

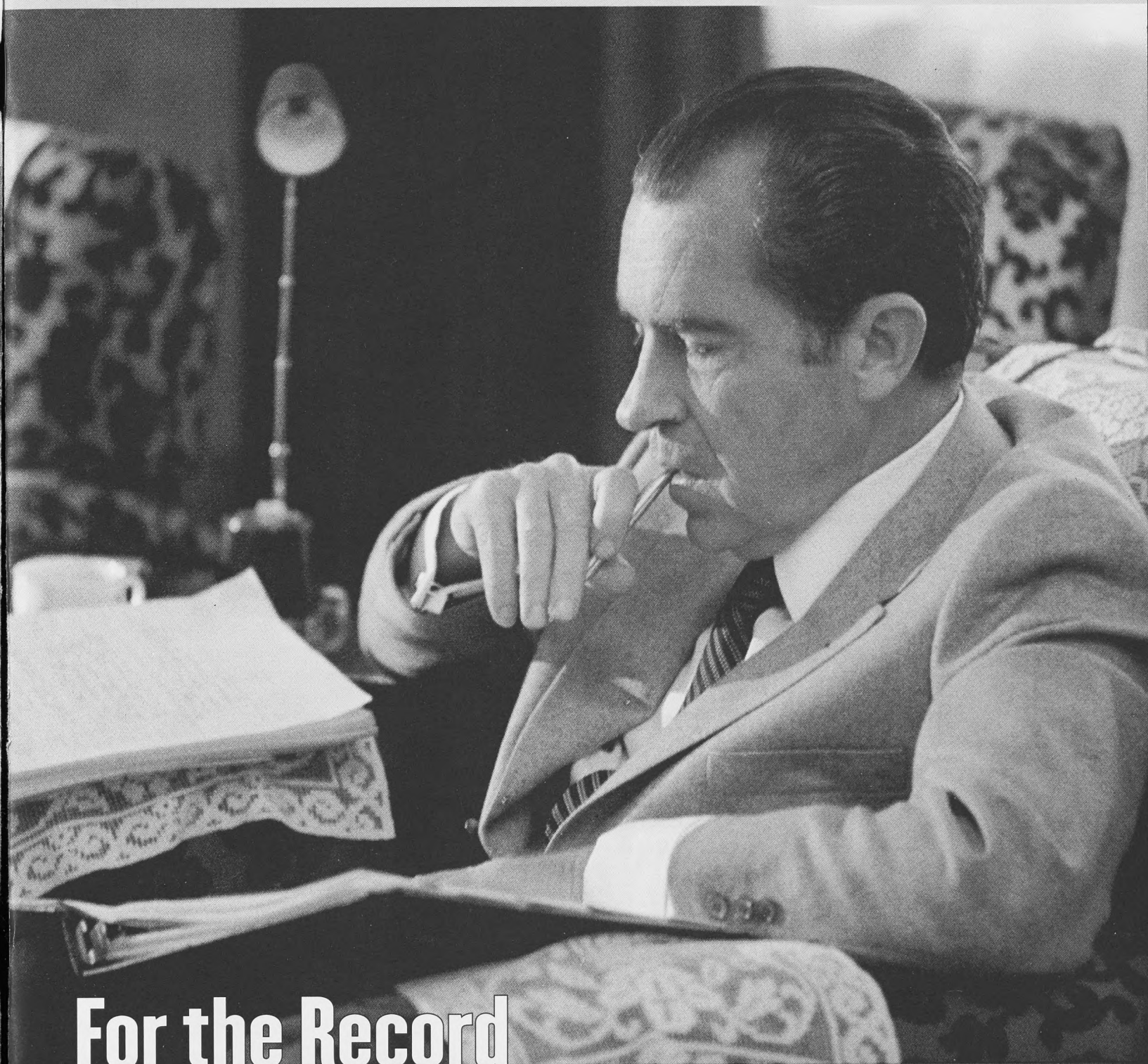
NEWSLETTER
OF THE
SOCIETY OF
AMERICAN
ARCHIVISTS

JAN/FEB 2002



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archival outlook



For the Record

- Reaction to President Bush's Executive Order on Presidential Papers
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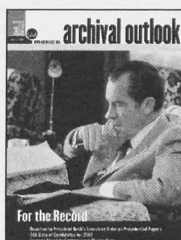
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on the cover

President Nixon studies his briefing book during his visit to China in February 1972. White House Photo by Oliver F. Atkins, Courtesy: Nixon Presidential Materials Staff, National Archives and Records Administration.



archival outlook

the society of american archivists
serves the educational and informational needs
of its members and provides leadership to
help ensure the identification, preservation
and use of the nation's historic record.

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The Saga of Executive Order 13233

You may recall that I started this series of columns with the fond hope of delivering a round of archival "fireside chats." I would use the column to reflect on my many years of experience in the profession and on the many warm friendships I had developed and, more generally, to savor the special sense of community that we share as archivists and members of the Society of American Archivists.

As with many such carefully laid plans, they either go astray or get overtaken by events. In my case, the events of September 11 overwhelmed me and the rest of you as well and my last column reflected that. More recent events, which I believe are not unconnected to the aftermath of 9/11, have consumed much of my time since. I am speaking, of course, of President Bush's Executive Order 13233, which carries the deceptive title of "Further Implementation of the Presidential Records Act." As you know from our public statements on this order, there are significant problems with it, not only from our perspective as archivists, but also as citizens of a supposedly open democratic society. As I start to write this, I have just sent off an article which is to be published in the *Washington Post* on Sunday, December 16, and which is reproduced in this issue of *Archival Outlook* (see page 4). Therefore, I won't waste space here detailing our objections any further.

What I would like to focus on instead is the extraordinary chain of events that has occurred with respect to this order and our involvement with it. These events have a lot to do with us as a community of archivists and I think reflect well on the significant advances we have made both as a profession and as a Society.

I first heard of the executive order when the draft was released by the White House on October 28. As you know, it was signed four days later by the president. I was then informed that Rep. Stephen Horn (R-CA) was to hold hearings on this order in his Subcommittee on Government Efficiency and that he was interested in receiving comments from interested groups and citizens. Working with the Executive Committee of Council, we quickly drafted a letter which we sent to Rep. Horn (see www.archivists.org/statements/stephenhorn.html). Following immediately on the heels of that letter, a number of members of the Society felt that we needed to alert the membership to the problems surrounding this issue and issue a general "Call to Action" (see www.archivists.org/news/actnow.html). Working with Richard Pearce-Moses, a member of Council, I put together a brief statement and Richard gathered a number of links to relevant

information resources and did the HTML coding, which he sent promptly to Brian Doyle, our webmaster.

Meanwhile, I had received a message that Nina Totenberg, the legal affairs expert from National Public Radio was interested in talking to me about this issue. We subsequently had a conversation (with me doing my best to keep from gushing with a woman for whom I have enormous admiration), which was recorded and excerpts played as part of a story she did on Monday, November 19, on "Morning Edition." I am told that one of our Council members heard the piece as she was driving to work and was so startled that she ran a red light and spilled her coffee!

Subsequent to this conversation, I was contacted by Martha Kumar, former president of the Presidency Research Section of the American Political Science Association. She was in the midst of organizing a meeting at the White House of interested historians, journalists, and archivists to discuss this executive order with Judge Alberto Gonzales, the White House Counsel, and Brett Kavanaugh, who authored the executive order. That meeting was held on December 7 in the Old Executive Office Building next to the White House. Judge Gonzales was unable to come to this meeting, but Mr. Kavanaugh was there to answer questions from, among others, the presidents of the Organization of American Historians, the American Historical Association, the American Political Science Association, the White House Correspondents Association, the American Society of Newspaper Editors, the Society of American Archivists, and the executive directors of AHA and the National Coordinating Committee for the Promotion of History. It was a spirited and lively discussion, though I am afraid that neither side was convinced by the arguments of the other. We agreed to meet again in six months to assess the actual impact of the order.

While all this was going on, Mark Greene, another member of Council, and I were co-conspiring to write a fuller explication of these issues that might have potential as an Op-Ed piece to appear in some newspaper. After considerable editorial assistance from other members of Council, we had what we thought was the statement we wanted to make. Thomas Connors, also a member of Council, was making inquiries with some of his contacts at the *Washington Post* and they expressed real interest in running something. After working with a very accomplished editor there for several days, the article noted above was published

continued on page 15

The President's Papers Are the People's Business

by STEVEN HENSEN

Published in the Washington Post (Sunday, December 16, 2001)

How can a democratic people have confidence in elected officials who hide the records of their actions from public view?

On November 1, with no announcement, President Bush signed Executive Order 13233, overriding the 1978 Presidential Records Act, which provides that a president's papers will be made available to the public 12 years after he leaves office. Bush's new order gives the White House, as well as former presidents, the right to veto this release of documents, thereby taking the responsibility for administering presidential papers away from the archivist of the United States. By forcing citizens to go to court to obtain the right to view an administration's records, the order effectively blocks access to information that enables Americans to hold our presidents accountable for their actions.

Almost immediately after Bush signed the order, a remarkably bipartisan group of Republicans and Democrats, liberals and conservatives, expressed everything from dismay to outrage. In addition, a group including historians, journalists, and civic activists filed suit to block implementation of this order.

In the middle of the fray are professional archivists. Those of us who labor in the nation's archives are entrusted with ensuring that citizens and scholars have access to the records of human society and culture, as well as to the important records of our government. The guarantee of such access is a cornerstone of the Constitution and of democracy in general. As the current president of North America's largest archival professional society, I speak for many of my colleagues when I say that the White House is on the wrong side of this battle.

