

NEWSLETTER
OF THE
SOCIETY OF
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archival outlook



Merrily We Roll Along!

*2000 Election, Mile-High Hospitality,
The Power of Records, and more inside*

table of contents

features






- Slate of Candidates for 2000:
Faye Phillips and Steven L. Hensen vie for Presidency 5



- Look Forward to Hospitality a Mile High:
Denver Hosts the
2000 SAA Annual Meeting
by Jeanne Abrams 6

- The Astounding Power of Records
by Bruce W. Dearstyne 8
- SAA President Submits Testimony to Congressional Committee 10
- SAA Campaign 2000 11
- SAA Web Site Development Continues *by Teresa M. Brinati* 12
- Errata 13
- SAA Fellows Nominations Sought 20
- SAA 2000 Awards Competition 23
- SAA 2000-01 Committee Intern Application 32

departments

-  Link to Learning 14
-  Currents 15
-  Washington Beat 17
-  National News Clips 18
-  World View 19
-  Bulletin Board 30
-  Professional Opportunities 34

columns

- President's Message
SAA and the Archival Community Worldwide 3
- From the Executive Director
Student Union: Visiting With SAA Student Chapters 4
- From the Archivist of the United States
NARA Developments May Help You, Too 16

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the society of american archivists

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SAA and the Archival Community Worldwide

I had the opportunity to represent SAA at a meeting of CITRA, the administrative body of the International Council of Archives (ICA) this past October. This meeting was held in Budapest, Hungary. While I am tempted to devote this column to an effort to portray the splendid attractions and turbulent history of this beautiful city on the Danube and to extol the gracious generosity of the various host institutions, I will focus, instead, on my sense of mission in attending and on professional issues raised by my participation.

My attendance as president of SAA was welcomed and seemed to be broadly appreciated. There is a sense among some in the international archival community that the archival profession in the U.S. is less interested in its international colleagues than it once was. This perceived sense of limited U.S. commitment comes at a time when the practical benefits of international cooperation are greater than ever. Common descriptive standards and encoding protocols, technical interoperability, and institutional collaboration now provide the opportunity to build global collections, accessible by all. We are also facing like challenges worldwide. The difficulties of managing and preserving electronic records are similar everywhere and solutions applicable in Korea or Australia could also be useful in California or Washington, D.C. The imperative to protect the documentary heritage of threatened cultures is a mission shared by archivists everywhere.

As I told several of the other delegates in Budapest, my reason for attending was not to indicate a new personal commitment to international archival affairs, but to seek to delineate an appropriate and consistent role for SAA in international affairs, independent of the enthusiasms of particular individuals. Among my preliminary findings was a strong interest in what U.S. archivists are doing, a sense that all would benefit from more direct access to our experience. SAA publications are frequently purchased, and I was reminded of the extent of our non-U.S. membership. Many foreign archivists attend SAA annual meetings when possible. Encoded Archival Description (EAD) development is of intense interest, viewed by some as a decisive wave of the future with broad international implications. Others are more cautious, but most want to participate actively in its further development.

There are ICA projects in which U.S. representatives should participate in order develop a

common product superior to national development—a new professional glossary is a compelling example. Additionally, there are publications that should be distributed by SAA rather than the creation of redundant works—members would benefit from SAA's promotion of the basic series from the International Records Management Trust (IRMT). Interestingly, ARMA has provided financial support for IRMT's activities in developing countries, reflecting their support for and interest in international development. The training and professional orientation of archivists is a common theme. I was struck by the expression of hope by one European that archival training would incorporate more of library science's emphasis on access and user services, as in the U.S. An encompassing theme is the long-term preservation of archives, both artifactual and digital.

As stated in my remarks in Pittsburgh last August (see *Archival Outlook*, Nov./Dec. 1999, pp. 14-16), I believe that the special responsibilities of a national organization include representing professional interests in international collaborations and exchange of ideas. A grant from the National Commission on Library and Information Science to support SAA's involvement in international archival affairs has enhanced our ability to strengthen our international participation. Karen Benedict, our delegate to the ICA's Society of Professional Associations, has provided exemplary representation, as have others. With support from the Delmas Foundation, the EAD Working Group is actively engaged in international dialogue.

There have been important institutional collaborations in recent years, including the University of Michigan's work with the Vatican, the Hoover's Institution's accomplishments in Russia, Cornell University's project with the Icelandic National Library, the Research Library Group's remarkable success in building international archival and special collection consortia, and the groundbreaking multinational work on electronic records issues being conducted through the InterPARES Project (see www.is.gseis.ucla.edu/us-interpares). In strengthening U.S. participation in ICA, SAA should better coordinate its efforts with NARA in order to provide effective representation reflecting our various strengths and interests.

I believe that SAA should pursue a broader international membership. I think that the value

continued on page 26



from the executive director

by Susan E. Fox

Student Union: Visiting With SAA Student Chapters

One of the more exciting aspects of my work as your executive director is the opportunity to visit with SAA's student chapters and to engage them in conversation about the Society, the profession, and the many opportunities which lie ahead for them and for their national professional association.

This fall I spent a few days during Archives Week with the University of Texas at Austin's student chapter, and just recently I returned from a meeting with UCLA's student chapter. Under the guidance of Professors David Gracy and Anne Gilliland-Swetland respectively, these two chapters (as with all our chapters) exemplify why we can be optimistic about the profession and its future direction. It is through our student chapters that we see first hand the adaptations SAA will need to make in order to remain relevant through the next generation and beyond. The students in our chapters are a diverse lot, representing a wide range of ages, nationalities, and aspirations. The more I meet with students and other SAA members, the more keenly aware I become of the fact that SAA's continuing commitment to diversity is particularly important to our collective future. The student chapters especially reflect this diversity and we need to remain sensitive to and aware of their needs and contributions.

SAA established student chapters in 1993 and they are thriving in more than a dozen colleges and universities. To date, I've met with half of them at least once. I always ask what inspired them to establish the chapter. They invariably reply, "We needed a place to come together as a community of archivists, to learn from each other, from archival experts in our area, and on the national level from SAA." I encourage them to attend our

annual meetings, where we hold a special student chapter meeting, host a career center, and give them an opportunity to present papers. I also encourage them to publish in the *American Archivist* and to compete for the Theodore Calvin Pease Award, established to recognize superior writing by students (see page 24). And I encourage them to share their success stories in *Archival Outlook* so that others throughout the world can appreciate the good work they accomplish throughout the academic year.

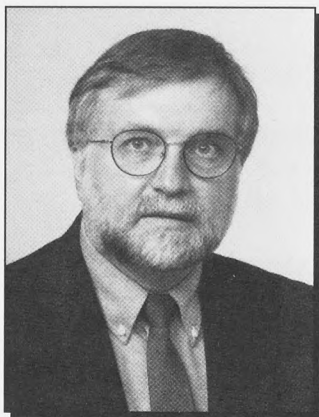
One thing is abundantly clear, our student chapters certainly do not lack for energy and enthusiasm! I am always most interested to learn about their activities. The UCLA chapter, for example, takes advantage of opportunities to visit the rich set of moving image archives in the Los Angeles area. The Austin chapter succeeded in securing a large banner celebrating archives week on the main campus thoroughfare and manned a table in the university mall, where they engaged passersby with information about local repositories. The University of Wisconsin at Milwaukee chapter comes to Chicago at least once a year to tour the archives at such places as the Mercantile Exchange, Kraft Foods, and the Joseph Cardinal Bernardine archives. The staff and I are always delighted when they also make a point to stop by the Chicago office, meet the SAA team and learn more about our operations.

This spring I will be meeting with chapters at the University of North Carolina at Chapel Hill, Simmons College, and the University of Pittsburgh. As my tour of student chapters moves along, at each stop I gather more and more confidence and inspiration that our future is in very capable hands indeed. ♦

Members of the SAA student chapter at the University of Texas at Austin celebrate Archives Week in October.

Pictured from left to right: Sarah Ziebell Mann (secretary), Laura Gottesmann, James R. Lynch, Sarah Canby Jackson (president), Mary K. McKay (vice president), Becky Darby, Astrid A. Stimac (Web publishing chair), Skye C. Thomsen, and Mimi Dionne (events chair)





Steven L. Hensen



Faye Phillips

Slate of Candidates for 2000

Faye Phillips and Steven L. Hensen vie for Presidency

The Nominating Committee of the Society of American Archivists has proposed the following slate of candidates for election in 2000.

VICE PRESIDENT / PRESIDENT ELECT

Steven L. Hensen, DUKE UNIVERSITY

Faye Phillips, LOUISIANA STATE UNIVERSITY

COUNCIL

Thomas Battle, HOWARD UNIVERSITY

Jackie M. Dooley, UNIVERSITY OF CALIFORNIA-IRVINE

Charles Schultz, TEXAS A&M UNIVERSITY

Thomas Connors, UNIVERSITY OF MARYLAND

Margery Sly, PRESBYTERIAN HISTORICAL SOCIETY

Joan Howard, NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION—DENVER

TREASURER

Elizabeth Adkins, FORD MOTOR COMPANY ARCHIVES

Dennis Meissner, MINNESOTA HISTORICAL SOCIETY

NOMINATING COMMITTEE

Kathryn Neal, UNIVERSITY OF MINNESOTA

William E. Landis, UNIVERSITY OF CALIFORNIA-IRVINE

Lynda DeLoach, GEORGE MEANY ARCHIVES

R. Joseph Anderson, AMERICAN INSTITUTE OF PHYSICS

Paul Lasewicz, AETNA, INC.

Suzanne Long, INFO TEK CONSULTING SERVICES

Individual members of SAA will vote for a vice president/president elect, three Council members, one treasurer, and three Nominating Committee members. The candidate elected vice president will serve a one-year term beginning in August and then become SAA's 57th president in 2001-2002. The treasurer and those elected to Council will serve three-year

terms beginning in August and running through the annual meeting in 2003. Those elected to the Nominating Committee will serve one-year terms.

All candidates are required to respond to the following questions related to their prospective offices:

- (Vice President/President Elect and Council)
In this era of stagnant SAA membership and an increasingly compartmentalized profession, what would you like to see as the main accomplishments of SAA and the archival profession by 2005?
- As SAA treasurer, how would you balance the needs of the membership against the limited budget of SAA? How would you move beyond membership dues and locate other areas of possible revenue sources?
- As a Nominating Committee member, what kind of leaders will SAA need in the coming years? Based on your answer, how will you locate these leaders and ensure that they represent SAA's diverse membership?

These questions were formulated by this year's Nominating Committee: Tanya Zanish-Belcher (chair), Mark Duffy, Amy Fischer, and Council members Fynnette Eaton, and Helen Tibbo.

Candidates' responses to the questions posed, along with vitae, will appear in the ballot. An eligible member of SAA may also be placed on the ballot by submission of a petition signed by 50 individual members. Such petitions must be received at the SAA office by February 10, 2000.

Voters will have the opportunity to write in candidates on the ballot, which will be mailed to all individual members in February. If you have not received a ballot by March, please contact the SAA office at 312/922-0140 or info@archivists.org. The deadline for returning ballots will be April 7, 2000. ♦

Look Forward to Hospitality A Mile High: Denver Hosts the 2000 SAA Annual Meeting

By JEANNE ABRAMS,
Local Arrangements Committee

Famous for its breezy western hospitality and breathtaking views of the Rocky Mountains, Denver is proud to host SAA's 64th annual meeting at the Adam's Mark Hotel, August 30–September 3, 2000. Known variously as the "Queen City of the Plains" and the "Mile High City," Denver has a colorful history which dates back to the High Plains Native Americans. Spanish explorers seeking Indian treasure gave Colorado its name from the brilliant red rocks that dotted the landscape. Colorado is officially known as the Centennial State because it entered the Union in 1876. It is also the highest in elevation

of the 48 contiguous states. At 14,431 feet, Mt. Elbert is the highest peak in the state. When gold flakes were discovered at the confluence of Cherry Creek and the Platte River in the area that was to become Denver in 1858, it set off a great gold rush, which took the phrase "Pikes Peak or Bust" as its motto. In 1859 pioneers began to pour into Colorado in search of freedom, adventure and fortune. Soon the little mining town of Cherry Creek became a boom town filled with stores, saloons, and gambling halls as the discovery of gold in the mountains attracted thousands. Profits from the mines transformed Denver into a major center, filled with elegant mansions, theaters, stores, and tree-lined boulevards.

Later in the century, health-seekers also moved to Colorado (and to Denver, in particular,) many "chasing the cure" for tuberculosis in Colorado's dry and sunny climate, and a significant number of sanatoriums were founded. The small group of

early Denver prospectors and cattlemen has evolved into a population of more than two million people, making it one of the fastest growing cities in the United States.

Denver is a cosmopolitan city that has erected an impressive array of cultural and sports related complexes over the last few years. The city boasts the largest city park system in the country, with over 200 beautiful local parks. In 1997 *Sporting News* named the city the "Sports Capitol of the Nation." With four major sports teams—the two-time Super Bowl-winning NFL Denver Broncos, the NBA Denver Nuggets, the NHL Colorado Avalanche, and the Colorado Rockies baseball team—it is easy to see why Denver is a magnet for sports fans. Added attractions are the magnificent new Pepsi Center, built for the Nuggets and the Avalanche, and Coors Field, which hosts the Rockies. A new stadium for the Broncos is currently under construction.

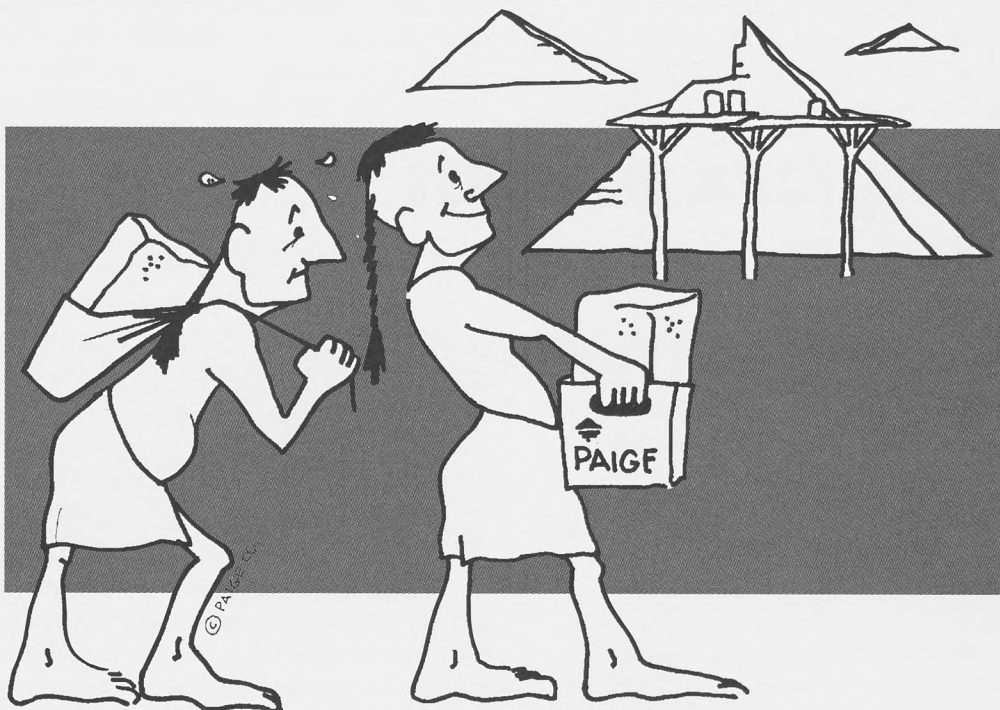
The beautiful Denver Center for the Performing Arts, second in size only to New York's Lincoln Center, hosts a variety of plays, operas, ballet, and concerts in one or more of its eight theaters on any given night. The city's historic heritage is on display in a variety of museums and libraries, including the Colorado History Museum, the Denver Art Museum, Denver Public Library's Western History and Genealogy Department, and the Black American West Museum, among others. The Denver Museum of Natural History includes an IMAX theater and planetarium, the Denver Zoo is home to thousands of exotic animals, and the city's newest major attraction—Colorado's Ocean Journey—offers a variety of innovative aquatic exhibits. The Adam's Mark Hotel is close to all of these attractions as well as upscale shopping and a wide variety of restaurants.

The SAA Local Arrangements Committee, chaired by Steve Fisher and Joan Howard, is working diligently to make this conference one of the most successful, educational, and entertaining to date. From a reception at the recently remodeled Denver Public Library to tours of the magnificent Rocky Mountain National Park and a host of exciting local sites, as well as dozens of stimulating, information-packed sessions, the 2000 SAA annual meeting promises something for everyone.

