Sitting Pretty
Observations on Orlando conference, new fellows, award honorees, and more inside!
features

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about the cover

Dear Editor:

When I spotted the headline on the article by John Carlin, Archivist of the United States, in the September/October issue of Archival Outlook heralding "good archival news" at the Internal Revenue Service, my first reaction was curiosity. As the former federal historian for the IRS, I have had my ups and downs in dealing with both the tax collector and the document collector.

As I read the piece, my curiosity quickly turned to bemusement, then to concern, and oh, I admit it, anger. Mr. Carlin's piece is one of the most self-serving bits of political spin I have read in some time—and that's saying a lot considering what's coming out of Washington, D.C., these days.

To review, the IRS Restructuring and Reform Act, signed by President Clinton last July, contains a provision that allows NARA to "request" that the IRS let it review tax returns and return information for appraisal purposes. The theory is that with this provision, the IRS will no longer withhold information from NARA. Dream on. Laws do not change deeply ingrained cultural attitudes. Enforcement does. That's where NARA enters the picture.

What Mr. Carlin doesn't tell the reader is that NARA long ago abdicated its enforcement authority over IRS records, allowing the IRS to become the ultimate double-standard agency: demanding that American taxpayers maintain detailed records of their day-to-day existence, as they destroy their own records. Until I entered the picture, no one seemed to care. Especially NARA.

This led to my dilemma as the IRS historian. When I went to NARA looking for IRS records, I found virtually nothing. Nothing to record how we transformed the income tax during World War II from a class tax to a mass tax; nothing to illuminate the evolution of IRS tax enforcement philosophy.

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NARA was "impressed with the general concern for records throughout the agency." Who did NARA think they were kidding? Not me. I must be the only person who found the smoking gun in the report (they buried it on the next to the last page). It states that the IRS record group [#58] at NARA "does not contain the records that most people commonly associate with the agency or are the records that most federal agencies routinely transfer to NARA."

Oops, Mr. Carlin, you assumed that no one in Congress or the GAO was going to read to the end of your report. I did. I never understood how an agency that showed a "general concern" for records could not have records. Curious.

Here I am, three years later, still reading Mr. Carlin's syrupy depictions of the cozy relationship between the IRS and NARA. The problem is, the records are still missing. The few IRS documents added to NARA's tiny collection since my departure are primarily those documents I squirreled away during my tenure at the tax collector.

It pains me to see NARA claiming victory on the IRS records issue when I know that nothing has really changed and that the IRS will continue to circumvent the Federal Records Act. Mr. Carlin, you've got some explaining to do!

SHELLEY L. DAVIS
Manassas, Virginia
October 8, 1998

Spread the Word: Who We Are, What We Value

One message that emerged very clearly from SAA’s recent member survey is the strong desire to educate the public about the profession and the important role archivists play in society. Archivists feel undervalued and underpaid for very good reason. As our 1996 salary survey revealed, 32% of the profession holds either a double masters or a Ph.D. and yet the median salary for senior archivists is only $34,500.

What can be done about this? How can we pierce the veil of indifference and impress upon the public, our institutions, and most importantly on our administrators the inherent worth of the profession? In this age of information overload it is a difficult task at best.

It is ironic, because once the veil is lifted you soon discover that archives are in the news everywhere. One good example is the recently concluded JFK Assassination Review Board, whose report to President Clinton received major publicity in newspapers and on the Internet. The widely reported conclusion of the board was based on an important archival issue. Namely, that the U.S. government classifies too many documents and subsequently incurs a great disservice to society. Archivists understand and uphold the fundamental tenet that for democracy to flourish we must have, within reason, open access to the public record.

We all know of similar examples of archives in the news—the Nazi gold records, the Swiss holocaust accounts, tobacco litigation. The end of the Cold War opened a treasure trove of archives in the former Soviet Union, revealing decades-old secrets and illuminating hitherto baffling foreign policy, now the basis of a highly lauded CNN special report. In early October the Chicago Tribune ran a front page story on an important document about the Chicago Fire of 1871 obtained by the Chicago Historical Society. The list is almost endless. And yet, the profession struggles mightily to be recognized.

Part of the problem is illustrated in the paragraph above. It is precisely because archives are everywhere in every nook and cranny of society that the public at large has such a difficult time grasping what an archivist is or what function he or she actually fulfills. A look at the SAA member directory gives a breathtaking view of how broad archives are. Archives are everywhere, and because they are everywhere in the mind of the public they are nowhere.

When asked, I tell people that archivists are individuals who ensure the identification, preservation and use of the historic record. Usually in response I get a blank stare. Then I tell them that archives and archivists in fact represent a microcosm of society. Even though our numbers are small you can find archivists in corporations, religious institutions, colleges, museums, nonprofit institutions, again the list is endless. If you care about preservation, documentation, history, and evidence, I tell them, then you care about archives. Archives tell us who we are and what we value.

The key for our success in communicating the importance and value of archives to the public is to make the connection for them. William Ferris, chairman of the National Endowment for the Humanities, is about to embark on a major public campaign which could very well help raise the image of archivists as well as others involved in the humanities. Still in the nascent stages, he’s titled the campaign “My History is America’s History.” On October 9, just after this issue of Archival Outlook goes to press, a group of us will gather in Washington, D.C. for a day-long roundtable discussion about how we can reach the public and help them make these vital connections.

Ferris is on to something powerful here. In this age of information overload, disconnectedness, and modularization I believe all of us are looking for ways to connect with each other and with those who came before us. We want to connect with past and future generations. “My History is America’s History” is one of many approaches we can explore in reaching out to the public and communicating to them the richness of our collections, the wealth of our stories and theirs, and the untold wisdom that comes from knowing what has gone before.

I believe that SAA alone will never be able to sufficiently raise the profile of the profession simply because we haven’t the vast resources required to accomplish the task. It takes multiple messages issued on a daily (nay, hourly) basis to truly reach a broad swath of public. Corporations spend millions and millions of dollars on slicker and slicker messages. However, we can join forces with others, leverage our collective strengths as Ferris is proposing at NEH, and stand a chance at truly making an impression.

There is one other way to make a personal, indelible impression. Gen. Colin Powell spoke
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Four New Fellows Honored in Orlando, Florida

Karen Benedict, Richard Cameron, Luciana Duranti, and Robert Sink were named fellows of the Society of American Archivists on September 3, 1988, during an awards ceremony at SAA's 62nd annual meeting in Orlando, Florida. The highest honor bestowed on individuals by SAA, they join 116 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, Edie Hedlin, Brenda Banks (chair), Anne R. Kenney, Frank Burke, Bruce Dearstyne, Lisa Weber, and David B. Gracy II.

Following are the fellow citations given by the presenters during the awards ceremony.

The honor of SAA fellow is reserved for those who, like **KAREN BENEDICT**, have demonstrated high standards of archival knowledge and experience, have served the profession in an exemplary fashion, and have been a model for their colleagues. Karen’s long list of achievements demonstrate how well she deserves this award.

Karen’s work with corporate archives has made her a leading spokesperson for that branch of the profession and she has played an important role in helping build both the effectiveness of the Business Archives Section and the image of business archivists within and outside the profession.

Karen has also become an effective member of the profession internationally, using her repeated residences in Japan to advantage in gaining information about Japanese archives, acting as an interpreter of archival practices between Japan and the United States, and serving as the SAA liaison to the International Council on Archives’ Section on Professional Archival Associations.

American archivists have come to recognize that the public perception of archives and archivists is a major determinant of the archivist’s ability to deliver the essential archival service to society. Karen recognized and committed herself to tackle this fundamental fact earlier than most others. As a member of SAA’s Task Force on Archives and Society, Karen played a leading role in developing and carrying out its agenda and working toward its transformation into the Public Information Committee—both important building blocks of SAA’s advocacy efforts. Her colleagues recognized her talents and dedication by electing her to SAA Council, where she continued to work with energy and enthusiasm on a variety of issues, ranging from ethics, to copyright, to the National Archives.

Her efforts on behalf of certification and the Academy of Certified Archivists is yet further proof of her commitment to the profession. The successful launching and current fiscal stability of the Academy of Certified Archivists is due in part to Karen’s critical service as the ACA’s first elected treasurer.

Those who wrote in support of Karen’s nomination
spoke eloquently of her personal attributes—her willingness to contribute meaningfully to projects great and small, many without the rewards of public acclaim for her behind-the-scenes efforts, and the fact that she has achieved the majority of her professional accomplishments without the benefit of institutional support.

Karen was described as one of those rare persons who is able to put her finger on the pulse of matters, to determine what the real need is, to marshal forces to make a meaningful contribution to the need, and to lead in ways that motivate individuals to join her ranks. Karen is an enthusiastic advocate for the profession; she has worked to expand archivists’ view of their role in society; she has personally ensured that American archivists are represented internationally; and she engages people with humor and grace.

—Susan Davis, Wisconsin State Historical Society

It is a special privilege for me to introduce a long-time friend and colleague, Richard Cameron, as a fellow of the Society of American Archivists. Time constraints preclude a full elaboration of Dick’s myriad contributions to the profession and SAA over nearly 25 years. In his first professional position as university archivist and curator of the Archives and Records Center at the University of Wisconsin-Eau Claire, Dick distinguished himself as the university’s first full-time archivist where he developed a model records management program. He also led in the development of a “Core Mission and Minimum Standards for University Archives,” a prototype of what became one of SAA’s first set of standards—the SAA College and University Archives Guidelines.

As field director in the Division of Archives at the Minnesota Historical Society, Dick not only revised operations of the eight regional centers throughout the state, but also initiated major new collecting programs. He also helped conceptualize the highly successful National Conference on Regional Archival Networks.

His year as program officer for the National Endowment for the Humanities came at a time of organization-al change at the endowment, the consequence of which was a more prominent role for Dick than was typical of those who served in these rotating positions.

Dick is, however, probably best known as assistant program director for state programs at the National Historical Publications and Records Commission. Under Dick’s patient guidance the Council of State Historical Records Coordinators and the State Historical Records Advisory Boards have evolved into effective vehicles for intra- and interstate planning, cooperation, and coordination. They are productive partners in the commission’s national program.

Those who have worked with Dick understand and appreciate his quiet leadership, his high standards, his integrity, his sense of humor, his diplomatic skills, and his commitment to improving the profession. Although his position in a grant-funding program precludes him from election to a major leadership position in SAA, we are fortunate that he has found so many other ways to contribute.

—Nicholas C. Barchet, Marquette University

Luciana Duranti’s contributions to the profession are numerous. She is known for her “imaginative scholarly research” in archival theory and for her commitment to excellence in archival education. Additionally, she has devoted much time and creative force to advancing the profession through her participation in SAA and the Association of Canadian Archivists.

Luciana is one of only a handful of SAA members with a truly worldwide reputation, in large part due to her prolific pen. How many of us can boast that our writings have been translated into other languages or that we’ve lectured on most of the world’s land masses?

In her research, Luciana has successfully advanced the continuing relevance of archival concepts in today’s digital world. Through an award-winning, six-part series in Archivaria, she single-handedly turned “diplomats” into a common archival term. More recently, she introduced the Department of Defense to the concept of the “archival bond,” which led to the development of a formal DOD standard for records management that is used in a certification program for the acquisition of commercial software.

Her contributions to research are matched by her commitment to formal and continuing education. She has played a major role in making the Master’s of Archival Studies Program at the University of British Columbia one of the leading archival schools in the world. As one supporter wrote: “students never forget the way she simply swallows up all the air in the classroom and makes the students breathe archives with her.”

Luciana has been called a “professional’s professional,” and this extends to her work on behalf of professional organizations. Within SAA, she has devoted time to roundtables, task forces, committees, and to Council. She served as SAA’s vice president, and will provide critical leadership this year as its 54th president. Beyond this, she is probably best known within SAA as a guiding force in the development of graduate education guidelines.

Luciana has accomplished all this with personal grace, charm, and her own distinctive style. Wherever I go, if Luciana has preceded me there, I can count on two things: 1) solid work has been accomplished, and 2) there’s always a story to tell. Take Sweden for instance. Colleagues in the National Archives there like to talk about a trip to Stockholm one winter in which Luciana blew them away with her insights into the electronic records agenda and by her daring to wear high heels in the land of snow!

Join me in honoring this most honorable woman as a fellow of the Society of American Archivists.

—Anne R. Kenney, Cornell University
ROBERT SINK'S accomplishments as a practicing archivist, as an archival educator and as a committed professional demonstrate his impressive credentials for selection as a fellow of the Society of American Archivists. Bob has over 20 years experience in increasingly demanding archival positions, from Rutgers University to Brooklyn Rediscovery to the New York Public Library. At NYPL, a nominator wrote, "his judgement concerning any number of issues was always superb" and his "empathic concern for his staff . . . endeared him to all of them."

Bob's "commitment to SAA is unquestionable, evidenced by the number of roles he has assumed literally without a break since 1981," a supporter wrote. Of his service on SAA Council, a colleague noted that, "throughout our work . . . I was impressed with Bob's ability to deal effectively with both issues and people in often difficult situations" and of his election, again by his peers, to be SAA treasurer, "a demanding position that he certainly did not need to seek." His co-chair of the 1994 SAA Program Committee wrote that Bob's "trait of strong analytical abilities matched . . . a unique quality of inclusiveness so that everyone's views [were] known and understood." A supporter noted that Bob’s service on SAA committees, particularly the Ethics Committee "indicates a deep belief in the basic tenets of SAA."

Bob's activism has benefited still other organizations. He is an activist in the Academy of Certified Archivists. He has served as an elected officer, chair and member of committees and program participant for the Mid-Atlantic Regional Archives Conference; as a board member of the Long Island Archives Conference; and is an active member of the New York Local Government Records Advisory Council. He received the Archivists Roundtable of Metropolitan New York's Distinguished Achievement Award. A supporter observed that ‘one has only to look at [Bob's] record of service to the profession to see how respected and dedicated a colleague he is.'

Archival teaching—at Columbia University, St. John’s University, Queens College, and educational presentations at other institutions—offer more evidence of Bob’s commitment to the profession and his willingness to mentor the next generation of archivists. As a supporter noted, "Bob's goal is to enlighten other people so that they, too, can experience the joy of being involved with archival issues."

Another supporter wrote, "Bob Sink approaches every task with grace and humor; his calm demeanor builds confidence, and he never fails to make a valuable contribution to every project he tackles. He epitomizes the best characteristics of our profession." And we can look forward to more, because as another supporter wrote, "this is a distinguished career with many accomplishments still ahead."

—Linda M. Henry, National Archives and Records Administration
And the 1998 SAA Awards Go to...

The Society of American Archivists recognized and celebrated outstanding archival achievements for the calendar year 1997 during an awards ceremony on September 3, 1998, during its annual meeting at the Walt Disney World Dolphin Hotel in Orlando, Florida. Recipients of the SAA-sponsored awards were selected by subcommittees of the Awards Committee, co-chaired by Anne Diffendal and Alfred Lemmon. SAA heartily congratulates all of the award winners listed below.

**J. Franklin Jameson Award for Archival Advocacy**

NEWSDAY, a Times Mirror property, was the recipient of the 1998 J. Franklin Jameson Award for Archival Advocacy. 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.

NEWSDAY, the sixth largest metropolitan daily newspaper in the United States, serves a readership of 4.6 million, primarily in the Long Island and Queens, New York region. From September 1997 through this past July, the paper ran a continuing feature called Long Island: Our Story. This ambitious multimedia program included a daily 225-part in-paper series, ten special pull-out sections, a weekly television special, daily radio history minutes, a special Internet site, local history curriculum for schools, various family events, an historical short story contest and a museum exhibit at the Museums at Stony Brook, which opened in September. Through this program NEWSDAY brought widespread public appreciation for both the beauty and importance of archives. With the use of archival records in the research and publications process, NEWSDAY, winner of 16 Pulitzer Prizes, has made Long Island's heritage come alive for a broad audience.