Bush's executive order is titled "Further Implementation of the Presidential Records Act." But rather than "implementing" that law, the order abrogates the core principles of the act and violates both its spirit and letter.

The Presidential Records Act was created out of the legal morass surrounding the Watergate scandals and legitimate congressional fears that former President Nixon would never allow public access to the records of his administration. The legislation established once and for all—or so we thought—the principle that presidential papers represent the official records of activity by the highest office in our government of, by, and for the people—and that they therefore belong to the U.S. government and, by extension, its citizens. The act further mandates that management of, custody of, and access to such records should

be governed on behalf of the nation by the archivist of the United States.

Some of the bases for this law can be found in earlier discussions by scholars and archivists. Julian Boyd, editor of *The Papers of Thomas Jefferson*, had made the point as early as 1960 that "the records of the office of the President belong to the people who created that office. They cannot be given away by one who happens to be its incumbent." He also rejected the notion that "the privilege of the President follows a man into retirement as a personal right to be exercised by himself for the duration of his natural life and then to be descendable to his executors and heirs."

In his authoritative 1969 book, *Records of a Nation*, the distinguished archivist H.G. Jones noted that, among modern presidents, Franklin D. Roosevelt had clearly established the peoples' claim to ownership of their chief executives' files and had stated that "the prerogative assumed by his predecessors in asserting private title was in fact only a lingering vestige of the attributes of monarchy, not an appropriate or compatible concept of archival policy for the head of a democratic state to adopt."

Executive Order 13233 directly subverts the intent of the Presidential Records Act by placing ultimate responsibility for decisions regarding access to presidential papers not only with President Bush, but with any sitting president in the future, as well as every ex-president,

and, even further, the family members and heirs of former presidents, apparently without limit.

Administration officials have acknowledged that the new order is intended to prevent the release of records from the Reagan administration, which the White House has been delaying by various means since January. This has led to speculation that the administration is trying to shield members of Bush's own administration, as well as his father, from a variety of uncomfortable revelations, including possible connections to the Iran-contra scandal. But it should be noted that this executive order also fits a pattern suggesting that the Bush administration may be hostile to the basic ideals that the public has a right to know what its elected officials are doing, and that the records of government are in fact owned by the people.

Last January, Bush, as outgoing governor of Texas, shipped his official records to his father's presidential library at Texas A&M University. By doing so, he succeeded in removing his gubernatorial papers not only from the custody of the Texas

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State Library and Archives, but also, possibly, from the ownership, oversight, and right of access of the people of Texas. The Texas archives law does permit the designation of "an institution of higher learning or alternate archival institution" as the repository for gubernatorial records (the records of former Governor John Connally, for instance, are at the Lyndon B. Johnson Presidential Library, and those of Bill Clement are at Texas A&M). But the bill requires that any governor seeking to place his records elsewhere consult fully with the Texas State Library and Archives Commission to develop clear policies regarding processing of and access to the records. While there was some preliminary consultation over Bush's papers, no final agreement was reached. The records were simply packed up and shipped off—to the great surprise of many, including officials at the Bush presidential library.

Under no circumstance does the Texas bill permit the transfer of the records' "ownership" from the people of Texas to any other entity. The Connally and Clement records, though not technically in the archives, are still administered according to Texas records law. But the confusion likely to reign over the question of who "owns" the Bush gubernatorial records may be sufficient to keep them out of public sight until well after the conclusion of George W.'s presidency. In the meantime, requests from journalists, historians, or others to view the documents could be delayed indefinitely, denying the public potentially valuable insight into how Bush's policies as Texas governor on matters from energy to the death penalty may be informing current decisions.

And there's more. On October 16, Attorney General John Ashcroft issued a memorandum telling federal agencies that when they decide to withhold records in response to Freedom of Information (FOIA) requests, they can "be assured" that the Department of Justice will defend their decisions. The memorandum supersedes a 1993 directive by then-Attorney General Janet Reno, directing federal agencies to resolve ambiguous situations in favor of openness. Though Ashcroft's memo suggested that the present reversal on FOIA requests was necessary for protecting "national security, enhancing the effectiveness of our law enforcement agencies, protecting sensitive business information and, not least, preserving personal privacy," the fact is that these categories of information are already exempted from release under our freedom of information laws. Like Bush's executive order, Ashcroft's FOIA memorandum has the effect of limiting our ability as citizens to know what our government is doing, and why.

There is lingering uncertainty over the extent to which an executive order can trump or override statutory law. This is a matter Congress will have to decide. So far, Congress has held only one inconclusive hearing on Executive Order 13233. It

needs to do far more. Access to the vital historical records of this nation should not be governed by executive will; this is exactly the situation that the existing law was created to prevent. Furthermore, for such access to be curtailed or nullified by an executive process not subject to public or legislative review or scrutiny violates the principles upon which our nation was founded.

Engaged as we currently are in a struggle against terrorism and totalitarianism, it does us no credit to adopt policies that reflect the principles of our enemies more than they do our own democratic traditions. Bush should demonstrate the values and openness of our government and of his administration by canceling this order and directing the attorney general to revoke his memorandum. It shouldn't have to take legal proceedings, congressional action or public pressure for Bush to come to the understanding that the president's papers are not in fact the president's papers, but rather the records of the people's presidency. ♦

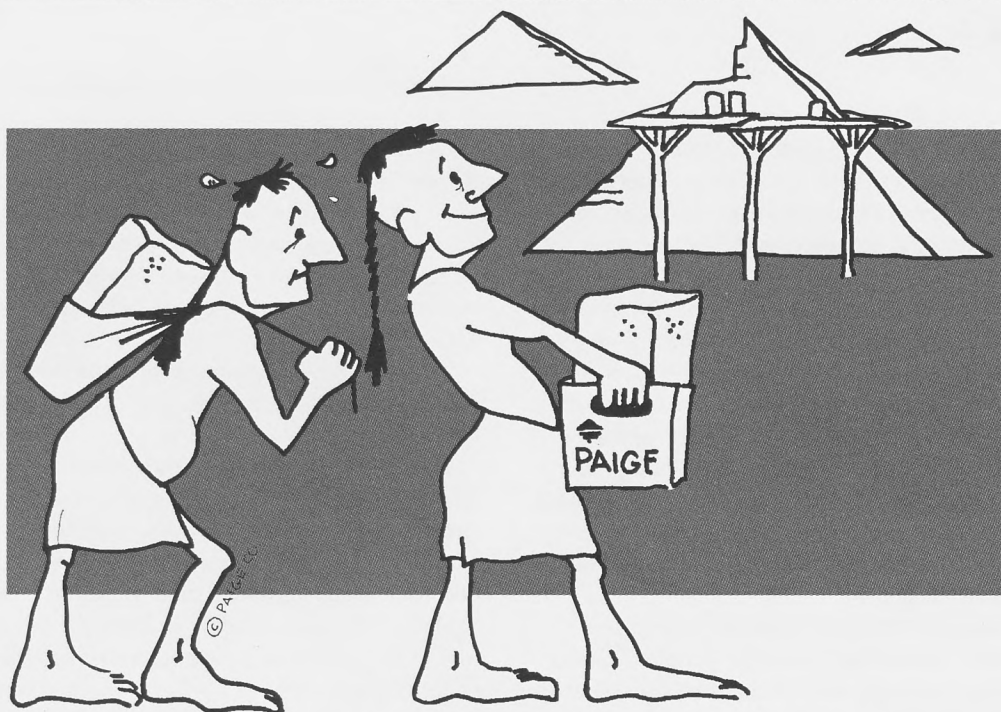
Steven Hensen, director of planning and project development at Duke University's Rare Book, Manuscripts and Special Collections Library, is president of the Society of American Archivists.

SAA Comments on the Hague Convention

In other advocacy efforts, SAA President Steven Hensen in October sent a letter on behalf of the Society of American Archivists to Secretary of State Colin Powell endorsing the request of the American Library Association to add a representative from the library, archival, or information science sector to the official U.S. delegation to the Hague Convention on Jurisdiction and Enforcement of Judgments in Commercial and Civil Cases. In the letter Hensen noted that SAA is particularly concerned that the Hague Convention, as currently written, may abrogate rights guaranteed by the U.S. Constitution regarding public use of copyrighted material.

In addition, President Hensen sent a letter, which provided comments on the Hague Convention on Jurisdiction and Foreign Judgments in Commercial and Civil Cases, to the U.S. Patent and Trademark Office. In that letter, Hensen cited SAA's chief concern as the negative consequences for U.S. citizens if matters of copyright law are included in the final Convention.

Copies of the full letters are available online at www.archivists.org/statements/hague_convention.html.



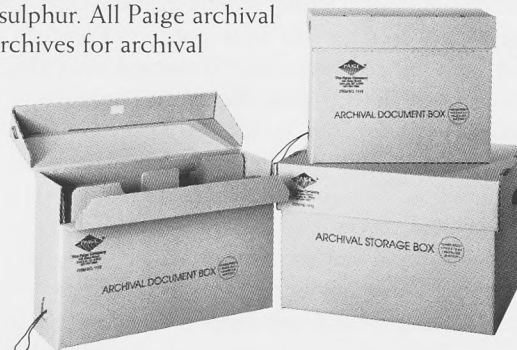
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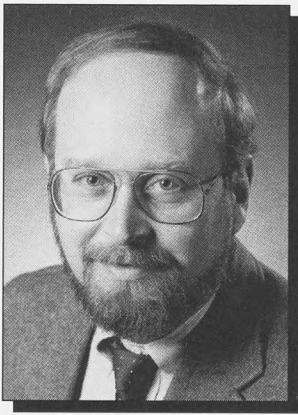
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Slate of Candidates for 2002

Timothy Ericson and Helen Tibbo vie for Presidency

The Nominating Committee for the Society of American Archivists has proposed the following slate of candidates for election in 2002.

