invites applications for three awards to be presented in 1998 that will recognize outstanding work in the field. Awards will be given for a published article or essay that uses oral history to advance an important historical interpretation or addresses significant theoretical or methodological issues; for a completed oral history project that addresses a significant historical subject or theme and exemplifies excellence in oral history methodology; and to a postsecondary educator involved in undergraduate, graduate, continuing, or professional education who has made outstanding use of oral history in the

classroom. In all cases, awards will be given for work published or completed between April 1, 1996, and March 30, 1998. Awards are honorific and will be announced at the association's annual meeting, to be held October 15-18, 1998, in Buffalo, New York. The association welcomes entries and nominations from all who practice oral history, including academic scholars and educators. Public history institutions and practitioners, independent professionals, libraries and archives, community-based groups and individuals, and others. For guidelines and submission information, contact: Oral History Association, Baylor University, P.O. Box 97234, Waco, TX 76798-7234; OHA\_Support@Baylor, or see the OHA home page: <http://www.baylor.edu/~OHA/>. **Deadline for receipt of all nomination materials is April 1, 1998.**

## 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 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.**

## WANTED

### Set of the American Archivist

The Lummi Indian Nation is in the process of advancing its archival program and resources. "During this process we are providing training to Tribal members in proper archival methods. We are asking any SAA member to make a tax deductible donation of a complete or near-complete set of the *American Archivist* to the

Lummi Indian Nation Archives." Please contact: David Keller, Director of Archives & Records Center, 2616 Kwina Road, Bellingham, WA 98226; (360) 384-2246; fax (360) 384-2234; [alummi@aol.com](mailto:alummi@aol.com).

### Info on WW II AAF 1<sup>st</sup> Combat Cargo Squadron

I am researching the WW II history of 1st Combat Cargo Squadron, AKA "The Great Snafu Fleet," an AAF C-47 unit that served in the CBI. They flew with the British in Burma (1944) and then with the Flying Tigers in China (1945), also working with the OSS behind the lines and in rescuing POWs after the war. Their airplane had "The Great Snafu Fleet" in large script lettering on the side of most of their aircraft. As with other units of this era, the veterans are passing from the scene. The official record is somewhat spotty and personal papers have been very useful in filling out the service record of this unit. I am interested in researching papers, photos, or other memorabilia of members of this unit who may have donated their effects to academic or historical institutions. If you have materials and are interested, I have a short history of the unit extracted from official records and may be able to provide additional information and photos to augment your files. I am particularly interested in a Mr. (Dr.?) Frank Buckley, who was an English professor (Cal.?, U. Minn.?) after the war. During the war, he was the 1st CCS Services Officer and unit historian in China, doing a magnificent job. He is believed to be deceased but would be happy if proved wrong. Any questions or information should be sent to: MSgt. Gerald White, 1818 Barbee St., McLean, VA 22010 or [gwhite@monu-mental.com](mailto:gwhite@monu-mental.com). All assistance will be acknowledged and gratefully appreciated.

### Info on White Hate Groups

I have written a Ph.D. dissertation on the FBI's Counterintelligence Program against "White Hate Groups" from 1964 to 1971. I am now attempting to determine the extent to which that program influenced ideology and tactics among "hate groups" since 1975. Specifically, I am looking for archives housing newsletters, newspapers, pamphlets, etc. from Klan Groups (especially the United Klans of America Fiery Cross Publication), Nazi Groups (especially the American Nazi Party and National Socialist White People's Party), and paramilitary groups (from the Minutemen to the militia). I am also interested in law enforcement archives, as well as collections assembled by anti-racist organizations. Please send information to: John Drabble, Koc University, Dept. of History, Cayir Caddesi, Istinye 80860, Istanbul, Turkey.

The Society of American Archivists announces its 1998 awards competition to recognize achievements of the 1997 calendar year.

Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Anne Diffendal and Alfred Lemmon. Awards will be presented next September during the 1998 SAA annual meeting in Orlando, Florida.

Descriptions of the awards are listed on this page. **An awards nomination form is on page 34.** The SAA awards policy is described in the *American Archivist* vol. 39, no. 3, pp. 415-417; copies are available from the co-chairs.