Colorado is known as one of the most beautiful states in the union, so it should come as no surprise that lyrics to "America the Beautiful" were inspired by Katherine Lee Bates' visit to Colorado in 1893. We invite you to join us for a memorable series of events set against a colorful backdrop 5,280 feet above sea level! ♦

The Adam's Mark Hotel, situated on the 16th Street Pedestrian Mall, amid a charming setting of trees, benches, and flowers. (Photo courtesy of Lynn Smith.)





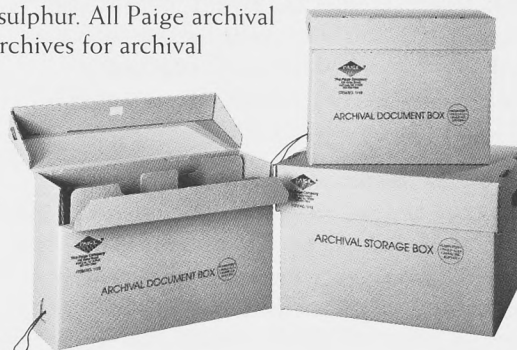
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The Astounding Power of Records

by BRUCE W. DEARSTYNE, College of Library and Information Services, University of Maryland

During the past few months, there have been an exceptional number of cases of the almost astonishing power and importance of records to recall the painful past, to provide startling insights, and to sway juries. Some examples follow:

Records Bring Tragedy to Life. Eric Larsen describes the devastation wrought by the 1900 Galveston hurricane through the eyes of Issac Stern, the Weather Bureau's chief meteorologist in the city, who lost his wife in the flood. Through careful use of Weather Bureau records and materials at Galveston's Rosenberg Library, the Library of Congress, and elsewhere Larsen brings turn-of-the century Galveston to life, describes weather forecasting, provides insight into the operation of the Bureau, and shows the impact of the storm in human terms. Archives are duly acknowledged.

"It is one thing to write great man history, quite another to explore the lives of history's little men," he observes. "I hunted Issac's trail...through the wonderfully rich, achingly fragile archives of the Weather Bureau, lodged in the new National Archives Annex outside Washington—a place that makes deep historical research not a chore but an exciting and always profitable journey. I touched records, it seemed, that no one had touched for the better part of a century. I handled the very telegrams that Willis Moore, chief of the bureau, himself had touched.... [Thanks to NARA and others] just for being there and for helping to preserve so many bits and pieces of the nation's past and for happily fielding endless, naive queries about times long gone."¹

Records Hide and Reveal Secrets. How to better understand 20th-century intelligence and the role of the rival agencies, the CIA and the KGB? During the past few months, at least three stories involving official intelligence records have played in print. The CIA released heavily redacted files on activities in Chile in the 1970s which hint at Agency involvement in the internal affairs of that nation, but stop short of documenting specific activities.² The CIA agreed to turn over to Germany 320,000 files of the Stasi, the East German secret police, that contain information on East and West German citizens; secrecy still surrounds the files and how they were obtained.³

One of the most dramatic revelations of secret documents in history is the book, *The Sword and the Shield*, co-authored by Vasili Nikitich Mitrokhin, long-time chief archivist for the foreign intelligence arm of the KGB.⁴ Mitrokhin was responsible for

checking and sealing files. He lost faith in the Soviet system, was particularly disturbed by the policy of prosecuting dissidents, and decided to compile a "record" of his own. Every day for 12 years he smuggled notes (not original records) out of work. He escaped to Britain, and the notes became the basis for this very revealing work about KGB operations aimed at specific Americans, disinformation efforts, and espionage efforts.

Records Provide Insights Into a President's Thoughts. Journalist and author Bob Woodward has facetiously called former President Richard Nixon "the gift that keeps on giving" through continuing release of the Nixon tapes.⁵ Nixon may or may not be considered a "gift"—but his involvement with important records has spanned more than half a century. In an extraordinary development, the sealed records of the secret testimony in the 1948 case involving Alger Hiss were released. Then-Congressman Nixon, a member of the House Committee on Un-American Activities, testified before the grand jury and brought with him the microfilm of the so-called "pumpkin papers"—microfilm containing copies of sensitive records that had been hidden in a hollowed-out pumpkin by Whittaker Chambers, a former Communist, who claimed the papers had been given to him by Hiss. "I have the microfilm in my physical custody," said Nixon dramatically. He summarized the contents, but pointedly refused to let the jury see the film (they finally got it later).⁶ Hiss was convicted and later went to jail, partially because of the documentary evidence.

Nixon, of course, later went on to the presidency, leading to Watergate and the famous Nixon tapes. Newly released tapes showed the president's paranoia, anti-Semitism, and disrespect for some of his closest associates. At one point, the tapes reveal, Henry Kissinger expresses contempt for the Secretary of State William Rogers, and Nixon seems to agree, but after Kissinger leaves the room, Nixon expresses his frustration at Kissinger and says: "What he does not realize is, I don't read his [expletive] papers...I just skim them!" In another reference to documents, Nixon tells an aide to break into the Brookings Institution and steal documents. "Get it done! I want it done! I want the Brookings safe cleaned out!"⁷ The intertwined story of Nixon and the tapes will continue as more material is released.

Records Make the Case. In a development that deserves attention from archivists, records have rather suddenly become the determining factors in important court cases. During the

"discovery" or initial phase of litigation, companies, under court orders, are required to turn over to their opponents records and other materials pertinent to the issues at hand. Some of these documents are extraordinarily revealing and often devastating to the company that produced the records in the first place.

A few recent, dramatic examples:

- Tobacco company records have played a major role in government lawsuits to recover damages from tobacco companies for false advertising and covering up their knowledge of the dangers of smoking. In the latest turn of events, the movie, *"The Insider"* dramatizes the story of Brown and Williamson employee Jeffrey Wigand, who testified against the industry. Brown and Williamson has attacked the film, and, in a dramatic document counter-ploy, posted on their Web site an FBI report allegedly showing that one dramatic moment in the film—Wigand, played by Russel Crowe, finds a bullet in his mailbox, which he interprets as a death threat—never happened. A visit to B&W's Web site also has point-and-click door icons labeled "Documents Room" and "Litigation Archives" for the archivally curious.⁸
- A jury made a \$4.9 billion award against General Motors for injuries sustained when a 1979 Chevrolet Malibu exploded in flames when struck from behind. Attorneys for the crash victims introduced hundreds of documents in the case. One particular incentive to award this astronomical sum—which was later reduced on appeal—was a document known as the "Ivey Memo," named for a former GM engineer, which outlines an internal debate in GM over gas tank design and seems to imply that company officials knew about the dangers but took no actions.⁹
- An Illinois jury fined State Farm Insurance \$456 million in a class-action lawsuit that accused the company of approving the use of inferior parts in collision repairs. Asked about the verdict, the jury foreman said: "Their own documents said there was a problem with the parts," referring to internal records presented at the trial.¹⁰
- Much of the antitrust case against Microsoft turned on documents. The Department of Justice entered more than 2,500 exhibits, many of them copies of internal Microsoft records, and also made them available on its Web site in what may well constitute the greatest forced release of internal company records in history. Many times, internal e-mail provided evidence that contradicted the testimony of Microsoft officials. For instance, in May 1995, Chairman Bill Gates urged his top lieutenants to consider "a very powerful deal of some kind we can do with Netscape," outlined the parameters, and concluded with "this kind of deal could be a big win-win....I would really like to see something like this happen!"¹¹ During the trial, Gates testified that he was not concerned or involved with pressuring Netscape at this time, but the record clearly undermined his assertion. The government's

summary pointed out that "at trial, Microsoft relied on the testimony of its own employees (who repeatedly contradicted their own contemporaneous documents)" and stressed that the company's internal documents provided powerful evidence of efforts to suppress competition.¹² There is little doubt that the discrepancy between the written record and Microsoft executives' testimony helped persuade the judge to issue a "Finding of Fact" that was very critical of the company.¹³

These are just some prominent examples of the powerful influence of records. These examples alone have many implications for archivists and records managers:

- Records are much in the news! This fact presents opportunities for calling attention to archival and records management issues.
- In many of the high-profile examples, archivists and records managers were not directly involved, at least not publicly, but the examples show the need for sound records management and archival practices.
- Litigation involving opening of records during the "discovery" phases provides potential opportunities—and challenges—for records managers and archivists.
- The negative use of corporations' own records may well have a "chilling effect"—fewer records created, more stress on quick disposition.
- E-mail, a quick and easy way of creating and transmitting records, needs sustained attention from archivists and records managers.
- The World Wide Web offers unprecedented opportunities for disseminating electronic versions of records.

End Notes:

1. Erik Larsen, *Issac's Storm: A Man, A Time, and the Deadliest Hurricane in History* (New York: Crown Publishers, 1999), 275-276, 316.
2. *Washington Post*, October 24, 1999.
3. *Washington Post*, October 27, 1999.
4. Christopher Andrew and Vasili Mitrokhin, *The Sword and the Shield: The Mitrokhin Archive and the Secret History of the KGB* (New York: Basic Books, 1999).
5. Charles Krauthammer, "Nixon on the Couch," *Washington Post*, October 15, 1999.
6. *Washington Post*, October 13, 1999.
7. *Time*, October 18, 1999, 35; *Washington Post*, October 6, 1999.
8. http://www.brownandwilliamson.com/1_hottopics, 11/15/99.
9. *Washington Post*, July 10, 1999.
10. *Washington Post*, October 5, 1999.
11. Bill Gates to Paul Maritz et al, May 31, 1995, Government Exhibit 22, United States of America, Plaintiff, vs. Microsoft Corporation, Defendant, Civil Action no. 98-1232, <http://www.usdoj.gov/atr/cases/ms>, Government Exhibit no. 22.
12. "Plaintiff's Joint Memorandum In Response to Microsoft's Proposed Findings of Fact, n.d." Ibid.
13. "Findings of Fact," November 5, 1999, Ibid.

SAA President Submits Testimony to Congressional Committee

On October 20, 1999, Society of American Archivists President H. THOMAS HICKERSON submitted the following testimony to the Committee on Government Reform's Subcommittee on Government Management, Information, and Technology Oversight Hearing on the National Archives and Records Administration, chaired by Congressman STEPHEN HORN [D-CA].

It is an honor and a pleasure to have this opportunity to appear here today to provide testimony regarding issues critical to the National Archives and Records Administration (NARA). While I will address several general issues, I will, as requested, focus my remarks on the application of digital technologies and particularly on the management of electronic records. My comments will reflect three areas of experience:

- 1) My experience of nearly thirty years' involvement in archival practice and extensive professional leadership, including my present service as president of the Society of American Archivists;
- 2) My direction at Cornell University of the principal archival and rare book programs, my development over the last eight years of an institute at Cornell dedicated to the building of digital collections based on cultural and scientific holdings, and my present responsibility for library information technologies at Cornell; and
- 3) My United States citizenship. While the first two of these provide the basis for my authority and expertise in these proceedings, my citizenship also provides a strong incentive for my interest in the successful operation of the National Archives and Records Administration.

In recognizing the importance of NARA for every U.S. citizen, we have only to look at recent experience in Kosovo to see that invading forces sought to systematically destroy land, financial, citizenship, and genealogical records in an effort to destroy economic and political rights and community and cultural identity. In the United States, responsibility for maintaining the archival record is broadly distributed among state and municipal archives, university, corporate, and religious repositories, research libraries, and historical societies and museums, but no institution other than the National Archives is so central and fundamental to the rights of every citizen and to the process of democratic governance. That we dedicate only \$200 million annually to this large, complex, and vital undertaking is, on one hand, regrettable, and on the other, a rather remarkable bargain. For I do feel that in spite of the extent of the challenge, overall our National Archives has served us well. But it could have done more in the past, and it must do more in the coming years.

The future of the archival record is at a critical juncture. Congressman Horn, I urge that you and your colleagues vigorously assist in this critical transition. We are living in a time of dramatic and continual change. Against a seemingly constantly evolving tableau, the dominant transformation of our time, the information revolution, is taking place. This revolution focuses on information creation, dissemination, use, management, storage, and preservation. As a result, archivists are facing some of the most vexing challenges of modern-day information management, confronting issues essential to government, corporations, institutions, and organizations in operating effectively and in fulfilling their legal requirements. At the same time, archivists continue to be dedicated to preserving and supporting the use of large existing collections documenting historic achievements, social and industrial development, and the experience of everyday life.

As we enter the new century, the pace of change and a growing sense of the seeming fragility of the human record have served to significantly expand the appeal of original materials, as well as the interest in access to digital facsimiles. Museums and other cultural repositories are enjoying extraordinary growth in attendance.

In Texas, for example, the Johnson Presidential Library is second in number of visitors only to the Alamo, itself an historic site and museum. Thus, we are faced with the paradox of society's increased interest in historical documents, images, and objects, both in artifactual form and in digital representations, while current records are increasingly generated in electronic form, and e-mail, e-commerce, and Web sites are the predominant means of written communication. In reviewing the mandate and priorities of the National Archives, we must keep in mind this confluence of pervasive interest in our documentary heritage and of transformative changes taking place worldwide. Ideally, an integrated continuum will be established between the records and services of this century and those of the next.

In my specific comments, I will concentrate on three aspects of NARA's mission that I feel are central to its success in the next decade. The first is managing records generated in electronic form. The second is leadership in innovative applications of new technologies. The third is the need to extend services to users and broaden the value of the nation's archives for the American public. Although this third topic is more general, it is related to the other two. While I will express significant concern regarding progress on these issues, I will also emphasize my belief that significant change is underway in all three areas.

Managing Electronic Records

In a report of the House Committee on Government Operations, "Taking a Byte out of History: The Archival Preservation

continued on page 26

Help advance the archival mission...



Dear Colleague:

As promised in my column in *Archival Outlook*, I am writing to each of you to request that you consider making a gift to the Society of American Archivists' Campaign 2000. Regardless of your conclusion, I urge you to consider both what your contribution could mean for SAA and would mean for you.

In preparing this letter, I have considered the question from two differing perspectives. First, I am convinced that for SAA to fulfill the role that we want and need for it to play, greater financial resources are necessary. While the officers of SAA have proceeded cautiously, raising annual dues has been our principal solution. I view this situation much like that of my own institution. Cornell University needs more resources each year to respond to increasing costs, rising expectations, and growing competition. At the same time, university officials now conclude that continually raising tuition reduces competitiveness and can exclude talented students. Similarly, SAA needs a large and growing membership to financially support strong programs and services. More importantly, it needs a large and growing membership to realize common goals, to maintain professional vitality, and to insure future viability.

To avoid the risk of declining membership and reduced capabilities, SAA must be financially frugal and must generate expanded resources via means other than regular dues increases or steadily increasing service charges. This means increasing grants, publication sales, and institutional and corporate sponsorships. It also means increased fundraising. Let's encourage members to contribute to SAA when they can, rather than requiring them to pay higher costs whether they can or not.

I also feel strongly about the personal significance of making a contribution to SAA. We have all made commitments to the archival mission, and this mission is an honorable one, deserving of our efforts and our pride. SAA is dedicated to these goals, and its health is vital to the success of the archival role in society. Many of us make gifts annually to worthwhile endeavors. Among the tax-deductible options listed to the right, I strongly suspect that each of you will find one that is deserving of your support.

Thank you for your consideration of this request.

Sincerely,

H. THOMAS HICKERSON, SAA PRESIDENT

Associate University Librarian, Information Technology & Special Collections, Cornell University

SAA society of american archivists

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SAA Web Site Development Continues

by TERESA M. BRINATI, Director of Publications

There are three key ingredients to a successful Web site: content, community, and commerce. Developing all three is an ongoing process. SAA is currently working on a Web strategy plan that will reflect the organizational and strategic goals of the association. This plan will insure the systematic growth of the SAA Web site through the identification and allocation of the necessary financial, technical and human resources.

Content

Since launching a redesigned site in September, SAA has focused mainly on maintenance and updating content. We have received many e-mails from membership with comments and suggestions for correcting and revising existing content. We are grateful for this assistance and encourage the membership to continue to contact SAA with feedback (send to tbrinati@archivists.org). Our goal is accuracy.

In the past couple of months we have added the following content to the SAA Web site:

- Five presidential addresses
 - H. Thomas Hickerson (55th president, 1999-2000)
"The Archival Enterprise on Entering the Year 2000":
www.archivists.org/news/index.html#pittsburgh_1999
 - Luciana Duranti (54th president, 1998-1999)
"Meeting the Challenge of Contemporary Records: Does It Require a Role Change for the Archivist?":
www.archivists.org/governance/presidential/duranti-2.html
 - Brenda Banks (51st president, 1995-1996),
"Seeing the Past as a Guidepost to Our Future":
www.archivists.org/governance/presidential/banks.html
 - Maygene Daniels (50th president, 1994-1995),
"On Being an Archivist":
www.archivists.org/governance/presidential/daniels.html
 - John A. Fleckner (45th president, 1989-1990), "Dear Mary Jane": Some Reflections on Being an Archivist":
www.archivists.org/governance/presidential/fleckner.html
- Overview of the SAA annual meeting:
www.archivists.org/news/index.html#pittsburgh_1999
- Spring 2000 professional education workshops:
www.archivists.org/prof-education/seasonal_schedule.html
- President Hickerson's testimony to Congress:
www.archivists.org/statements/hickerson_testimony.html
- Feedback on proposed 2000 strategic plan:
www.archivists.org/governance/feedback_strategic_plan.html

SAA e-Commerce Survey

Visitors to the SAA home page are invited to participate in a brief and anonymous survey, being conducted to assess the potential for e-commerce on SAA's Web site.