VICE PRESIDENT/PRESIDENT ELECT

Timothy Ericson, University of Wisconsin, Milwaukee
Helen Tibbo, University of North Carolina at Chapel Hill

COUNCIL

Frank Boles, Central Michigan University
Elaine Engst, Cornell University
Deborah Skaggs, Frank Russell Company
Cindy Smolovik, National Archives and Records Administration
Christine Weideman, Yale University
Joel Wurl, University of Minnesota

NOMINATING COMMITTEE

Mary Cordato, American Bible Society Library
Catherine Dishman, General Mills Inc.
Aimee Felker, International Monetary Fund
Louis Jones, Wayne State University
Elisabeth Kaplan, Charles Babbage Institute
Lawrence Landis, Oregon State University

Individual members of SAA will vote for a vice president/president-elect, three Council members, and three Nominating Committee members. The candidate elected vice president will serve a one-year term beginning in August and then will become SAA's 59th president in 2003-2004. Those elected to Council will serve a three-year term beginning in August and running through the August 2005 annual meeting. Those elected to the Nominating Committee will serve one-year terms.

This year there will be no election for treasurer. The current treasurer, Elizabeth Adkins of Ford Motor Company, is in the second year of her three-year term of office.

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

Vice President/President-Elect: In addition to the administrative responsibilities of leading the Society, every president has the opportunity to advance programs and projects which he or she believes are vital to the development of the archival profession and to ensure the continued viability of the Society. Which current activities need continued support and what areas will you propose for new projects?

Council: Officers and Council members are responsible for setting the long-range vision of the Society and how it serves its members. How might the profession change over the next ten years, and what does the Society need to do to prepare its members for those changes?

Nominating Committee: What qualities—both personal and professional—do you believe candidates must bring to their jobs to ensure that the Society meets the needs of its members and strengthens the profession?

These questions were formulated by this year's Nominating Committee: Scott Cline, Kathleen Marquis, Brenda Billips Square, and Council members Richard Pearce-Moses and Becky Haglund Tousey.

Candidates' responses to the questions posed, along with biographical information, 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, 2002.*

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 mid-March, please contact the SAA office at 312/922-0140 or info@archivists.org. *The deadline for returning ballots will be April 5, 2002.*



At left: Greek immigrant Alex Kontos (third from left), began as a fruit peddler and became the prosperous "Banana King" of Birmingham. All "carloads of bananas are consigned to him only," a contemporary explained, "and he is the supreme arbiter of their destiny . . . he is our miniature Rockefeller." Courtesy Birmingham Public Library Archives.

Below: Sicilian Carmella Anselmo (right, standing) immigrated to Birmingham in 1921. She taught in the Birmingham public schools and in her free time taught English and citizenship classes to other Italian immigrants. Courtesy Birmingham Public Library Archives.

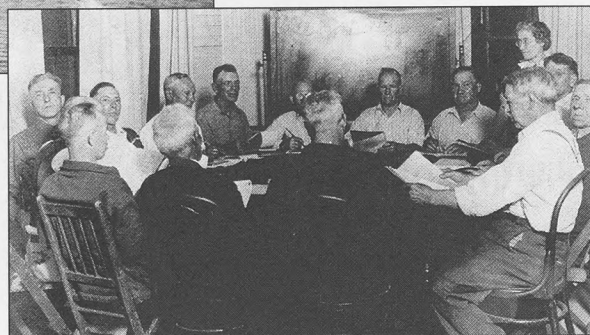
Down Home Diversity: Birmingham's Immigrant Communities

REGINA AMMON and JAMES L. BAGGETT,
Birmingham Public Library Archives

The Society of American Archivists will hold its 66th annual meeting in Birmingham, Alabama, on August 19-25, 2002.

In 1884 Birmingham's first Greek immigrant, a sailor named George Cassimus, arrived to make his fortune in a city growing so fast it was already known as "Magic City." The rich mineral deposits in the area provided all the ingredients for steel making, and mills struggled to fill shifts to keep the molten material flowing. Upon arriving from Greece aboard a British ship, George settled for a while in the port city of Mobile, but the opportunities waiting in the bustling and smoky industrial city of Birmingham encouraged him to move. While working in the city fire department, George learned enough English and saved enough money to open a short order seafood restaurant. He wasn't working in the mills, but George was part of the large service industry that emerged during the economic boom.

In early Birmingham, stories like George's were familiar. Nearly everyone was a new arrival. As a city that grew from a few cabins in a cornfield in 1870 to one of the largest manufacturing centers in the nation by the early 1900s, Birmingham attracted tens of thousands of people. The city's industrialists courted potential workers throughout the United States and Europe, promising an "Eldorado of iron masters" and, perhaps most enticing of all, a "paradise of lovely women." Sharecroppers from the poverty stricken Reconstruction South and immigrants from Europe and the Mediterranean came in search of better economic opportunities. The mills paid cash on the barrel head—a more secure proposition than farming could offer. With only



a little capital and a little English, anyone could run a successful fruit stand and then maybe a grocery store or restaurant.

Letters describing prosperity, and the money proving it, were mailed home and prompted family and neighbors to set out for the Magic City themselves. The Lebanese and Italians who settled in Birmingham hailed from only a handful of villages. Most of the Lebanese families came from the town of Zahle. Roughly ninety percent of the Italian immigrants came from Sicily, especially from villages near Bisacquino. Sicilian school-teacher Carmella Anselmo came to Birmingham in 1921 for a short visit with her brother and decided to stay. Carmella taught in the Birmingham city schools and in her free time she taught English and citizenship classes to other Italian immigrants. Photographs of Carmella and her classes of work-worn men determined to succeed in their new land speak volumes about the immigrant experience.

The influence of Birmingham's immigrant communities was readily apparent. Near the offices of the mainstream *Birmingham News* and the *Age* newspapers were the presses for the German language *Alabama Staats Zeitung* and the *Birmingham Deutsches Volksblatt* and the Italian newspapers *Il Libero Pensiero* and *L'Aquila*. Lebanese and Greek immigrants established schools to teach their children the languages of their parents. Houses of worship for congregations from distant homelands settled in among the Baptist and Methodist churches. The onion dome of St. Nicholas Orthodox Catholic Church rose above the houses in the Slavic neighborhood. In 1904 Father John Canepa of Genoa arrived to help found three Italian Catholic churches. Turn-of-the-century Birmingham included the congregants of the Evangelische Friedens Kirch, Temples Emanu-El and Beth-El, and St. Elias Maronite Church among its residents.

Many Birmingham immigrants found work in the coal mines, limestone quarries, or steel mills, while many others established businesses to cater to these laborers and their families. Grocery stores, fruit stands, dairies, five & dime stores, and myriad other businesses opened in Birmingham, making it as cosmopolitan as any port city. During his lifetime, George Cassimus could have found within walking distance of his restaurant many businesses owned by his countrymen. He may have eaten at George Grammatikakis's cafe or bought candy at the Pappageorge Brothers confectioners shop. Perhaps he bought fruit from William Bosbonos, George Kalavis, or Alex Kontos (who prospered and became the millionaire "Banana King" of Birmingham).

George Cassimus probably traded with many other immigrant merchants in his neighborhood. He was near Otto Marx's brokerage house and Moses Pititz's department store. He could have purchased groceries from Filippo Lombardo or Salvador Perigoni, a beer from Ferdinand Kareulhaus, jewelry from Isadore Rubenstein, a new suit from Abraham Rumniank, furniture from Pete Zinszer, art supplies from Messieurs Abo-Samra & Kandela, and odds-and-ends from itinerant peddler Abdallah Boohaker. Should his own business really expand, George could hire decorators from J.L. Chalifoux & Company, many of them French, to furnish his home.

Some immigrants, especially Italians, were more willing than native whites to open businesses in African-American neighborhoods. By 1930 Birmingham counted more than 300 Italian-owned grocery stores, many on corners in black communities. One of these was Joseph Bruno's store, which has since grown from a small, family-owned business opened by a peddler to a successful chain boasting over 160 stores in five states.

As in other places, Birmingham's ethnic diversity sometimes led to tensions. In the early-twentieth century, the city's native white Protestants consistently voted for the prohibition of alcohol and Sunday baseball, while the city's Roman Catholic, Orthodox, and Jewish immigrants resolutely opposed any such foolishness. But Birmingham is enriched by and immensely proud of its ethnic heritage. For a city of its size, Birmingham is still unexpectedly cosmopolitan. One historian has noted that in its ethnic make up Birmingham "bore as much resemblance to a middle-western or northeastern industrial city as it did to Savannah, Charleston, Montgomery, or Memphis."

Lured here now by the temperate climate, relatively low cost of living, and a booming economy based largely on banking and the medical and hospital industry, Birmingham's immigrant populations, now including many Asian and Hispanic groups, flourish and supply Birminghamians with exotic wares and varied perspectives. Restaurants specializing in kafta kabobs, souvlaki, pad thai, sushi, haute cuisine, and gnocchi have settled in among the barbecue places and meat-and-three diners and have both changed the flavor of this once-industrial town and contributed to its sense of continuity.