**Distinguished Service Award**

The recipient of the 1998 Distinguished Service Award is the Masters of Archival Studies Program at the University of British Columbia. The 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.
work; 4) going well beyond the normal performance requirements expected of an archival agency and so being an incentive to others; and 5) developing over a period of years an archival program of such depth and scope as to warrant special recognition.

After a two-year period in which the Distinguished Service Award was not conferred, this year’s recipient—University of British Columbia—reflects the recent expansion of the award criteria.

**Sister M. Claude Lane, O.P., Memorial Award**

The winner of the 1998 Sister M. Claude Lane Award is Charles Nolan, archivist and records manager of the Roman Catholic Archdiocese of New Orleans. The Lane Award was established in 1974 by the Society of Southwest Archivists, and is given each year to an individual archivist who has an outstanding record of involvement and contributions to religious archives.

Nolan has been at the Archdiocese of New Orleans since 1980 where he has established a model program for incorporating records management with the traditional functions of diocesan archives administration. His program is also well known for its thorough preservation and description of the sacramental records of one of the oldest Catholic regions in the country.

As an archivist, records manager, practicing historian and teaching historian, Nolan is well known in circles beyond archives where he is a fine ambassador of the profession. He is currently the president of the Association of Catholic Diocesan Archivists where he continues to build on the tradition of involvement he has made to religious archives. The Lane Award is a well-deserved recognition of Nolan’s past, present and future contributions to the field of religious archives.

**Waldo Gifford Leland Award**

The 1998 Waldo Gifford Leland Award recognizes a truly outstanding publication, *The Records of American Business*, published by the Society of American Archivists in August 1997. This book represents the fruit of the labors of 20 authors, the Leland Award Subcommittee unanimously elected to present the prize to the two institutions that collaborated on the Records of American Business Project, out of which

*The Records of American Business* sprang: the Minnesota Historical Society and the Hagley Museum and Library, thereby acknowledging the institutions’ special contributions to the publication of this volume. Accepting the award on behalf of the Minnesota Historical Society and the Hagley Museum and Library, respectively, were Mark A. Greene and Michael Nash. Established in 1959, the award honors writing of superior excellence and usefulness in the field of archival history, theory, or practice published in monographic form in North America. The Leland Award is named for one of America’s archival pioneers and SAA’s second president.

**Philip M. Hamer and Elizabeth Hamer Kegan Award**

The 1998 Philip M. Hamer and Elizabeth Hamer Kegan Award winner is Linda A. Ries for guest editing “History of Photography in Pennsylvania” a special issue of *Pennsylvania History: A Journal of Mid-Atlantic Studies*. The Kegan Award, established in 1973, recognizes an archivist, editor, group of individuals, or institution that has increased public awareness of a specific body of documents through compilation, exhibition, or public presentation of archives or manuscript materials for educational, instructional, or other public purpose. The award is named for two SAA fellows and former presidents.
This issue of *Pennsylvania History* contains four major articles and seven shorter features about photography in Pennsylvania. Articles include biographical sketches as well as more in-depth analysis of a photographer’s style or subjects. Ries states in her opening essay, that the emphasis of the issue is on social aspects of photography. “How was the camera used, whether by private or professional photographers, and why a certain way?” She has also increased public awareness of the technical history of photography, and of the existence of several photographic collections.

“History of Photography in Pennsylvania” is special in two ways: Ries received funding to pay for high quality paper and duotones for the photographic reproductions, so the photographic examples are higher quality than what is usual for a journal. Also, the issue received broader dissemination than just its membership of historians. Photographic historians and the wider public were made aware of its existence.

Begin by the 1993 Berkley Finding Aid Project, EAD matured under the auspices of the Bentley Team for EAD and the Society of American Archivists Encoded Archival Description Working Group. The 1998 Coker Award was accepted by Daniel Pitti, coordinator of the Berkeley Finding Aid Project, and Kris Kiesling, current chair of the EAD Working Group, on behalf of their EAD colleagues and collaborators—Randall Barry, Steve DeRose, Jackie Dooley, Wendy Duff, Ricky Erway, Michael Fox, Anne Gilliland-Swateland, Steve Hensen, Bill Landis, Eric Miller, Janice Ruth, Rob Spindler, Meg Sweet, Richard Szary, Sharon Thibodeau and Helen Zinkham.

**C.F.W. Coker Award**

The C.F.W. Coker Award recognizes projects that involve innovative developments in archival description which have a substantial impact on descriptive practices. This year the award has been given to an individual or a publication, but to an idea and the people who turned that idea into reality. By embodying the principle of provenance in descriptive practice the Encoded Archival Description Document Type Definition (or EAD) enables the profession to represent the hierarchy of archival description in an automated environment for the first time. As such it stands as the capstone of a matrix of descriptive tools sponsored by the Society of American Archivists which defined archival best practice, identified the elements and relationships of descriptive practice, and developed formats and codes to represent those relationships through descriptive practice.

**Fellows’ Posner Award**

In 1982, fellows of the Society of American Archivists established the Fellows’ Posner Award to recognize the outstanding essay dealing with some facet of archival administration, history, theory, and/or methodology published in the latest volume of the *American Archivist*. The award is named for SAA fellow and former president Ernst Posner. The committee evaluating the 1996 volume of the journal has selected as this year’s recipient an article entitled “Contemporary Archival Appraisal Methods and Preservation Decision-Making” by Tyler O. Walters, published in the summer 1996 issue (vol. 59, no. 3).

Well grounded in extensive research, Walters’ article reveals a comprehensive understanding and analysis of the relevant literature in both archival appraisal and documentary preservation. Presenting a balanced review of the more recent appraisal model, such as documentation strategies, macro-appraisal, reinventing archives, and risk management, he relates each of these appraisal methodologies to the decision-making process determining preservation priorities.

In so doing, Walters has provided a much-needed reality check by focusing on the practical and pragmatic as well as the ideal in identifying materials for the costly and laborious activities of a preservation program. Archival literature thus far has been sparse establishing and analyzing the relationship of the core functions of appraisal and preservation as integral parts of a necessary sequence of activities in a comprehensive archival program. “Contemporary Archival Appraisal Methods and Preservation Decision-Making” is a major step towards filling that void, and the Posner Committee is pleased to recognize such a significant contribution to the profession.
Council Exemplary Service Award

Kris Kiesling and Dennis Harrison both received the recently established Council Exemplary Service Award for their notable contributions to the Society of American Archivists. Kiesling, head of the Department of Archives and Manuscripts at the Harry Ransom Humanities Research center at the University of Texas at Austin, was recognized for her tireless work promoting archival descriptive standards, her work on behalf of SAA in developing and promoting the Encoded Archival Description Document Type Definition, and her ability to manage organizational change within SAA in her role as chair of the former Committee on Archival Information Exchange. Harrison, university archivist at Case Western Reserve University, was recognized for his dedication to the membership and betterment of SAA through the creation and continued development of the Key Contact Program and his leadership of the Membership Committee.

Oliver Wendell Holmes Award

The 1998 Oliver Wendell Holmes Award was presented to Ms. Ntombizandile “Punky” Kwatsha from the University of Fort Hare in South Africa. The award enables foreign archivists already in the United States or Canada to travel to or attend the annual meeting of the Society of American Archivists. Punky Kwatsha is currently completing her work in the Master of Science in Information Program at the University of Michigan. Prior to coming to the United States, she was assistant archivist at the Centre for Cultural Studies at the University of Fort Hare. The Centre for Cultural Studies maintains the archives of a number of political organizations central to the struggle for freedom of black South Africa. Punky’s responsibilities at the centre range from collection development to processing materials and managing reference services.

This summer, Punky was part of a team of seven graduate students from the University of Michigan’s School of Information, who, over a six-week period, processed the historical records of the Pan Africanist Congress and other archival collections housed at the University of Fort Hare. The finding aids for these collections will soon be available through the World Wide Web.

Established in 1979, the Holmes Award has been presented to archivists from 30 countries including Australia, France, Italy, England, The Netherlands, the former U.S.S.R., the former Czechoslovakia, and China. The award honors SAA Fellow and former president Oliver Wendell Holmes, an activist for the archival profession internationally and a leader of SAA’s international outreach activities.

Minority Student Award

The recipient of the 1998 Minority Student Award was Elenita M. Tapawan of the Library and Information Science Program at the University of Hawaii in Honolulu. Established in 1993, this award encourages minority students to consider careers in the archival profession and promotes minority participation in the Society of American Archivists through complimentary registration, accommodations, and travel to the SAA annual meeting.

Colonial Dames Scholarship

The 1998 Colonial Dames Scholarship Award recipients are Ida B. Jones of the National Museum of American History and Sr. Rosemary Meiman, OSU, of the Ursuline Province. Established in 1974, this award enables two archivists each year to attend the Modern Archives Institute of the National Archives and Records Administration. The award is funded by the Colonial Dames of America, Chapter III, Washington, D.C.

Nominations invited for Fellows & 1999 SAA Awards Competition.
See pp. 32-36 for details.
Resolution on Copyright Extension and Fair Use

WHEREAS the U.S. House of Representatives and the Senate have recently passed bills containing far-reaching changes to the nation's copyright laws, and

WHEREAS the two bills, H.R. 2281 and S. 2037, while both named the Digital Millennium Copyright Act, differ substantially in content and hence will need to be reconciled, and

WHEREAS, reports have appeared suggesting that Congress may, in reconciling the two bills, introduce into the reconciled bills provisions not found in either H.R. 2281 or S. 2037, including one that would lengthen the term of copyright by 20 years, and

WHEREAS, the courts have maintained that fair use of unpublished material is very limited, constraining the uses to which unpublished materials can be put, and

WHEREAS, no unpublished material has entered the public domain since the passage of the last copyright bill over 20 years ago, and the proposed extension would ensure that much of the unpublished historical material record would remain under copyright until well into the next century and

WHEREAS, the interests of the general public would be better served not by copyright term extension but by the entrance of unpublished materials into the public domain, and

WHEREAS, provisions that would protect fair use, even to the limited extent it applies to unpublished material, are found in H.R. 2281 and S. 2037, and

WHEREAS, H.R. 2281 contains provisions regarding databases of facts and public domain information that may actually restrict access to public information,

NOW THEREFORE IT BE RESOLVED that the membership of the Society of American Archivists (SAA) meeting in Orlando, Florida at its 62nd Annual Meeting, reaffirms its opposition to any extension of copyright term for unpublished material and urges members of the U.S. House and Senate to reject any effort to extend the term of copyright, and

BE IT FURTHER RESOLVED that the SAA urges the U.S. Congress to adopt the fair use provisions in H.R. 2281 which strike a more reasonable balance between the interests of the content owners and information consumers.

Resolution in Support of Harold T. Pinkett

to rename the SAA Minority Student Award the Harold T. Pinkett Minority Student Award

At the annual business meeting of the Archivists and Archives of Color Roundtable on September 4, 1998, in Orlando, Florida, the following resolution was adopted:

WHEREAS, Harold T. Pinkett has been a pioneering professional in the archives profession, and

WHEREAS, Harold T. Pinkett served with distinction during his long tenure at the National Archives and Records Service; and

WHEREAS, Harold T. Pinkett served with distinction during his long association with the Society of American Archivists (SAA) and other archival organizations; and

WHEREAS, Harold T. Pinkett has been a scholar, archival educator, and mentor who has made important contributions to the archives profession;

THEREFORE BE IT RESOLVED that in recognition of his lifetime achievements and contributions to the archival profession, the Archivists and Archives of Color Roundtable supports the renaming of the SAA Minority Student Award to the Harold T. Pinkett Minority Student Award;

BE IT FURTHER RESOLVED that the Archivists and Archives of Color Roundtable urges the SAA Council to direct the SAA Awards Committee to take whatever action necessary to implement this resolution.

Lost in a Disneyfied World:  
Archivists and Society in Late-Twentieth-Century America

SOCIETY OF AMERICAN ARCHIVISTS PRESIDENTIAL ADDRESS  
William J. Maher,  
University of Illinois at Urbana-Champaign

Editor's note: SAA's 53rd president, William J. Maher, delivered his presidential address on September 2, 1998, during SAA's annual meeting in Orlando, Florida, at the Walt Disney World Dolphin. Slightly revised excerpts from his address follow. The full text of his revised remarks will be published in the fall 1998 issue of the American Archivist, which is slated for publication in late December.

"The improbability of archivists meeting at Disney World suggests a Manichaean dualism which reflects on our role in late-twentieth-century society. There often seems to be a vast divide between the authentic or real world represented by archives, historical collections, and their users on one hand, and on the other, the entertainment industry's appropriations of heritage for commercial exploitation, often dependent on advanced, synthesizing technology. Archivists understand the past as complex, multi-faceted and fractal. They know it conflicts with the present and offers both intellectually and spiritually enriching perspectives on life...

"Archivists bemoan the commercial approach to the marketing of heritage in which the modus operandi is the sentimental and expressionist evocation of a harmonious and monolithic past all the while purporting to provide an authentic experience... We dream of a day when archives have a determining role in the public's contact with history. We dream of a world where archives will provide an authentic message, and we dream of the opportunity to present archival images as effectively as Disney's Main Street America but which actually reflect the variegated experiences of the victims as well as the victors of society...

"Archivists know that popular conceptions and

Response to the Presidential Address by the Business Archives Section

Mr. Maher’s presidential address delivered in Orlando proved quite disconcerting for many members of the Business Archives Section. Mr. Maher may not have realized that by asserting that "much of the corporate application of history seems to operate on a more superficial and sinister level," he implied that those of us employed as corporate archivists are shills actively enabling “the large corporate appropriations of heritage for commercial exploitation.

Frankly, this is an old saw. With one foot in the archival world and the other in the business arena, corporate archivists are often stretched between two inherently conflicting bodies. The 1992 SAA Code of Ethics recognizes this conflict exists as well as the possibility that there is no one ideal solution when it states that "Archivists work for the best interests of their institutions and their profession, and endeavor to reconcile any conflicts by encouraging adherence to archival standards and ethics." While we find having to continually explain this fact to our colleagues in noncorporate environments unfortunate, we certainly understand that the "public vs. private" issue is a legitimate one, and why its discussion at an SAA meeting is neither unusual nor inappropriate.

What bothers us most, however, is that an SAA officer—elected to serve the entirety of the membership—made statements in his presidential address which were interpreted as an attack on our employers and our work. We’re sure that SAA recognizes the positive contributions of corporations to the archives field as demonstrated by the fact that Kraft Foods was the recipient of SAA’s 1997 Jameson Award for Archival Advocacy.

As professional archivists, we agree with Mr. Maher’s central point: that archivists should "stand fast and hold true to our role as custodians and guardians of the authentic record of the past." Our complaint is that in trying to make this point, he used highly subjective personal opinions to craft generalizations that were inaccurate. In so doing he unfairly impugned the reputations of many caring, dedicated, and ethical members of the Society.

—Amy Fischer, Past Chair, SAA Business Archives Section  
—Paul C. Lasewicz, Chair, SAA Business Archives Section
misperceptions of the past are easily belied by the archival record. Unfortunately, few archives have the resources to make broad public presentations of archival evidence that challenge popular conceptions of the past... Even when it may appear futile, since archives seem endemically undervalued by the criteria of the external society, we must stand fast and hold true to our role as custodians and guardians of the authentic record of the past...