Go to: www.archivists.org.

- *American Archivist* article abstracts and author bios for three recent volumes: www.archivists.org/periodicals/aa-toc.html
- Weekly updates to job ads:
www.archivists.org/employment/index.html

Community

One of SAA's top goals in designing and implementing its Web site was to take advantage of the unprecedented and remarkable ability to foster a truly international sense of community among archival professionals. The Internet makes it possible to reach out to colleagues from Alaska to Zimbabwe.

The ever expanding community of users who return regularly to the SAA Web site are offered up-to-the-minute information advocacy efforts on behalf of the profession, job opportunity listings, contact information for SAA leadership, a handy directory of related organizations (see www.archivists.org/assoc-orgs/index.html) and the invaluable selection of e-mail lists devoted to specific areas of archival work, including: Archives and Archivists Listserv; Electronic Records Section Electronic Mailing List; Native American Archives Coalition Listserv; Science, Technology, and Health Care Archives Forum; and the Security Roundtable Listserv (see www.archivists.org/listservs/index.html).

These lists actively engage in discussions pertaining to their specific areas, answer questions posed by other list members, share insights, tips and trade secrets—truly creating a supportive and informative community of professionals. The world wide access to these lists broadens the scope of the discussions and will continue to build the international sense of community within the profession, crossing borders and unifying the vision and future of archives. SAA will continue to actively work to develop this aspect of its Web site, recognizing in it the vital link it creates among members and archivists everywhere.

Commerce

The Web site holds immeasurable potential for generating revenue for the society. We are currently exploring the many possibilities presented by e-commerce for delivering SAA's unparalleled member benefits, products and services to a world wide audience. At the top of the list is investigating the feasibility of an online bookstore. (Incidentally, the new edition of the SAA publications catalog is in production and will be available within the next several weeks). The SAA continuing education program has offered two online workshops with more planned in the near future and expects to expand the number and variety of online education offerings in the coming year.

Another goal for the Web site is online membership/dues processing. In addition, vendors of archival services and goods, such as those who exhibit during SAA's annual meeting, will someday be able to place advertisements or purchase links to SAA's site, presenting still another opportunity for SAA to secure its financial base via the Web site. ♦

Errata

The November/December issue of *Archival Outlook* generated plenty of feedback from the membership. Intrepid readers spotted a few mistakes. We regret these errors. Corrections are below.

• **2000 Leadership Directory:** The print insert inadvertently omitted the following SAA Council member from the listing:

RICHARD PEARCE-MOSES (1999-2002)
Arizona Department of Library, Archives & Public Records
1001 E. Griswold #17
Phoenix, AZ 85020
602/542-4035
fax 602/542-4455
rpm@primenet.com

The most up-to-date edition of the directory may be accessed at www.archivists.org/governance/leader_list.html.

• **Mistaken Identity:** Congratulations to **JAMES M. REILLY**, director of the Image Permanence Institute, for winning SAA's Preservation Publication Award for *The*



James M. Reilly

Storage Guide for Color Photographic Materials. His colleague **DOUG NISHIMURA** accepted the award for him at the SAA annual conference in Pittsburgh last August and we subsequently wound up with his picture (instead of Reilly's) on page 13 of the newsletter. The real James Reilly is pictured at left.

• **Honorable Mention:** Being named a fellow is the highest honor bestowed on individuals by SAA in recognition for their outstanding contributions to the archival profession. The list of SAA fellows on the Web site (www.archivists.org/recognition/fellows_list.html) is cumulative, though not definitive. The list that ran on page 30 of the last issue was meant to be an "active" list and included several fellows who are now deceased. The revised list is on page 20 of this issue of the newsletter.

• **RSVP:** SAA thanks readers for their feedback. In striving to serve the membership and improve association publications, we encourage all to continue sending their comments and suggestions to Teresa Brinati, Director of Publications, at tbrinati@archivist.org; 312/922-0140; fax 312/347-1452.



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Security in Archives and Manuscript Repositories

WORKSHOP #2002

LOCATION: TUCSON, AZ

CO-SPONSOR: UNIVERSITY OF ARIZONA, LIBRARY, SPECIAL COLLECTIONS AND ARCHIVES AND THE ARIZONA DEPARTMENT OF ARCHIVES AND PUBLIC RECORDS

DATE: MARCH 10-11, 2000

INSTRUCTORS: MIMI BOWLING AND RICHARD STRASSBERG

FEE: \$256, SAA MEMBERS \$202

CONTINUING EDUCATION UNITS: 1.1

REGISTRATION DEADLINE: FEBRUARY 10, 2000

Archival Cataloging as a Component of Description

WORKSHOP #2003

LOCATION: AUSTIN, TX

CO-SPONSOR: UNIVERSITY OF TEXAS

DATE: MARCH 16-17, 2000

INSTRUCTORS: MELISSA DELBRIDGE AND LYNN HOLDZKOM

FEE: \$342, SAA MEMBERS \$269

CONTINUING EDUCATION UNITS: 1.5

REGISTRATION DEADLINE: FEBRUARY 16, 2000

WORKSHOP #2004

LOCATION: ATLANTA, GA

CO-SPONSOR: SOCIETY OF GEORGIA ARCHIVISTS

DATE: APRIL 6-7, 2000

INSTRUCTORS: MELISSA DELBRIDGE AND LYNN HOLDZKOM

FEE: \$342, SAA MEMBERS \$269

CONTINUING EDUCATION UNITS: 1.5

REGISTRATION DEADLINE: MARCH 3, 2000

WORKSHOP #2007

LOCATION: CHICAGO, IL

CO-SPONSOR: MIDWEST ARCHIVES CONFERENCE

DATE: MAY 2-3, 2000

INSTRUCTORS: MELISSA DELBRIDGE AND LYNN HOLDZKOM

FEE: \$342, SAA MEMBERS \$269

CONTINUING EDUCATION UNITS: 1.5

REGISTRATION DEADLINE: APRIL 3, 2000

Basic Electronic Records

WORKSHOP #2005

LOCATION: ONTARIO, CA

CO-SPONSOR: SOCIETY OF CALIFORNIA ARCHIVISTS

DATE: APRIL 13, 2000

INSTRUCTORS: TOM RULLER

FEE: \$215, SAA MEMBERS \$169

CONTINUING EDUCATION UNITS: .75

REGISTRATION DEADLINE: MARCH 13, 2000

Encoded Archival Description

WORKSHOP #2006

LOCATION: SALT LAKE CITY, UT

CO-SPONSOR: UTAH STATE ARCHIVES

DATE: APRIL 13-14, 2000

INSTRUCTORS: KRIS KIESLING AND MICHAEL FOX

FEE: \$362, SAA MEMBERS \$289

CONTINUING EDUCATION UNITS: 1.5

REGISTRATION DEADLINE: MARCH 13, 2000

WORKSHOP #2008

LOCATION: BELLINGHAM, WA

CO-SPONSOR: WESTERN WASHINGTON UNIVERSITY

DATE: MAY 3-4, 2000

INSTRUCTORS: KRIS KIESLING AND MICHAEL FOX

FEE: \$362, SAA MEMBERS \$289

CONTINUING EDUCATION UNITS: 1.5

REGISTRATION DEADLINE: APRIL 3, 2000

Planning New and Remodeled Archival Facilities

WORKSHOP #2009

LOCATION: ST. LOUIS, MO

CO-SPONSOR: MUSEUM OF TRANSPORTATION

DATE: MAY 11-12, 2000

INSTRUCTOR: TOM WILSTED

FEE: \$342, SAA MEMBERS \$269

CONTINUING EDUCATION UNITS: 1.5

REGISTRATION DEADLINE: APRIL 3, 2000

The Administration of Photographic Collections

WORKSHOP #2010

LOCATION: BALTIMORE, MD

CO-SPONSOR: AMERICAN ASSOCIATION OF MUSEUMS

DATE: MAY 12-13, 2000

INSTRUCTOR: LAURIE BATY AND

RICHARD PEARCE-MOSES

FEE: \$342, SAA MEMBERS \$269

CONTINUING EDUCATION UNITS: 1.5

REGISTRATION DEADLINE: APRIL 12, 2000

Preservation: Surveying, Selection and Holdings Maintenance

WORKSHOP #2011

LOCATION: LOWELL, MA

CO-SPONSOR: NEW ENGLAND ARCHIVISTS

DATE: APRIL 28, 2000

INSTRUCTOR: PAM HACKBART-DEAN

FEE: \$215, SAA MEMBERS \$169

CONTINUING EDUCATION UNITS: .75

REGISTRATION DEADLINE: MARCH 27, 2000

For more information or to register for a workshop, please contact Reneta Webb, Education Director (rwebb@archivists.org), Tara Shimandle, Education Program Coordinator (tshimandle@archivists.org), or call SAA at 312/922-0140.



Best Wishes!

EVA MOSELY retired this summer after 27 years as curator of manuscripts at the Arthur & Elizabeth Schlesinger Library on the History of Women in America. A gala event in her honor was held last May and a volume of essays, *Innocent Documents*, was dedicated to her. Eva (pictured with Arthur M. Schlesinger, Jr.) delivered a lecture entitled "Living with Charlotte Perkins Gilman and Other Joys of Being a Manuscript Curator," and noted that the great joy of her long career has been working at a library "that doesn't just collect, but advocates and educates."

Courtesy of News from the Schlesinger Library



LISA GIBBON, provincial archivist for the Redemptorists (Denver Province), has accepted the position of director of the Maryknoll Mission Archives in Maryknoll, New York.

The National Historical Publications and Records Commission recently honored **LARRY HACKMAN**, director of the Truman Presidential Library, for his distinguished service in documentary preservation and publications.

WILLIAM JOYCE was recently appointed the Dorothy Foehr Huck Chair in Special Collections in the Libraries at Penn State

and will manage the Special Collections Library that has opened in the new Paterno Library on campus. Joyce formerly worked in Rare Books and Special Collections at Princeton University.

GLORIA MERAZ, archivist for the Texas Library Association in Austin, received the Society of Georgia Archivists' David B. Gracy II Award for her article, "Cultural Evidence: On the Common Ground Between Archivists and Museologists," published in a recent issue of *Provenance*. Named for the founder and first editor of *Provenance*, the Gracy Award is presented to the author of the best article in each issue of the annual publication.

TIM PYATT has been appointed curator of manuscripts and director of the southern historical collection at the University of North Carolina at Chapel Hill Library. Pyatt joined the library's Manuscripts Department staff in 1995 as assistant curator and collection management librarian. Pyatt is also an adjunct instructor for the School of Information & Library Science where he teaches administration of archives and manuscripts collections.

KEN RICCARDI, institutional archivist and public services librarian at LaGuardia Community College of the City University of New York, published "Information Literacy and the Archival Exhibit" in the June 1999 newsletter of the Archivist Roundtable of Metropolitan New York.

MICHAEL WIDENER has been appointed to the Board of Trustees of the Texas Supreme Court Historical Society. The Society is dedicated to preserving, promoting and disseminating the history of the Texas judiciary. Widener has been the archivist/rare books librarian at the Tarlton Law Library, University of Texas at Austin, since 1991.

Obituary

DR. AUGUST R. SUELFLOW, director emeritus of Concordia Historical Institute (CHI) and adjunct professor of historical theology at Concordia Seminary, St. Louis, died unexpectedly at his home August 28, 1999. Suelflow, 76, served from 1948 until 1995 as director of CHI, which houses the Lutheran Church-Missouri Synod's Department of Archives and History. Prior to that, he was assistant curator for two years at CHI, which is located on the St. Louis seminary campus.

A Wisconsin native, Suelflow graduated from Concordia College, Milwaukee, in 1942 and received his M.Div. and S.T.M. degrees from Concordia Seminary, St. Louis, in 1946 and 1947, respectively. Concordia Theological Seminary, now in Fort Wayne, awarded him an honorary doctor of divinity degree in 1967, when it was located at Springfield, Illinois. He first taught at Concordia, St. Louis, as a guest lecturer in 1952 and has been an adjunct professor since 1975. He was the seminary's archivist from 1976 to the time of his death. In 1967, he was a guest lecturer at Concordia,

Springfield, and was an instructor at Washington University, St. Louis, from 1967 to 1982. Suelflow served as assistant pastor at Luther Memorial Lutheran Church, Richmond Heights, Missouri (1948-1956), and at Mt. Olive Lutheran Church, St. Louis (1958-1975).

Over the years, Suelflow was a member of several archival and history organizations and wrote numerous published works, including *Religious Archives: An Introduction* (SAA, 1980). A fellow of the Society of American Archivists, he received the Sister M. Claude Lane Award in 1976 for significant contributions to the field of church archives. He served as the chair of SAA's Religious Archives Section for many years. He received the Distinguished Service Award from the Lutheran Historical Conference (LHC) in 1982 and was one of its founders. He served LHC in a variety of ways, including several terms as president and publications editor. CHI gave him its Award of Commendation in 1975, 1980 and 1981.

Memorial gifts may be designated for the August R. Suelflow Scholarship Fund at Concordia Seminary, c/o Office of Development, 801 DeMun Ave., St. Louis, MO 63105.



NARA Developments May Help You, Too

1999 was a year of significant achievement for the National Archives and Records Administration. A lot of things on which we have been working produced visible results. And at least some of them may be useful to other archives. Here are examples.

Electronic Records Archives R&D. The year 1999 saw a breakthrough in our search for long-term solutions to the problems of preserving and providing access to the millions of electronic records now generated annually by federal agencies. In search of ways to accession such large numbers, we joined a partnership supporting research at the San Diego Supercomputer Center. A prototype it has produced has been able to preserve two million e-mail messages in two days. Moreover, other research indicates that it may be feasible to build an electronic records archives able to preserve any kind of electronic record in a format that can free it from the computer system in which it was created and make it readable on computer systems now in use and systems yet to come.

NARA's grant-making affiliate, the National Historical Publications and Records Commission, recently funded a separate project at the San Diego Supercomputer Center that, among other things, will look at the scalability and usefulness in archives other than NARA's of technology being developed there. Tools created during this project will be tested in a number of non-federal archives, and an archival advisory group will work with computer scientists. Queries may be e-mailed to nhprc@arch1.nara.gov or call Mark Conrad at 202/501-5600 ext. 233.

Records Digitization Standards. In 1999, we passed the 400,000 mark in the number of records descriptions available online in our National Archival Information Locator (NAIL), the prototype for the electronic Archival Research Catalog we are building. We completed an online database providing information about more than 3,000 microfilm publications including which NARA facilities hold them. We finished digitizing 124,000 images of high-interest documents and photographs from our holdings nationwide for Internet accessibility through NAIL.

In the latter project, we developed guidelines for digitizing archival materials for electronic access. They are not a federal standard for digital imaging or for preservation of digital images. They can be used, however, to evaluate the quality of images produced, to estimate the data storage requirements for access (online) files and master (offline) files, and to assist in determining the need for upgrades to a network infrastructure. In response to requests for these guidelines, we made them available at www.nara.gov/nara/vision/eap/eqpspec.html.

Fast Track Products. In 1999, we launched NARA's Fast Track Guidance Development Project, designed to help federal agencies by providing guidance on electronic records issues that urgently confront federal recordkeepers now. The goal of

Fast Track is to identify currently available "best practices" that can be used while work goes forward on developing more complete and longer-term solutions. Our Fast Track team, made up of records professionals both inside and outside of NARA, decided to address first some high-level strategic questions associated with electronic recordkeeping in general. And recently, we posted on our Web site the first five Fast Track products, titled as follows:

- "Overview: Context for Electronic Records Management"
- "What is Electronic Recordkeeping?"
- "Why Federal Agencies Need to Move Toward Electronic Recordkeeping"
- "Preliminary Planning for Electronic Recordkeeping: Checklist for IT Staff"
- "Preliminary Planning for Electronic Recordkeeping: Checklist for RM Staff"

We invite you to review these documents and send us your comments about their usefulness and clarity. Because they are not final, we are eager for feedback, preferably by February 4, 2000. You may find the documents on our Web site at www.nara.gov/records/fastrak/ftprod.html. You may e-mail comments to fastrack@arch2.nara.gov.

Records Center Storage Standards. We have created storage standards for records still in the legal custody of agencies, so that federal records will be adequately protected whether in other records centers or in our own.