Next August members of the Society of American Archivists, like many travelers before, will follow a well-worn path to the Magic City. So, as some of our residents would say, "Venite a Birmingham!" Come see why people from around the world have chosen to make this city home. ❖

Call For Papers: Student Session at SAA's 66th Annual Meeting

The Society of American Archivists 2002 Program Committee is now accepting paper proposals for a special student session to be held at its 66th annual meeting in Birmingham, Alabama, August 19-25, 2002. The proposed session, consisting of papers written and presented by three current archival students, will be in addition to the regularly scheduled student poster session. Each student will be allotted fifteen minutes to read his or her paper (8-10 pages, double-spaced), followed by fifteen minutes of commentary by the chair and thirty minutes of questions and answers with the audience.

In keeping with the broad theme of next year's meeting, "Archival Roots: Our Foundation and Our Future," students are encouraged to submit proposals relating to any archival topic of current research interest to them and the larger SAA community. A rating panel consisting of a member of the 2002 Program Committee, the Council liaison to SAA's student chapters, and an archival educator, will select the three participants based on the quality of their proposals, which must include the following:

- Your name, telephone number, and postal and e-mail addresses;
- Name and address of the school you attend;
- Title of your paper;
- 250-word abstract of your paper; and
- One-sentence statement attesting to your commitment to attend the 2002 SAA meeting and to deliver your paper in person, if selected by the panel.

All proposals must be postmarked no later than February 9, 2002, and should be sent to:

JANICE E. RUTH
2002 SAA Program Committee
6918 Storch Circle
Seabrook, MD 20706

or via e-mail at jrut@loc.gov.

Call for Posters

Students in archival education programs, recently graduated students, and other students interested in archival research or practice are eligible to participate in the second annual Student Poster Session at SAA's 66th annual conference in Birmingham, Alabama, August 19-25, 2002.

For more information, visit www.archivists.org/saagroups/students. *All proposals must be submitted by February 15, 2002.*

"Archival Roots: Our Foundation and Our Future"

SAA's 66th Annual Meeting Theme

KRIS KIESLING and BILL LANDIS, SAA 2002 Program Committee Co-chairs

Members of the SAA 2002 Program Committee recently convened in Birmingham, Alabama, to shape the conference program around the theme, "Archival Roots: Our Foundation and Our Future." SAA's 66th annual meeting will be held August 19-25, 2002, at the Sheraton Hotel in Birmingham. A few members of the committee participated in a meeting of the 2002 Host Committee at the Birmingham Civil Rights Institute to learn details of the exciting array of tours and activities that the hosts have planned for SAA members at the annual meeting in "Magic City." Following the meeting committee chairs and SAA President Steven Hensen were treated to an informative and moving tour of the Civil Rights Institute's permanent exhibit on the decades-long struggle

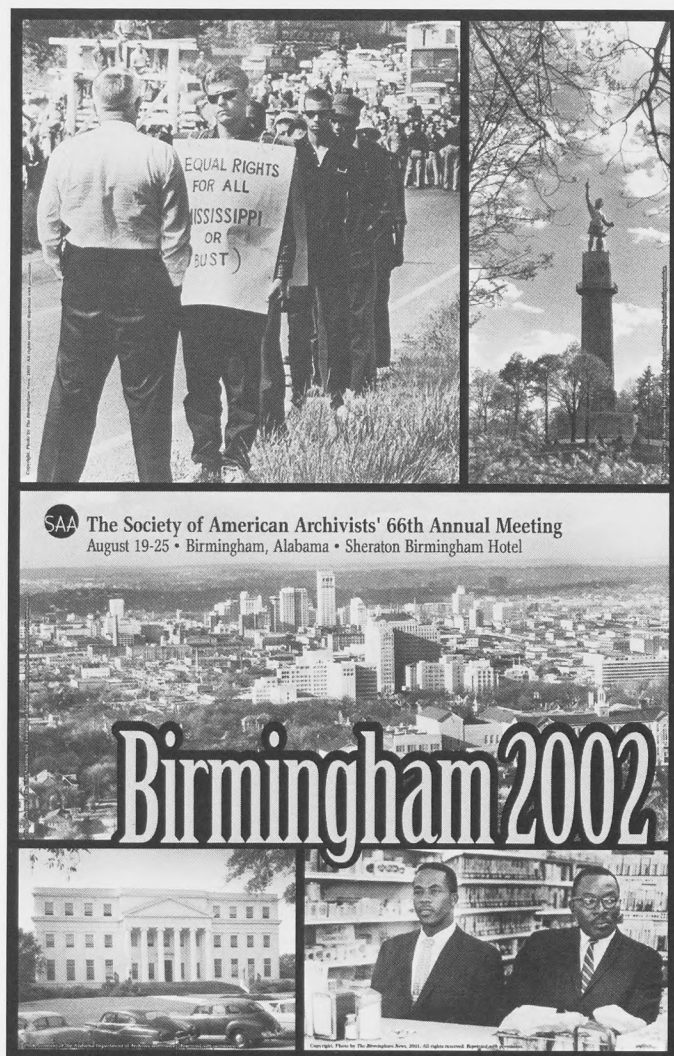
in Birmingham and throughout the South for African American civil rights.

Following the tour the entire 2002 Program Committee convened for two solid days of evaluation and discussion of the 87 session proposals that the committee received. Proposal submissions this year covered a diverse array of topics and issues of concern to the archival community, both within the United States and internationally. In fact, international participants on sessions proposed for the annual meeting represent countries such as Canada, Hungary, Tanzania, the Netherlands, and Scotland. The quality of the proposals submitted this year was uniformly high and the discussion among members of the committee as the shape of the program emerged was thoughtful and lively.

The 60 sessions that comprise the 2002 annual meeting program include ones that will appeal to all SAA members, whether seasoned archival veterans or newly minted professionals. Highlights of the proposals accepted by the committee include sessions on privacy and confidentiality issues, electronic records research and implementation, documenting unique communities, relationships with allied professions, the use of archives in researching underdocumented aspects of African American communities and post-World War II refugee scientists, records of international war tribunals, and the use of archival materials in teaching K-12 and undergraduate students. In addition, the six "Archives Unplugged" sessions will feature noted archival experts giving seminars on core areas of professional practice. The program will also feature two two-hour workshop sessions, one on digital preservation, and the other on the preservation of sound recordings. Specific session titles and descriptions for the entire program will be posted on the SAA Web site in early spring.

The 2002 annual meeting will feature three plenary sessions. The opening plenary speaker, noted historian John Hope Franklin, will address our professional roots in a talk about his experiences as a young African American archivist researching in archives across the South during the era of segregation. The closing plenary session will feature Clifford Lynch, director of the Coalition for Networked Information, who will discuss his vision for the role of the archival profession in the increasingly networked and interoperable information discovery and access systems of the future. A third plenary session will allow annual meeting attendees to consider the archival impact of and response to the tragic events of September 11.

Stay tuned to future issues of *Archival Outlook* and the SAA Web site for more details about the exciting and educational program in store for attendees at the SAA annual meeting in Birmingham. ♦



"We will not forget where we were the day of the World Trade Center attack"

LEONORA GIDLUND, New York City Department of Records and Information Services

Today, December 11, 2001, is the three-month anniversary of the attack on the World Trade Center. Crowds gathered—officials, families, friends, and rescue workers—to hold a memorial ceremony at "ground zero." Remembering the event, it seemed like yesterday.

A clear blue sky, mild September weather, it was the start of a perfect fall day. I was in the New York City Municipal Archives' reference room getting materials ready for our researchers when we heard a loud noise and looked through the windows facing Chambers Street. Seeing no apparent accident, we walked to the front steps of the building. Surprised and alarmed I could see the large gaping hole near the top of the tower, a few minutes later, fire and smoke. The next three hours changed us, changed our world, and changed our New York skyline.

Given orders to evacuate, staff members started their journey home, walking and walking, through familiar and unfamiliar neighborhoods. Home was safe. Home was family. The next six days most of us were mesmerized by the unrelenting news

broadcasts. It was difficult to believe that it had really happened. Didn't it appear to be like a Hollywood action film?

We returned to work on Monday, September 17. I walked up from the subway station at Broadway and Nassau Street and was stunned by the war zone look of the area; mud, cement, and water covered the damaged storefronts and paper pieces were lying all around. Police and National Guardsmen were placed at each corner and intersection. When I reached Chambers Street, the security increased with police barricades lining the street; the only traffic was emergency vehicles. Men and women with Department of Investigation (DOI) jackets were on duty in front of 31 Chambers Street checking our identification. Only one employee did not report for work that day. Going out to lunch was made more difficult because identification had to be presented at each corner. This procedure continued for more than three weeks. It was both comforting and alarming, reminding me of what it would be like in a police state. New York City had changed and so had our way of life.