"It may be old-fashioned, but I would emphasize that we presume that archivists preside over the past so that others may examine it: that is, that our mission is not to interpret the documentary record or limit it to one set of meanings. We should hold fast to the luxury that our goal is to manage the documentary record for use by others who will form their own opinion and picture of the past...

"Archivists should treasure their role as presiders over evidence—the "real thing"—the substance of history from which all interpretation, presentation, and dissemination must proceed... We need ever-improving techniques and methods, and only the associations of archivists can be the crucible for perfecting techniques and disseminating standards and professional knowledge. But we also need to keep our eyes on the substance of our repositories and our reason to exist—to provide an authentic, comprehensive record that ensures accountability for our institutions and preservation of cultural heritage for our publics...

"We need to focus on the broad, intangible "products" that we provide. We can point to the preservation of heritage, the assurance of accountability of institutions and government, effective access to corporate historical assets, and assurance of availability of records that protect individual rights...

"After all, there is no way we can compete against the financial resources of the commercial world, and the media's realm is far beyond our control, but this does not mean that we should demoralize or compromise our principles. For at the end of the day, there is no disputing one unassailable fact—we are the keepers of that extremely rare and valuable commodity—the authentic documentary heritage in all its multi-dimensional richness, the "real thing" to which the future will need to return again and again. We should never underestimate its value."
LISTING OF AVAILABLE SESSIONS ON AUDIO CASSETTE TAPE

- 1 Electronic Mail Policy: Creating, Implementing, Evaluating
- 3 Toward Integrated Archival Description: The Convergence of EAD, USMARC & APPM
- 5 The Future of Television News and Videotape Collections
- 10 Protecting Private Information in the Electronic Environment
- 11 Appraisal in the Reel World
- 16 Meet the Press: Managing the Media Spotlight
- 19 Many Rocks and More Hard Places: Archivists, Donors, Researchers, Ethics, and the Web
- 21 The Dynamics of Donor Relations: Learning from Development Professionals
- 23 Using Digital Technology to Integrate Archival Formats
- 29 Classified Archival Information—Issues in Access, Management, and Protection
- 30 Documenting Our Agricultural Heritage Today
- 33 First Things First: Automation and Collection Management in Smaller Repositories
- 38 Building New Programs at Mid-Sized Institutions
- 39 Virtually Yours: Using the WWW as an Outreach and Reference Tool
- 40 Archival Schizophrenia: Dealing With Split Collections
- 43 Models and Metadata: Describing Information and Information Systems
- 45 Tracking American Television: The Documentation Trail
- 47 Mr. Chips Visits the Web: Marketing Archives and Archival Collections for the Twenty-First Century
- 50 Who’s Making Public Policy? Perspectives from Science and Technology
- 51 Bands, Rings and All That Jazz: Managing and Marketing Outside the Box
- 54 Networking Technology as Rudder or Engine: Implications for Archives
- 57 The Cultural Role of Archival Institutions in Ethnic Communities
- 58 Science, Community, and Architecture: Documentation Strategies in Practice
- 61SF Archival Implications of Recent Developments in Copyright Law
- 63SF Information Policy Issues & the Internet
- 64SF Developing Materials Held in Archives for Marketing Purposes
- 65SF Marketing Archives in a Racially Charged Environment

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JAMES CARSON of the College of American Pathologists (CAP) was recently named as a 1998 President’s Honors recipient by CAP president Thomas P. Wood, MD, in recognition of his work as staff editor and co-author of the College’s 50th-anniversary history, *In Pursuit of Excellence: The College of American Pathologists, 1946-1996*.

The W.S. Hoole Library of the University of Alabama announces three changes in its staff. CLARK CENTER, previously technical archivist in the Hoole Library, has been named archival access coordinator for the library. This title more accurately reflects Clark’s broadened responsibilities for the integration of access tools for manuscripts, audio and video tapes, photographs, vertical files and other non-book materials held by special collections and parallels that of REBECCA ROBERTS, who was recently appointed public and outreach services coordinator. Her primary responsibilities will be to provide leadership in the delivery of reference services and to broaden the use of the library’s resources through electronic technology and public programs. LISA SPEER, previously with the University of Mississippi Special Collections Department, has joined the staff as archival technician.

LARRY J. HACKMAN, director of the Harry S. Truman Library and fellow of the Society of American Archivists, has been awarded an Honorary Doctorate in Humane Letters by the University of Missouri at Kansas City.

DOUGLAS M. HALLER has been selected as coordinator of audiovisual collections and exhibitions in the Walter P. Reuther Library at Wayne State University in Detroit. He was formerly head archivist at the University of Pennsylvania Museum in Philadelphia.

NANCY CARLSON SCHROCK, chief collections conservator for the Harvard College Library, was recently elected treasurer on the board of directors of the American Institute for Conservation of Historic and Artistic Works.

WESTON T. THOMPSON has been named university archivist at the University of Kentucky. Thompson has served as director of the university’s records program since 1996. Prior to coming to Kentucky, Thompson was an archivist at the University of Illinois, Chicago.

Share the latest developments in your career with SAA colleagues and friends. Send news to: Teresa Brinati, SAA, 527 S. Wells, 5th Floor, Chicago, IL 60607-3922 fax 312/347-1452, tbrinati@archivists.org.

OBITUARIES

DAVID JACKSON, age 33, head of the North Carolina State University Libraries’ Special Collections Department, died Friday, August 14, 1998. Jackson joined the NCSU Libraries in January 1995; he was also an alumnus of the university, holding an M.A. in public history. He received a B.A. in history from Kenyon College. Jackson’s many accomplishments during his tragically brief career demonstrate the magnitude of the university’s loss. He was the guiding force in founding and implementing the NCSU Libraries’ North Carolina architectural archive and in developing the library’s new Special Collections Department, and he initiated the use of digital technologies to make the department’s holdings accessible over the Internet. Additionally, Jackson directed major exhibits honoring North Carolina State’s World War II classes and former School of Design professor George Matsumoto. Jackson is survived by his wife, Maggi, and his daughter, Ayc. The family has asked that donations in his memory be made to: Preservation North Carolina, 101 St. Mary’s Street, Raleigh, NC 27605.

MARION E. MATTERS, age 49, of St. Paul, Minnesota, passed away September 17, 1998. A graduate of Northwestern University, Marion was the head of Technical Services for the Minnesota Legislative Reference Library. A long-time member of the Society of American Archivists, she served as its automation officer during the 1980s. Marion will be remembered by many as the driving force behind and director of “Raiders of the Lost Archives,” a series of witty skits performed at the 1983 SAA annual meeting in Minneapolis with a reprise at the Midwest Archives Conference meeting. Marion authored numerous books published by SAA, including *Oral History Cataloging Manual*, *Automated Records and Techniques in Archives: A Resource Directory*, and *Introduction to the USMARC Format for Archives and Manuscripts Control*. She also taught several SAA workshops on cataloging and description. Other professional affiliations included membership in the Midwest Archives Conference and Twin Cities Archives Round Table. Marion is survived by her husband, John M. Williams; parents, Eugene & Elberta Matters; brothers, Robert Matters of Sturgeon Lake, MN, Seth Matters and wife Mikkel, Montclair, NJ; sister, Rachel Lee Clark and husband Rossie Lee Clark, Falls Creek, VA; and nephew, Robin Lee Clark. She will be missed by many friends.
Educational Needs Assessment in Review

Some time has passed since the results of the 1997 Educational Needs Assessment were published. Members may wonder what, if any, impact that survey had on the direction and planning of the SAA Continuing Education program. In point of fact, the impact has been considerable. The following is a recap of the educational initiatives that originated from the survey data, and most importantly, how those initiatives have been enacted.

The "Action Plan" table (see below) was first published in Archival Outlook in July/August 1997. The information in the column “Initiatives” was drawn almost verbatim from “Link to Learning” in that edition of the newsletter; the next two columns are new information. They reflect 1) what SAA Education has accomplished in regard to each initiative; and 2) what SAA Education must accomplish in the future.

A major goal of the SAA Education Program has been to achieve a successful year with our existing programming. As you might imagine, it has been a challenge for the SAA Education Office to achieve this goal without an Education Director in place for a large portion of FY97 and FY98. However, I am happy to report that we are well on our way to accomplishing the goal in FY99. Thus far in this fiscal year, not a single workshop has been canceled. On the contrary, many workshops are filling up, and members are contacting us ahead of registration to be sure they can get a seat. This is wonderful news for SAA continuing education, and it means that with our "foundation" back in place, I can begin to work on education development projects, and focus more on achieving the broader-based goals of building a comprehensive program, improving accessibility to continuing education, and enhancing the overall quality of programming.

As reported in past columns, I prepared a proposal for SAA’s first online course and submitted it for SAA Council approval on September 1, 1998. I am pleased to report that the Council approved the funds for the development of an online course, entitled Basic Electronic Records. My goal is to have a test run of the course completed by the end of the year. Watch for details in upcoming columns.

We have had a fine start to the year, and I am excited about the prospects for growth and development in SAA continuing education. Join us in a workshop this year to ensure your professional growth and development! Take a look on the next page at what is being offered next spring.

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### SAA Continuing Education “Action Plan”

<table>
<thead>
<tr>
<th>Initiative</th>
<th>What we have accomplished</th>
<th>What we will do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offer “Digital Imaging Technology” workshop</td>
<td>Offered the SAA DIT workshop 3 times in FY98</td>
<td>Will offer the SAA DIT workshop 3 times in FY99</td>
</tr>
<tr>
<td>Offer a variety of preservation workshops</td>
<td>Offered 3 preservation workshops in FY99</td>
<td>Will offer 1 more preservation workshop in FY99</td>
</tr>
<tr>
<td>Offer &quot;Administration of Photographic Collections&quot; workshops</td>
<td>Offered the SAA APC workshop twice in FY98</td>
<td>Will offer the SAA APC workshop 1 time in FY99</td>
</tr>
<tr>
<td>Offer workshops/courses on electronic records</td>
<td>Offered SAA electronic records workshops twice in FY99</td>
<td>Will offer 1 SAA workshop on electronic records and an online course in FY99</td>
</tr>
<tr>
<td>Offer &quot;Copyright and Fair Use for Archivists&quot; workshop</td>
<td>Offered SAA copyright workshop once in FY98</td>
<td>Will offer SAA copyright workshop 2 times in FY99</td>
</tr>
<tr>
<td>Offer the EAD workshop as much as possible</td>
<td>Offered the SAA EAD workshop six times in FY98 and 2 times in FY99</td>
<td>Will offer SAA EAD workshop 7 more times in FY99</td>
</tr>
<tr>
<td>Create a SAA catalog of courses</td>
<td>Updated the SAA catalog of courses listing</td>
<td>Decided to place this list on the SAA Web site rather than develop a costly print publication that would be obsolete rather quickly</td>
</tr>
<tr>
<td>Develop two self-study packages</td>
<td>Online course proposal was approved by SAA Council on September 1, 1998</td>
<td>Self-study packages are on hold due to the cost-effectiveness and interest in developing an online course as SAA’s first distance education venture.</td>
</tr>
<tr>
<td>Test a Peer Review Program</td>
<td>On hold</td>
<td>SAA Education will strive to review the quality of existing instruction once the current pool of instructors is increased. The Education Director has begun to accomplish this goal this year with the assistance of the CEPD; five new instructors have been recruited to teach for SAA.</td>
</tr>
</tbody>
</table>
**Spring 1999 Continuing Education Workshops**

**Encoded Archival Description**
- Instructors: Kris Kiesling and Michael Fox
- Austin, Texas
- March 18-19, 1999
- Co-sponsor: The University of Texas at Austin
- Albany, New York
- April 12-13, 1999
- Co-sponsor: New York State Archives
- Flagstaff, Arizona
- June 2-3, 1999
- Co-sponsor: Conference of Inter-Mountain Archivists

**Descriptive Standards Institute**
- Instructors: Melissa Delbrige, Lynn Holdzkom, David Carmicheal, Peter Wilkerson and Suzanne Warren
- New Orleans, Louisiana
- March 8-12, 1999
- Co-sponsor: The Historic New Orleans Collection

**Digital Imaging Technology**
- Instructor: Paul Conway
- Seattle, Washington
- March 18-19, 1999
- Co-sponsor: The University of Washington Libraries

**Oral History: From Planning to Preservation**
- Instructor: Fred Calabretta
- Lowell, Massachusetts
- April 9, 1999
- Co-sponsor: New England Archivists

**Downsizing, Outsourcing and the Records of Corporate America**
- Instructor: James Fogerty
- Chicago, Illinois
- May 12, 1999
- Co-sponsor: Midwest Archives Conference

**Archives in Cyberspace: Using the Internet to Improve the Business of Archives**
- Instructor: Dan Linke
- Austin, Texas
- May 26, 1999
- Co-sponsor: Society of Southwest Archivists

**Copyright and Fair Use for Archivists**
- Instructor: Peter Jaszi
- Washington, D.C.
- Co-sponsor: American University

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*UNIVERSITY OF MARYLAND*
A New Era for the American Archivist

SAA is closer today to getting the American Archivist back on a timely production schedule than it has been since it fell behind more than a decade ago. From October 1997 through October 1998, eight issues of the American Archivist have been published: volume 59, numbers 2, 3, 4 (spring, summer, fall 1996); volume 60, numbers 1-4 (winter, spring, summer, fall 1997); and the first semi-annual issue—volume 61, number 1 (spring 1998). This is quite an achievement when you consider that two years worth of journals have been produced in roughly a year. Currently, we are in production on the fall 1998 issue (volume 61, number 2), which is slated for printing by the end of this year.

Journal editor Philip B. Eppard has spearheaded the Herculean effort to get the journal back on track. In addition to publishing three general issues, Phil recruited and organized various guest editors to produce a series of special issues. Francis Blouin and Nancy Bartlett of the Bentley Historical Library guest edited the fall 1996 issue on “Diplomatics and Modern Records.” James E. Fogerty of the Minnesota Historical Society followed with the winter 1997 issue devoted to “Archives and Business Records.” Next up was the spring 1997 issue on “State Archival Programs” guest edited by Bruce Dearstyne of the University of Maryland. Most recently, Jackie M. Dooley of the University of California-Irvine guest edited two issues on “Encoded Archival Description” (summer and fall 1997). Many thanks to the guest editors, all of the article authors, and unsung production staff for contributing their time and talent to this process.

The spring 1998 issue, mailed to members and subscribers last month, heralds a new era for the American Archivist. After 60 consecutive years of publication as a quarterly journal, it is now a semi-annual publication. This change follows recommendations made in 1996 by the SAA Task Force on the Future of the American Archivist, which sought a solution for getting the journal back on schedule and, more importantly, keeping it on schedule. Article submission is key, too. As Eppard notes in his editor’s column in that issue, “As always, the size of the pool of submissions is dependent on the willingness of archivists and those interested in things archival to undergo the hard but satisfying work of writing for publication.”

Not only is the spring 1998 American Archivist the first semi-annual issue, but it also features a sophisticated new design that reflects the evolution and maturation of archival scholarship and the profession. The last major redesign was nearly twenty years ago. The cover will continue to feature images but will do so under an elegant new banner. In an effort to improve readability, the typeface has changed from Times Roman to the classic Baskerville. Biographical notes on authors have been moved to a "Gallery of Contributors" section, complete with photos for a more personal touch.

Check out these and other improvements in the latest issue of the American Archivist. We hope that you continue to find the journal to be an invaluable resource and welcome feedback on these exciting new changes.