Our federal standards, which include environmental controls and safety provisions, are effective as of January 3, 2000, except for provisions about waivers and conflicts with local and regional codes. Those provisions remain open for comment until January 31, with everything to be finalized by March 2. Commentary from records professionals outside NARA has been valuable in the preparation of these standards, and others besides us may find them useful. They are available at www.nara.gov/nara/1228K-F.html.

One thing we must do this year is review our strategic plan, as required by the Government Performance and Results Act. From my own experience, and from feedback I have received from the administration, Congress, and professional groups such as SAA, I am convinced that we are moving in the right directions. Nonetheless we will update the plan, for which I need your comments, thoughts, and ideas. As always, you may reach me regarding our strategic initiatives by mail or through this e-mail address: vision@arch2.nara.gov. You will find the strategic plan, as well as our 1999 and 2000 performance plans on our Web site at www.nara.gov. You will have a formal opportunity this spring to review our updated plan in draft. SAA members provided invaluable advice to me as we created our current strategic plan and I look forward to your continued help. ♦



Supreme Court Asked to Reverse Decision Allowing Destruction of Electronic Records

— On November 4, 1999, Public Citizen joined by the American Historical Association, the Organization of American Historians, the National Security Archive, the American Library Association, the Center for National Security Studies, and several researchers petitioned the Supreme Court to reverse a recent Court of Appeals ruling on electronic records policy. The Appeals Court upheld the National Archives' regulations that allow agencies to routinely destroy word processing and electronic mail records of historic value if an electronic, paper or microform copy has been made for recordkeeping purposes.

In many agencies the majority of work is now handled through electronic, and not paper, records. At a recent hearing before the Senate Seapower Subcommittee of the Armed Services Committee, Vice Admiral Daniel Murphy noted that during the NATO operations against Serbia that all orders were handled electronically and that this was a historic first in American warfare. The plaintiffs base their petition on two key questions. First is whether the U.S. Archivist was correct in concluding that the format in which government records are stored—electronic, paper, or microform—is irrelevant. In responding to this question the plaintiffs agree with the position of U.S. District Judge Paul Friedman of the District of Columbia, who in the lower court ruling in October 1997 stated that electronic records often have "unique and valuable features not found in paper printouts of the records."

The second question focuses on whether the Court should give priority to the Justice Department's interpretations of laws and regulations when those interpretations were not put forward by the National Archives during the administrative proceedings of the case, but were offered for the first time by the Justice Department in defending the agency decision in the Appeal's Court. The plaintiffs' petition makes clear that the interpretation made by the Justice Department counsel and endorsed by the Appeals Court not only does not appear in the U.S. Archivist's explanation of the National Archives' policies and regulations "but they appear to be in tension with, if not directly contrary to, his policy statements."

In the lower court, Judge Friedman took a broad view that looked at the big picture of how electronic records of historical value should be preserved and set timetables for agencies to set up new systems. The Appeals Court, in reversing Friedman's decision, took a very narrow view in which it focused on specific words in the current law and concluded that agencies had the flexibility to choose in what "form," paper or electronic, they wished to preserve records. While the National Archives has expressed a commitment to developing regulations requiring agencies to preserve electronic records of historical significance, the plaintiffs contend that the progress toward this goal has been too slow, with final implementation still many years away. To view the petition, visit www.citizen.org/litigation/briefs/ppcar114.htm.

National Research Council's New Report on Copyright Offers New Perspectives

— The National Research Council recently released a report titled "Digital Dilemma: Intellectual Property in the Information Age." Professor Randall Davis of MIT, who heads the Council's committee on property rights in the digital age, presented the report, which had taken two years to prepare. He summed up the dilemma by talking about "how digital information can be distributed without losing control of it sharing it, but not surrendering it."

The report addresses the concerns of authors, publishers, the general public, the education community, representatives of the technology industry, and policy makers. Davis noted that "digital information raises the stakes around the long-standing issue of copying for private use and fair use." He addressed the trend toward licensing and asks, "With an online journal, what do you own when the subscription expires?"

The report, which urges that we look beyond the technology at hand and deal with underlying issues, asks us to recognize "the difference between accessing digital information and using it, that is, the difference between reading a work and quoting or copying it." In discussing the report, Davis also highlighted the report's question "of whether the notion of a 'copy' remains an appropriate foundation for copyright law in the digital age."

continued on page 28

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Universities Consider the Future of Electronic Records

What will be the fate of electronic student transcripts, digital theses and dissertations, multimedia college courses and e-mail in campuswide or desktop information systems? Can colleges and universities efficiently provide educational services when their electronic resources are haphazardly retained or deleted? University administrators, registrars, faculty and attorneys met in October with archivists, librarians, records managers and technology professionals to discuss the prospects for retaining, reusing and making available carefully selected electronic records of higher education. One hundred professionals with responsibility for creating or maintaining digital products convened the first "Preservation and Access for Electronic College and University Records Conference" sponsored by Arizona State University. Experts from ten universities including MIT, Ohio State, UCLA, Virginia Tech and Arizona State presented a range of technical, educational and information policy issues.

Clifford A. Lynch, Director of the Coalition for Networked Information, noted in his keynote address that administrators have used the Web to enhance accessibility of electronic course catalogs, but "the notion of what happened to last year's database, or what should happen to it isn't even on their agenda." Meanwhile archivists and registrars regularly respond to requests from alumni for the texts of past course descriptions needed to meet graduate school admissions or professional certification requirements.

Presentations on electronic theses and dissertations, e-mail, and privacy protection emphasized relationships between technical solutions, policy development and continuing education of students, faculty and staff. Other speakers expressed concern for issues that impact the efficiency of university operations including the costs of data migration, repair, or replacement, and authentication of digital signatures.

Arizona State has posted many of the speakers presentations on the conference Web site (www.asu.edu/it/events/ecure) and are planning for an invitational program for university leadership in the spring, as well as a second major conference next fall.

—SUBMITTED BY ROB SPINDLER,
ARIZONA STATE UNIVERSITY

Eight Archives Receive Grants for Collections in Physics and Allied Fields

The Center for History of Physics, American Institute of Physics, is pleased to announce eight grants totaling \$73,000 to process and organize collections in physics and allied fields. The 1999 grants are supported jointly by the Richard Lounsbery Foundation and the Friends of the Center for History of Physics, and they have been awarded to the following archives: California Institute of Technology (to process the papers of Robert Leighton and of Robert Walker), Niels Bohr Archives, Copenhagen (Aage Bohr and Allan Mackintosh papers), Princeton University (survey and organize physics collections), Smithsonian Institution Archives (Riccardo Giacconi papers), Stanford University (Burton Richter papers), University of Alaska (Sydney Chapman papers), University of California-Berkeley (Exploratorium records), and University of California-San Diego (Edward Allan Frieman papers).

The AIP History Center's Grants to Archives program is designed to increase the money available to organize and preserve original sources in our fields (physics, astronomy, geophysics, etc.) The maximum amount of individual grants is \$10,000, and applicants are required to provide matching funds. The deadline for grant applications is July 1. For information check the center's Web site at www.aip.org/history/grntann.htm or contact chp@aip.org, 301/209-3165.

Popular Children's Author Donates Papers to the Thomas J. Dodd Research Center

Critically acclaimed children's author Tomie dePaola recently donated more than 75 boxes of material to the Northeast Children's Literature Collection at the Thomas J. Dodd Research Center at the University of Connecticut. The collection includes personal papers, books, and original artwork. The donation coincided with Mr. dePaola receiving an honorary degree from the university and his participation in a public program on campus where he read from his first book, *26 Fairmont Avenue*, and his new Christmas book, *Las Posadas*. In addition, an exhibit at the Dodd Research Center features paintings, book art, marketing items, illustrations, and artifacts from dePaola's many years in the field of children's literature.

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Report on Preservation in Brazil

The Council on Library and Information Resources (CLIR) has published *Building Preservation Knowledge in Brazil*, by Ingrid Beck, director of preservation at the National Archives of Brazil. The report describes a highly successful project to mobilize preservation awareness and action throughout Brazil. To order this report, send \$15 (check payable to CLIR) to: CLIR Publication Orders, 1755 Massachusetts Avenue, N.W., Suite 500, Washington, D.C., 20036-2124. Credit card orders may be placed by calling CLIR at 202/939-4750, fax 202/939-4765, or e-mail info@clir.org. A complete list of publications appears on CLIR's Web site, www.clir.org.

International Council on Archives

- The Steering Committee of the ICA Section on Archives of Churches and Religious Denominations (ICA/SKR) met last June in Nuremberg, Germany, to discuss issues relating to expanding and diversifying section membership, the development of a Spanish language brochure on the section's goals and programs, and a conference to be held prior to the XIV International Congress on Archives in Seville, Spain, in September 2000. The title of the conference will be "Challenges in the Professional Management of Church Archives." For more information, contact Mark Duffy at 512/472-6816 or mjduffy@uts.cc.utexas.edu.
- The Sixth Seminar and Annual Meeting of the ICA Section on University and Research Institution Archives (ICA/SUV) was held at the University of Haifa in Israel, August 29-September 3, 1999. Sponsors of the seminar were the Hebrew University of Jerusalem, Tel-Aviv University, Bar-Ilan University, the Weizmann Institute of Science and the Israel Archives Association. The seminar's theme was "Between Management and Public: Records Management and Marketing of Archives in Universities and Research Institutions." Section chair **ESPERANZA DE VARONA** of the University of Miami presided over both the seminar and annual meeting. For more information, contact Esperanza de Varona at 305/284-4900 or edevaron@miami.edu.
- The Pacific Regional Branch of the ICA (PARBICA) held its 8th general conference last August in Lami, Suva, Fiji Islands. The nearly 40 archivists who attended from countries spread across the Pacific Ocean discussed archival education and training issues, professional development, and the need for continuing communications within the region between general conferences. The International Records Management Trust presented its Management of Public Sector Records Study Programme to the conference. Among the eleven resolutions drawn up by the attendees was one to "affirm the importance in this region of ensuring the preservation of all archives, especially those relating to land and the oral traditions which are a significant feature of the archival heritage of many island countries."

International Records Management Trust

The International Records Management Trust, based in London, England, is launching a series of accountability workshops for sub-Saharan African countries. The workshops will be conducted in collaboration with Transparency International with funding from the World Bank. The project's general goal is to encourage open government and the formation of an informed civil society. Its specific aims are to provide government officials with an opportunity to identify and respond to their local constituents' requests for information, to improve the quality of the information available, and to reduce the spread of misinformation.

Museums, Libraries and Archives Council

The Museums, Libraries and Archives Council (MLAC) is being established in the United Kingdom to ensure that museums, libraries and archives are widely known and used as key resources for creativity, lifelong learning, economic development and citizen enjoyment. For more info, visit the MLAC Web site at www.culture.gov.uk/mlac%20design%20group%20report.htm.

Chinese Archivists Visit University of Michigan

The Bentley Historical Library of the University of Michigan was pleased to host the first joint seminar on archival methods, July 18-August 7, 1999. This seminar was organized by the Bentley Historical Library and the State Archives Administration of China. Thirty delegates (pictured below with Bentley staff) from repositories throughout China attended daily sessions at the Bentley Historical Library, other repositories at the University of Michigan, Henry Ford Museum and Greenfield Village, and the State Archives of Michigan. The thirty delegates were selected through a national examination in China, in the areas of archival theory and methodology. A formal accord between the University of Michigan and the State Archives Administration of China signifies a commitment to continue the joint seminar program.





THE SOCIETY of
AMERICAN ARCHIVISTS

FELLOW NOMINATIONS SOUGHT

The Committee on the Selection of SAA Fellows invites members to nominate colleagues for selection as fellows of the Society of American Archivists. Nominees must be individual members of SAA in good standing for the past seven consecutive 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 Luciana Duranti, William J. Maher, Nicholas C. Burckel, Brenda Banks, and Maygene Daniels will be joined

by three fellows elected at the SAA Council meeting in February. A nomination form follows. Completed forms must be postmarked by February 28, 2000, and addressed to the chair:

William J. Maher

Chair, Committee on the Selection of SAA Fellows
University of Illinois at Urbana-Champaign
Archives, Library Room 19, 1408 W. Gregory Drive
Urbana, IL 61801
217/333-0798 • fax 217/333-2868 • w-maher@uiuc.edu

A nomination submitted in 1999 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.

DISTINGUISHED SAA FELLOWS

Howard L. Applegate	Terry Cook	John A. Fleckner*	Richard W. Leopold	James B. Rhoads*
Douglas A. Bakken	Richard J. Cox	James E. Fogerty	Waverly Lowell	Mary Lynn Ritzenthaler
Brenda Banks*	John Daly	Michael J. Fox	Lydia Lucas	Kathleen Roe
Roland Baumann	Maygene Daniels*	James Richard Fuchs	Richard H. Lytle	Nancy A. Sahli
David Bearman	Lewis J. Darter, Jr.	Ellen Garrison	Paul H. McCarthy, Jr.	Helen W. Samuels
V. Nelle Bellamy	Susan E. Davis	Carolyn L. Geda	Lawrence McCrank	Charles R. Schultz
Lewis J. Bellardo, Jr.	William N. Davis, Jr.	Susan Grigg	William Lewis	Robert Sink
Karen Benedict	Bruce W. Dearstyne	David B. Gracy II*	McDowell, Jr.	Jane F. Smith
Edmund Berkeley, Jr.	Megan Desnoyers	Larry J. Hackman	William Maher*	Leon J. Stout
William E. Bigglestone	Anne Polk Diffendal	F. Gerald Ham*	Philip P. Mason*	Anne Van Camp
Francis X. Blouin, Jr.	Charles M. Dollar	Bruce C. Harding	Linda M. Matthews	Victoria Irons Walch
Frank Boles	Lawrence Dowler	Edie Hedlin*	Eva Moseley	Carolyn A. Wallace
Lynn A. Bonfield	Kenneth W. Duckett	Margaret L. Hedstrom	Archie Motley	William Wallach
Maynard J. Brichford*	Luciana Duranti*	Linda Henry	James O'Toole	Christine Ward
Edwin C. Bridges	Sherrod E. East	Steven L. Hensen	Charles G. Palm	Robert M. Warner*
Thomas Elton Brown	Terrence Eastwood	H. Thomas Hickerson	Edward C. Papenfuse	Joan Warnow Blewett
Bruce Bruemmer	Fynnette Eaton	Edward E. Hill	Ann Pederson	Lisa Weber
Mary Lynn McCree Bryan	Linda Edgerly	Andrea A. Hinding*	Trudy Huskamp	Edward Weldon*
Nicholas C. Burckel*	Elaine Engst	Sue E. Holbert*	Peterson*	Merle William Wells
Frank G. Burke*	Timothy L. Ericson	Richard A. Jacobs	Harold T. Pinkett	Daniel T. Williams
Richard Cameron	Frank B. Evans*	Mary Janzen	Seymour J. Pomrenze	Dorman H. Winfrey
Ann Morgan Campbell	Max J. Evans	H. G. Jones*	Jean F. Preston	Elizabeth Yakel
Paul Chestnut	C. Herbert Finch	William L. Joyce*	Mary Jo Pugh	
Agnes C. Conrad	Elsie Freeman Finch	Anne R. Kenney*	Virginia C. Purdy	
Paul Conway	Shonnie Finnegan*	John M. Kinney	Patrick M. Quinn	
J. Frank Cook*	Meyer H. Fishbein	Charles E. Lee*	Leonard Rapport	

* indicates past president



2000 FELLOW NOMINATION FORM

THE SOCIETY of
AMERICAN ARCHIVISTS

available online at: www.archivists.org/recognition/fellows.html

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 consecutive years immediately preceding his/her election; a duly-elected Fellow shall retain this designation so long as membership in good standing is maintained in SAA; and election of Fellows shall be seventy-five percent of the vote of the Committee on the Selection of SAA Fellows.

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

Name of Candidate

Date of SAA Membership (please confirm with SAA office)

Present Institutional Affiliation

Position

EDUCATION

Date

Degree/Certificate Received

College/University

OTHER TRAINING

Date

Training Received

Institution and Location

PREVIOUS PROFESSIONAL POSITIONS

Date

Position Title

Employing Institutions

HONORS, AWARDS, FELLOWSHIPS

Date

Honors/Awards Received

Organization



SAA Fellow Nomination Form - continued

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

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

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

- Attach a one-page narrative of professional activities showing the nominee to be a distinguished and worthy candidate.
- In addition, on a separate sheet, list the names and addresses of three persons familiar with nominee's work (need not be SAA members) and willing to submit a letter in support of the nominee. Nominators can attach the letters to their nomination, or can request that those writing on behalf of the nominee send their letters directly to the committee chair. If sent directly, the letters should be post-marked no later than February 28, 2000.