Our telephones and fax machine were out of order for more than two months. At times I could receive and reply to e-mail. The agency's three divisions were able to work, given the unique situation, and our researchers and mail deliveries returned. Are things back to normal? Perhaps they appear to be because we want them to be. But we will not forget where we were the day of the World Trade Center attack. We are the living history, recounting our story to co-workers, friends, and family. We were there. ♦

Documenting Cultural Losses from Attacks

In November a professional assessment began of the damage and loss to cultural properties in New York and Washington, D.C., resulting from the September 11 attacks. Leading the survey of the affected museums, libraries, archives, and historic sites is the National Task Force on Emergency Response—a coalition of federal agencies and private nonprofit organizations under the leadership of the Federal Emergency Management Agency (FEMA)—and Heritage Preservation, Inc. The survey, under the guidance of conservators, will examine the responses, needs, and requirements for recovery of the affected institutions, collections, artifacts, and historic properties. Preparedness for future emergencies will also be a major focus. The Task Force will evaluate the status of the 245 pieces of outdoor sculpture in Lower Manhattan. The report will also document the impact of the disaster on other public art along with privately owned historic buildings, archives, and art collections. An assessment of damage to the Pentagon Library, and other artifacts in the Pentagon, will also be included. The report will be issued this spring. Inquires regarding the report may be sent to: Ruth Hargraves (project coordinator), rhargraves@heritagepreservation.org or 202/634-1422.

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Chapters, Students, and Potluck!

by SOLVEIG DE SUTTER and PATTI O'HARA, SAA Education Directors

Students represent a small but very important segment of SAA membership. Here, after all, is the "new blood" that will contribute to SAA's well being. We thought you might want to know what "they" have been up to.

There are currently 338 full-time students who have elected to be members of SAA. Since joining the staff of SAA a year ago, we have had several opportunities to become acquainted with the individuals and activities via annual student chapter reports, formal and informal gatherings at the SAA annual meeting last August, and chats and inquiries on the current student listserv, which has 249 subscribers. We would like to tell you what the Marisols, Danielles, Davids, Kalpanas, and Jeannies—to name only a few—have been doing in addition to their full-time studies, to prepare themselves, their fellow students and the rest of us for the future of archives.

Some are actively involved in an SAA student chapter.

Today, there are more than a dozen SAA student chapters including: University of Michigan; University of Pittsburgh; University of Texas at Austin; North Carolina State University; Simmons College; University of Albany, State University of New York; University of California, Los Angeles; University of Maryland at College Park; University of North Carolina at Chapel Hill; University of Wisconsin, Madison; University of Wisconsin, Milwaukee; Wayne State University; and Western Washington University.

Each student chapter has a faculty advisor who assists the chapter in its relations with SAA Council and the executive office. The list of current advisors could be right out of a "Who's Who" in the archival community: Hermina Anghelescu, Jeanette Bastion, Richard Cox, Bruce Dearstyne, Philip Eppard, Anne Gilliland-Swetland, David B. Gracy, Leslie Heinrichs, Randall Jimerson, Rick Pifer, John David Smith, Helen Tibbo, and Elizabeth Yakel. (We have it on good authority that the advisors' talents include an aptitude for culinary endeavors and Trivial Pursuit!)

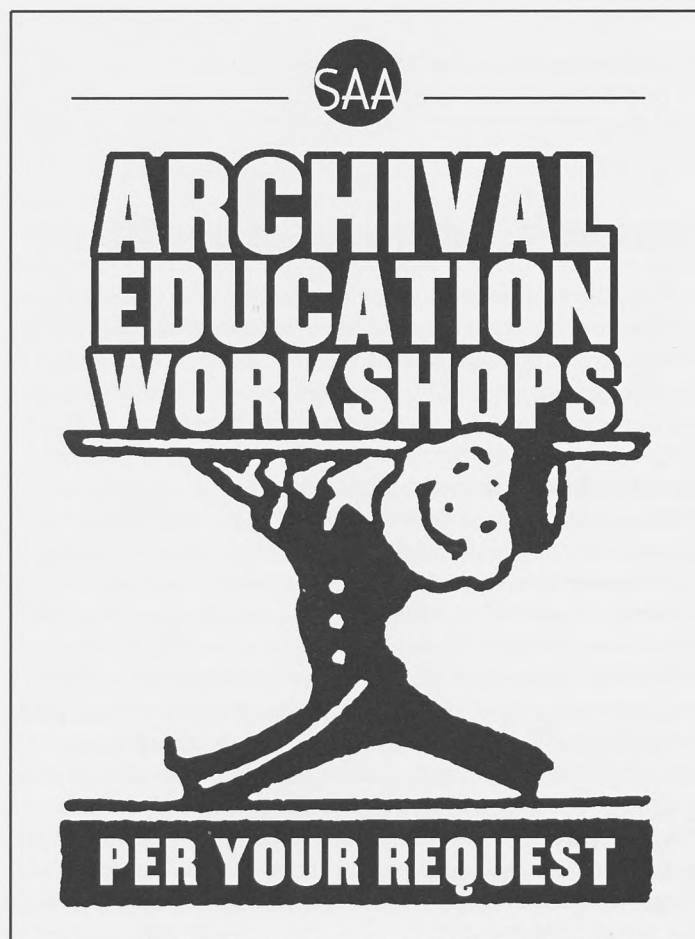
Activities vary from chapter to chapter, but the mission is the same: to provide an opportunity for students to discuss archival issues, engage in professional activities, and ultimately prepare to become the leaders of tomorrow's archival community. At one university, the SAA student chapter, the Information Studies Research Seminar, and the American Library Association student chapter sponsored a panel for a colloquium, "Legal Issues and Ethical Dilemmas in Information Access." It proved to be a great way to interact with other student groups and to promote mutual interests of allied professions.

Many groups invite guest archival lecturers to speak at their institutions, including former graduates who are practicing

archivists and can offer practical tips about looking for an archival position. Fourth-year students have been called upon to share their experience with scheduling, internships, and financial aid. Faculty liaisons are tapped or, in turn, call upon their own professional network to bring in guests such as an officer of SAA.

Visits to area repositories are extremely beneficial and popular (right up there with end-of-year barbecues and potlucks). In California, Nethercutts Automobile Museum provided an "exhaustive" tour of the collection of classic cars and the research library and archives; and the Ronald Reagan Presidential Library included general information on presidential libraries and specific information on conducting research.

Our vote for most unusual activity goes to the chapter that gathered to watch an episode of "Buffy the Vampire Slayer" in which document scanning resulted in unexpected trouble.



Students clearly value attendance and participation in local, regional, and national conferences as well. Due to school-related budgets and schedule conflicts not everyone who wishes can attend; however, chapters often get an update from a designated representative. SAA's 65th annual meeting in Washington, D.C., last August was attended by 83 students and showcased 24 student poster presentations. *The next SAA conference will be held in Birmingham, Alabama on Aug. 19-25, 2002, and will include a special student session featuring papers written and presented by three students, as well as the second annual student poster session. Deadlines for proposal submissions are in early February. See page 9 for more details.*

Although it falls early in the semester for many students, Archives Week is universally recognized among reporting chapters as a social and recruiting opportunity. It is celebrated with bake sales, drawings, and educational events. Most chapters have become regular participants in annual campus job fairs.

Finally, several student chapters describe year-long projects or goals, such as acquiring twenty-two archival books available to the entire student body. An appropriate legacy, indeed.

Some do not have the benefit of an established SAA student chapter. Perhaps as many as half of SAA student members, however, are enrolled in institutions that do not have the necessary minimum of five SAA student members to form a chapter and, therefore, do not have access to this

important support system. How are these students preparing themselves and/or contributing to the archival community? Russell D. James, a student at the University of West Florida in Pensacola, responds:

"Some graduating classes like to leave legacies—a park bench, a planted tree, or a memorial of some sort. As the only history graduate student at the University of West Florida training to become an archivist, I have decided to try to leave a legacy of my own.

"Last summer I interned at the University of South Alabama archives in Mobile. The City's archivists are in regular contact with one another and seem to know what each other's archives contain. . . . Pensacola has no such organized group. . . . [It] contains a few institutions with archives and manuscript repositories. . . . In the two years of my education here, I've discovered that each contains treasures of its own, but no one archive knows what the others contain. I'm trying to remedy this.

"I've contacted the various archives and repositories . . . and have asked them to get together to discuss forming a [council] that would share holdings information, coordinate joint projects, and utilize its resources. . . . Perhaps this will be a legacy that will grow and prosper in the years to come."

Thank you, SAA student members, for your resourcefulness, enthusiasm, contributions, and future legacies to the archival community. ♦

Archival Cataloging as a Component of Description

WORKSHOP #0223

Chicago

Co-Sponsor: American College of Surgeons

March 11-12, 2002

Continuing Education Units: 1.5

SAA members \$281/Nonmembers \$359 (After 2/11/02: \$306/\$384)

WORKSHOP #0224

New York City

Co-Sponsor: Metropolitan New York Library Council

April 11-12, 2002

Continuing Education Units: 1.5

SAA members \$281/Nonmembers \$359 (After 3/11/02: \$306/\$384)

Copyright: The Archivist and the Law

WORKSHOP #0231

Tucson, AZ

Co-Sponsor: University of Arizona Library Special Collections

March 11-12, 2002

Continuing Education Units: 1.1

SAA members \$252/Nonmembers \$295 (After 2/11/02: \$277/\$320)

Oral History: From Planning to Preservation

WORKSHOP #0227

Southern Illinois University in Edwardsville, IL

Co-Sponsor: Lovejoy Library & Information Services

April 8, 2002

Continuing Education Units: .75

SAA members \$177/Nonmembers \$225 (After 3/8/02: \$202/\$250)

Encoded Archival Description

WORKSHOP #0230

Tallahassee, FL

Co-Sponsor: Florida Center for Library Automation

March 14-15, 2002

Continuing Education Units: 1.5

SAA members \$303/Nonmembers \$380 (After 2/14/02: \$328/\$405)

Style Sheets – EAD Part II

WORKSHOP #0226

Tallahassee, FL

Co-Sponsor: Florida Center for Library Automation

March 16, 2002.