New, Revised and Reprinted Books

Diplomatics—New Uses for an Old Science [SAA and Scarecrow Press, November 1998] by Luciana Duranti, includes a series of six articles (originally published in Archivaria, the journal of the Association of Canadian Archivists), which examine concepts and procedures for studying the nature and formation of records, analyzing their creation and transmission, and their relationship to ascertainable facts and individuals. Also features an introduction that provides a broad synopsis of diplomatics. Diplomatics [200 pp., hard cover] is available from SAA (product code 347). Price: nonmember $46; SAA members $41; plus shipping/handling.

Managing Electronic Records 2nd edition [ARMA International, 1998] by William Saffady, provides a comprehensive discussion of records management concepts and methodologies as they apply to electronic records; that is, to records that contain machine-readable as opposed to human-readable information. Also includes a glossary of terms as well as suggestions for additional reading. This 2nd edition (196 pp., soft cover) is available from SAA (product code 348). Price: nonmember $44; SAA members $35; plus shipping/handling.


Advocating Archives: An Introduction to Public Relations for Archivists, edited by Elsie Freeman Finch (SAA and Scarecrow Press, Inc., 1994) was reprinted in October after being out of stock for several months. Advocating Archives [208 pp., hard cover] available from SAA (product code 246). Price: nonmember $46.50; SAA members $41.50; plus shipping/handling.


continued on page 37

To order SAA publications, contact Troy Sturdivant: tsturdivant@archivists.org or (312) 922-0140
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American Archivist

by Teresa M. Brinati, SAA Director of Publications

by Teresa M. Brinati, SAA Director of Publications
A Personal Vision for the Society of American Archivists

By Luciana Duranti, 54th President of SAA

September 5, 1998, Orlando, Florida

At the end of the Council meeting concluding his presidential year, Bill Maher gave SAA Executive Director Susan Fox a book on How to Speak Italian with Your Hands and handed me a volume entitled Book of Popular Americana. In that moment, for the first time since I accepted the nomination for president, the notion that I am a foreign president hit home, with all its implications. SAA has had four non-American presidents before me, but they were not really foreign as they were all English-speaking Canadians, close cousins, so to speak.

For a short while, I was panic stricken. Then it occurred to me that the rest of Council, other officers included, could help me through specific American issues, while I could put the fact of being a foreigner to the service of SAA by offering it my unique perspective on more general issues affecting both the profession and the association, a perspective very much determined by the integration of my cultural background with my North American experience.

When I first came to an SAA meeting as a visitor from Europe, I looked at SAA members through the lens of someone who carries with her the baggage of a fully recognized and respected profession, made slow in its development and conservative in its attitude by the load of centuries of traditions and accumulated knowledge. What I saw was a young, dynamic, diverse community seeking a more defined role, recognition and power, and struggling with a world that was changing too fast. I thought, “I can help. I wish to serve this profession on the rise.” And I became a member.

I returned to the SAA annual meeting the following year, ready for it. I had read all the American archival literature I could put my hands on, from Norton and Jones to Berner, and I had visited a significant number of American archives. Thus, I had a better understanding of what was going on, I could entertain meaningful archival conversations with colleagues, and I could contribute to the educators and description units.

The third time I came to SAA, I was a newly appointed professor at the University of British Columbia, belonged to the Canadian archival community, and was focusing all my efforts on understanding my new environment. At that point, I realized that I was playing in an entirely different ballpark. I began to look at SAA through a Canadian lens, and it was as a Canadian that I was invited to serve in my first SAA committee, the Committee on Education and Professional Development.

Ten years have passed since that time, and I have grown intimate with SAA to the point that some of my American colleagues forget that I am not American. However, I do have a clear memory of the way SAA appeared to me first as a European, and then as a new Canadian, and, while I have acquired the ability to see archival issues through American eyes, I keep changing my point of view and comparing what I see, in an attempt to look at SAA in a worldwide context and as an outsider. Thus, I have decided to take this opportunity to outline for you my personal vision of and for SAA.

My understanding of the history of this association is that, in the beginning, the raison d’être of SAA was to provide people engaged in the same activities and entrusted with similar responsibilities with the opportunity to share their experiences, knowledge, and ideas and to validate them. In the following decades, its primary purpose became to form and nurture a professional identity by providing a forum for discussion, developing an archival literature, and delivering archival training. That this purpose can be considered largely fulfilled is evidenced by the fact that, today, most American archivists define themselves and are recognized as such not by their actual jobs, but by their body of knowledge and skills and by their educational credentials.

From the position of strength derived to it from the growing sense of identity among American archivists, SAA has recently been able to take up a leadership function. In the past few years, SAA has spoken authoritatively on archival and records related issues, and, has developed, or participated actively in the development of standards.

From the time of its foundation, the primary mission of SAA has slowly but surely shifted, and, while many of the activities it carries out today have the same name, their purpose, and conse-
quently their content, have dramatically changed. Undoubtedly, the old ways are still lingering about, but not for very long, because the membership of SAA needs services that can enable it to respond to social changes. In order to provide these services effectively and economically, SAA needs to focus its efforts and approach differently for some of its activities, and become itself an instrument of change by contributing to the determination of new directions for the archival profession.

The factors that most affect our profession are the consequences of worldwide trends, such as globalization, the formation of multiple centers of power, the information revolution, value changes, and social differentiation. These trends require that SAA cultivate participation in the international sphere while at the same time establishing close working links with organizations at local levels. This requirement is due to several facts:

- the transfer of government powers to supra- and sub-state entities;
- the rise in power of nonstate actors (such as multinational enterprises, which have increasing powers to decide where jobs and wealth will be created; and non-for-profit organizations of all kinds, which lobby legislative bodies on all sorts of issues);
- the changes in the world centers of power;
- the power of information technology to expand horizons and shift communal orientation among publics, with the consequent decline of "parochialism" and the rise of continental and international outlooks; and
- the rising dissatisfaction among the citizens with the way democracy works.

While these trends also require that SAA become directly involved in research partnerships, focus its educational and publication activities, and speak for the profession in labor-related issues, the most pressing general need for SAA, in order to be able to proceed forward, is to project itself outward.

SAA is already part of a network of archival associations that stretches around the world, but it needs to strengthen its international efforts. The concept of SAA as a truly internationally active and influential organization could be fostered in the design and promotion of educational, publication, and research programs with a clear international character, but also by a concerted effort to increase the number of international members (both individual and institutional). This could be done by encouraging SAA members to participate in international activities, by financially supporting representatives in key international committees, by organizing international events, and, as already mentioned, by participating in international research initiatives, and increasing the international relevance of SAA education offerings and publications.

While forging a strong international role for itself, SAA should seek opportunities to work with various community groups on issues of common concern. Recently, SAA has been successful in developing a national reputation, but it also needs to recapture its regional reputation and to take a greater role in community initiatives. SAA should commit itself to cooperate with educational institutions, as well as industries, local governments and agencies and non-for-profit organizations to advance learning and research, and to foster the transfer of knowledge between the archival profession and these various communities. Also, SAA can establish a strong local and regional presence by focusing on its ability to provide advice and support in relation to policy analysis and development, and advocacy and outreach. All these linkages, supported by initiatives like, for example, the issuing of job descriptions with qualification requirements, will enhance SAA effectiveness in influencing hiring standards, salary levels, and other work-related issues.

Certainly, to develop and maintain multiple connections with different communities is not possible for the executive director alone, who is already responsible for the relationships between SAA and national allied organizations, neither can it be left to the SAA units, because such effort, to be fruitful, must be systematic and ongoing. This competence for international and community relations should therefore reside in the SAA office, whose work can be rethought and steered towards new directions. To support this specific competence, I envision SAA establishing an Advisory Council comprised of nonmembers representing many areas of society, including business, industry, government, education and culture, organized labor, charitable organizations, etc., to be consulted on such matters as outreach programs, publication initiatives, research needs, opportunities, and fund raising.

You have certainly noticed that I have mentioned research already several times. European professional archival associations have repeatedly demonstrated that it is possible to increase an association's impact on the various communities and to have a strong influence at the global level if one is willing to look beyond the issuing of statements—no matter how enlightened and useful—and of guidelines—no matter how practical, and even go beyond the discussion and approval of standards developed elsewhere.

SAA has the potential to steer the future of the archival profession and contribute to the creation of new knowledge if it is prepared to focus on innovative ways to participate in research initiatives as a partner of research groups constituted at universities and elsewhere, on the basis of a program approved by Council. The specific objectives of an SAA program of research could aim at: 1) identifying new avenues of research in the policy areas; 2) involving its non-academic members in policy-relevant...
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research, and 3) promoting multi- or interdisciplinary capacities in the fields of policy research, thereby creating alliances between disciplines, policy makers, and governments.

SAA should regularly apply for research grants and seek matching funds from various sources, including granting agencies, industrial organizations, and individual donors. Research proposals and grant applications could be developed by SAA members expert in the specific area of investigation in conjunction with the SAA office. However, SAA could be a player in research initiatives by providing a forum for the regular presentation of partial findings both at its meetings and in its publications, which would thus become the most effective instrument of international and community penetration for SAA.

The SAA publications program should also aim at occupying spaces that no other publishing organization has identified as its own. The translation into English of foreign archival texts is one of those areas. We are very good at emphasizing the need of fostering diversity and nurturing graduate archival education, but it is time we begin putting our money where our mouth is. As it regards the first issue, there is no way SAA can cultivate ethnic and cultural diversity if the profession does not acquire an understanding of ethnic and cultural groups through the reading of their archival literature. I can add, from direct experience, that there is no way one can cultivate in himself as well as in the new generations of American archivists an understanding of one's professional identity and history if one does not constantly compare his assumptions, concepts, experiences and actions with those of archivists from the rest of the world. I truly understood for the first time the motivations behind Italian archival policies and laws after I began to understand the American and Canadian ones.

This brings me to the second issue, archival education. We need to support graduate archival programs in ways that are more than symbolic, and to the point that such programs will direct all their graduates towards SAA as a vital part of their student and professional life, because nurturing the education of its members is any professional association's primary responsibility. SAA should demonstrate its commitment to the highest standards of education by aiming its publications program to supporting it, for example, with translations; by upholding its Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree; by insisting that large employers of archivists review their hiring practices and rules according to the education standards recognized by SAA; and by collaborating with all concerned universities in the organization of an annual archival educators conference, so that it becomes a regular feature of the SAA annual meeting.

As to continuing education, SAA should get involved in co-sponsoring leading edge seminars and workshops with other organizations, be they archives or other relevant communities, thereby providing individual members with a unique opportunity to experience the specific problems/solutions of working environments different from their own, and the participating communities with the opportunity to hear the points of view of professionals with a variety of backgrounds and knowledge base. SAA should also get involved in co-sponsoring intensive short-term education programs with universities and colleges, particularly on the subject of basic—as opposed to applied—archival research.

The directions that I have outlined above should all contribute to membership retention, recruitment, and renewal. SAA recognizes its membership as its key resource and places the highest value on its contributions of ideas, time, and expertise. Moreover, SAA is already committed to providing access to its services regardless of financial ability, to involve in its activities all its members, including representatives of other professions, in an equitable environment that celebrates diversity, respects difference, and ensures that all may serve the profession at their highest potential.

SAA must develop a coherent and comprehensive approach to membership acquisition, with a more interdisciplinary and international focus. SAA's ability to retain and attract members depends upon its competitiveness in the national and international scene, on its capacity of providing unique opportunities for education, research, involvement with relevant communities (at all levels of government and in the spheres of business, industry, and not-for-profit organizations), participation in policy development, and in the definition of international standards.

SAA's ability to maintain a healthy membership also depends on the existence of appropriate mechanisms to recognize members' contributions and achievements in relation to the goals and objectives outlined in the strategic plan. SAA needs, therefore, to focus unequivocally on a few clear directions, to foster a strong sense of involvement among its members—existent and potential—and to acknowledge the value of community-based work undertaken by its members in support of the profession and the society. It also needs to encourage a closer cooperation between members, SAA staff, and its elected officers, especially when it comes to applications for grants, representation in other associations, and the development of collaborative ventures with other organizations. In order to do so, SAA must become a more pro-active and risk taking organization, that is, its general approach must undergo a radical change.

Among the possible changes, there are some that I see as unavoidable if SAA is to proceed forward. One of them has to do with the identification of new sources of revenue. As the situation stands now, SAA's sources of income are primarily membership dues, and secondarily the annual
meeting and the publication program. Increasing membership dues can no longer be the sole way of keeping our finances healthy. We need to focus on services and get involved in new profitable initiatives. We need systematic and ongoing fundraising, not from our membership, but from external communities, and this can only be done by a full-time development officer. We need regular and planned grant applications, and we need to attach our name to initiatives funded by other organizations.

This fund-raising/public relations activity, just like the international/community relations activity, needs to be situated in the SAA office, and reinforces the need for reexamining and rethinking the services it offers. In the next few months, Council will identify means for conducting such a study. Whatever its outcome, in order to protect the interest of individual members, we must primarily think of the most pressing needs of the general membership.

As a vice president seeking volunteers to appoint to SAA units and to nominate as SAA representatives to international groups, I have heard once too many the statement, "I cannot serve because I am not a member, and I will not become a member because SAA does not help my career." One can reply till becoming blue in the face that such a statement is unprofessional and shortsighted, that it is the primary responsibility of every professional to support his profession through work in the national association, that an association serves its members only in the measure in which they serve the association, that the more one invests in it, the more one gets from it, that the association is its membership and cannot be useful to its members if they do not make themselves useful... to no avail.

Perception can be stronger than facts. Thus, we need to change the perception. How? By offering to members of the profession something they cannot get anywhere else, SAA's mission statement says that through its work it ensures the protection of the historical record and increases the awareness of the value of archives. What about the value of archivists? As I said earlier, SAA should get directly involved in job-related issues—specifically job descriptions—including qualifications, minimum salaries, hiring practices and standards, etc., at all levels of government and in the private sector.

SAA can also enhance the awareness of the value of archivists by providing its membership with unique opportunities for interacting with other professionals in both allied and distinct fields and at an international level. Advocacy has been a good start but we have to do much more. Certainly the annual conference could be more geared towards such purpose. Funds could be raised by various means to compensate professionals from different sectors who serve as speakers, and to support the expenses of international archival speakers. On a more regular basis, the co-sponsoring of events and educational offerings with private and public organizations, including other associations and universities, would provide a basis for the establishment of stable relationships of mutual respect and collaboration. Other strategies could consist of having a person from a different profession serve as an "advisory member" on each SAA committee. "Corresponding members" could be sought in other countries who would work with sections and committees on SAA initiatives. Such advisory and corresponding members could be granted special membership in SAA for a set period of time to demonstrate the advantages of membership. These are just ideas.

What I strongly believe is that SAA cannot proceed forward if it does not go outward. More and more, American archivists will find their identity in their education and their special skills, and will have a large number of forums for exchange of ideas directly related to those skills, will look for advanced training and literature that directly address their job needs, will flock to associations that cater to their specialist requirements, will be on a fast moving track from a position to another. How can SAA establish its relevancy to these members of the profession, typically young, ambitious, impatient, and focused on the most challenging issues? What is SAA's unique role?

I can see that role very clearly. SAA's responsibility for the future as the national archival association is to emphasize the unity that lies at the root of the archival profession, a unity in knowledge, competence and responsibility, regardless of specialization, geographical location, ethnic, cultural and other diversities. The means are equally clear. SAA needs to focus on:

- nurturing a pre-appointment education with a well defined core body of knowledge and offering advanced continuing education of worldwide relevance;
- providing international publications, thereby fostering knowledge that eliminates cultural barriers;
- offering an annual meeting that points to common issues, problems, and solutions;
- establishing relationships with all sorts of organizations and communities centered on shared interests and purposes;
- presenting to governments, administrations, politicians, and the mass media the united point of view of the records professions;
- representing the profession to its employers by determining and upholding hiring standards;
- fostering and taking part in research; and
- being pro-active in the development of international policies and standards.