Requests for additional information and forms should be addressed to: Anne Diffendal, 3131 S. 41st Street, Lincoln, NE 68506, (402) 489-2368, [adiffendal@navix.net](mailto:adiffendal@navix.net); or Alfred Lemmon, Historic New Orleans Collection, 533 Royal St., New Orleans, LA 70130, (504) 598-7124, fax (504) 522-5108, [alfredl@hnoc.org](mailto:alfredl@hnoc.org). **The deadline for award nominations is February 28, 1998.** Nominations will not be considered unless all materials, including books and other supporting documentation, are postmarked by that date.

#### Distinguished Service Award

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

#### J. Franklin Jameson Archival Advocacy Award

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

#### C.F.W. Coker Prize

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

#### Philip M. Hamer-Elizabeth Hamer Kegan Award

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

#### Theodore Calvin Pease Award

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

#### Waldo Gifford Leland Prize

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

#### Oliver Wendell Holmes Award

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



### Sister M. Claude Lane Award

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

### Preservation Publication Award

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

### Fellows' Posner Prize

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

### Minority Student Award

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

### Colonial Dames Scholarship Award

Established in 1974, this award, given in conjunction with the Colonial Dames of America (Chapter III, Washington, D.C.), assists two archivists each year to attend the National Archives' Modern Archives Institute. The institute is held twice each year: January/February and June. The award covers up to \$1,200 of the total tuition, travel, and housing expenses at the institute (tuition is \$525). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title. *A scholarship to the Modern Archives Institute, to be held June 2-13, 1998, is now available. The deadline for application is February 28, 1998.* Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted in triplicate (original and two photocopies) to: Anne Diffendal, 3131 S. 41st Street, Lincoln, NE 68506, (402) 489-2368.

## Fellow Nominations

### SAA Fellow Nominations Sought for 1998

The Committee on the Selection of SAA Fellows invites members to nominate colleagues for selection as fellows of the Society of American Archivists in 1998. Nominees must be individual members of SAA in good standing for the past seven years. Other criteria on which the committee evaluates nominees are:

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

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

A nomination form is on pp. 35-36 of this newsletter. Completed forms must be postmarked by February 28, 1998, and addressed to the chair:

Brenda S. Banks  
Georgia Dept. of Archives and History  
330 Capitol Ave., S.E.  
Atlanta, GA 30334

Banks may also be reached at (404) 651-6547, fax (404) 651-8471, [bbanks@sos.state.ga.us](mailto:bbanks@sos.state.ga.us).

A nomination submitted in 1997 that did not result in the election of a fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Enhancements or updates may be submitted if desired.

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



THE SOCIETY of  
AMERICAN ARCHIVISTS

# 1998 Awards Nomination Form

Name of Award \_\_\_\_\_

Person/Organization to receive award \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip/Country \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Person making the nomination \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

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

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

How does the nominee meet the criteria of the award?

What are the outstanding characteristics of the nominee?

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

**PLEASE SUBMIT FIVE COPIES OF THIS FORM AND THREE COPIES OF ALL SUPPORTING DOCUMENTS BY FEBRUARY 28, 1998. Nominations for the Theodore Calvin Pease Award must be submitted by May 1, 1998.** Send nominations for the Distinguished Service Award, C.F.W. Coker Prize, Oliver Wendell Holmes Award, and Minority Student Award to: Anne Diffendal, 3131 S. 41st Street, Lincoln, Nebraska 68506, (402) 489-2368, [adiffendal@navix.net](mailto:adiffendal@navix.net). Send nominations for the Theodore Calvin Pease Award, Philip M. Hamer and Elizabeth Hamer Kegan Award, J. Franklin Jameson Archival Advocacy Award, Sister M. Claude Lane Award, Waldo Gifford Leland Prize, and Preservation Publication Award to: Alfred Lemmon, Historic New Orleans Collection, 533 Royal St., New Orleans, LA 70130, (504) 598-7124, fax (504) 522-5108, [alfredl@hnoc.org](mailto:alfredl@hnoc.org).



## 1998 Fellow Nomination Form

Nominators must be members of the Society of American Archivists.

Please complete the form below or submit the same information in typed or computer-generated copy.