Continuing Education Units: .75

SAA members \$245/Nonmembers 270 (After 2/16/02: \$320/\$345)

TENTATIVE: Encoded Archival Description

WORKSHOP # 0225

San Diego, CA

June 2002

SAA members \$303/Nonmembers \$380 (After 3/14/02: \$328/\$405)

Visit the SAA Web site at www.archivists.org/prof-education for the most up-to-date information on workshops or to register at your convenience. Learning is just a click away!

Questions? Contact us at education@archivists.org or by phone at 312/922-0140.



AMY COOPER became the special collections librarian at University of Iowa Libraries in Iowa City in October. She came to Iowa from the University of South Dakota where she was an assistant professor/archivist and special collections librarian at the I.D. Weeks Library.

GORDON DAINES was recently appointed university archivist at Brigham Young University. Prior to joining the faculty at BYU, Gordon was a records analyst at the Utah State Archives & Records Service and a project archivist at the Oregon Historical Society.

SARAH R. DEMB, formerly the museum archivist for the Peabody Museum of Archaeology and Ethnology, Harvard University, has joined the staff of the National Museum of the American Indian (NMAI) at the Cultural Resource Center in Suitland, Maryland, as lead assistant archivist. Sarah worked at the Peabody since 1996.

DAVID FAULDS recently joined the General Libraries of Emory University as the special collections cataloger. He comes to Emory from the Beinecke Rare Book and Manuscript Library at Yale University where he served as catalog librarian. David has held a variety of other positions including serving as rare books cataloger at St. Edmund Hall at Oxford University in England.

DOUGLAS M. HALLER was recently appointed director of collections at the Louisiana State Museum in New Orleans. In this capacity he administers five curatorial departments consisting of visual arts, material culture, maps and manuscripts, jazz, costumes and Mardi Gras, as well as the Registrar's Office.



H.G. JONES recently received the John Tyler Caldwell Award for lifetime services to the humanities. Formerly director of the North Carolina Department of Archives and History and curator emeritus of the North Carolina Collection at the University of North Carolina at Chapel Hill, Dr. Jones is currently Thomas Whitmell Davis Research

Historian at the UNC Library. Earlier in his career he served as SAA president, secretary of the American Association of State and Local History, and commissioner of the National Historical Publications and Records Commission. He holds the Award of Distinction from AASLH, Distinguished Service Award from NHPRC, and two Waldo Gifford Leland Awards from SAA.

BRIAN KEOUGH, curator of manuscripts and senior assistant librarian, has been promoted to head, M.E. Grenander Department of Special Collections and Archives, at the University at Albany Libraries, State University of New York.

ALFRED LEMMON and **NANCY RUCK** received the Music Library Association's regional and national Best of Chapter award for their presentation, "The Bill Russell Jazz Collection: A Private Collection Opens to the Public," at the fall meeting of the Southeastern Music Library Association.

ELLEN MORFEI recently joined ACE INA as corporate archivist. The archives of this Philadelphia-based property and casualty insurance company include records of fire insurance companies founded in the late-eighteenth century. Previously, Ellen worked at the Hagley Museum and Library in Wilmington, Delaware, for seven years.



NANCY RICHARD (left), director of the Library and Special Collections of the Bostonian Society, and **JOAN D. KRIZACK** (right), university archivist and head of Special Collections for Snell Library at Northeastern

University, Boston, received the Society of Georgia Archivists' David B. Gracy II Award. The award recognizes the best article in each issue of *Provenance*, SGA's annual publication. Richard and Krizack's article, "Preserving the History of Boston's Diversity," was selected as the best in the 1999 issue of the journal. The article was cited for its breadth as a case study that uses existing tools and models to present an interesting interconnection with other existing literature.



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2001 ASAE



GOLD CIRCLE
AWARD WINNER

Archival Outlook Wins ASAE Gold Circle Award

For the second time in six months the Society of American Archivists' newsletter was cited as an outstanding publication. The American Society of Association Executives (ASAE) named

Archival Outlook a 2001 Gold Circle Award Winner in November. The awards program honors excellence and innovation in all association practices. *Archival Outlook* received a Certificate of Achievement in the "best association newsletter and/or bulletin" category for associations with an overall budget less than \$2 million. Entries are judged on achievement of objectives, brevity and timeliness of content, effectiveness of writing, format and graphic design, including use of photography and/or illustration. *Archival Outlook* is edited by **TERESA BRINATI** and designed by **BRIAN DOYLE**.

President's Message

continued from page 3

under the title, "The President's Papers are the People's Business." Although it was published over my name and I have been receiving many positive and supportive e-mails from members of the Society, it was truly a collaborative effort and I want to thank everyone—on Council, in the Society at large, and in the SAA office—for all the assistance I have received on this effort. I would also be greatly remiss in not thanking Duke University for the support and forbearance they have given me during this hectic period.

Finally, I want to comment on some of the larger implications of what we have done here. There are, no doubt, some members of the Society who wish we would focus our energies more directly on membership issues and the actual work of this organization and stay out of controversial public policy debates. There will also be some who feel, perhaps quite fairly, that the *Post* article was perhaps too partisan and hostile to the current administration and I will take the heat for that (though I confess the editors at the *Post* did "punch it up" a bit in this respect). To the first point I would argue that an important part of our mission statement states that we are "to provide leadership to ensure the identification, preservation, and use of records of historical value." We have a recent history—and one of which we can be proud, I believe—of addressing various public policy issues in connection with their impact on archives. I can think of no issue that threatens who we are and what we do as archivists—indeed, even more so as citizens—more than the president's executive order. The casual assumptions which underlie this order could, if extended beyond presidential papers, imperil the evidentiary values that are at the heart of our work. ♦

Task Force on Electronic Publishing Established

The Council of the Society of American Archivists is convening a Task Force on Electronic Publishing, which will devise a plan for phased electronic publication of periodicals and monographs produced by SAA. The 15 members of the task force will meet in Chicago in late winter or early spring.

The task force will address the following issues: How can SAA use electronic publishing to further its strategic goals? Given SAA's mission, what are the needs of its members with respect to electronic products? How can electronic publishing be used to decrease the cost of creating and/or delivering content? How does SAA view electronic publishing? e.g., as a service to its members? publishing profit center? an information tool? marketing/communication vehicle? All of the above? How can we determine what effect electronic publishing will have on the bottom line? When do we need to protect SAA content and rights? What copyright issues might be involved in converting past issues of SAA publications?

The president of SAA has appointed the following individuals to the task force: Nancy Bartlett; Robin Chandler; Philip B. Eppard; Ed Galloway; David Haury; Cal Lee; Dennis Meissner; Johanne Pelletier; Scott Schwartz; Rob Spindler; Susan Fox; Solveig DeSutter and Patti O'Hara; Brian Doyle; and Teresa Brinati.

For more information about the task force, visit www.archivists.org/governance/tfep.html.



Spring Meeting

May 2-4, 2002 in the Twin Cities



*Minneapolis Sculpture Garden,
Shari Robinson, Robbinsdale, MN, photographer*

More information can be found at:

<http://www.uwec.edu/muirha/mac2002/index.htm>



NARA's 2002 Budget Ensures Progress Toward Strategic Goals

I am pleased to announce that Congress has approved and the president has signed the National Archives and Records Administration's appropriations legislation for FY 2002, which provides significant funding increases that will enable us to continue to make progress toward the goals in our strategic plan. The legislation funds NARA at a total of \$289,826,000, including \$244,247,000 in operating expenses, \$39,143,000 for repairs and restorations, and \$6,436,000 for competitive grants administered by the National Historical Publications and Records Commission (NHPRC).

I am especially pleased that Congress and the administration have provided \$19 million for our Electronic Records Archives (ERA), the program that will enable us to continue work on the archives of the future by developing solutions for the long-term preservation of and access to digital records. These resources will allow us, with help from our partners, to define a research agenda of archival and technical questions for ERA development, collaborate in sponsoring research to answer these questions, and begin translating the research into engineering solutions that work.

Additionally, our new budget includes \$1,135,000 to build an interim repository to preserve and make accessible the Clinton White House electronic records.

To meet storage and preservation needs, the FY 2002 budget provides \$28.5 million to build a new Southeast Regional Archives facility just outside Atlanta. This new facility will replace our current one, a World War II depot that does not meet building code standards. The new Southeast Regional Archives will be located adjacent to the Clayton College and State University campus, and represents the first partnership of a state and federal archives. Sharing the site with NARA will be the new Georgia Department of Archives and History building.

NARA and the state of Georgia will share preservation lab facilities, cold storage, and a welcome center, and we will be able to use Clayton State facilities for major conferences and events. Most importantly, researchers will be able to find both state and federal records in one location.

The budget also includes \$5,693,000 for renovation and improved accessibility for visitors to the Eisenhower Presidential Library (\$1,288,000) and the Ford Library and Museum (\$4,405,000).

To expand opportunities for access, the budget provides:

- \$450,000 for microfilming of the records of the Bureau of Refugees, Freedmen and Abandoned Lands;
- \$1,503,000 and seven positions to complete staffing of the Clinton Library, without drawing positions from other parts of NARA, and to fund an automatic system to redact privacy information from Clinton Presidential records;
- \$3,970,000 for development of the NARA Web site to better meet customers' needs, to expand opportunities

for citizens and federal agencies to use more NARA services electronically, and to meet the requirements of the Government Paperwork Elimination Act;

- \$1,442,000 for the implementation of an Electronic Editing and Publishing System by the *Federal Register* and further development of its electronic *Code of Federal Regulations*.
- \$237,000 to complete testing and begin piloting of a records management application that potentially may be used NARA-wide.