If SAA will begin right now to focus its efforts on what unites us all, it will soon become the "ecclesia" of records professionals, the place where all those who share the same call and beliefs get together as one professional body. This is what SAA was for me when I searched for a bridge that could bring me into contact with North American fellow archivists... and look where it has taken me... to the SAA presidency!

This might not seem like much to some, but to me it is the greatest honor and you can be assured that I will serve you in the coming year with the same enthusiasm and commitment that made me choose to become an SAA member twelve years ago.

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SAA MEMBER SURVEY RESULTS
PART 1: PUBLICATIONS, PERIODICALS, AND ADVOCACY

Editor's note: This is the first in a series of articles summarizing the results of the survey, "Assessing Member Needs and Evaluating SAA's Delivery of Service," completed this summer by SAA members. SAA extends its thanks to all who took the time to respond to the survey. Publications, periodicals, and advocacy are highlighted below. The next issue of Archival Outlook will address Internet usage, annual meetings, sections, roundtables, and dues.

Last July SAA engaged the Gary Siegal Organization (GSO) to conduct research to determine the opinions of SAA members and former members about the association’s delivery of programs, products, and services. Specifically, the goals of the research were to:

- Evaluate member satisfaction with SAA's delivery of programs, products, and services, including publications, meeting, continuing education programs, and advocacy activities.
- Identify the programs, products, and services of greatest importance to members.
- Determine what members perceive as organizational deficiencies, and how they think SAA can be improved.
- Identify reasons former members chose not to renew their memberships in SAA, and their perceptions of SAA’s delivery of programs and services.
- Assess SAA’s positioning in the marketplace by determining what other professional organizations members and former members join.
- Evaluate member preferences for changes in the dues structure.
- Determine the role that members would like SAA to play over the next 2-5 years.

Precisely a third (33%) of SAA membership responded to the survey. In addition, GSO conducted a telephone survey of 100 lapsed members. Highlights of the survey results will be reported in this and succeeding issues of Archival Outlook. In this issue we will report the results in the publications and advocacy categories.

Publications

The American Archivist

Respondents were asked to indicate how many articles they read in a typical issue of the American Archivist, Archival Issues, and Archivaria. The vast majority of respondents (91%) read at least some of the articles in a typical issue of the American Archivist. Fewer respondents read Archival Issues (62%) or Archivaria (31%).

Of those respondents who read a given journal, 22% read more than half the articles in a typical issue of the American Archivist, 44% read more than half of the articles in Archival Issues, and 22% read more than half of Archivaria. Together, these results indicate that the American Archivist is the most widely read of these professional journals, although it is not the most thoroughly read.

For each journal they read, respondents were asked to rate their satisfaction with the quality of articles and the range of topics covered in the journal. Satisfaction was rated on a 1-to-10 scale where 1 = “not at all satisfied” and 10 = “extremely satisfied.”

Respondents expressed moderate satisfaction with the quality of articles in all three journals: American Archivist mean = 6.7, Archival Issues = 6.9, Archivaria = 6.8.

When asked, “what are the three most important things SAA can do to improve the American Archivist?” respondents most often suggested including a broader selection of authors and topics (mentioned by 29% of the respondents who answered this question), more timely publication (26%), and more practical articles, case studies, and research articles (16%).

Archival Outlook

Next, respondents were asked how many articles they read in a typical issue of Archival Outlook. Almost all respondents (99%) read at least some of the articles in the newsletter. 15% read less than half, 23% read about half, 39% read more than half, and 23% read all the articles in a typical issue.

Respondents were asked to rate their satisfaction with Archival Outlook’s coverage of various topics. Satisfaction was rated on a 1-to-10 scale, where 1 = “not at all satisfied” and 10 = “extremely satisfied.” As shown in the chart below, respondents expressed most satisfaction with the coverage of SAA events and the center inserts, and least satisfaction with the coverage of international news and events.

Respondents were asked whether Archival Outlook should include more, about the same number, or fewer articles on each topic. Most respondents are satisfied with the current scope of coverage: 50-83% of respondents said that future issues of the newsletter should include the “same number” of

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Statement on the Report of the Electronic Records Work Group of the National Archives and Records Administration

September 21, 1998

Electronic records pose the biggest challenge ever to record-keeping in the Federal Government and elsewhere. How do we identify, manage, preserve, and provide on-going access to e-mail, word-processing documents, and other kinds of electronic records that are proliferating in formats, mushrooming in quantity, and vulnerable to quick deletion, media instability, and system obsolescence? There is no option to finding answers, however, because the alternative is irretrievable information, unverifiable documentation, diminished government accountability, and lost history. Such consequences have made it imperative that we act decisively—and we have. Today I am announcing a new set of steps to deal with these issues. The steps are limited, and pertain to but one part of the problem, but coupled with other initiatives I will describe, they offer real hope that we can save the records society needs in the era of electronic information.

With this statement I am releasing to the public the report I received on September 14, 1998, from the Electronic Records Work Group, which I created to advise me on how the Federal Government should deal with the disposition of types of electronic records previously covered by General Records Schedule 20. At the same time, I am announcing the actions I will take in response to the group’s recommendations. And I will describe additional steps by the National Archives and Records Administration to meet the challenges posed by electronic records. It is important that everyone concerned understand that revising GRS 20 is but one project among many that must be undertaken if we are to address the government’s electronic records problems successfully.

Before anything else, however, I want to thank the work group for the admirable job it has done. This group, composed of NARA staff members and persons with relevant expertise in other federal agencies, and aided by special consultants from outside the federal government, showed what can be accomplished when experts from the public and private sectors come together to work on a problem.

I formed the work group to review the 1995 version of GRS 20, which a federal court has ruled null and void, to identify appropriate areas for revision, explore other approaches for authorizing the disposition of electronic records, identify methods and techniques for using current technology to manage electronic records properly and provide ready access to essential evidence, and recommend practical and implementable solutions for the disposition of electronic records. We adopted an open process, in which the Work Group held a series of public meetings and also invited public comment through a web site, an e-mail address, and Federal Register notices. In consequence I think we have raised understanding, both within government agencies and within the general public, of the scope and seriousness of electronic records issues, and the absolute necessity of addressing them.

There are no easy answers, and much work remains to be done, but I am impressed with the level of the dialogue in the group’s meetings, and with the responses it received to requests for comment from federal agencies, professional organizations, and the public. I thank everyone who contributed for taking the issues seriously and looking at them thoughtfully.

Clearly federal agencies want to manage their electronic records—indeed, all their records—more effectively, and NARA has pledged to help them. I acknowledge that NARA must provide better leadership in this area. NARA has known of the need since at least 1985 when a Committee on the Records of Government declared the country “in danger of losing its memory” through the transition to the use of computers in creating records. Our Strategic Plan acknowledged that the government’s management of electronic records has not been as effective as it could have been. Although NARA cannot change the past, we can be aggressive now and in the future, and we must do so to ensure that essential evidence in electronic records is properly preserved.

Electronic records are here to stay; they are the present and the future. The federal government already is creating, keeping, and using them in large quantities. In most cases the government is not managing electronic records to the extent necessary for them to serve as the sole form of record for all aspects of its business or for the sole form of the archival record. NARA has traditionally focused on the preservation of those records that the agencies considered their “recordkeeping copies,” and for documents such as memoranda and correspondence, most agencies still maintain most of their recordkeeping copies in paper. NARA would like to accession electronic mail and word processing records from electronic recordkeeping systems, but until electronic records have the integrity and reliability of records maintained in a recordkeeping system, they cannot be used as the record copies.

Currently, agencies’ capabilities for managing their electronic records are limited at best. Electronic document management software is only now being developed. As is expected with all new technologies, agencies report mixed results. NARA has not developed sufficiently robust guidance to enable agencies to undertake electronic recordkeeping initiatives with confidence that their time and money will be well spent. Draft guidance NARA has provided on requirements for electronic recordkeeping systems is dated and needs a comprehensive NARA review...
followed by discussions with federal agencies, software developers, and potential users. And even if a federal agency were to decide to adopt a records management application today, actual implementation would not begin for at least two years because of time required for planning and budgeting cycles. Right now, agencies are too busy trying to solve their computer systems' Year 2000 problems, which must be fixed by a deadline that cannot be put off, to devote the necessary resources to implementing new requirements for electronic records management.

There are issues on the archival side as well. At this time, NARA has only limited ability to accept into our archives and preserve office automation records in their "native" formats. Although we are taking steps to do more, currently we can only make preservation copies of such files to avoid loss of data. We cannot archivally process, describe, and provide ready access to such records. Nor have NARA's overall records management and archival regulations been updated to address systematically the recordkeeping and archival issues raised by the transition to electronic records. And many of the guiding principles pertaining to paper records in archival and records management theory need to be rethought for the electronic age.

Most of these problems are described in our strategic plan, where strategies are identified to address them. In order for the government to be able to move away from its bias in favor of paper as the record of choice, NARA must do the following:

- Take initiative in resolving electronic records issues;
- Represent the government's recordkeeping needs in information policy and technology forums;
- Create innovative guidance on electronic records;
- Bring together both the public and private sectors to develop workable applications and standards for preserving and providing access to electronic records;
- Encourage agencies to implement electronic recordkeeping systems, recognizing that agencies must balance the desire of many users to have electronic access to important documents with the need agencies have to find financial resources and technical capabilities for managing and preserving records created electronically.

NARA and other federal agencies have to develop both long-term plans for dealing with the many electronic records issues, and practical short-term solutions that can be implemented today under current limitations and in the existing environment. The challenge is to balance a solution to existing problems with a commitment to future progress. The steps outlined below are not the ultimate solution but constitute first steps in new directions called for by NARA's strategic plan.

NARA will begin by adopting the four key recommendations in the work group's report as NARA policy. NARA's implementation of this policy will need to be consistent with our overall approach to electronic records issues and with relevant professional archival and records management principles.

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In the News

An OP-ED piece entitled "We Can’t Save Everything," by SAA member Deanna Marcum was published in the July 6, 1998, edition of the New York Times. The piece discusses the complex issues inherent to archival electronic records, a topic of considerable concern to the profession due to the rapid proliferation and subsequent obsolescence of information technology and the equipment it requires. "...technology is turning out to be as much foe as friend. The amount of information we create on our computers is growing exponentially, leaving us with a quantity of data that humans have never coped with before." Marcum, who is president of the Council on Library and Information Resources, raises the questions of what and how this information can be preserved, and the specter of the cost of maintaining the historical record in this new and unprecedented form. "Thus the paradox in all this abundance is that it is easier to create and store information, the harder that information is to manage, and the greater is the threat that we will not be able to find something when we need it. There is simply too much to sort through."

Added to the daunting task of effectively dealing with the overwhelming amount of information being created and amassed are the purely technological issues related to continued access. "The preservation of data over decades and centuries demands not only a huge financial investment in computer hardware and software, but also the institutional commitment to maintaining those systems. Try using Fortran, CP/M, or WordPerfect 2.0 data on a new computer. Storage on a disk may well be more costly than storage in vaults and on shelves."

Marcum states "as a nation where full citizenship is based on free and unfettered access to public information, we must take responsibility in shaping that legacy. Concluding that "In our age, when too much information can numb the mind and paralyze the will, knowledge may develop a new sort of elusiveness."

The debates surrounding archival electronic records embrace a broad range of professionals in environments ranging from a small parish archive, those in a corporate setting, to the National Archives and Records Administration. How will the electronic records created by the Clinton Administration be handled upon his departure from office? Some anticipate the sheer volume of these records to be in excess of eight million.


"Over the past quarter-century, the National Archives has taken in approximately 90,000 files of electronic records—a minute fraction of the material generated during that time. We estimate, however, that today the Treasury Department alone is generating annually, in e-mail, 960,000 files of electronic material that we are likely to need to preserve." Carlin goes on to state many similar concerns to those expressed by Marcum regarding the financial and technical implications integral to electronic archival records.

Carlin quotes a statement made by Danny Hills at a recent Getty conference, "Historians will look back on this era and see a period of very little information. A ‘digital gap’ will span from the beginning of the widespread use of the computer until the time we eventually solve this problem." Going on to state "Much can be done to contain this modern equivalent of a records fire. [...] Ensuring that we have reliable electronic records depends a lot on research and development projects in which NARA and many others are deeply involved. An interagency Electronic Records Work Group that I organized will make recommendations soon to guide decisions about retaining or disposing of certain kinds of electronic records. [...] It will be worse than sad if the marvelous technologies that are giving us a new information age outrun our ability to keep a record of it. We hope to learn how to use new technologies to keep records better and even cheaper. For the sake of both democracy and history, we must."

—Tara J. Shimandle, SAA Education Program Coordinator

Special Collections Specialization at Indiana University

A Master of Library Science (M.L.S.) with Specialization in Special Collections degree program has recently been instituted by the School of Library and Information Science (SLIS) at Indiana University (IU). The Special Collections program is intended to prepare students for careers in rare books and manuscripts librarianship and archives administration.

SAA member Philip Bantin, director of Indiana University Archives, is one of the faculty for this new program.

For more information, contact: Indiana University, School of Library and Information Science, Main Library 011, 10th & Jordan Streets, Bloomington, IN 47405-1801. 812/855-2018 or spencerr@indiana.edu. Visit the Web site at www.slis.indiana.edu.

Massachusetts Special Collections Directory Online

The Massachusetts Special Collections Directory is available for use by researchers at http://catalogues.mlin.lib.ma.us.

Some 650 Massachusetts institutions responded last year to a statewide survey about special collections in their care. The directory can be searched by institution, repository, special collection, location (town), and collection description. For more information, contact: Gregor Trinkaus-Randall 617/267-9400 or gregor.trinkaus-randall@state.ma.us.

Magnetic Media Preservation Sourcebook

The Magnetic Media Preservation Sourcebook is a directory of resources for the preservation of audio and video materials. The directory contains 51 entries from vendors, consultants, organizations, funders, government entities and working groups, containing contact information and descriptions of major services, activities and programs. Also includes an "Internet Resources" section and a "Bibliographic Resources" section. The directory is free for New York residents; $10 for all others. To order, contact: Media Alliance, c/o WNED, 356 W. 58th Street, New York, NY, 10019, 212/560-2919.
Future Role of Canadian National Archives and Library

In March 1998, the Ministry of Canadian Heritage launched a series of nationwide consultations on the future role of the National Archives of Canada and the National Library of Canada, headed by Dr. John English, professor of history at the University of Waterloo. The consultations included an examination of mandates, collections/acquisitions, access, preservation and information management issues, and organizational structure and leadership. This comprehensive review was undertaken to ascertain if new means could be found to strengthen the capacity of the National Archives and the National Library to respond to citizens’ needs and to play a leading role in information management partnerships at the national and international levels. Those consulted were National Archives and National Library staff; national, regional, provincial and private institutions and agencies and associations from the archival and library communities; scholars; government departments; international associations of the archival and library communities; organizations involved in information management in both the public and private sectors; and the public. A report is being presented to the Minister of Canadian Heritage this month.