SUBMITTED BY (PLEASE PRINT)

SIGNATURE

INSTITUTION

ADDRESS

CITY/STATE/ZIP

PHONE

E-MAIL

DATE

SEND NOMINATIONS TO:

**William J. Maher, University of Illinois at Urbana-Champaign,
Archives, Library Room 19, 1408 W. Gregory Drive, Urbana, IL 61801**

NOMINATION DEADLINE: FEBRUARY 28, 2000



THE SOCIETY of
AMERICAN ARCHIVISTS

2000 AWARDS COMPETITION

The Society of American Archivists announces its 2000 awards competition to recognize achievements of the 1999 calendar year.

Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Nancy Boothe and Roland Baumann. Awards will be presented next September during SAA's 64th annual meeting in Denver, CO.

Brief descriptions of the awards are listed below. An awards nomination form is on page 35. Please visit the SAA Web site (www.archivists.org/recognition/index.html) for full awards criteria and policy, lists of past recipients, and a nomination form.

Nominations and requests for additional information should be addressed to the co-chairs:

Nancy Boothe

Rice University
Fondren Library MS44
6100 S. Main
Houston, TX 77005-1892
713/527-8101 ext. 2586
fax 713/737-6172
boothe@sparta.rice.edu

Roland Baumann

Oberlin College Archives
Mudd Center
148 W. College Street
Oberlin, OH 44074-1532
440/775-8014
fax 440/775-8016
Roland.M.Baumann@oberlin.edu

The deadline for award nominations is February 28, 2000 (except for the Theodore Calvin Pease Award, that deadline is May 1, 2000). 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.

(continued on next page)

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*. **The deadline for this award is May 1, 2000.**

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 \$1,200 of the total tuition, travel, and housing expenses at the institute (tuition is \$585). 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 5-16, 2000, is now available. The deadline for application is February 28, 2000. (The deadline for the January/February institute has passed.)** 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: Deborra Richardson, Chair, Colonial Dames Scholarship Award, P.O. Box 403, Mt. Rainer, MD 20712; 202/786-2213.



THE SOCIETY of
AMERICAN ARCHIVISTS



2000 AWARDS NOMINATION FORM

NAME OF AWARD _____

Individual/Organization to receive award _____

Address _____

City/State/Zip/Country _____

Phone _____

E-mail _____

Individual 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, 2000. Nominations for the Theodore Calvin Pease Award must be submitted by May 1, 2000. Send nominations for the Distinguished Service Award, C.F.W. Coker Prize, Oliver Wendell Holmes Award, and Minority Student Award to: Nancy Boothe, Rice University, Fondren Library MS44, 6100 S. Main, Houston, TX 77005-1892, 713/527-8101 ext. 2586, fax 713/737-6172, boothe@sparta.rice.edu. 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: Roland Baumann, Oberlin College Archives, Mudd Center, 148 W. College Street, Oberlin, OH 44074-1532, 440/775-8014, fax 440/775-8016, Roland.M.Baumann@oberlin.edu.

SAA President Submits Testimony...

continued from page 10

of Federal Computer Records," submitted November 6, 1990, many of the difficulties inherent in the selection, preservation, and use of electronic records over time were clearly identified. Though the nature of the problem and its importance were perceptively stated, recommended actions were explorative in approach rather than action-oriented. No new research was funded; no new programs inaugurated. It is now nearly a decade later, and there is not yet a scalable working model in place for realistically addressing these issues.

While I feel strongly that NARA has been slow to dedicate the necessary resources to this challenge, others have also lagged. We are all a decade behind, and we are only now beginning to confront the issues of long-term preservation and use of digital information in a serious fashion. It is not surprising that the technology industry has not focused attention on the impermanence of digital information, and when they have, they have talked principally about the lifespan of particular media, such as magnetic tape or CD-ROMs. While media permanence is important, it is not the principal challenge. If the bits survive, will we continue to be able to read them when hardware and software generations come and go with increasing speed? We must decide at the point of data generation which information should be retained and usable over time and design a path for migrating those records from one software and hardware generation to the next. At this point, we should not feel secure that the necessary procedures are in place.

The need for research and testing of methods of migrating information from one technology generation to the next or the development of other means of retaining the capacity to use today's information tomorrow is urgent. Government-funded research has not yet made this issue a priority.

Of the six projects selected four years ago in the first phase of the National Science Foundation's (NSF) Digital Library Initiative, none highlighted this issue. In the recently completed Digital Library Initiative Phase 2 competition, in which NSF was joined by several additional federal partners, including active participation by the National Endowment for the Humanities (NEH) and the Library of Congress, greater attention was directed to long-term viability. Nonetheless, out of thirty-three projects funded, it appears that only two projects, those at the University of Michigan and at Cornell University, are focused on preservation issues. In describing the funding of the Cornell project, a joint project of the Cornell Library and the Computer Science Department, William Ferris, Chairman of the National Endowment for the Humanities, reported, "NEH, the National Science Foundation and other federal agencies have begun the process by funding a pioneering, \$2.3 million preservation project at Cornell University. This project will develop a standard way of organizing computerized collections, preventing data loss in these collections by alerting managers to the periodic need to upgrade aging CD-ROMs and tapes, and making the collections fully accessible on the Internet. All Americans will benefit because the project will ensure that computerized materials important for the study of America will be preserved and accessible for generations to come." I would like to make two responses to these inspiring remarks. First, while I appreciate Bill Ferris' words of confidence, Cornell's project will only contribute in generating a viable solution to this momentous problem, and second, while he is correct when he says that it is a pioneering effort, it should not be. We are all way behind the curve on this issue.

Regrettably, the corporate and institutional sectors do not yet seem to have made significant steps forward either. In part, this is due to the reluctance of the technology industry to bring attention to this issue. Perhaps more importantly, however, it is because of a division of responsibility between those responsible for paper records, frequently corporate and institutional archivists, and those responsible for computing systems, data processing professionals. System designers and programmers have seldom reflected an archival viewpoint, and now that records are frequently available in digital form only, this division of management and perspective will have significant repercussions. I foresee the potential for a 500,000-person sub-industry developing around this issue, and a significant number of those will be archivists, equipped with new skills but embodying traditional archival knowledge and values. The Society of American Archivists has been offering electronic records workshops since the 1980s, and a new distance learning course is so heavily subscribed that SAA is now taking applications for next year.

While NARA has a long record of active involvement with the management of electronic records, this responsibility must now become a priority in the allocation of resources within the agency. This change and others basic to the new digital environment may be traumatic, but they are necessary. Applied research will be important within NARA, but viable solutions will only be developed and implemented through partnerships with other agencies and with academic, corporate, and professional partners. I am very impressed by recent NARA initiatives of this nature. The Collection-Based Long-Term Preservation Project at the San Diego Supercomputer Center is an outstanding example. Scientists at the center are working with several federal agencies to develop and test means of preserving the organization of digital collections simultaneously with the digital objects that comprise the collection. NARA is also actively involved in the InterPares Project (International Research on Permanent Authentic Records Electronic Systems), an international theoretical and methodological research project. This project highlights the global nature of this issue. It is supported by funds from agencies in several different countries, including the National Historical Publications and Records Commission, a small funding agency located within NARA that has proven vital to research and development in this area. NARA's involvement in collaborative efforts is essential, and the National Archives should maintain an open professional dialogue regarding successes and failures. Knowledge of their experience will benefit archivists worldwide.

In closing my comments on this issue, I want to emphasize that solving this issue is not just a technological one. It is also a political, social, organizational, and economic issue as well. And it doesn't just require more and differently allocated resources for NARA. An example is the planned retention of data in the individual responses generated by the Year 2000 Census. My understanding is that current plans are for the transfer through optical character recognition (OCR) of the information on the forms at a 98% accuracy rate and storage of that information in ASCII (a basic standard for recording electronic data) on magnetic tapes for retention by NARA. Alternatives would be to create digital image copies of each form and create microform copies. It seems that the present choice is based on the project contractor's projected costs. While the technical suitability of each option is deserving of professional investigation, we must also factor usability by those citizens most affected by our choices into such decisions.

I have raised the issue of the census only as an example of the need for various criteria to be considered in making these technical decisions. In developing solutions to this critical challenge, we must balance our interest in technical efficiency with the requirements

necessary for effective governmental and citizen use over time. Our models must incorporate these factors effectively, and we are already a decade late in implementing them. We are losing valuable information today, and more will be lost tomorrow. This is the Y2K that will not go away next year.

Innovative Use of Technology

In the 1970s, when I first began to experiment in the use of computing technologies for archival management, I employed a software package called SPINDEX II (Selective Permutation Indexing). This software, though based on a precursor created at the Library of Congress, was developed and maintained by the National Archives. A later version was used by Cornell to build a database describing archives and manuscript held by some 1,100 repositories across New York state. In the mid-80s, this information was transferred into the Research Libraries Information Network, an online network that is now the principal international catalog for archival holdings.

In developing and testing SPINDEX, NARA established a partnership of ten institutions, including state, federal, university, and corporate repositories. For those of us who began with SPINDEX, this experience and NARA's leadership were very important. In the early 1980s, however, NARA turned inward in its systems development efforts. At a time when many repositories were adopting common cataloging standards that facilitated the use of existing systems and online access to research information, NARA chose not to adopt these standards. Asserting the unique requirements of the National Archives and refusing to modify existing practice, NARA developed multiple, mutually incompatible systems in-house. To my knowledge, none of these systems have survived, and the goal of SPINDEX development twenty-five years earlier, providing automated access to summary descriptions of all NARA holdings is yet to be realized.

The National Archives has now again embarked on an initiative to provide comprehensive access to cataloging for all NARA holdings. While I still applaud this goal, I am concerned that they have chosen a British system not widely employed in this country. I am not presently able to evaluate the basis of their selection. I have, however, just completed directing the last stages of a four-year selection process to choose a new management system for the Cornell Library. It happens that the system chosen by Cornell has also recently been chosen in exhaustive competitions at the Library of Congress and the National Library of Medicine. I am not suggesting that this system would be ideal for NARA, and I readily acknowledge their differences from these other institutions. Nonetheless, in this age of system interoperability and Internet access, I fear that unique internal needs may be guiding their choices when the ability to provide easy access for agency staff, researchers, and the public should be paramount. The intent of my comments is not to urge use of particular software, but to emphasize that common standards and solutions developed and applied in cooperation with other agencies and institutions are required for success in today's information environment.

My fear that paper-based management and service procedures are still dominating strategic policy is further heightened by the present decision to delay further production of digital copies of NARA holdings for public access via the Internet. As John Carlin has explained to me personally, NARA has chosen to focus on the complexities of electronic records, those originally generated in electronic form, rather than to devote present resources to the creation of digital facsimiles of existing materials via scanners or digital cameras. While I understand the basis of his choice, I must emphasize that the fundamental nature of access to information is changing, and that users expect the availability of both information

created in digital form and distinctive holdings copied digitally.

I am not suggesting that NARA will ever convert the majority of its existing holdings to digital form, but the effort by the Library of Congress' American Memory Project to build a virtual collection of 5,000,000 images is broadly perceived as an outstanding success. The Cornell University Library has nearly 2,000,000 images from historical, artistic, and scientific collections available, and a recent survey conducted by the Association of Research Libraries, some 120 of the largest research libraries in North America, found that over 90% of their members were presently conducting or planning projects to digitally convert unique holdings. I do not believe that NARA's decision to suspend conversion efforts at roughly 122,000 documents and visual images is in the best interests of the National Archives nor its global public. Our archives should be available in classrooms, lecture halls, libraries, offices, and homes, as well as everywhere else in a wireless world.

As the closing paragraph in the introduction of *Newsweek's* October 11, 1999, section on "e-life" explains, "We're at the beginning of a new way of working, shopping, playing, and communicating. At *Newsweek*, we're calling this phenomenon e-life, and it's just in time. Because the day is approaching when no one will describe the digital, Net-based, computer-connected gestalt with such a transitory term. We'll just call it life." Our nation's archives have to be part of that life.

Extending Services and Broadening the Value of the Nation's Archives

This third topic is very closely related to the preceding discussion of broadening use of NARA's holdings and services via new technologies. A similar interest must be employed to make the experience of the National Archives compelling for those on-site. I am absolutely thrilled by congressional support for the renovation of the National Archives Building on the Capitol Mall. The planned renovation will dramatically improve storage conditions for records housed there, and it will provide a state-of-the-art technology infrastructure for both staff and researchers. Both of these improvements are critical and long, long overdue, but I must admit that I am most excited by the plans to implement a new concept in the display of the Charters of Freedom, the Declaration of Independence, the Constitution, and the Bill of Rights, and in other exhibition areas throughout the building. As designed, these displays will heighten the significance and level of engagement of viewers through carefully realized pictorial presentations. The planned theater offers the opportunity for new multi-media presentations, similar to those that can be made available through the Web. Although I am aware that private fundraising is required to complete this effort, I urge your fullest support. I applaud the imagination and vision of John Carlin and his colleagues in designing such a wondrous home for these remarkable documents. I think that it will generate a new spirit among visitors, researchers and staff.

Concluding Remarks

In conclusion, I would like to express on behalf of the Society of American Archivists my warm appreciation to John Carlin for his efforts to develop a cordial and synergistic relationship between NARA and the Society. Mutually beneficial collaborations have developed, and I am confident that our cooperation will grow. The archival profession needs a strong National Archives. I believe that John Carlin is providing effective leadership in confronting current challenges. I urge your support of his efforts and greatly appreciate the opportunity to address you today regarding the future of this distinguished institution so important to each of us. ♦

Washington Beat

continued from page 17

NHPRC Commission Meeting — On November 16 and 17, 1999 the National Historical Publication and Record Commission (NHPRC) met to consider policies and grant applications. The meeting began with debate and votes on a number of resolutions brought by the commission's Executive Committee. The commission passed resolutions that: recommend that reauthorization legislation for the NHPRC grants program specify a period of five years at a level of \$10 million per year beginning October 1, 2001; commend collaboration between the U.S. Archivist and NHPRC to develop a plan to support significantly enhanced initiatives to implement NHPRC's strategic plan and to support the necessary funds required to carry out those initiatives; support the development of a proposal for NHPRC to augment the grants budget with donations from the private sector; clarify the cost-sharing guidelines for grant applications; address the critical need of broadening the base of archival expertise in the area of electronic records; and endorse a proposal from George Washington University for a phase of an Eleanor Roosevelt documentary editing project.

NHPRC approved eight documentary editing projects related to the Founding Fathers for a total of \$1.3 million and \$1.2 million for several electronic records projects.

The meeting included an award to Larry Hackman, director of the Truman Presidential Library, for his distinguished service in documentary preservation and publications as well as a presentation/celebration of the Model Editions Partnership, which has developed procedures and standards for placing edited documents on the Internet in a reliable, easily accessible, and long-lasting format. The Model Editions Partnership may be reviewed and researched on the Web at <http://adh.sc.edu>.

House Subcommittee Holds Oversight Hearing on the National Archives — On October 20, 1999, the House Subcommittee on Government Management, Information and Technology of the Committee on Government Reform held an oversight hearing on the National Archives. Representative Stephen Horn (R-CA), the Chair of the subcommittee, presided. Representative James Turner (D-TX), the ranking minority on this subcommittee, also participated in the hearing.

U.S. Archivist John Carlin was the first witness and his testimony dealt with a wide range of records management and records access issues. Horn's questions for Carlin touched on many diverse issues—records preservation, quality of microfilm readers, guidance to agencies on managing electronic records, guidance to agency's on handling of material on Web sites, relationship to the Library of Congress, complications related to recent legislation on declassification, the encasement of the Charters of Freedom, the relationship with state archives, a recent GAO study on electronic records, and the grants program of the NHPRC. Representative Turner directed most of his questions toward issues related to the preservation of e-mail and plans for preserving the original forms used in the 2000 census.

There were four witnesses in the second panel: Nye Stevens of the GAO, Stanley Katz representing the American Historical Association, Page Putnam Miller speaking on behalf of the Organization of American Historians, and H. Thomas Hickerson, president of the Society of American Archivists. Stevens' testimony focused on a July report that concluded that there was a pressing need for a baseline survey to obtain government wide information on how agencies are managing their electronic records and noted that the Archives has postponed work on this survey until completing a business process re-engineering effort. Although Carlin said that the Archives' position and the recommendation of GAO were not that far apart, Stevens continued to emphasize the need to begin now to work on the baseline survey. Miller spoke about access issues and particularly about the 30% backlog of the National Archives holdings for which there are no reference quality finding aids and about the access to non-federal records provided by NHPRC grants. Miller noted that NHPRC grants were funded at \$4 million in FY'76 and at \$6 million in FY'99 and urged an increase for this important program. However, Carlin contended that the current funding level was sufficient to take care of all the good applications, a point on which there are differing views.