I also want to inform you of another recent event involving NARA. As many of you may know, on November 28, we were named as the defendant in a lawsuit to overturn Executive Order 13233, "Further Implementation of the Presidential Records Act," which was signed by President Bush on November 1. The executive order established new procedures by which NARA and former and incumbent presidents provide access to presidential records.

The plaintiffs in the lawsuit claim Executive Order 13233 blocks access to presidential and vice presidential records that could be used for historical research, and are asking the District Court to overturn it. The Department of Justice will represent NARA in this case. There is more information related to this lawsuit at: www.nara.gov/nara/vision/presidential_records/index.html.

Additionally, because I know that many of you are interested in grants made by NHPRC, I want to elaborate a bit on how grant funds will be distributed. The Commission recently approved a funding strategy for FY 2002 that aims for a 50-50 split of available funds for competitive grants between documentary editing projects (including the Founding Era Editions, Second-Tier Editions, Subventions, the Editing Institute, and the Historical Documentary Editing Fellowship) and records projects (including state board grants for planning, implementation, administrative support, and regrants; electronic records; records access projects endorsed last year and urged to resubmit this year; new records access projects; and the archival administration fellowship).

Over the year, this would provide a total of \$3.218 million for documentary editing and documentary editing-related projects and \$3.218 million for records access and records access-related projects. This equal division of available grant funds is aimed at reducing the conflicts inherent in the current budgetary shortfall created by flat funding in the face of increasing need by NHPRC's constituent groups.

Overall, NARA's budget is very good news for all of us who care about recordkeeping, especially during these difficult times of constrained resources. This budget, along with the favorable funding we have received the last several years, will allow us to continue the momentum we now have on key initiatives. ❖



NARA FY 2002 Budget Signed by President

On November 12, 2001, President Bush signed the Treasury/Postal appropriations legislation (P.L.107-67) which provides funding for the National Archives and Records Administration (NARA). The legislation provides the agency with a total budget of \$289,826,000 which includes \$244,247,000 for operating expenses, \$39,143,000 for repairs and restorations, and \$6,436,000 for competitive grants administered by the National Historical Publications and Records Commission (NHPRC). According to Archivist of the United States John Carlin, "this budget...will allow us to continue the momentum we now have on key initiatives."

Bush Signs Presidential Records Act Executive Order

On November 1, 2001, President Bush issued Executive Order 13233 entitled, "Further Implementation of the Presidential Records Act." The order replaces President Reagan's Executive Order 12667 (issued January 18, 1989) and reinterprets the Presidential Records Act of 1978 (PRA). The new executive order is posted at: <http://www.fas.org/sgp/news/2001/11/eo-pra.html>.

The order allows a sitting president to keep secret the papers of a previous president, even if that previous president desires to have his papers made public. In essence, the order provides for the release of certain types of presidential papers only when the former and sitting president both agree to release the papers. The order reverses the very premise of public access built into PRA, which provides for the systematic release of presidential records after 12 years or by way of a Freedom of Information (FOIA) request. The new executive order requires that the materials can be released only when a FOIA request shows a "demonstrable, specific need."

Administration officials stated that the new order was merely designed to provide an "orderly process" for the release of presidential papers. During a testy press briefing on November 1, White House spokesperson Ari Fleischer stated that the order was designed to provide a "safety valve" for a current administration because a former president, out of office for 12 years, may not recognize the national security implications of releasing certain documents (For the exchange, see www.fas.org/sgp/news/2001/11/wh110101.html). During a brief question-and-answer session in the Rose Garden the next day, President Bush stated his belief that, "It's a process that I think will enable historians to do their jobs" and at the same time help protect state secrets. (For Bush's comments, see: www.fas.org/sgp/news/2001/11/wh110201.html).

Historians familiar with the provisions of PRA disagreed and lashed out at the administration. Vanderbilt University historian Hugh Graham said the claims of the White House spokespersons "are absurd" because national security records are already protected from release. Graham characterized the order as "draconian . . . merely the latest effort by the Bush White House to clamp down on the flow of information to the public . . . clearly it will make it harder for the public to gain access to historically valuable presidential materials." American University historian Anna Nelson said that President Bush

appears to be trying to set a precedent that would give him full control over his own papers 12 years after he leaves office.

Not only were historians upset over the order, but similar concerns were voiced by an aide to former President Bill Clinton. A letter written to the Bush White House by Bruce Lindsey, Clinton's deputy White House counsel and now a lawyer for the William J. Clinton Foundation, stated, "a government's legitimacy is based on trust of its people...when decisions are made on behalf of the American people, citizens eventually have to be able to see the process of how those decisions came to be."

Lawsuit Challenges Bush Presidential Records Executive Order

On November 28, Public Citizen (a Washington-based nonprofit consumer advocacy organization) filed suit in a federal court in Washington, D.C., on behalf of the American Historical Association, the Organization of American Historians, the National Security Archive, the Reporters Committee for Freedom of the Press, Public Citizen, and eminent presidential historians Hugh Graham and Stanley Kutler, to overturn EO 13233 issued by President Bush.

The plaintiffs contend that the executive order violates the Presidential Records Act, which opens most presidential records to public access 12 years after a president leaves office. They claim the order jeopardizes access to those records, and those of other former presidents, by allowing a former president to assert a claim of "executive privilege," at any time thereby preventing NARA from opening records to the public even if the claim of privilege is legally invalid. The suit also seeks to compel NARA to abide by the terms of the 1978 PRA and to release to the public some 68,000 pages of records of former President Ronald Reagan, that should have been released last January, 12 years after President Reagan left office. A copy of the complaint may be viewed at <http://www.citizen.org>.

Reagan Papers/Executive Order is Topic of Congressional Hearing

On November 6, 2001, shortly after President Bush signed EO 13233, the House Subcommittee on Government Efficiency, Financial Management and Intergovernmental Relations conducted a hearing on the Presidential Records Act. Originally, Congressional interest focused on the White House's delay in releasing some 68,000 pages of presidential papers from the Reagan Presidential Library, but with the issuance of EO 13233, Rep. Stephen Horn (R-CA) quickly rescheduled the hearing and announced that his subcommittee would examine the totality of the Presidential Records Act of 1978.

The witness list included: John W. Carlin, Archivist of the United States; M. Edward Whelan III of the Department of Justice; Attorney Scott L. Nelson, attorney for the Public Citizen Litigation Group; and several university-based expert witnesses: Mark J. Rozell of Catholic University, Peter M. Shane of the University of Pittsburgh and Carnegie Mellon University, and

continued on page 26



Council on Library and Information Resources Reports

• *The Evidence in Hand: Report of the Task Force on the Artifact in Library Collections* (Nov. 2001; 114 pp.). Among the recommendations in this report is a call to support the development of regional repositories of artifactual collections that would reduce duplication of effort, create economies of scale, and ensure that the greatest number of unique or scarce items are preserved and made accessible to researchers. The recommendations also call for the creation of standardized descriptive practices that make information about resources readily accessible through searchable databases. Strategies for specific formats—print, audiovisual, and digital—are noted, and areas for further research are proposed. The report is available on CLIR's Web site at www.clir.org/pubs/reports/pub103/pub103.pdf.

• *Strategies for Building Digitized Collections*, by Abby Smith (Sept. 2001, 41 pp.) The nearly ten years' experience that libraries have had digitizing items from their rare, special, and general collections, and making them available online is synthesized in this report, which includes several case studies conducted in leading digital libraries with very different digitization programs. The author demonstrates that digitization programs work best where their role within a library's collection development strategy is clearly understood, and she identifies several roles that such programs can play. The report is available on CLIR's Web site at www.clir.org/pubs/abstract/pub101abst.html.

Directory for Historic & Cultural Resources Preservation

This new public research tool for historic and cultural resource preservation categorizes over 700 Web sites—in 78 different categories—from historic preservation, to museum resources and management, community and urban revitalization, roadside Americana and building restoration. In addition, it includes listings for all online historical societies, by state. Check out www.preservationdirectory.com.

Online Guide to Conservation Services

The American Institute for Conservation of Historic and Artistic Works has posted online the *AIC Guide to Conservation Services*. The guide is designed to help institutions and individuals make informed decisions about the conservation of valuable cultural property. Professionals listed in the guide offer services related to the following specialties: books and paper, photographic materials, objects, paintings, architecture, wooden artifacts, and textiles. Services provided range from examination, treatment, analysis, disaster planning and recovery, pest control, storage and exhibition design, to teaching and training. Visit <http://aic.stanford.edu/faic/refer.html>.

Austin History Center Launches Online Exhibits

"Austin Treasures: Online Exhibits from the Austin History Center Collections," focuses on the people, places and events in the history of Austin and Travis County. Visit www.cityofaustin.org/library/ahc/exhibit.htm.

Settlement Reached on Disputed Mormon Papers

Following a contentious dispute between The Church of Jesus Christ of Latter-day Saints and Utah State University, a half-box of "sacred" and "sensitive" materials that had been inadvertently placed in the collection of the late Mormon historian Leonard Arrington were relinquished to the church by the university in November.