Labour History Institutions Conference

The International Association of Labour History Institutions (IALHI) held its 24th Annual Conference in Milan, Italy, September 16-19, 1998, in cooperation with the International Council on Archives-Section of Business and Labour Archives. The site of the conference was the Fondazione Giangiacomo Feltrinelli, a major documentation center specializing in European social history. Seventy participants from 17 countries attended presentations that included a session on the labor movement in Italy, its history and archives, and a workshop on collecting and appraising labor and business records. Visits were also made to both labor and business archives in Milan and Turin. IALHI brings together archives, libraries, documentation centers, museums and research institutions dedicated to the history and theory of the international labor movement.

Netherlands Economic History Archives Booklet

The Netherlands Economic History Archives (NEHA) has published a 13-page booklet, The Battle of the Bulk: A Method for Macro-Selection of Business Archives, by Eric Fischer, Jacques van Gerwen and Georg Reudink. The booklet is the outcome of a study conducted by NEHA to develop "a systematic, generally applicable, substantively consistent and practical method for macro-selection of nineteenth and twentieth-century business archives" and provides an eight-step method for the acquisition of business archives. For further information contact NEHA at neha@iisg.nl or visit NEHA’s web site at www.iisg.nl/~neha/.

New Digs for National Archives of Australia

In September the National Archives of Australia moved to a new location in the East Block building, which formerly housed the Canberra General Post Office among other government offices since its construction in 1927. Designed by John Smith Murdoch, the building has been refurbished by the Canberra architectural firm of May Flannery. The official opening of the new National Archives on September 2 coincided with the mounting of an exhibit entitled “Signed, Sealed, Delivered: When the Post Office Was King.” Based on materials held by the archives, this exhibit reviews the history of postal delivery in Australia and the central role played by an organized postal service in the development of that country.

International Summit on Electronic Records

Representatives of four national archives institutions met in London last July to discuss the “Challenge of Electronic Records for National Archives.” Meeting at the Public Record Office, delegates from the national archives of Australia, Canada, the United Kingdom, and the United States, focused on strategic questions that must be answered by national archives in carrying out their responsibilities for supporting the effective management of government records, preserving those assessed to have archival value, and making such records available to the public. Particular emphasis was placed on issues arising from the generation of electronic records by national government agencies. As a result of the conference, the four archives have agreed on a common plan of work for the next year. This will include formal collaboration on some projects and the development of a network of contacts to share information about developments on technological approaches to electronic records. A follow-up meeting will be held in 1999. Participants stated their commitment to sharing work which might be of value to the broader professional community, specifically through the ICA’s Committee on Electronic and Other Current Records.

Thomas Connors of the University of Maryland and Jim Cassedy of NARA at the International Council on Archives display at the SAA annual meeting in Orlando, Florida in September.
On September 29, 1998, the Assassination Records Review Board released its final report on its work of collecting and releasing over four million pages of previously classified documents about the assassination of President Kennedy. Because the board decided early in its work to interpret an "assassination record" in a very broad way, the documents reveal significant new insights into Cold War foreign policy and the operation of federal agencies in times of crisis. But for historians, the value of this federal undertaking is seen not only in the released documents but also in the broad implications of the project for declassification policy.

The project was a unique experiment with giving the five citizens on the board the authority to open federal agency records. While the board weighed carefully the concerns of the public's right to know with the need to protect sensitive national security information, the law mandated a "presumption of disclosure." The only recourse that agency heads had for keeping closed those records that the board decided should be opened was an appeal to the President. An important part of the final report are ten recommendations for building on the foundation of openness created by the Board. These recommendations stress the importance of declassification boards being genuinely independent, both in the structure of the organization and in the qualifications of the appointments, and the need to streamline the current cumbersome system for dealing with classified information of one agency that appears in a document of another agency.

Archivist Issues Statement on Electronic Records —
On September 21, 1998, U.S. Archivist John Carlin issued a statement on electronic records, which is printed in its entirety beginning on page 25 of this newsletter. While many in the scholarly community are pleased to see the National Archives' attention to this issue, there is some disappointment that the process is moving so slowly.

Senator Thompson Requests General Accounting Office Study of the Government's Electronic Record Keeping —
In July, Senator Fred Thompson (R-TN), chair of the Senate Governmental Affairs Committee which has oversight of the National Archives, wrote a letter to the General Accounting Office (GAO) requesting a study on how computer technology was affecting the government's compliance with federal record keeping requirements, and he raised the basic issue of how computerized government information should be archived. The letter asked for GAO to offer some recommendations for improving electronic records management strategies and policies. The study, which appears to be on a fast track with completion anticipated before the end of the year, could become the basis of oversight hearings and perhaps even for some new legislation to update the federal records act with the digital age.

Update On The Declassification Amendment To Prevent Disclosure of Nuclear Weapons Information — During deliberations this past summer on the National Defense Authorization Act, S. 2057, the Senate passed an amendment offered by Senator John Kyl (R-AZ) that would require as part of the declassification process that every agency conduct a visual inspection of all permanent records of historical value which are over 25 years old to ascertain that they contain no pages with Restricted Data or Formerly Restricted Data markings as required by the Atomic Energy Act for material that deals with nuclear weapons design information. It seems that a few records had inadvertently been declassified that had sensitive Restricted Data in them. When information about the Kyl amendment appeared in the press, there was a strong outcry that the amendment was overly restrictive and would severely cripple the current momentum toward increased openness.

The House version, H.R. 3616, had no parallel provision about Restricted Data. Thus, the Conference Committee had to decide how to handle the concerns of the Kyl amendment. The Conference Report, which the House has now passed, calls for the Department of Energy and the National Archives to develop a plan to prevent the inadvertent release of records containing Restricted Data during the automatic declassification records under the Executive Order 12958. A key component of the plan will be establishing criteria for identifying documents that are "highly unlikely" to contain Restricted Data and thus will not have to undergo the page-by-page visual inspection. While the compromise language is an improvement, the final language does not give a time table for the completion of the plan but does say that all agencies must engage in page by page review until 60 days after the submission of the plan.
CALENDAR

December 4, 1998
National Archives and Records Administration (NARA) symposium on “Holocaust-Era Assets Records and Research” at Archives II in College Park, Maryland. For more information, visit the NARA home page: www.nara.gov.
Direct questions about the symposium to: holoc.assets@arch2.nara.gov.

December 7-9

December 7-12
Association of Moving Image Archivists (AMIA) 8th Annual Conference, “Fifty Years of Television” at the Fontainebleau Hilton, Miami Beach, Florida. For further information, see the AMIA Web site: http://www.amianet.org or contact: Janice Simpson, AMIA Administrative Coordinator, (310)550-1300; fax (310) 550-1363; amia@ix.netcom.com.

March 25, 1999
National Archives and Records Administration (NARA) 14th Annual Preservation Conference “Alternative Archival Facilities” at National Archives Building, 700 Pennsylvania Avenue, N.W., Washington, DC. Registration fee: $50. Send check payable to: National Archives Trust Fund and/or obtain registration information: Eleanor Torain, Conference Coordinator (NWDP), 8601 Adelphi Road (Rm. 2800), College Park, MD 20740-6001; (301)713-6718; fax (301)713-6653; preserve@nara.gov. Program details on the Web: http://www.nara.gov/nara/preserv/confen/index.html.

April 19-21, 1999
“Preservation Management: Between Policy and Practice,” a European conference organized by the Koninklijke Bibliotheek (KB), national library of the Netherlands, the IFLA-PAC, and the European Commission on Preservation and Access (ECPA), to be held at The Hague. The conference will focus on organizational, financial and managerial aspects of preservation. The central theme will be the interaction between theory and practice. Participants will be expected to make their own arrangements. Information and registration forms will be posted at www.konbib.nl/pmc. Contact: ECPA, P.O. Box 19121, 1000 GC Amsterdam, The Netherlands; fax 011-31-20-62004941, ecpa@bureau.knaw.nl.

May 31-June 5, 1999

August 2-6, 1999
“Museums, Libraries, and Archives: Summer Institute for Knowledge Sharing,” presented by the Getty Information Institute in association with the University of California, Los Angeles. An intensive forum for exploring cutting-edge theories and practical applications in the field of cultural heritage information management and knowledge sharing.
Early bird fee: $425 ($500 after May 1, 1999), Graduate student early bird fee: $225 ($300 after May, 1999). Contact Madi Weland at the Getty, (310)440-6664, fax (310)440-7715, mweland@getty.edu. Or Lynn Boyd at UCLA, (310)825-8799, fax 310/206-3070, lynn@ucla.edu.

FUNDING

AIP Center for History of Physics Grants

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 $2500 each. They can be used only to reimburse direct expenses connected with the work. Preference will be given to those who need funds for travel and subsistence to use the resources of the Center’s Niels Bohr Library (near Washington, DC), or to microfilm papers or to tape-record oral history interviews with a copy deposited in the library. Applicants should name the persons they would interview or papers they would microfilm, or the collections at the library they need to see; you can consult the online catalog at our Web site, http://www.aip.org/history, and please feel free to make inquiries about the library’s holdings. Applicants should either be working toward a graduate degree in the 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, a letter of no more than two pages describing your research project, and a brief budget showing the expenses for which support is requested to: Spencer Weart, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740; phone: 301-209-3174, fax: (301) 209-0882, sweart@aip.org.
Deadlines for receipt of applications are June 30 and December 31 of each year.

Carl Albert Congressional Research and Studies Center Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its visiting scholars program, which provides financial assistance to researchers working at the center’s archives. Awards of $500-$1,000 are normally granted as reimbursement for travel and lodging. The center’s holdings include the papers of many former members of Congress, congressional leadership, national and Oklahoma politics, election campaigns, as well as government policy affecting agriculture, Native Americans, energy, foreign affairs, the environment, and the economy. Topics that can be studied include the Great Depression, flood control, soil conservation, and tribal affairs. At least one collection provides insight on women in American politics. Most materials date from the 1920s to the 1970s, although there is one nineteenth century collection. The visiting scholars program is open to any applicant. Emphasis is given to those pursuing post-doctoral research in history, political science, and other fields. Contact: Archivist, Carl Albert Center, 630 Parrington Oval, Room 101, University of Oklahoma, Norman, OK. (405) 325-6372; fax (405) 325-6419; kosmerick@ou.edu; www.ou.edu/special/albertctr/archives.htm.
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 $545). 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. Deadlines: November 1, 1998, for the institute held January 25-February 5, 1999; February 28, 1999, for the institute held June 7-18, 1999. Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted in triplicate to: Nancy L. Boothe, SAA Awards Committee Co-Chair, Rice University, Fondren Library MS44, 6100 Main Street, Houston, TX 77005-1892; (713)527-8101; fax (713)285-5258; boothe@rice.edu.

Grants for Travel and Research at the Rockefeller Archive Center

The Rockefeller Archive Center, a division of Rockefeller University, invites applications for its program of grants for travel and Research at the Rockefeller Archive Center for 1999. The competitive program makes grants of up to $2,500 to U.S. and Canadian researchers and up to $3,000 to researchers from other countries in any discipline, usually graduate students or post-doctoral scholars, who are engaged in research that requires use of the collections at the center. The Rockefeller Archive Center's collections include the records of the Rockefeller family, Rockefeller Foundation, Rockefeller University, and other philanthropies and associated individuals. For 1999, in addition to its regular competitive program, the center will award grants to support research on topics related to the history of conservation and ecology, and for the history of Rockefeller University. The archive center holds wide-ranging collections relating to the conservation movement and to ecological research in the 20th century. The Rockefeller University archive includes administrative records, papers of individual scientists (such as Alfred E. Cohn, Rene Dubos, Rebecca Lancefield, and Karl Landsteiner), photographs and films. The archives document the leading currents of biomedical research in the 20th century. The deadline for all grant applications is November 30, 1998; grant recipients will be announced in March 1999. Inquiries about the programs and requests for applications should be addressed to: Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, Pocantico Hills, Sleepy Hollow, New York 10591-1598; (914)631-4505; fax (914)631-6017; archive@rockvax.rocketfeller.edu.

Library of Congress/National Digital Library Competition

With a $2 million gift from Ameritech, the Library of Congress is sponsoring a competition to enable public, research and academic libraries, museums, historical societies and archival institutions (except federal institutions) to create digital collections of primary resources. These digital collections will complement and enhance the collections made available on the Internet from American Memory, a project of the National Digital Library Program at the Library of Congress. The National Digital Library is envisioned as a distributed collection of converted library materials and digital originals to which many American institutions will contribute. The third year of the three-year competition provides for awards of up to $75,000 for eligible consortia for projects that can be accomplished in 12 to 18 months. For the 1998-99 cycle, the competition is especially interested in proposals that illuminate the ‘Meeting of Frontiers’; it is also interested in ‘Science and Technology’ and ‘Church and Society.’ Guidelines for entering the Library of Congress/Ameritech National Digital Library Competition are available from the competition’s Web site at loweb2.loc.gov/ammem/award/.

The National Center for Preservation Technology and Training

has issued its 1999 call for proposals for CPTT’s Preservation Technology and Training (PTT) Grants program. The PTT Grants program has awarded over $500,000 each year since 1994 for innovative work in research, training and information management projects on technical issues in historic architecture, archeology, historic landscapes, objects and materials conservation, and interpretation. Grants are available in eight categories—information management; training and education; applied/fundamental research; environmental effects of outdoor pollutants; technology transfer; analytical facility support; conference support; and publications support. The 1999 call for proposals is available via: e-mail—send a blank message to ptgrants@ncptt.nps.gov and the call for proposals will return automatically; fax-on-demand, call (318)357-3214 and follow the recorded instructions to receive a catalog of documents that includes the call for proposals; Web, visit www.ncptt.nps.gov and click on “Preservation Technology and Training Grants”; Brochure—Request a printed copy of the call for proposals by sending an e-mail message to ncpp@ncptt.nps.gov, calling (318)357-6464, or writing NCPTT, NSU Box 5682, Natchitoches, LA 71497. Application deadlines are mid-December 1998. PTT Grants are funded by federal appropriation and awards are subject to availability of funds. For more information, contact John Robbins, NCPTT Executive Director at (318) 357-6464; fax (318) 357-6421; john_robins@ncptt.nps.gov.

The Peabody Essex Museum in Salem, Massachusetts, is accepting applications for fellowships to encourage use of its library and museum collections for research and publication on New England history and culture. Fellowships are open to advanced scholars, graduate students, independent scholars, and library and museum professionals. Stipends are $750 for one month; free housing in a studio apartment is available. Applications are due January 31, 1999 for projects beginning after June 1, 1999. For information and application forms, contact: Fellowship Program, Phillips Library, Peabody Essex Museum, East India Square, Salem, MA 01970; (978)745-9500 ext. 3032; jane_ward@pem.org.
The Recording Academy Grants
The National Academy of Recording Arts & Sciences, Inc., also known as the Recording Academy, awards grants to organizations and individuals to support efforts that advance 1) The archiving and preservation of the music and recorded sound heritage of the Americas; 2) Research and research implementation projects related to music teaching methodology in early childhood and the impact of music study on early childhood development; and 3) The medical and occupational well-being of music professionals. Priority is given to projects of national significance that achieve a broad reach and whose final results are accessible to the general public. Grant amounts generally range from $10,000-$20,000. For projects of particularly broad scope or importance applicants may request support in excess of the standard guidelines. The Recording Academy reserves the right to award each grant on a case by case basis. Grant requests may span a time period from twelve to twenty-four months. The grant application is available online at http://www.GRAMMY.com/grantprogram. Applicants must use current grant application only.