Katz spoke about the National Archives' new reimbursable program whereby agencies will be charged for the storage of their records in Federal Records Centers and said that he fears that the new program will exacerbate the current inadequate records management programs by creating incentives for agencies systematically to purge their files. Hickerson highlighted the crisis in electronic records management and in the question-and-answer section quoted a computer systems specialist who has suggested that many records from 1995 to 2015 will simply be lost. Hickerson's full testimony begins on page 10.

This hearing marked the first time in over 20 years that any Congressional Committee has held a broad oversight hearing on the National Archives. There have been hearings about particular, narrow issues, but no broad oversight hearing. The historical and archival communities are most indebted to Representative Horn for holding this hearing and for his plans for additional hearings.

Clinton Amends Executive Order and Extends Deadlines for Declassification

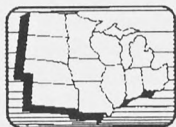
— On November 19, 1999, President Clinton signed Executive Order 13142 which amends Executive Order 12958 on classified national security information. The amendment extends by a year and a half the deadline for the declassification of all but the most sensitive historic records over 25 years old, pushing the April 17, 2000, deadline to October 17, 2001. If records contain information in which several agencies have an interest or if the records pertain to intelligence sources or methods, the deadline of April 17, 2000, is extended for three years, until April 17, 2003.

The amendment does not change the principle of Executive Order 12958 that all but the most sensitive material of historical significance that is over 25 years old will be automatically opened at the given deadline whether or not there has been a page-by-page review. Also the amendment does not change the role of the Information Security Oversight Office (ISOO)

in monitoring compliance with the order or the role of the Interagency Security Classification Appeals Panel (ISCAP) in considering appeals of classification decisions.

Many agencies have been behind schedule in meeting the April 17, 2000, deadline and there had been discussion for over six months of a pending extension. Thus the announcement of the amendment came as no surprise. The November 19th executive order may be seen on the Federation of American Scientists Web site at <http://www.fas.org/sgp/clinton/eo13142.html> and the ISOO fact sheet on the "Impact of Amendment to Executive Order 12958" may be seen at www.fas.org/sgp/isoo/amendfact.html.

Advisory Committee on Records of Congress Met and Discussed Re-establishing House Historical Office — On December 6, 1999, the Advisory Committee on the Records of Congress met for their semi-annual meeting. As part of his report, the clerk of the House, Jeff Trandahl, said that a proposal is being developed to re-establish the House Historical Office and that by the June meeting that he hoped to have positive and specific news to report on this matter. He stated that the Legislative Resources Center, which absorbed the Historical Office several years ago, recognized the important services that had previously been provided by the Historical Office and the archival staff. He is thus recommending the reorganization of the Legislative Resource Center, which would include among other things the re-establishment of the Historical Office. The advisory committee members expressed strong support for this development. ♦



MAC

The Midwest Archives Conference, founded in 1972, has over 1,000 members concerned with preserving the documents of the past and making them accessible to the future.

For more information,
contact the MAC membership coordinator:

LYNN LEITTE
612/625-4867
leitt001@tcumn.edu

Visit MAC's Web site at
www.midwestarchives.org.

President's Message

continued from page 3

of exchanges of ideas and perspectives and the potential for cooperative developments is exciting. Last year's efforts to include more non-U.S. program participants in the annual meeting program should be extended by more recognition for foreign members and an effort to actively include these members in our various activities. We must think inclusively.

During my second evening in Budapest, in a small restaurant near the conference hotel, I was asked to join a group of archivists having a nightcap. As I sat down, an Israeli woman asked, "You're president of the Society of American Archivists, aren't you? I recognize your picture from the newsletter." The group included one Slovene, two Slovaks, a German, two Israelis, a Dutch woman, and myself. We held an engaging conversation and were then serenaded by one of the Slovaks, Jozef Hanus, who performed a dozen or more pieces on an accordion borrowed from the house musician. At one point, Michael Roper, the famed English archivist, joined in for a tender solo from a table across the room. I found the experience to be one that I will not soon forget.

In Pittsburgh, my list of SAA's distinctive responsibilities closed with, "Provide the broadest possible sense of common purpose and professional identity and pride." I am convinced that our sense of purpose is significantly enriched by embracing the universal importance of preserving the human record. ♦

33rd Georgia Archives Institute

An Introduction to Archival Administration

**June 12-23, 2000
Atlanta, Georgia**

Tuition is \$500. Enrollment is limited and the deadline for receipt of application and resume is April 1, 2000.

For more information and application, write:

ANNE SALTER, Archives
Library and Information Center
Georgia Institute of Technology
Atlanta, GA 30332-0900
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404-894-9421 fax
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CALENDAR

March 10-11

SAA workshop "Security in Archives and Manuscript Repositories" in Tucson, AZ. Registration Deadline: February 10, 2000. See page 14 for details.

March 16-17

SAA workshop "Archival Cataloging as a Component of Description" in Austin, TX. Registration Deadline: February 16, 2000. See page 14 for details.

March 28

15th Annual Preservation Conference, "Deacidification Reconsidered," at the National Archives Building, 700 Pennsylvania Avenue, N.W., Washington, D.C. A number of deacidification methods exist to preserve library and archival paper records. Selecting deacidification as a treatment option involves understanding the distinction between various methods, and what they accomplish, and a careful assessment of the materials to be treated. Concerns that often guide the decision include: the nature and condition of the paper substrate; the media and other non-paper materials that may be part of the artifact; the dimensions, format and quantity of items requiring treatment; the intrinsic value of the material; the efficacy of the proposed method; and evaluation of one's resources. This conference will bring together conservation scientists, preservation professionals and conservators to discuss technical issues relating to these concerns. Preregistration is required. Registration fee: \$75. Please send check payable to National Archives Trust Fund or obtain registration information from: Eleanor Torain, Conference Coordinator (NWT), 8601 Adelphi Road, Room 2807, College Park, MD 20740-6001; 301/713-6718; fax 301/713-6653; preserve@nara.gov.

April 6-7

SAA workshop "Archival Cataloging as a Component of Description" in Atlanta, GA. Registration Deadline: March 3, 2000. See page 14 for details.

April 13

SAA workshop "Basic Electronic Records" in Ontario, CA. Registration Deadline: March 13, 2000. See page 14 for details.

April 13-14

SAA workshop "Encoded Archival Description" in Salt Lake City, UT. Registration Deadline: March 13, 2000. See page 14 for details.

April 28

SAA workshop "Preservation: Surveying, Selection and Holdings Maintenance" in Lowell, MA. Registration Deadline: March 27, 2000. See page 14 for details.

April 28-29

New England Archivists' 27th annual meeting at

the Doubletree Hotel in Lowell, Massachusetts. For additional information about the meeting or vendor opportunities, contact: Aimee Felker, aimee.felker@cigna.com.

May 2-3

SAA workshop "Archival Cataloging as a Component of Description" in Chicago, IL. Registration Deadline: April 3, 2000. See page 14 for details.

May 3-4

SAA workshop "Encoded Archival Description" in Bellingham, WA. Registration Deadline: April 3, 2000. See page 14 for details.

May 3-5

The Conservation Center for Art and Historic Artifacts and the National Park Service Museum Management Program are cosponsoring a three-day conference on the management of architectural records at the Athenaeum of Philadelphia. The goal of this conference is to improve practices for preserving, managing, and providing access to documentation of our built heritage. Awards of up to \$500 will be made to defray travel, lodging, and registration costs for up to 20 individuals. To be eligible, individuals must work with architectural records that are available to the public in non-profit institutions with annual budgets of \$250,000 or less. Complete conference information, including registration fees, deadlines and stipend application procedures are available at www.ccaha.org or by contacting: CCAHA, 264 South 23rd Street, Philadelphia, PA 19103; 215/545-0613; fax 215/735-9313; e-mail ccaaha@ccaaha.org.

May 11-12

SAA workshop "Planning New and Remodeled Archival Facilities" in St. Louis, MO. Registration Deadline: April 3, 2000. See page 14 for details.

May 12-13

SAA workshop "The Administration of Photographic Collections" in Baltimore, MD. Registration Deadline: April 12, 2000. See page 14 for details.

June 8-13

28th annual meeting of the American Institute for Conservation of Historic and Artistic Works in Philadelphia at the Adam's Mark Hotel. General session will focus on "Preservation of Electronic Media." Contact: AIC, 1717 K Street, N.W., Suite 200, Washington, D.C. 20006; 202/452-9545; fax 202/452-9328; InfoAIC@aol.com; <http://aic.stanford.edu/>.

June 19-22

25th anniversary meeting of the Association of Canadian Archivists in Edmonton, Alberta. Theme: "Information Communities at the Turn of the Century: Archives Looking Forward, Looking Back." Joint sessions and social activi-

ties also planned with concurrent meetings of the Canadian Library Association and Region VIII of ARMA International. Contact: Michael Moosberger, 204/474-8243; fax 204/474-7577; Michael_Moosberger@umanitoba.ca.

August 28-September 3

64th annual meeting of the Society of American Archivists, Adam's Mark Hotel, 1550 Court Place, Denver, CO 80202; 303/893-3333. Hotel rates: \$95 single; \$105 double; \$115 triple; \$125 quad. Hotel information available at www.adamsmark.com/denver/index.htm. Visit the Host Committee Web site for the latest details and information on the conference at www.uwoy.edu/ahc/srma/saa2000.

FUNDING

Brown University Research Fellowship Program

The John Nicholas Brown Center for the Study of American Civilization is now accepting applications for its Research Fellowship Program which supports scholarship (research and writing) in American topics. Areas of specialization include but are not restricted to history, the history of art and architecture, literature, religion, material culture studies, music, historic preservation and urban planning. Preference is given to scholars working with Rhode Island materials or requiring access to New England resources. Open to advanced graduate students, junior or senior faculty, independent scholars, and humanities professionals. We offer office space in the historic Nightingale-Brown House, access to Brown University resources, and a stipend of up to \$2,000 for a term of resident between one and six months during one of our two award cycles each year: January through June; July through December. Housing may be available for visiting scholars. *Application deadlines are: April 15th for residence between July and December; November 1st for residence between January and June.* To apply, send a credentials package consisting of a 1-2 pg. project abstract, a 1-2 pg. CV, a 1-pg. work plan, a proposed budget (living expenses may be included), and a letter of recommendation. Send inquiries or mail application materials to: Joyce M. Botelho, Director, The John Nicholas Brown Center, Box 1880, Brown University, Providence, RI 02912; 401/272-0357; fax 401/272-1930; Joyce_Botelho@brown.edu.

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. Applications are accepted at any time. For more information, contact: Archivist, Carl Albert Center, 630 Parrington Oval, Room 101, University of Oklahoma, Norman, OK 73019; 405/325-5401; fax 405/325-6419; kosmerick@ou.edu; www.ou.edu/special/albertctr/archives.

The Pepper Foundation's Visiting Scholar's Program

The Claude Pepper Foundation seeks applicants for its "visiting scholar's program," which provides financial assistance for researchers working at the Claude Pepper Center's archives at Florida State University. The Claude Pepper Library's holdings include papers, photographs, recordings, and memorabilia of the late U.S. Senator/Congressman Claude Pepper and his wife, Mildred Webster Pepper. Pepper served in the U.S. Senate from 1936-1950 and the U.S. House of Representatives from 1962-1989. Topics that can be studied include Social Security, Medicare, elder affairs, age discrimination in the work force, labor issues such as minimum wage/maximum hours, health care reform, National Institutes of Health, Civil Rights, crime, international affairs, FDR's New Deal and World War II. The visiting scholar's program is open to any applicant pursuing research in any of the areas related to issues addressed by Claude Pepper. **Application deadlines are April 15th and October 15th.** For additional information and an application form, contact: Grants Coordinator, Claude Pepper Center, 636 West Call Street, Tallahassee, FL 32306-1122; 850/644-9309; fax 850/644-9301; mlaughli@mailier.fsu.edu; <http://pepper.cpb.fsu.edu/library>.

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) archiving and preservation of the musical 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) 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 the current grant application only.

Schlesinger Library Fellowships

Visit www.radcliffe.edu/schles/events/grants/visiting.htm. The Arthur and Elizabeth Schlesinger Library on the History of Women in America announces new fellowships for 2000-01. Two one-year appointments will be made for the academic year beginning September 11, 2000, and ending on June 15, 2001. Stipends up to \$40,000 will be awarded based on need. A budget including funds available from salary and grant sources will be requested. Fellows will be provided with office space in the library and will have library privileges at Harvard University. It is expected that each appointee's primary affiliation for the year will be with the Radcliffe Institute and residence will ordinarily be required. Each application should include a cover page giving the applicant's name, address, affiliation if any, and the working title of the proposed research. The body of the application should be succinct, yet long enough to describe adequately the following: the research to be undertaken; the Schlesinger Library holdings to be consulted; and the significance of these holdings to the proposed research. Proposals exceeding seven double-spaced pages or with excessive appendices will not be reviewed. The application should include a curriculum vitae of no more than two pages and the names of two references who have been asked to send supporting letters directly to the Schlesinger Library. The deadline for proposals is February 1, 2000. Appointments will be announced in early May. Proposals should be sent in six copies to: Fellowship Coordinator, Schlesinger Library, Radcliffe Institute for Advanced Study, 10 Garden Street, Cambridge, MA 02138.

Soroptimist Visiting Researcher Program

The Soroptimist Archives will offer travel and lodging grants for May 2000-April 2001 to graduate, post-graduate and independent researchers who would benefit from using the collections of Soroptimist International of the Americas and its two affiliated organizations, The Soroptimist Foundation and Venture Clubs of the Americas. The program makes grants up to \$1,000 for researchers from Canada and the United States and up to \$1,500 for researchers from other countries. The collections include the archives of each organization as well as manuscript collections, oral history interviews and artifacts.

The Soroptimist Archives will support research in women and volunteerism, advocacy for women, women as fundraisers and organization leaders, and women in business and professions. Deadline for application is March 15, 2000. For further information and application requirements, contact: Lisa Mangiafico, Archivist, Soroptimist International of the Americas, Two Penn Center Plaza, Suite 1000, Philadelphia, PA 19102; 215/557-9300; lisa@soroptimist.org or www.soroptimist.org.

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 on 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. **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 2-4 page essay describing your research interests and specific goals of your proposed project; and 2) a 2-3 page brief vita. 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 fifteenth year of the United States Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is \$1500 per month. **Applications must be postmarked by February 15, 2000.** For further information contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515; 202/228-1222.



THE SOCIETY of
AMERICAN ARCHIVISTS

2000-2001 Committee Intern Application

This form provides one means for students and those newer to the profession to volunteer for service as interns on committees and boards. Individuals are eligible to serve as interns if they have been members of SAA for less than five years. Your preferences will be considered whenever intern vacancies occur. **Please mail form to: SAA Vice President Leon Stout, c/o Society of American Archivists, 527 S. Wells St., 5th Floor, Chicago, Illinois 60607-3922; or fax it to 312/347-1452.**

Intern appointments are one year in duration, commencing at the end of the annual meeting following notification of appointment. Interns are encouraged however, to attend the committee meetings held during the annual meeting. Interns must belong to SAA and are expected to assist in the work of the committee throughout the year. Attendance at the subsequent annual meeting is required and interns are encouraged to attend the mid-year meeting if one is scheduled.

The various committees and boards are listed at www.archivists.org/governance/leader_list.html.

NAME _____

TITLE _____

ADDRESS _____

CITY/STATE/ZIP _____

DAYTIME PHONE _____

FAX _____

E-MAIL _____

Are you currently employed? Yes ☐ No ☐ If so, please describe position.

Are you currently a student? Yes ☐ No ☐ If so, what school are you attending?

Will you attend the next two SAA annual meetings? Yes ☐ No ☐

Are you a member of SAA? Yes ☐ No ☐

(SAA membership is a prerequisite to serving as an intern)

List below three committees and/or boards in which you would be interested in serving as an intern. List them in order of preference, with a brief statement of why you are interested in each, including relevant work experience and/or educational background. Use additional sheets if necessary. A copy of your resume and the names of references would be helpful.

1. _____
2. _____
3. _____

If none of the choices that you have listed are available, are you interested in serving on another group? Yes ☐ No ☐

Please describe previous professional association experience, including work in regional and local archival associations. Include papers presented, committee assignments, and publications. Use additional sheets if necessary.

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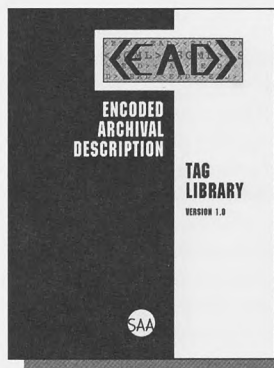


ENCODED ARCHIVAL DESCRIPTION APPLICATION GUIDELINES VERSION 1.0

PREPARED BY THE ENCODED ARCHIVAL DESCRIPTION WORKING GROUP OF
SOCIETY OF AMERICAN ARCHIVISTS

This volume introduces Encoded Archival Description (EAD) from administrative, technical, and archival perspectives. This is the final piece of documentation for EAD Version 1.0 which also includes the EAD Document Type Definition and *Encoded Archival Description Tag Library*.