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

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

Name of Candidate	Date of SAA Membership (please confirm with SAA office)
-------------------	--

Present Institutional Affiliation	Position
-----------------------------------	----------

EDUCATION College/University	Date	Degree/Certificate Received
---------------------------------	------	-----------------------------

OTHER TRAINING Institution and Location	Date	Training Received
--	------	-------------------

PREVIOUS PROFESSIONAL POSITIONS Employing Institutions	Date	Position Title
---	------	----------------

HONORS, AWARDS, FELLOWSHIPS Organization	Date	Honors/Awards Received
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**SAA Fellow Nomination Form - continued**

Major Published Materials (list publisher, date, and title)

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

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

- Attach a one-page narrative of professional activities showing the nominee to be a distinguished and worthy candidate.
- In addition, on a separate sheet, list the names and addresses of three persons familiar with nominee's work (need not be SAA members) and willing to submit a letter in support of the nominee. Nominators can attach the letters to their nomination, or can request that those writing on behalf of the nominee send their letters directly to the committee chair. If sent directly, the letters should be postmarked no later than February 28, 1998.

Submitted by (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Date \_\_\_\_\_

**SEND NOMINATIONS TO:**

**Brenda Banks, Georgia Dept. of Archives and History, 330 Capitol Ave., S.E., Atlanta, GA 30334**

**NOMINATION DEADLINE: FEBRUARY 28, 1998**



## 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](mailto:info@archivists.org).

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

# Professional Opportunities

## Search Reopened: ARCHIVIST

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

Funding currently guaranteed for two years. Extension beyond this period subject to availability of funds. The Raymond H. Fogler Library, University of Maine, is seeking a knowledgeable, dynamic, and service-oriented individual to organize and manage the William S. Cohen Collection. This collection, recently donated to the University, consists of more than 1,000 archival boxes containing correspondence, reports, news clippings, and personal memorabilia. **Responsibilities**

**Include:** Collection organization, preservation, management and development; creation of finding aids in both paper and digital formats; assisting collection users; outreach; supervision of support staff; participation in fund-raising and grant writing. Reports to the Head of Special Collections. **Required:** ALA-accredited M.L.S. with an emphasis on archives, or the equivalent graduate level training in archives management; demonstrated knowledge of the application of information technology to archives; evidence of effective planning and management skills; excellent oral and written communication skills. **Preferred:** Graduate degree in American history, politics or related subject area; supervisory experience; experience organizing political collections; experience with preservation/digitization projects.

**Salary:** \$29,000–\$35,000. Excellent benefits package including TIAA/CREF. **Start Date:** Position available immediately. **To Apply:** Send letter, resume and the names of three references to: Mary Casserly, Collection Development Division Head, 5729 Fogler Library, University of Maine, Orono, Maine 04469-5729. Review of applications will begin on November 17<sup>th</sup> and continue until the position is filled. The University of Maine is an equal-opportunity, affirmative-action employer.

## ARCHIVIST

*Harry S. Truman Library*  
*Independence, Missouri*

The National Archives and Records Administration is accepting applications from all qualified U.S. citizens. The salary range is \$37,611 to \$48,896 per annum. Assists in management of 400-plus collections (15 million pages) of archival material in the library. Candidates must have strong experience and interest in description and the development and use of electronic access tools. For information or to obtain a copy of the vacancy announcement and application package, contact Ray Geselbracht at (816) 833-1400 ext. 263. Equal Opportunity Employer.

## ASSISTANT ARCHIVIST

*University of Alaska Anchorage*  
*Anchorage, Alaska*

**Qualifications:** Formal archival education and experience, graduate degree in history or related field with graduate work in archival administration, professional experience in archival processing of variety of collections, computer literacy, ACA certification preferred, MARC AMC experience desirable.

**Responsibilities:** Handles or supervises most processing work. Under direction of the archivist, responsible for arrangement and description of manuscripts and archives.

**General Duties:** processing, basic conservation work, preparing finding aids, maintaining computerized data base, reference. May include supervision of staff and volunteers, exhibit work, acquisitions, etc. **Available:** Reopened to obtain larger applicant pool. Position open until filled. Application review begins November 10, 1997. For full job description contact: <http://www.uaa.alaska.edu/humanres/current.html>. **Salary:** \$1,169.60 bi-weekly. Excellent benefits. Send letter of application, comprehensive resume, and name and telephone number of three references to: University of Alaska Anchorage Human Resources Services, Administration Building, Suite 245, 3211 Providence Drive, Anchorage, Alaska 99508-8136, (907) 786-4608, TTY (907) 786-1420, FAX (907) 786-4727. UAA is an AA/EO Employer and Educational Institution.