The Morris K. Udall Archives Visiting Scholars Program
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. The Library's holdings also include related papers of noted politicians Lewis Douglas, Henry Ashurst and George Hunt. To encourage faculty, independent researchers, and students to use these materials, the Morris K. Udall Archives Visiting Scholars Program will award up to three $1,000 research travel grants and four $250 research assistance grants in the current year. Preference will be given to projects relating to issues addressed by Morris K. Udall and Stewart L. Udall during their long careers of public service: environment, natural resources, Native American policy, conservation, nuclear energy, public policy theory and environmental conflict resolution. Eligibility: The grants are open to scholars, students, and independent researchers. The awards: The $1,000 research travel grants will be awarded as reimbursement for travel to and lodging expenses in Tucson, Arizona. These grants do not support travel to locations other than Tucson. The $250 research assistance grants will be awarded to assist local researchers. Application Procedures: Applications will be accepted and reviewed throughout the year. Please mail a completed application form with three sets of the following materials: 1) A brief essay (2-4 pages) describing your research interests and specific goals of your proposed project; and 2) A brief (2-3 page) vitae. To request an application, contact: Roger Myers, University of Arizona Library, Special Collections, Room C206, P.O. Box 210055, Tucson, AZ 85721-0055; rmyers@library.arizona.edu.

United States Capitol Historical Society Fellowship
Applications are invited for the fourteenth year of the United States Capitol Historical Society Fellowship. The fellowship is designed to support research and publication on the history of the art and architecture of the United State 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, 1999. For further information contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, DC 20515; (202)228-1222.

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NOVEMBER/DECEMBER 1998
The Society of American Archivists announces its 1999 awards competition to recognize achievements of the 1998 calendar year.

Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Alfred Lemmon and Nancy Boothe. Awards will be presented next September during the 1999 SAA annual meeting in Pittsburgh, PA.

Descriptions of the awards are listed on this page. An awards nomination form is on page 34. Due to space limitations we are unable to list full citations. Please visit the SAA Web site for a full list of criteria (www.archivists.org) or contact the co-chairs. 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: Alfred Lemmon, 1935 Valence St., New Orleans, LA 70115; 504/523-4662; fax 504/598-7108; alfred@hnoc.org. Or Nancy Boothe, Rice University, Fondren Library MS44, 6100 S. Main St., Houston, TX 77005-1892; 713/527-8101; fax 713/285-5258. The deadline for award nominations is February 28, 1999. 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 nonprofit or governmental organization that has given outstanding service to its public and has made an exemplary contribution to the archival profession. Each nominee must be supported by three SAA members, each representing a different institution. A person may not nominate his/her own institution. This award was established through the generosity of three SAA Fellows: Leon 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 Award

Established in 1983, this award recognizes finding aids, finding aid systems, projects located primarily in North America 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 Award

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.

**Harold T. Pinkett 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. The award honors archival pioneer Harold T. Pinkett.

**Colonial Dames Scholarship Award**

Established in 1974, this award, given in conjunction with the Colonial Dames of America (Chapter III, Washington, D.C.), financially 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 $900 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, 1999, is now available. The deadline for application is February 28, 1999. 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: Alfred E. Lemmon, 1935 Valence St., New Orleans, LA 70115, fax 504/598-7108.

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**FELLOWS NOMINATIONS**

SAA Fellow Nominations Sought for 1999

The Committee on the Selection of SAA Fellows invites members to nominate colleagues for selection as fellows of the Society of American Archivists in 1999. 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, Anne R. Kenney, and William Maher will be joined by three fellows elected at the SAA Council meeting in February. A nomination form is on pp. 35-36 of this newsletter. Completed forms must be postmarked by February 28, 1999, and addressed to the chair:

Nicholas C. Burckel  
Dean of Libraries  
Marquette University  
P.O. Box 3141  
Milwaukee, WI 53201-3141  
Burckel may also be reached at 414/288-7214, fax 414/288-7813, Nicholas.Burckel@Marquette.edu.

A nomination submitted in 1998 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.
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, 1999. Nominations for the Theodore Calvin Pease Award must be submitted by May 1, 1999. Send nominations for the Distinguished Service Award, C.F.W. Coker Prize, Oliver Wendell Holmes Award, and Minority Student Award to: Alfred Lemmon, 1935 Valence St., New Orleans, LA 70114, 504/523-4662, fax 504/598-7108, alfredl@hnoc.org. 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: Nancy Boothe, Rice University, Fondren Library MS44, 6100 S. Main St., Houston, TX 77005-1892; 713/527-8101; fax 713/265-5258.
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.

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<th>Name of Candidate</th>
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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, 1999.

SUBMITTED BY (PLEASE PRINT)
SIGNATURE
INSTITUTION
ADDRESS
CITY/STATE/ZIP
PHONE E-MAIL
DATE

SEND NOMINATIONS TO:
Nicholas Burckel, Marquette University, P.O. Box 3141, Milwaukee, WI 53201-3141
NOMINATION DEADLINE: FEBRUARY 28, 1999
SAA Member Survey Results
continued from page 23

articles on each topic. Relatively few respondents recommended “fewer” articles on any topic (4-22%).

Respondents are most interested in increased coverage of archival standards: 44% of respondents want more articles on this topic. Respondents are least interested in increased coverage of SAA events (13% recommended more articles), US Archivist/Washington Beat (13% recommended more articles, 17% recommended fewer), and SAA governance (12% recommended more articles, 16% recommended fewer).

Advocacy

Respondents were asked to evaluate the importance of SAA’s involvement in a variety of advocacy activities. Importance was rated on a 1-to-10 scale where 1 = “not at all important” and 10 = “extremely important.”

As shown in the chart below, respondents indicated that most of SAA’s advocacy activities are very important [means in the 8-9 range]. Developing standards and developing policy statements were rated most important. Collaborating with international associations and obtaining grant funding for research were rated least important.

Respondents were asked whether they were aware of SAA’s involvement in each of the advocacy activities. Most respondents were aware that SAA develops standards (88%), develops policy statements (86%), develops graduate education guidelines (77%), represents members’ interests in Washington (76%), and builds coalitions with related professions and organizations (62%).

Fewer than half the respondents were aware that SAA educates the public (49%), collaborates with international archival associations (43%), collaborates with regional, state, and local archival organizations (39%), and obtains grant funding for research (35%).

Respondents who said they were aware of SAA involvement in advocacy activity were also asked whether SAA has been effective in its efforts. About half the respondents indicated that SAA has been effective at developing standards and developing policy statements (86%), develops graduate education guidelines (77%), represents members’ interests in Washington (76%), and builds coalitions with related professions and organizations (62%).

Out of Stock Indefinitely

The following titles are out of stock indefinitely with no due date available from the respective publishers:


No Longer Available from SAA

- Preservation of Electronic Formats & Electronic Formats for Preservation (Highsmith Press, 1993), product code 235, is out of print.
- Digital Imaging Technology for Preservation (RLG, 1995), product code 271, is no longer being distributed by SAA.

From the Executive Director
continued from page 4

about it passionately at a meeting I recently attended. I share his enthusiasm. It’s an initiative called “Groundhog Shadow Day.” You will hear more about it in a future column. It is, quite simply, an initiative to engage students in the world of work. By bringing a young student to the archives with you this February 2, you will be able to directly share your love for archives and quite possibly ignite a flame in a young mind. To me, this is one of the most effective ways we can communicate who we are and what we do.

I hope you will mark February 2, 1999, on your calendar and plan to make the connection. You could make the impression of a lifetime.

Print Matters
continued from page 22

comprehensive new study addresses the most crucial challenge facing today’s archivists and records managers regarding electronic storage: planning for long-term access to authentic electronic records. Includes two very special features: a technology primer for archivists and records managers which examines the technical problems that continue to plague electronic records managers, including data representation, structure, storage, and records portability; and cost data from the United States and Canada to help organizations plan a realistic budget within specific financial constraints. Authenticating Electronic Records is available for $75 (includes shipping; IL residents add $3.70 sales tax) from: Cohasset Associates, Inc., 3806 Lake Point Tower, 505 North Lake Shore Drive, IL 60611 or fax 800/FAX-7667.
NARA’s actions also must be responsive to the decision of the court in the GRS 20 case, address issues raised in comments on the work group’s report, and be practical in light of agencies’ technical and resource limitations. NARA will take the following actions under each of the work group’s recommendations:

1. Agencies must schedule their program and unique administrative records in all formats. I agree. The work group proposed several options and models for implementing this recommendation, which it circulated for public and agency comment as part of the preliminary report in July. In response to extensive commentary, NARA is now working to revise the scheduling proposal outlined in the work group’s report (Appendix C) with respect to the three scheduling models. The revision will be issued as a draft NARA Bulletin, which NARA had ready for review by October 9. In light of the concerns that numerous agencies raised about the complexity, cost, and far-reaching impact of the work group’s draft recommendations, the Office of Management and Budget (OMB) has asked NARA to circulate the draft bulletin for review prior to its final issuance. We agree with OMB on the need to ensure that the approach adopted in the final bulletin will be feasible and will not interfere with the federal agencies’ activities to address their Year 2000 problems.

Based on comments, we will revise some of the work group’s proposals, such as the recommendation that agencies submit with each schedule a questionnaire documenting their recordkeeping practices. There are too many questions about the role of such a questionnaire in the scheduling process and the burden it could impose on agencies. I do acknowledge, however, that as part of our oversight responsibility, NARA needs to review the effectiveness of all agencies’ recordkeeping programs, and we must find ways to do this more regularly than our current records management evaluation program provides.

2. NARA should modify General Records Schedules 1-16, 18, and 23 to authorize the deletion of electronic source records, including those generated with office automation systems, that correspond to administrative records covered by those GRS, after a recordkeeping copy has been produced. I agree. We will act on this recommendation, which is consistent with my belief that general records schedules are appropriate for scheduling common administrative records, and that schedules should cover all media. NARA will publish the GRS, revised as recommended, in the Federal Register by October 9, 1998, for public comment.

3. NARA should promulgate a new general records schedule for information technology records. Again, I agree. The work group’s preliminary report in July included a proposed IT general records schedule, which received extensive comment. NARA will develop an IT schedule based on the commentary and the work group’s recommendations, and publish it for comment through the Federal Register by March 15, 1999.

4. The Archivist should establish a follow-on group that continues to work on electronic recordkeeping guidance issues for federal agencies. I agree because this is an integral part of our business process re-engineering of how federal records overall are identified, appraised, scheduled, and tracked while in agency custody. The work group did not have time to address all guidance issues fully, but agencies need additional assistance soon. They cannot be expected to have effective recordkeeping systems until NARA provides adequate recordkeeping guidance. Therefore, working with Michael Miller, director of NARA’s Modern Records Program, I will establish a follow-on group by January 1999 to develop an overall strategy for addressing electronic recordkeeping and come up with a series of tools including basic functional requirements for electronic recordkeeping systems.

With these steps, NARA and federal agencies will begin to ensure that all electronic records are appropriately scheduled. However, I want to caution everyone that this will take time. It could take two years or more for some agencies to complete rescheduling all records previously covered by GRS 20. Even assuming that an agency submitted schedules within 180 days of issuance of a NARA Bulletin, NARA’s review, including time required for public notice and comment, would take another 120 days, for a total of ten months or more. Any significant objections to or problems with proposed schedules would lengthen the process. We estimate that there may be as many as 200,000 individual dispositions that the more than 300 executive agencies and agency components will have to review in preparing the hundreds of schedules that they will submit to NARA. By comparison, NARA normally processes between 5,000 and 6,000 dispositions annually.

Following this announcement of my response to the work group’s recommendations, the government will be updating the court with the status and the expected course of our activities, and will be addressing the impacts that agencies may be facing.

In addition to taking the steps listed above, NARA is aggressively pursuing several electronic records initiatives called for under our strategic plan. One of the most critical is the re-engineering I mentioned earlier of our entire process for appraising and scheduling records in all formats. The project will assess the applicability in the electronic age of fundamental records management and archival practices, and it will deal with issues raised in the work group report, such as appraising records that exist in multiple media or formats, the role of changing technical capabilities in the appraisal process, the appropriateness of other approaches to appraising federal records, and how NARA can appropriately incorporate in the appraisal process concerns about electronic access to electronic records.

Meeting electronic records challenges will not be cheap. Problems created by new technologies require technological solutions that can be expensive, and we will need more trained people. Accordingly, we have sought congressional funding for fiscal year 1999 to accomplish the following:
• expand NARA's staff to provide targeted assistance to agencies identified as having particularly critical needs in managing their electronic records;
• expand NARA's capacity to preserve electronic records, both in quantity and type;
• increase the accessibility of electronic records to customers.

We recognize, however, that we will never have sufficient funds to deal with all electronic records issues alone. Therefore, as called for in our strategic plan, we are partnering with several individual federal agencies on specific projects that we expect to meet a range of electronic records needs for government agencies in general. For example:

• We are working with the Department of Defense on three things: functional requirements for records management application software, the testing of whether particular software products meet those requirements, and electronic imaging standards.
• We are working with the Defense Advanced Research Projects Agency to use the power of supercomputers to test records life-cycle management solutions for large quantities of data.
• We are working with the Patent and Trademark Office on auditing guidelines to enhance the evidentiary value of electronic records.
• We are working with the State Department on accessioning electronic cable files.
• We are working with several agencies on electronic records declassification.
• We are working with the archives of seven other nations to begin research on how to preserve authentic records in electronic systems.
• We are working with the Army Research Laboratory on tools available to process office automation records.

I am convinced that all these approaches, taken together, lay the foundation for meeting the government's electronic recordkeeping needs in a substantive, long-term way, while also addressing the more immediate concerns of the court in the GRS 20 case. I look forward to continuing our work with federal agencies and the public on these critical records issues. By working together, as the Electronic Records Work Group has done through a long, hard process extending over the past eight months, we can make progress, and we absolutely must. The vulnerability of electronic records to erasure, media instability, and technological obsolescence, combined with their mushrooming quantities in multiple formats, poses an unprecedented challenge to archivists and records managers. But our democracy, in which open and accountable government depends on open and accessible records, in the electronic era as in any other, cannot afford the loss of a generation of documentation. Nor can our history. We must prevent such loss, and NARA is now working aggressively to see that we succeed in doing so. •
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/or in one issue of the SAA Employment Bulletin, and at the SAA Web site 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 15th of the month preceding publication. 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 doublespaced. Ads may be submitted via fax, e-mail, on diskette, or regular mail.

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

To access the Online Employment Bulletin on the SAA Web site, go to: www.archivists.org/restricted/default.html.

For more information contact SAA at 312/922-0140, fax 312/347-1452, tbrinati@archivists.org

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

ARCHIVIST
Rotary International
Evanston, Illinois

Rotary International, the world's first and most international service organization, seeks an archivist/researcher to create and direct the association's strategic plan for acquisition, organization, maintenance, and utilization of the 93-year-old organization's corporate history. You will work with the archives and history manager to create all archival procedures. You will identify archival holdings within the world headquarters and various service centers around the world, and be responsible for their inventory and consolidation. In addition, you will work with Rotary International's leadership responsible for commemorating the centennial celebration of Rotary's founding to be celebrated in 2005. Successful candidates will have three years of professional archival experience in an institutional or corporate setting. Should have knowledge of current information technology developments in archival inventory, organization, preservation, and retrieval; experience with historical exhibits and artifacts helpful. Qualified applicants will be able to create and deliver oral and written reports on archival planning and development. Candidates should have a master's in history or related field with archives concentration or library science. Supervisory experience preferred. We offer a good salary and comprehensive benefits package including tuition reimbursement. Mail or fax, (847)328-8281, resume and salary history to: Rotary International, Dept. GS01, 1560 Sherman, Evanston, IL 60201. No phone calls please. EOE. Unsolicited resumes from agencies/recruiters will not be considered. Only those candidates we wish to interview will be contacted.