SAA (1999) 308 pp., soft cover / \$30 • SAA members \$25 / Product Code 365

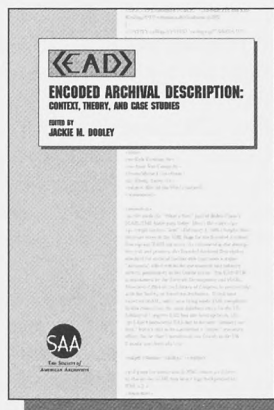


ENCODED ARCHIVAL DESCRIPTION TAG LIBRARY VERSION 1.0

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

Essential documentation that 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.

SAA (1998) 262 pp., soft cover / \$25 • SAA members \$20 / Product Code 343



ENCODED ARCHIVAL DESCRIPTION CONTEXT, THEORY, AND CASE STUDIES

EDITED BY JACKIE M. DOOLEY

This informative book explores the context within which Encoded Archival Description (EAD) was developed, the essentials of its structured approach to encoding finding aid data, and the role that EAD is meant to play in individual repositories and for the archival profession as a whole. Also includes six case studies.

SAA (1998) 178 pp., soft cover / \$40 • SAA members \$30 / Product Code 349

(WHILE SUPPLIES LAST. PRICES LISTED DO NOT INCLUDE SHIPPING AND HANDLING CHARGES.)



THE SOCIETY OF AMERICAN ARCHIVISTS

527 S. Wells St., 5th Floor, Chicago, IL 60607-3922
312/922-0140 • fax 312/347-1452
info@archivists.org • www.archivists.org



HOW TO LIST A PROFESSIONAL OPPORTUNITY

As a service to members, SAA publishes announcements about professional opportunities for archivists and positions wanted. 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* or in one issue of the SAA Employment Bulletin, plus in the Online Employment Bulletin for one fee:

92¢ per word

(NUMBERS, ABBREVIATIONS, ETC.
EACH COUNT AS ONE WORD.)

Institutional members receive a 50% discount. Deadlines for all issues of *Archival Outlook* and SAA Employment Bulletin are the 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 double-spaced. Ads may be submitted via fax, e-mail, on diskette, or regular mail.

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

New postings to the Online Employment Bulletin are available for viewing beginning Thursday afternoon and remain posted for up to two months at www.archivists.org.

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.



ARCHIVES SPECIALIST

*Longfellow National Historic Site
Cambridge, Massachusetts*

Temporary position (NTE 2 years) cataloging a portion of the historic photograph collection in the Longfellow National Historic Site Archives, Cambridge, Massachusetts. The 10,000+ photographs that make up the collection include most of the major photographic processes developed since the nineteenth century. Working with Longfellow NHS archives staff, duties will include organizing and processing portions of the collection, developing an effective storage and retrieval system for the collection, editing catalog database, contributing to collection finding aid. Must be able to work and communicate well as part of a team. **Starting salary:** \$34,102. For an application, contact U.S. Office of Personnel Management, 256/837-0894 and request announcement number AH-KB-0-0191.

ARCHIVIST

*The Aerospace Corporation
El Segundo, CA*

The Library & Information Resources Center of The Aerospace Corporation in El Segundo seeks an Archivist. Aerospace, a California nonprofit corporation, operates a Federally Funded Research and Development Center (FFRDC) which provides support to the U.S. Government in the planning and acquisition of space and launch systems. It employs approximately 3000 people, of which 2000 are technical staff. other corporate memory resources. Extracts and evaluates pertinent information from technical data manuscripts, and audiovisual materials; compiles reports; prepare informative abstracts and other written materials as appropriate. Consults to management and program offices to identify archival-quality materials. Assists researchers in the use of a wide range of information resources; both classified and unclassified. Keeps user community apprised of new information databases of archival holdings. Ensure quality control of online databases and maintenance of archives collection. Develops and implements document preservation plan consistent with best archives standards and practices. **Qualifications:** Graduate work or advanced degree in library science, history, or archival studies, and at least three years of progressively more responsible experience in field or a related field, preferably in an archives or special library. Strong research, organizational, and oral/written communication skills are essential. Ability to interface well in a civilian/military research environment. Knowledge of basic PC office software. Experience in man-

agement and handling of classified information desired Salary commensurate with qualification & experience. **Resumes to:** Kay J. Wade, Manager, Corporate Memory Resources, The Aerospace Corporation, P.O. Box 92957, Mail Station M2/356, Los Angeles, CA 90009-2957. EOE.

ARCHIVIST

*Montana Historical Society
Helena, Montana*

The Montana Historical Records Advisory Board received a one-year grant from NHPRC for a re-grant project. The project will help local historical records repositories to establish an archives or to implement a specific records project. Projects may include identifying, inventorying, appraising, processing, cataloging, or preserving records. The archivist will travel to each of ten repositories and spend up to one month with each, helping them to implement their project. The archivist should have thorough knowledge of basic archival theory, methods, and accepted practices; organizational abilities to manage diverse projects; demonstrated ability to communicate effectively, both verbally and in writing; demonstrated ability to apply data- and word-processing computer software to a range of word processing and database-building needs; and demonstrated ability to complete projects within limited time frame. B.A. required; M.A. in related field preferred; prior experience with local historical records and/or local government records desirable. \$21,000 per year plus housing and generous benefits. Please send State of Montana Employment Application (PD-25, available at <http://jsd.dli.state.mt.us/state/pdfpage.html>, letter of interest, and resume listing at least three professional references to: Business Office, Montana Historical Society, P.O. Box 201201, Helena, Montana 59620-1201. **Deadline:** February 4, 2000. EOE.

ARCHIVIST

*Wheaton History Center
Wheaton, Illinois*

History museum and education center seeks an archivist to appraise and process archival materials for the Center, City of Wheaton and Wheaton Park District; assist researchers; conduct oral histories; establish outreach programs; and help with planning for a new facility. Qualified applicants will possess a master's in history, library science or archival studies; minimum two years processing experience; effective communication, interpersonal, and teamwork skills. Send resume, salary history and three references to: Archivist Position, Wheaton History Center, P.O. Box 373, Wheaton, Illinois 60189-01373.



ARCHIVIST, SOUTHERN LABOR ARCHIVES

*Special Collections Department, Pullen Library
Georgia State University
Atlanta, Georgia*

Georgia State University (GSU) seeks innovative applicants for the position of archivist for the Southern Labor Archives. The largest of six curatorial units in the Pullen Library Special Collections Department, the Southern Labor Archives is the largest collection of labor records in the Southeast and official repository for several national unions and state federations. This position plays a major role in a dynamic department with growing research clientele and dual emphasis on processing and outreach. The close relationship between the university with 24,000 students and its surrounding business, government and cultural communities in downtown Atlanta makes GSU distinctive among research universities in the South. **Position Responsibilities:**

Oversees all archival functions and activities of labor archives; determines collection development and processing priorities; provides general and specialized reference services to university, labor, and scholarly clientele; initiates and conducts outreach activities; seeks external funding for special projects; supervises one paraprofessional and several student assistants; helps formulate departmental policies and procedures; participates as faculty member on library and university committees. **Qualifications:** Combination of graduate work in archival administration and either a graduate degree in history or information/library science from an ALA-accredited institution. Minimum three years of relevant professional experience in research library or archives, with evidence of expanding responsibilities. Supervisory experience. Demonstrated ability to work independently. Evidence of excellent written/oral communication and interpersonal skills. **Preferred:** Experience appraising and processing 20th century organizational records; graduate coursework in labor history; proficiency in MARC cataloging and archival description in digital environment; working knowledge of Windows-based software; ACA certification; evidence of professional contributions.

Salary: \$34,000-\$44,000 for twelve months, commensurate with qualifications and experience. Appointment at a faculty rank, on a contract renewal basis. Full benefits package includes health care, TIAA/CREF and other benefits. **Closing Date:** Materials received by March 1, 2000, will receive priority consideration. **To Apply:** Submit letter of interest, resume, and names and telephone numbers of three references to: Carmen Newton, Human Resources Officer, Pullen Library, 100 Decatur Street SE, Room 205, Atlanta,

Georgia 30303-3202. For additional information, see Special Collections Department Web page: wwwlib.gsu.edu/spcoll. AA/EOE.

ASSISTANT ARCHIVIST

*Amherst College
Amherst, Massachusetts*

Amherst College, a private undergraduate liberal arts college for men and women, with 1600 students and 165 faculty, invites applications for the position of assistant archivist at the Robert Frost Library. Located in western Massachusetts, Amherst participates with Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts in the Five College Consortium. Reporting to the archivist of the college and special collections coordinator, the candidate will participate in all aspects of the college archives and special collections operations. Position will have primary responsibility for providing reference services to collections, and for overseeing the records management component of the department, and will participate in the appraisal, arrangement and description of collections, including electronic information resources. **Qualifications:** Graduate degree or equivalent experience in an historical, library or related discipline or from a formal program of archival education required; minimum five years of post advanced degree experience in a professional archival position with increasing responsibility required, preferably in an academic setting; knowledge of current archival and records standards and practices required; and ACA certification desirable. Demonstrated experience with standard desktop software applications and network electronic resources required; related experience with MARC-AMC cataloging, HTML, SGML and EAD coding and Web applications highly desirable. Candidate must possess strong interpersonal skills and service orientation; effective oral and written communication skills; and must have the ability to lift, move and shelf packed record storage boxes weighing up to 40 lbs. This is a full-time position with competitive salary and benefits. The anticipated start date is July 1, 2000. Candidates should submit a letter of application, curriculum vitae, and the names of three references to: Librarian of the College, Robert Frost Library, Amherst College, Box 5000, Amherst, Massachusetts 01002-5000. A review of applications will begin on February 7, 2000, and continue until the position is filled. Amherst College is an Equal Opportunity/Affirmative Action employer and encourages women, minorities and disabled persons to apply.

ASSISTANT CURATOR

*Wittliff Gallery of Southwestern and Mexican
Photography
Southwest Texas State University
San Marcos, Texas*

Job #412. Serves as the photo archivist for the Wittliff Gallery. Directly responsible for the daily operations of the gallery which include reference service, accessioning acquisitions, identifying and ordering appropriate published support materials, arranging and describing collections, preparing finding aids, speaking to classes and other groups, and conducting gallery tours. Works collaboratively with the curator and department staff in managing the acquisition of photographs, developing policies and procedures, and planning public events and fund-raising activities. Assists in curating photographic exhibitions. Writes, edits, and prepares a variety of printed materials to promote the collection. Coordinates traveling photographic exhibitions from gallery holdings. Assists in editing the Wittliff Gallery book series; develops and maintains the gallery Web site at, library.swt.edu/swwc/photo/index.html.

Qualifications: ALA-accredited master's degree or a master's degree relating to art and photography with archival experience; substantial knowledge of Southwestern and Mexican photography and culture; experience in writing and editing for publication. Preferred strong verbal and written skills in English and Spanish; a working knowledge of design principles and exhibit techniques; familiarity with microcomputer applications used in special collections and archives.

Salary and Benefits: \$2,325+ monthly commensurate with experience. Benefits include monthly contribution to health insurance/benefits package. No state or local income taxes. **To Apply:** Applications will be reviewed upon receipt. The position will remain open until filled. Submit an official university application form, letter of application, and a resume to the personnel office. To obtain a form, call the personnel office 512/245-2557, or download it from vp/ss.swt.edu/personnel/app.htm. Southwest Texas State University is an AA/EO Employer.

ASSISTANT LIBRARIAN

*Winterthur Museum, Garden & Library
Winterthur, Delaware*

Winterthur Museum, Garden & Library seeks assistant librarian for Joseph Downs Collection of Manuscripts and Printed Ephemera to arrange, describe and catalog collection materials in MARC format for Virtua, Winterthur's OPAC. Create finding aids in EAD format; work with library conservator to plan space and materials needs



for housing collection items. Some volunteer supervision and occasional reference work. M.L.S. with one to three years experience with either RLIN or OCLC required; excellent communication skills; second master's in relevant discipline desirable. Send resume with cover letter and 300-500 word writing sample to: Human Resources, Winterthur Museum, Winterthur, Delaware 19735. EOE

ASSISTANT LIBRARIAN

*University of Arizona Library (UA)
Tucson, Arizona*

The university library seeks professionals to join its team based, innovative, flexible, user-oriented organization. The library is committed to continuous learning, increasing client self-sufficiency, fostering diversity in the campus environment, and furthering its own cultural transmission, educational, and preservation roles. Applicants are sought for the following positions, all of which require a master's degree in library/information science from an ALA-accredited institution. For additional requirements please visit the UA Web site: www.hr2.hr.arizona.edu. RESEARCH,

ARCHIVES & SPECIAL COLLECTIONS TEAM (Job #15478 and Job #15479) We seek two assistant librarians/archivists. The selected candidate for **Job #15478** will lead and coordinate the transition to new forms of digital access and information gathering, develop standards for electronic records, and coordinate delivery of research and reference services to users. **Preferred:** Two years experience in reference services and knowledge of archival theory, historical method, and bibliographical practice. The selected candidate for **Job #15479** will appraise, arrange and describe manuscript collections, enhance use of and preservation of collections through current and emerging information technologies, and promote use of collections to users. **Preferred:** Subject expertise in history, humanities, and the Borderlands, knowledge of archival theory and practice, evidence of expertise in the use of computer technology and applications, especially Internet presentations of graphical and textual materials including finding aids, competence in the Spanish language, and strong communication skills. The hiring range for both positions is \$35,460-\$44,157, DOE. To apply, send a cover letter citing position title and Job #, a current resume and the names, addresses, and phone numbers of three professional references to: Martina Johansen, The University of Arizona Library, 1510 E. University, Room C327, P.O. Box 210055, Tucson, Arizona 85721-0055.

You may also send e-mail inquiries to: | gkendric@bird.library.arizona.edu or johansen@bird.library.arizona.edu. Review of

application materials begins November 15, 1999, and will continue until the positions are filled. Complete job descriptions will be sent upon receipt of letter of interest. The University of Arizona is an AA/EEO Employer - M/W/D/V.

ASSOCIATE CURATOR OF ARCHITECTURE

*The Missouri Historical Society
St. Louis, Missouri*

The Missouri Historical Society has an immediate opening for an associate curator of architecture in the archives department to administer the institution's growing collection of architectural records, and to assist the archivist in all aspects of the management of the archives, including reference, will serve on the Curatorial Collections Committee and will participate in exhibit development, conservation, and policy formulation for the archives. The position requires knowledge of history and historical method as well as knowledge of architectural history and architectural graphics standards. Some knowledge of architectural professional practices, urban planning and history will be helpful. M.A. in history, art, architecture, architectural history or related field. Three to five years experience in an architecture archives, special collections department or manuscript collection of a university, public library or historical society, or equivalent. Familiarity with standard archival processing and reference service as related to manuscript material. Strong organizational skills, excellent oral and written communication skills, computer literacy mandatory. Able to utilize IBM compatible computers for word processing and database collections management. Familiarity with bibliographic utilities, especially the US MARC-VM and US MARC-AMC formats, desirable. Ability to handle large, heavy and fragile materials; ability to reach shelves; ability to traverse grate floor, utilize stairs or booklifts. Must be able to work Saturdays on a rotating basis. Must be able to work with minimal day-to-day supervision. Excellent benefits. Salary commensurate with experience and educational background. Please submit cover letter and resume with list of references to Human Resources, Missouri Historical Society, P.O. Box 11940, St. Louis, MO 63112-0040.

COLLECTIONS MANAGER

*Museum of Chinese in the Americas
New York, New York*

Founded in 1980, the Museum of Chinese in the Americas (MoCA) is a nationally recognized multidisciplinary educational institution which reclaims, preserves, and interprets the history of Chinese in the Americas through its exhibitions, lectures, gallery tours, library,

and archives. **Experience and Skills:** Minimum of three years of archival management experience; master's degree in related field, with courses in library science and/or archival management or certification by the Academy of Certified Archivists; strong knowledge of archival cataloging and preservation procedures; proficient in database programs; knowledge of digital technology; experience in donor relations and collection solicitations; excellent writing and verbal communication skills; ability to work independently and with a small museum staff. Special consideration will be given to individuals with any or all of the following: bilingual and/or biliterate in English and Chinese, background in Asian American history, and experience working in a museum. **Responsibilities:** Collection management: accession, preserve, and catalog artifacts, photographic materials, printed materials, and audio and visual recordings; provide reference services to public, media and staff; assist in developing long-range plan for collections; coordinate projects related to the collections or use of the collections; contribute to development and implementation of exhibitions and public programs; represent MoCA in outreach activities including giving presentations at community fairs, schools and community organizations; recruit, train and supervise volunteers as needed; contribute to report and proposal writing as needed. The ideal candidate is a flexible, outgoing and creative person with a sense of humor. Salary is commensurate with experience. Send or fax cover letter and vitae to: Executive Director, Museum of Chinese in the Americas, 70 Mulberry Street, 2nd Floor, New York, New York 10013; fax 212/619-4720.