## Professional Opportunities

### ASSISTANT ARCHIVIST

Brooklyn College  
City University of New York  
Library, Archives and Special Collections  
Brooklyn, New York

Reporting to the College Archivist, the Assistant Archivist oversees the day to day operational activities of a very active archival program. He or she will assist in shaping and focusing the collections; the processing of collections and preparing finding aids; the inputting of archival MARC records into archival databases; and the preparation and mounting of archival exhibits. Responsibilities also include assistance in supporting the work of the Library's Friends Group. **Qualifications:** Include a baccalaureate degree in an appropriate field and two years of experience; demonstrated knowledge of archival work in an academic or research setting, including soliciting, organizing, and preserving collections; preferred experience designing, preparing, and installing exhibits; proven supervisory and managerial experience; and effective written and oral skills. May include one or more evenings per week and/or rotating weekends. **Salary:** Position title, Assistant Higher Education Officer, \$24,082 to \$37,650. **Application Deadline:** December 1, 1997. **To apply:** Please send resume and three letters of recommendation to: Dr. Joan V. Rome, Director, Personnel Services and Labor Relations, Brooklyn College, 2900 Bedford Avenue, Brooklyn, New York 11210-2889. Brooklyn College is an Affirmative Action/Equal Opportunity Employer.

### COLLECTIONS ARCHIVIST

Iowa State University  
Ames, Iowa

The Iowa State University Library invites applications and nominations for the position of Collections Archivist, at the rank of Assistant Professor, who will report to the Head, Special Collections Department. The Collections Archivist leads the department's new collections management unit university records, faculty/alumni papers, private manuscripts, organizational records, films and 1.0 FTE of student assistants. The Collections Archivist performs as well as supervises unit staff in accessioning, arranging, describing, preserving, cataloging, and managing Web access. Also assists the Services and Automated Systems Divisions. Assists the Department Head with grant writing and grant project administration, contributes to the overall management of the department with other departmental faculty and provides support as necessary in other areas of the department. **Qualifications:** Required: M.A.

or ALA-accredited M.L.S. degree with a minimum of nine hours of archival studies course work. Knowledge of current standards and changes in the archival profession. Experience and/or knowledge of archives/manuscripts appraisal, processing, archival cataloging (MARC/APPM), World Wide Web site management/HTML, and archival preservation management. Effective interpersonal skills as well as environment. Must be able to lift 40 lb. boxes multiple times daily. Evidence of abilities to meet promotion and tenure requirements. **Preferred:** Knowledge of archives and special collections in still and moving image, audio, and digital formats. Minimum of two years of relevant archival experience. Experience with managing and reducing archival backlogs. Experience with personnel management. Grant writing and/or grant project administration experience. **Salary:** \$28,500 minimum, depending upon qualifications. **Application Deadline:** Review of applications will begin December 1, 1997, and will continue until an adequate pool is developed. Anticipated start date is March 1, 1998. For a copy of the full position announcement, please contact the Iowa State Library's Administration Office at (515) 294-1442. Or, you may view the Internet posting of the notice of vacancy at the following address: <http://www.lib.iastate.edu/library/vac.html>. Iowa State University has a strong commitment to Equal Opportunity and Affirmative Action. Members of protected classes are especially encouraged to apply. Iowa State University is an Affirmative Action/Equal Opportunity Employer.

### MANUSCRIPTS LIBRARIAN

Libraries  
University of California, Irvine  
Irvine, California

The Libraries at the University of California, Irvine, invite applications for the position of Manuscripts Librarian in the Department of Special Collections. The incumbent will be responsible for overall administration of archival and manuscript collections, including accessioning, processing, description, and preservation; encoding finding aids using Encoded Archival Description; preparing archival cataloging records using *Archives, Personal Papers, and Manuscripts* and the USMARC format; training and supervising processing assistants; and serving on the department's reference desk. The salary will be commensurate with qualifications and experience within a range of \$31,032 - \$37,932 (Assistant Librarian I-V). The Department of Special Collections houses the Libraries' collections of manuscripts, faculty papers, rare books, and notable subject

collections. Archival collecting is focused in the areas of local history, dance and the performing arts, critical theory, and contemporary literature. The UCI Libraries collections of published materials consist of approximately 1.9 million volumes and 17,000 current serial titles. One of nine University of California campuses, the University of California, Irvine, is nestled in 1,489 acres of coastal foothills, five miles from the Pacific Ocean between San Diego and Los Angeles. The full position description and information about the library and the university are available at the URL <http://sun3.lib.uci.edu/~vacancy>, or request a copy by e-mail to [kaufman@uci.edu](mailto:kaufman@uci.edu) or by fax to (714) 824-1288. Applications received by December 31, 1997 will receive first consideration, but applications will continue to be accepted until the position is filled. The position will be available on July 1, 1998. The University of California, Irvine is an equal opportunity employer committed to excellence through diversity.