ARCHIVIST
Manuscripts and Archives
Yale University Library
New Haven, Connecticut

Rank: Librarian I. Appointment: Ending date June 30, 2002. Two positions. Provides professional support for a project designed to expand and improve the archives and records management program at Yale University. Responsible for identifying, appraising, scheduling, accessioning, and processing Yale's archival records. Participate in the development and implementation of records management training program for university staff. Qualifications: ALA-accredited M.L.S., M.A.S., or an M.A. degree in history or related discipline. Formal archival and record management training or education and one year of archival processing or record management experience. Familiarity with MARC AMC/APPM cataloging standards and with encoded text applications (SGML and HTML) in an archival setting. Excellent oral and written communication skills. Demonstrated ability to work effectively in a team setting with administrative, professional and support staff. Preferred: Archival experience in an academic setting, experience using relational database systems, and knowledge of Yale history. Competitive salary and a full benefits package including 22 vacation days; 17 holiday, recess and personal days; health care; TIAA/CREF or Yale retirement plan. Application Deadline: October 16, 1998, applications will be accepted until the position is filled. Please submit a letter of application, resume, and the names of three references to Diane Y. Turner, Director, Library Human Resources, Yale University, P.O. Box 208240, New Haven, Connecticut 06520-8240 (diane.turner@yale.edu) Fax 203/432-1806. Applications will be accepted until the position is filled. AA/EOE.

ASSISTANT ARCHIVIST/UNIVERSITY ARCHIVIST
Texas Tech University (TTU)
Lubbock, Texas

Responsibilities: Reporting to the head of archives and manuscripts in the Southwest Collection/Special Collections Library, the university archivist manages and maintains the university archives and also supervises the university's records management officer in updating the university's records inventory, records retention schedule, and in the periodic recertification of the university records schedule. Qualifications: Master's degree with course work in archival management required. Administrative and/or management experience in higher education preferred. Other desirable qualifications include one or two years experience in library, archives, manuscript repository or records management, preferably at an academic institution. Salary/Benefits: Minimum of $28,128 at the assistant archivist rank or $31,992 at the associate archivist rank, depending on qualifications. Benefits include choice of retirement programs, including TIAA/CREF; 15 state
programs are offered in eleven colleges and schools, including law and medicine. Texas Tech is a member of ARL and is a Carnegie Research II Institution. The university library has over 1.3 million volumes and a budget of approximately $8.5 million. The Lubbock area (population 225,000) is the West Texas center for education, agriculture, health care, banking, and business. Additional information about TTU and its libraries is available at http://www.lib.ttu.edu. To Apply: Send letter of application, current resume, and names of three references [plus their mail/e-mail addresses, phone and fax numbers] to: University Archivist Search Committee, Southwest Collection/Special Collections Library, Texas Tech University, Box 41041, Lubbock, Texas 79409-1041. Applications received by November 30, 1998, will be given first consideration. AA/EOE.

CORPORATE ARCHIVIST
Caterpillar Inc.
Peoria, Illinois

Caterpillar Inc., the world’s leading developer and manufacturer of earth-moving, construction, materials-handling machinery and industrial turbines, in addition to being a leader in diesel and natural gas engines, is seeking candidates for the position of corporate archivist. This person will plan and oversee the arrangement, cataloging, accessibility and maintenance of the corporate archives. Responsibilities will include developing a standard classification system, promoting the corporate archives within the company, developing strategies for electronic storage and retrieval of materials as well as preservation of the materials, and responding to inquiries from external and internal customers. Required is an advanced degree in history, library science or a related field of study with archival specialization and 3-5 years experience in a corporate archive. A commitment to customer service, good written/oral/interpersonal skills, attention to detail and knowledge of current technologies for archival storage and preservation are highly desired. Caterpillar offers an excellent salary and benefits package, including comprehensive medical, 401(k) and incentive compensation plans. For consideration, please submit your resume with cover letter to: Michael Manwaring, ARC, Caterpillar Inc., Corporate Professional Employment, 100 N.E. Adams Street, Peoria, IL 61629-1490.

CURATOR FOR UNIVERSITY ARCHIVES/GENERAL ARCHIVIST
University of Pittsburgh
Pittsburgh, Pennsylvania

Faculty librarian position in the archives service center, university library system (ULS), responsible for developing and maintaining the university archives of the University of Pittsburgh and the papers and oral histories of university faculty, staff, and administrators. Required: M.L.S. from an ALA-accredited library school (or recognized equivalent) with appropriate course work in archives operations and management. Subject background in a social science, preferably history. Excellent written, oral, and interpersonal communication skills. Demonstrated teamwork ability. Strong commitment to public services and to the role of primary source documents in the research process. Strong computer skills including the creation and handling of digitized collections. Preferred: Experience in archival work through employment or graduate internships. Salary: $30,000. Comprehensive benefits. To Apply: Submit letter of application and resume with the names/addresses/phone numbers of three references to: William Gentz, Personnel Librarian, 271 Hillman Library, University of Pittsburgh, Pittsburgh, PA 15260. Applications received by November 30, 1998, will receive primary consideration. Additional information about the ULS may be found at: www.library.pitt.edu. Full position announcement at: www.pitt.edu/~gentz/archives.html. The University Library System is an AA/EEO committed to increasing diversity in our workplace and strongly encourages applications from candidates who can contribute in this area.

CURATOR OF MANUSCRIPTS
The Schlesinger Library
Radcliffe College
Cambridge, Massachusetts

Radcliffe College pursues the broad mission of advancing society by advancing women, through programs in education, research and public policy. One of its unique resources is the Schlesinger Library on the History of Women in America, one of the nation’s most important collections on the history of women. The Schlesinger Library seeks an experienced archivist for the position of Johanna Maria Fraenkel Curator of Manuscripts. The curator oversees the unpublished holdings of the Schlesinger Library, which measure ca. 7,000 linear feet and grow by ca. 300 feet per year, and the manuscript staff—approximately five FTEs, student assistants, and volunteers. This position combines policy making and planning with implementation, affecting all aspects of manuscript work, from appraisal and acquisitions to reference and outreach, as well as policies and activities of the library as a whole. The Schlesinger Library is affiliated with Harvard University Library (HUL), shares its databases, and the curator cooperates closely with HUL in many of its projects. Qualifications: M.A. in history and archives or in another relevant field; or M.L.S. with archives concentration. Knowledge of theory and practice of all aspects of archives/manuscripts administration (appraisal, processing, preservation, outreach, donor relations). Considerable experience in manuscripts or archives work, and in staff supervision. Must write well and be familiar with archival computer applications [MARC AMC, EAD, etc.]. Membership in the Academy of Certified Archivists, participation in archival organizations, knowledge of U.S. women’s history are advantages. Send nomination or application, including a letter of interest and a curriculum vitae, and requests for a detailed position description to: Diane Hamer, The Search Committee, The Schlesinger Library, Radcliffe College, 10 Garden Street, Cambridge, MA 02138. Review of applications will begin immediately and continue until the position is filled. Radcliffe College upholds a commitment to Affirmative Action and Equal Opportunity and encourages applications from women and people of color.

DIRECTOR
Albert Gore Research Center
Middle Tennessee State University (MTSU)
Murfreesboro, Tennessee

The history department of Middle Tennessee State University seeks applications for a director of its rapidly growing public policy and historical manuscripts repository. Full-time twelve-month, tenure-track position begins July 1, 1999 (#126110). Ph.D. in history, demonstrated interest in local and regional...
history, and a combination of training and experience in archival management and administration is preferred; research field open. Primary responsibility is to the center, with some teaching required. For more information, visit http://www.mtsu.edu/-grcenter. Send letter of application referencing 126110, vita, transcripts, and three letters of recommendation to: George Pimental, College of Liberal Arts, Faculty Recruitment, MTSU Box 546, Murfreesboro, TN 37132. Review of applications begins December 15, 1998, and will continue until filled. AA/EOE.

DIRECTOR–TECHNICAL SERVICES DEPARTMENT
National Baseball Hall of Fame
Cooperstown, New York

The library of the National Baseball Hall of Fame seeks qualified applicants for a position which is responsible for managing our technical services operation. The library is an integral part of the museum operation and is dedicated to the celebration and preservation of all aspects of America’s national pastime. Founded in 1939 the library contains over 2.5 million items, including more than 500,000 photographs; 40,000 research files; 12,000 hours of audio-visual material; 40,000 book volumes; and an extensive collection of personal papers, manuscripts, scrapbooks, programs, scorecards and other material which documents baseball history.

Qualifications: ALA-accredited M.L.S.; five years professional cataloging experience; supervisory experience; knowledge of AACR2, LCSH LC class, USMARC, OCLC, and HTML; preferred experience with Innovative Interfaces INNOPAC system; working knowledge of library acquisitions, serials control, conservation standards and related activities; comfortable in an automated environment; strong verbal and written communications skills; and ability to work in a flexible, highly active environment. Duties: Responsible for original and copy cataloging; maintenance of online catalog; coordinate all aspects of acquisitions, serials control, bindery, conservation, and shelf management activities; supervise and train staff as needed; coordinate OCLC and INNOPAC activities; work with all other departments particularly reference and Internet services; participate in long range planning and budgeting; participate in variety of special events. Salary: Commensurate with experience. Closing Date: Applications will be accepted until position is filled. Apply to: Send cover letter, resume, and three references to: Patti Gulotta, Personnel Manager, National Baseball Hall of Fame and Museum, Inc., 25 Main Street, Cooperstown, NY 13326.

FIELD ARCHIVIST
Western New York Library Resources Council
Buffalo, New York

The Western New York Library Resources Council (WNYLRC) has received a Federal Library Services and Technology Act grant from the New York State Library that will help prepare the region for building digital libraries and will enhance access to archives and manuscript collections in Western New York. The WNYLRC seeks a qualified archivist for a nine-month position funded by the grant. Responsibilities: The duties of the field archivist will be to travel to selected repositories in the region and conduct a survey of each institution and their holdings. The field archivist will enter the data into a custom database maintained online and accessible through the council’s Web site. In addition, the field archivist will provide the WNYLRC with both oral and written evaluations of repositories and collections surveyed; will provide feedback on the database instrument to the database developer; and will participate in an online discussion group on the council’s Web site relating to the collections surveyed as possible candidates for digitization. Qualifications: The field archivist should have an M.A. or an M.L.S. with archives course work from an accredited institution; experience in or strong knowledge of survey methodologies, appraisal, arrangement and description, archival cataloging protocols, and a good understanding of the technology and literature associated with digital access. Candidate should also possess strong communications skills and have own transportation for regional travel. Salary: Salary for nine-month position is $22,810 plus benefits. Interested applicants should send letter of interest, resume and names and addresses of three current references to: Heidi Bamford, WNYLRC-DHP, 4455 Genesee Street, POB 400, Buffalo, NY 14225-0400. First consideration will be given to applications received on or before December 15, 1998. AA/EOE.

RECORDS MANAGER/ARCHIVIST
American Institute of Architects
Washington, DC

The American Institute of Architects (AIA) seeks an individual to develop and implement programs for preserving, cataloging, processing, and making accessible online the AIA collection. Our holdings focus on the history of the AIA and of the architectural profession. Requirements: Degree in architecture, architectural history or history; master’s degree in library and information science, ARMA certification, and/or certification from the Academy of Certified Archivists; minimum five years of research-related experience with commensurate knowledge of methods and techniques. Advanced architecture-related degree, knowledge of migrating from paper-based systems to an archival automation system, and prior experience in a virtual archive preferred. Interested applicants are asked to reply with resume, salary history, and requirements to: American Institute of Architects, Attention: HRD/GY15, 1735 New York Avenue N.W., Washington, DC 20006; fax: (202)626-7476; email: yegelehnnerg@aia mail.aia.org. Visit our Web site at www.aiaonline.com. EEO M/F/H/V.

SPECIAL COLLECTIONS/ARCHIVES TECHNICAL SERVICES LIBRARIAN
University of Minnesota
Minneapolis, Minnesota

Job Number UL84. Description: Lead technical processing efforts in special collections and archival areas; acquire and catalog materials for special collections and archival units; develop and manage special projects, especially uncataloged materials initiatives; develop and deliver training in archival description/processing; coordinate technical services attributes of digital projects initiatives; serve as a specialist in acquisition and control of digital resources, including metadata. Qualifications: Required: ALA-accredited M.L.S. or foreign equivalent; archival and rare book cataloging experience in an online environment; demonstrated knowledge of AACR2, USMARC and relevant subject thesauri; project leadership and management experience; strong oral and written communications skills; familiarity with developing standards for digital resources and archival materials such as Dublin Core and markup schemes such as XML, HTML, SGML and EAD; ability to work independently and as part of a group in a collegial setting with
staff from other areas of the library. Preferred: Experience in training staff and writing documentation; experience processing electronic resources; in-depth knowledge of developing standards for digital resources and archival materials; experience processing in an integrated online system; working knowledge of at least one European language, other than English. Salary and Benefits: This is a full-time, twelve-month, continuous appointment track, academic/professional position with probationary appointment at either assistant or associate librarian. Rank will depend on qualifications and experience consistent with collegiate and university policy. The libraries offers a competitive salary commensurate with experience, not less than $35,000 for this position. Excellent benefits and substantial moving allowance.

Recruiting Schedule: Positions available immediately. Review of applications will begin November 16, 1998. Applications will be accepted until positions are filled. Applicants are encouraged to apply by the review date to receive full consideration. Full position descriptions are available at http://www.umn.edu/ohr/employ.html, listed with academic positions by job numbers. Application Procedure:

Send letter of application, resume, and the names, addresses, telephone numbers, and e-mail addresses of three current professional references to: Linda DeBeau-Melting, Libraries Human Resources Office, 499 Wilson Library, University of Minnesota, 309 19th Ave. So., Minneapolis, MN 55455. Please identify the application with the job number. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran, status or sexual orientation.

SPECIAL COLLECTIONS ARCHIVIST
University of Texas at Arlington Libraries
Arlington, Texas

The archivist works in the archives work unit within the department of special collections, ten FTE. Responsibilities include applying an advanced level of professional skills to all aspects of archival administration in the areas of Texas labor history, Texas political history and the University of Texas at Arlington archives. The archivist also works at the special collections service desk providing general reference service for all areas of special collections. The special collections division collects in the subject areas of Texas, the Mexican American War, Mexican political history (1810-1920), and the history of cartography. Required: M.L.S. from an ALA-accredited university or M.A. in history or a related field. Preferred: Courses in archival management, an archival certificate, and/or membership in the Academy of Certified Archivists; training and background in history, supervisory experience, experience in processing, good organizational and interpersonal skills, experience in service situations, and familiarity with Microsoft Office. Salary: Minimum of $27,000.

Consideration of applications will begin November 4, 1998, and continue until the position is filled. A letter of application; resume; and the names, addresses and telephone numbers of three references should be sent to: Laura Blessing, Personnel Librarian, UTA Libraries, P.O. Box 19497, Arlington, Texas 76019-0497. The University of Texas at Arlington is located in the Dallas/Fort Worth metropolitan area and is an urban university. Additional information about the libraries may be found at http://www.uta.edu/library. AA/EEO.
ENCODED ARCHIVAL DESCRIPTION
TAG LIBRARY VERSION 1.0

Essential documentation for archivists, museum curators, and librarians who are using or are thinking about using EAD. The Tag Library lists and defines all EAD Version 1.0 elements and attributes, and indicates their relationships to one another. Tagged examples illustrate the use of each element. A narrative overview explains the major components of the EAD structure. This publication was prepared by the Encoded Archival Description Working Group of Society of American Archivists and the Network Development and MARC Standards Office of the Library of Congress.

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