DIGITAL ARCHIVE COORDINATOR

*San Jose Mercury News
San Jose, California*

The San Jose Mercury News is looking for someone to take ownership of the photo and image archive, to be responsible for the archive's completeness, usability, efficiency and success. This person will participate in the collection's development, administration and maintenance and perform quality control on images and captions. The ideal candidate would have a strong aptitude for evaluating images and captions, strong personal interest in photography and knowledge of image archiving software, online database design and development, database searching and proficiency with Mac and PCs. Send applications to: Geri Migielicz, Director of Photography, San Jose Mercury News, 750 Ridder Park Drive, San Jose, California 95190, or e-mail: gmigielicz@sjmercury.com.



DIRECTOR

Ronald Reagan Library
Simi Valley, California

The National Archives and Records Administration (NARA) invites nominations and applications for the position of director of the Ronald Reagan Library. Activities include expanding archival collections, creating rich and diverse educational and museum programs, integrating library activities with state and local programs, and developing a broad array of public programs through private partnerships which will enhance the growth and position of the library as a center of public scholarship and service. Dedicated in 1991, the Ronald Reagan Library is located in Simi Valley, California, and is one of ten presidential libraries operated by NARA. Many library programs are funded in whole or in part by the Ronald Reagan Presidential Foundation. Leading candidates will have extensive experience directing a historical, archival, cultural, philanthropic, or governmental institution; an abiding interest and understanding of the historical, political, social, and economic issues from the Cold War to the present; demonstrated success in developing and sustaining partnership ventures in support of the institutions and programs they have served; and skill in creatively broadening and serving their constituencies. The successful candidate should have imagination and vision, solid leadership experience, outstanding communications skills, and the ability to develop and manage financial resources. This is a Noncareer Senior Executive Service appointment within the federal government with a salary range of \$113,696-\$125,900 depending on experience. Detailed information about NARA and presidential libraries is available at www.nara.gov. Nominations should be forwarded as soon as possible. We will continue to receive applications until further notice. Nominations, inquiries, and applications should be addressed to: Office of Presidential Libraries, National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740-6001, fax 301/713-6045.

DIRECTOR OF COLLECTIONS

Schenectady Museum
Schenectady, New York

The community focused Schenectady Museum, with a mission to engage and inspire audiences using art, natural history, scientific and cultural heritage collections is seeking an organized manager to oversee the registration, development, care and use of its growing archives and object collections. Candidates for this senior level management position should have five or more years of collection management experience and additional expe-

rience managing staff and volunteers. The ideal candidate will have excellent written and oral communication skills, the skill to work in or lead project teams, and the ability to balance multiple responsibilities. The Schenectady Museum, a 65-year-old teaching institution, is in the midst of completing a master plan for growth and expansion linking it to regional redevelopment activities and positioning it as one of the major cultural organizations in a three-city region. The director of collections is critical to the institution's long range success. Applicants should send resume and cover letter to: Bart A. Roselli, Executive Director, The Schenectady Museum, Nott Terrace Heights, and Schenectady, New York 12308. EOE.

HEAD OF RESEARCH CENTER PROGRAMS

Henry Ford Museum & Greenfield Village
Dearborn, Michigan

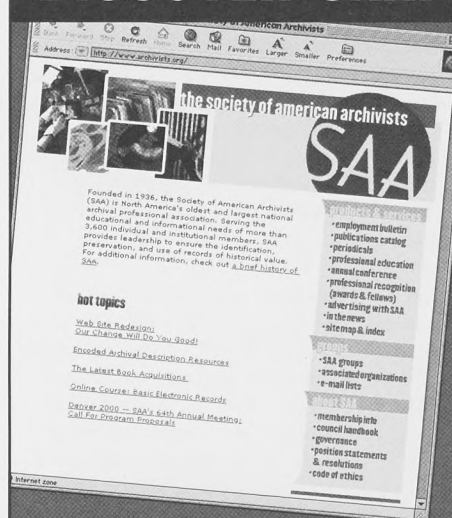
Wanted: Dynamic and creative individual to develop, manage, and administer the public programs and services of the museum's research center. The research center collections include one of the nation's premier automotive history collections, and other significant archival, graphic, and photographic collections. The head of research center programs will develop a strategic plan, set policies, procedures, and goals for the unit, develop outreach efforts, manage the budget, participate in fundraising efforts, and work closely with staff archivists and curators in collection development. The museum will begin construction on a major new research center facility within the next year. The successful candidate will participate actively in the planning of this new facility. **Qualifications:** Advanced degree in information, archives administration, or related field. Five years experience in archives, library, or related work, preferably with managerial or administrative experience. Advanced degree in history or related field preferred. Excellent oral and written communication and organizational skills; ability to manage people effectively; knowledge of intellectual property and copyright law; demonstrated research and interpretive skills; collection development experience preferred. Competitive salary; excellent benefits. Send cover letter with salary requirements and resume to: Employment Office, 20900 Oakwood Blvd., Dearborn, Michigan 48124; fax 313/982-6226; employment@hfm.gov. EOE.

HEAD, SPECIAL COLLECTIONS DEPARTMENT

University of Maine
Orono, Maine

The Raymond H. Fogler Library at the University of Maine is seeking a dynamic, creative individual to head its special collec-

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- Enroll in an SAA workshop
- Read all about it — archival news and information
- The best for less: Join SAA and receive all of the above at the discounted member rate!



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tions department, which houses a comprehensive collection of monographs, manuscripts, business records, state documents, maps, photographs, and digital and electronic information resources related to the state of Maine. Several collections of rare books, the university archives and the William S. Cohen Archives are also included in this department. Special collections serves students, faculty and the public and is actively involved in outreach and a variety of special projects related to the creation of the University of Maine's digital library. Additional information about the department and its collections can be found at <http://libraries.maine.edu/orospeccoll/>.

Duties: Responsible for the overall operations of the department. Supervises two professionals, one support staff and 5-10 student assistants. Oversees the collection development, processing, preservation, public service, instruction, and outreach efforts of the department. Special emphasis is on creating and improving Internet access to department collections. **Required:** M.L.S. from an ALA-accredited institution or master's degree in archival administration; substantial training and progressively responsible experience working with manuscript materials, archival records, and historical collections in a variety of formats including paper, microform, and digital; working knowledge of conservation and preservation issues and techniques; demonstrated experience serving a diverse clientele, including students, researchers, and the public, in an academic or special library setting; demonstrated supervisory and administrative ability; solid background in history; strong interpersonal and oral and written communication skills; substantial experience with integrated library systems and PC-based word processing, database management, and WWW applications; working knowledge of MARC-AMC cataloging; and knowledge of HTML/XML, EAD and digital processing of collections. **Preferred:** Substantial experience in an academic setting, and knowledge of Maine, and New England regional history. **To Apply:** Send cover letter, resume, and the names and addresses of three references to: Mary Casserly, Collection Development Division Head, 5729 Fogler Library, University of Maine, Orono, Maine 04469-5729. Review of applications will begin February 1, 2000, and will continue until the position is filled. Salary commensurate with experience. The University of Maine is an Affirmative Action/Equal Opportunity Employer.

LIBRARIAN/ARCHIVIST

*Albion College
Albion, Michigan*

Albion College is searching for a full time

librarian/archivist. The archivist is responsible to the director of libraries for the full administration of the Albion College archives collection. The archivist will serve as a librarian on the staff and as an advisor on preservation issues. In addition the archivist is also the Methodist archivist, and is responsible to the Commission for Archives and History of the West Michigan Conference for the care of their material. A full position announcement can be found at <http://www.albion.edu/fac/libr/archivis.htm>. **Qualifications:** Master's degree in librarianship with an archives focus, archives, public history, or related field, and experience in managing historical collections in an archives, library museum or historical agency. Preferable qualifications include strong background in archival research methodology with demonstrated skills in oral and written communication, library reference experience desirable. Interested candidates should send a letter of application, resume, and three current letters of reference to: Dr. John P. Kondelik, Director of Libraries, Albion College, KC 4692, Albion, Michigan 49224. EOE. Applicant screening will begin February 15, 2000. Projected start date, July 1, 2000.

MANAGER, RECORDS AND ARCHIVIST

*Howard Hughes Medical Institute
Chevy Chase, Maryland*

Duties: Responsible for managing the corporate records management and archives program supporting a headquarters staff of 250. Develops systems, policies, and procedures to organize and maintain administrative records including active, inactive, vital, and historical records. Develops records retention schedules, provides for the storage and availability of inactive records, and carries out appropriate records destruction. Oversees the activities of the archives, currently staffed by two persons, including acquisition, processing, description, access, and preservation of multimedia collections. Identifies issues and promotes workable solutions related to managing electronic records. Works with various departments in consultative role, and provides briefings to organization's staff on program objectives and services. Maintains vendor relationships and monitors performance. **Qualifications:** Master's degree in related field; five years experience managing records or archives programs; excellent interpersonal, written, and oral communication skills; strong analytical and organizational skills; familiarity with office technology applications and use of databases. **Contact:** Christine Leonhardt, Howard Hughes Medical Institute, 4000 Jones Bridge Rd., Chevy Chase, Maryland 20815; fax 301/215-8940.

MANUSCRIPT CURATOR/LIBRARIAN

*Loyola Marymount University
Los Angeles, California*

Loyola Marymount University seeks a curator for the Center for the Study of Los Angeles, research collection. The curator will report to the assistant librarian for archives and special collections in the Charles Von der Ahe Library. The successful candidate will be responsible for day-to-day management of the research collection. Duties include processing collections, preparation of collection guides, basic conservation work, supervision of interns and student workers, reference work with patrons, and management of the off-site faculty. The curator is also responsible for the design and development of the department of archives and special collections Web site. Candidates must have a master's degree in archival studies, history, political science, or an M.L.S. from an ALA-accredited school with course work in archives or manuscript management. Candidates must also have three years of progressively responsible experience in a manuscripts department or an archives. Computer skills are essential. Candidates should have a basic understanding of HTML, Photoshop and graphic optimization for the Web. Please send resume and cover letter to LMU, HR, 7900 Loyola Blvd., Los Angeles, California 90045-8155, or fax 310/338-7711. Visit our Web site at <http://www.lmu.edu/hr/bull.htm> or call our Jobline at 310/338-4488. We encourage applications from women, ethnic minorities, persons with disabilities and veterans. Applications received by January 28, 2000, will receive first consideration. The search will remain open until the position is filled.

PROJECT ARCHIVIST/CURATOR

*Cold Spring Harbor Laboratory
Cold Spring Harbor, New York*

Cold Spring Harbor Laboratory is currently searching for an experienced and energetic archivist to organize the personal papers of Nobelist Dr. James D. Watson. This collection contains manuscripts, photographs, correspondence, and other records pertaining to major events in the history of molecular biology. The collection is intended to be a part of a future Laboratory Center for the History of Molecular Biology and Genetics. This is an extraordinary opportunity for an individual with career aspirations in archives to work on a collection of singular historic and research value. **Qualifications:** The qualified candidate will possess a B.A. or M.A. in the history of science, or library and information science, and successful completion of archival training. One year of professional experience in processing and referencing of archival/manuscript collection management



and interpretation is required. The individual is also expected to have strong interpersonal skills and demonstrated written and oral communication abilities. **Salary:** The salary for this position is mid \$30's commensurate with experience. Excellent benefits package. The position will commence immediately. The laboratory is in a picturesque location on the North shore of Long Island with great facilities including a day care center. Please see our Web site at <http://www.cshl.org>. Send resume and professional references to: Department of Human Resources, Cold Spring Harbor Laboratory, 1 Bungtown Rd., Cold Spring Harbor, New York 11724, or fax it to 516/367-6850.

PROCESSING ARCHIVIST

*University of Texas, San Antonio (UTSA)
San Antonio, Texas*

Search re-opened. Full-time, temporary, 12-month NHPRC grant-funded position. **Duties:** Process archival collections in the Archives for Research on Women and Gender; create EAD and print finding aids; create USMARC records; produce an archival collections subject guide. **Required:** M.L.I.S. from an ALA-accredited school or equivalent degree with formal training in archives; working knowledge of MARC/AMC; familiarity with basic preservation; excellent written and oral English skills; ability to work well independently and collaboratively; high level of competency with MS-Office and authoring HTML documents; ability to lift cartons weighing up to 40 pounds. **Preferred:** One year of professional experience processing archives; second M.A. in history or women's studies; experience with EAD. **Salary:** \$28,840 plus benefits. Send resume to: Dr. Linda Schott, Director, CSWG, UTSA, 6900 North Loop 1604 West, San Antonio, Texas 78249-0605. A review of applications will continue until the position is filled. <http://www.lib.utsa.edu/Archives/>. UTSA is an AA/EOE and encourages applications from women and minorities. Employment contingent upon meeting UT system hiring regulations.

RECORDS ANALYST

*United Federation of Teachers (UFT)
New York, New York*

The UFT Archives and Records Center is located in the historic Flat Iron District at UFT Headquarters in New York City. The archives and records center serves as both an archives repository for UFT's historical materials and as an active records center for UFT's three main headquarters buildings and five borough offices. The largest teachers local in the U.S., the UFT is affiliated with the statewide teachers organization, NYSUT, and the national American Federation of Teachers,

AFL-CIO, in Washington, D.C. The UFT is the teachers union for all NYC schoolteachers and school related personnel such as secretaries, guidance counselors and social workers. With an overall total of 132,000 members, the UFT is comprised of 79,000 teachers; 33,000 retired teachers; 15,000 paraprofessionals (teachers aides) and 5,000 school-related members. **Job Duties:** As records analyst for a large, dynamic teachers union, conducts records appraisal surveys and inventories in all UFT administrative and program offices and provides assistance with reference and research requests in the UFT historical collections. Assists with UFT historical projects, programs, publications and exhibits for the in-house archives and overall organization. Analyses departmental records-keeping systems throughout UFT and recommends improvements; prepares records retention schedules for departments based on the George Meany Center for Labor Studies guide, How to keep Union Records-A Guide for Local Union Officers and Staff (1992) and Don Skupsky's Recordkeeping Requirements (for common business records) (1991). Responsible for documenting records accessions, transfers, and disposal within organization; helps update archives and records program policy and procedures as needed; maintains a vital records protection program; and provides training and supervision to records center staff as required. **Requirements:** Must have an undergraduate degree in history (graduate degree preferred), with a master's in historical archives/records management or M.L.S. in library science with archives education. Must have a thorough understanding of archival and records administration as acquired through graduate archival/records education and three to five years of archives training/work experience. Position require superb public outreach skills, historical understanding of labor history and the field of urban education, as well as excellent communications skills, both verbal and written. Must have strong computer/word processing/database skills (Windows 95, Excel, Access). Must have a lively intelligence and a well-developed sense of humor. **Annual Salary:** \$36,000.

To Apply: Please mail letter of interest, current resume and list of references to: Lucinda Manning, Director, UFT Archives & Records Center, 260 Park Ave. South, 1st Floor, New York, New York 10010. **Application deadline:** February 28, 2000.

REGIONAL ADMINISTRATOR (2 Positions)

*(Supervisory Archives Specialist, GS-1421-15)
National Archives and Records Administration
Mid-Atlantic Region - Philadelphia, PA
Rocky Mountain Region - Denver, CO*
The National Archives and Records Administration (NARA), Office of Regional

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Records Services is seeking Regional Administrators to direct and coordinate the records management, archival administration, and fee-for-service records center programs in its Mid-Atlantic and Rocky Mountain regions. The programs include providing technical assistance to agencies on records creation, management, and disposition; training on records practices; inspecting and evaluating records management programs; appraisal and disposition; reference service and research; public programs and exhibits; and serving as the NARA representative in the regional federal community. Successful candidates will have a high level of experience in archival, records management, and records center program management, and demonstrated skills in business management, customer service, communication, and management of fee-for-service programs. The positions will be filled at the GS-15 level between \$77,000 and \$100,000 per year, plus applicable locality adjustment. For more details see vacancy announcement #NR 00-01B at the NARA web-site www.nara.gov/nara/employ.html or contact Pam Pope at 800/ 827-4898, ext. 4950. Complete applications must be postmarked by January 28, 2000. NARA, an agency of the Federal Government, is an equal opportunity employer.



Cover: Carefree University of Michigan Students, April 30, 1927. Courtesy of Bentley Historical Library, University of Michigan. Submitted by Nancy Bartlett.