### PROGRAM DIRECTOR I (PRESERVATION/CONSERVATION)

Indiana Commission on Public Records  
Indianapolis, Indiana

**Skills/Experience:** Extensive knowledge of preservation and conservation issues and practices. Supervising a lab assistant, temporaries, volunteers, and summer students. Recommending, performing, and documenting conservation treatments. Conducting preservation survey of archives' collections. Disaster planning. Conservation education to state and local government, the public, and libraries. Budget preparation. Familiarity with handling and care of archival materials, photographs, film, and other non-book formats. Experience with the preservation of digital technology is desirable. **Job Requirements:** Extensive knowledge of restoration technology, preservation techniques. Ability to communicate effectively, both orally and in writing. Ability to function as a member of a team. Education: Master's in library science/master's in public history. At least one year of experience working or training in preservation and/or conservation area. **Salary:** \$29,484.00 annually (\$1,134 biweekly) plus benefits. Send responses to: Indiana Commission on Public Records, Room W472, 402 West Washington Street, Indianapolis, Indiana 46204, Attn: Judy Clayton, (317) 232-3373, Fax (317) 233-1713.



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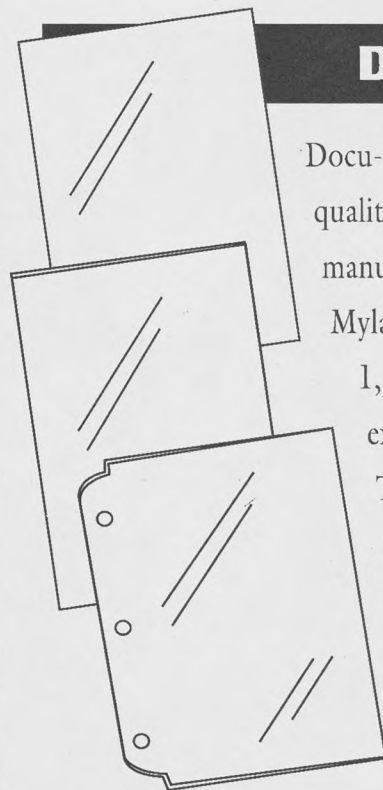
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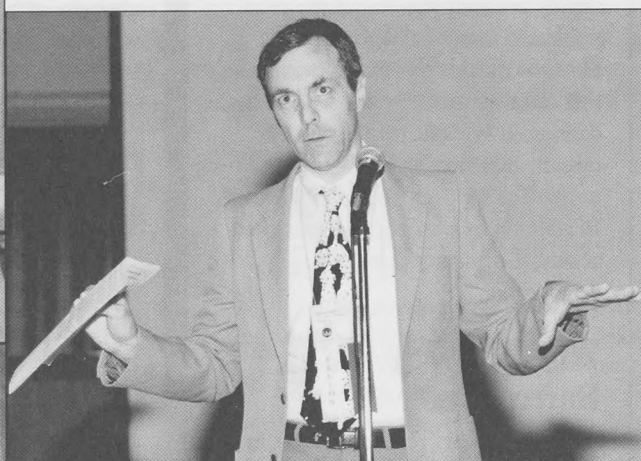
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THE SOCIETY of  
AMERICAN ARCHIVISTS

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Chicago, IL 60605

Non-Profit Organization  
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Permit No. 885



**PARTING SHOTS FROM SAA'S 61ST ANNUAL MEETING IN CHICAGO.** (Clockwise from upper left): Cynthia Lewis congratulates Gloria Muraz, this year's recipient of the Minority Student Award; SAA President William Maher leads a discussion at the business meeting; Sister Emma Busam (far right) and friends enjoy the royal treatment from Elvis; Greg Bradsher steps up to the mike as a presenter.