The disputed documents include a copy of the *Book of Anointings*, which describes sacred Mormon rituals; portions of LDS Apostle Herbert C. Kimball's 1845-46 diaries discussing temple ceremonies; and partial copies of minutes from the Church's Council of Twelve meetings between 1877 and 1950. Dr. Arrington had access to the LDS Church's vast archives before, during, and after his tenure as official church historian from 1972-82 and drew upon them to produce dozens of scholarly articles and books on Mormon history.

The controversy began in October 2001 when LDS Church officials claimed ownership of up to 60 percent of the collection, publicly accused the university of wrongful conduct, and threatened legal action. However, the Arrington family argued that agreements signed in 1980 and 1989 by Dr. Arrington to return to the church copies of materials used in research do not apply to Dr. Arrington's private collection.

LDS President Gordon B. Hinckley and USU President Kermit Hall agreed to create a committee of historians, church officials, and lawyers who would examine the material and propose a solution. The final resolution was built on arguments put forth by the Arrington family's attorney, asserting that "Dr. Arrington did not know that these (sensitive) documents were in the collection." The bulk of the disputed documents, however, remain in the collection. Of particular interest to historians are 35,000 pages of Brigham Young's correspondence.

Adam's Mark Drops Lawsuit Against OAH

As part of a larger settlement over a discrimination case with five African American college students and the NAACP, the Adam's Mark Hotel chain has dropped its \$100,000 lawsuit against the Organization of American Historians (OAH).

In December, the hotel agreed to pay \$2 million to settle the suit brought by five students who had charged the Adam's Mark hotel in Daytona Beach, Fla., with racial discrimination during the 1999 Black College Reunion weekend. The Florida Attorney General's office and the U.S. Justice Department filed their own suits alleging violations of federal and state civil rights laws.

In response, OAH relocated its 2000 annual conference from the chain's St. Louis hotel to the campus of Saint Louis University. Five months later Adam's Mark sued the OAH for breach of contract. More than twenty-five other groups representing a cross section of America had cancelled their events at Adam's Mark hotels in support of the NAACP boycott. As a part of the settlement, Adam's Mark has agreed not to pursue its \$3 million in claims against these groups.



Research Findings About Ford Motor Company During Nazi Regime

On December 6, 2001, Ford Motor Company of Dearborn, Michigan, released the results of a three-and-a-half-year study of the activities of Ford-Werke, its German subsidiary, during World War II. "Research Findings About Ford-Werke Under the Nazi Regime" summarizes some 98,000 pages of documents from over 30 archival repositories, including the Ford archives in the U.S., Germany, and the U.K. Ford began the study in January 1998 when questions were raised about the use of forced and slave labor during World War II. At various times, more than 45 archivists, historians, researchers, and translators worked on the project, which was led by Ford's Global Information Manager (and SAA Treasurer) Elizabeth Adkins. According to John Rintamaki, Ford chief of staff, the study found nothing substantial that had not been known before, but a great deal of new detail was gathered on the subject. Lawrence Dowler, former head of the Manuscripts & Archives Department at Yale University, was hired to conduct an independent analysis of the objectives, methods, and results of the research effort. German automotive industry scholar Simon Reich was also commissioned to review the report as it was being compiled. Both Dowler and Reich attested to the integrity of the study and to the accuracy of its findings. Ford Motor Company has donated the documentation gathered during the study to the Benson Ford Research Center of the Henry Ford Museum & Greenfield Village in Dearborn, Michigan.

Francis Crick Papers Acquired by Wellcome Library

The Wellcome Trust, a London-based research-funding charity, has joined forces with Britain's Heritage Lottery Fund to purchase the papers of Francis Crick, who with James Watson discovered DNA in 1953. The papers include correspondence, laboratory notebooks, and manuscripts for published articles and books. The purchase price was £1.8 million (approximately \$2.6 million). The Crick archives will reside in the Wellcome Library. Crick's pioneering DNA work was carried out at Cambridge University.

ICA News

The International Conference of the Round Table on Archives (CITRA) held its 35th annual meeting in Reykjavik, Iceland, October 10-13, 2001. CITRA brings together heads of national archival institutions, leaders of national archival professional associations, and the chairs of ICA sections to discuss matters of major professional interest. The theme of the conference was "Archives and Society: What to Preserve? Acquisition and Selection." Olafur Asgeirsson, National Archivist of Iceland, hosted the meeting with Ian Wilson, National Archivist of Canada and CITRA chair, presiding. Sessions included strategies for acquisition and appraisal of public records, rules and practices in the area of public records, and memory and society: businesses, associations, individuals and the potential of oral archives. The next CITRA meeting will be held in Marseilles, France, in November 2002. Its theme will be "How Does Society Perceive Archives?"

Holocaust Museum Discovers Documents and Artifacts from WWII Concentration Camp in Croatia

Officials of the U.S. Holocaust Museum announced last November that they had discovered and preserved a body of documents and artifacts from one of the lesser-known concentration camps of World War II. Known as Jasenovac, the camp was located about 60 miles from Zagreb, Croatia, and was operated by the Ustasha, the Croatian Nazi puppet government. The camp was established to eliminate anyone who was not an ethnic Croatian. The collection includes 2,000 photographs, tens of thousands of paper documents, and thousands of artifacts such as inmate handicrafts. Copies have been made of the collection contents and will be maintained at the Holocaust Museum in Washington, D.C., and in Israel. The original collection will be handed over to a museum in Croatia where it will be put on display at the site of the Jasenovac camp.

European Consortium Formed to Further Digital Preservation

The Humanities Advanced Technology and Information Institute (HATII) of Glasgow University launched ERPANET (Electronic Resource Preservation and Access Network) to share information on key issues, best practice, and skills development in the digital preservation of cultural and scientific materials as well as to stimulate new research and the incorporation of preservation lessons into new generations of software. Visit <http://www.erpanet.org>.

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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—H. Thomas Hickerson, Luciana Duranti, Nicholas Burckel, William Maher, and Leon J. Stout. In addition, three additional members—all Fellows—are elected annually by SAA officers and Council during the January Council meeting.

A nomination form follows. **Completed forms must be postmarked by February 28, 2002**, and addressed to the chair:

H. Thomas Hickerson

Cornell University
Information Technology & Special Collections
107 Olin Library
Ithaca, NY 14853
607/255-9965 • fax 607/254-5419
e-mail: hth2@cornell.edu

A nomination submitted in 2001 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

* indicates past president

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

2002 FELLOW NOMINATION FORM

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

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

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

HONORS, AWARDS, FELLOWSHIPS Organization	Date	Honors/Awards Received
---	------	------------------------



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, 2002.

SUBMITTED BY (PLEASE PRINT) _____

SIGNATURE _____

INSTITUTION _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

E-MAIL _____

DATE _____

SEND NOMINATIONS TO:

**H. Thomas Hickerson • Cornell University • Information Technology & Special Collections
107 Olin Library • Ithaca, NY 14853 • 607/255-9965 • fax 607/254-5419 • e-mail: hth2@cornell.edu**

NOMINATION DEADLINE: FEBRUARY 28, 2002



THE SOCIETY of
AMERICAN ARCHIVISTS

2002 AWARDS COMPETITION

The Society of American Archivists announces its 2002 awards competition to recognize achievements of the 2001 calendar year.

Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Alexandra S. Gressitt and Bill Brock. Awards will be presented next August during SAA's 66th annual meeting in Birmingham.

Brief descriptions of the awards are listed below. An awards nomination form is on page 43. Please visit the SAA Web site (www.archivists.org/recognition/index.html) for full awards criteria and policy, lists of past recipients, as well as a nomination form.

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

Alexandra S. Gressitt, Co-Chair
Archives Research Services Director
The Library of Virginia
800 East Broad Street
Richmond, Virginia 23219-8000
804/692-3635
fax 804/692-3556
agressitt@lva.lib.va.us

Bill Brock, Co-Chair
Presbyterian Historical Society
P.O. Box 849
318 Georgia Terrace
Montreat, NC 28757
828/669-7061
fax 828/669-5369
wbrock@history.pcusa.org

The deadline for award nominations is February 28, 2002 (except for the Theodore Calvin Pease Award, that deadline is May 31, 2002). 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 31, 2002.**

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 \$645). 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 3-14, 2002, is now available. The deadline for application is February 28, 2002. (The deadline for the January/February institute is November 1.)** 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: Bill Brock, Co-Chair, SAA Awards Committee, Presbyterian Historical Society, P.O. Box 849, 318 Georgia Terrace, Montreat, NC 28757; 828/669-7061; fax 828/669-5369; wbrock@history.pcusa.org.



THE SOCIETY of
AMERICAN ARCHIVISTS



2002 AWARDS NOMINATION FORM

THE SOCIETY of
AMERICAN ARCHIVISTS

NAME OF AWARD

Person/Organization to receive award

Address

City/State/Zip/Country

Phone

E-mail

Person making the nomination

Address

City/State/Zip

Phone

E-mail

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

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

How does the nominee meet the criteria of the award?

What are the outstanding characteristics of the nominee?

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

PLEASE SUBMIT FIVE COPIES OF THIS FORM AND THREE COPIES OF ALL SUPPORTING DOCUMENTS BY FEBRUARY 28, 2002. Nominations for the Theodore Calvin Pease Award must be submitted by May 31, 2002. Send nominations for the Distinguished Service Award, Harold T. Pinkett Minority Student Award, Oliver Wendell Holmes Award, and Theodore Calvin Pease Award to: Bill Brock, Presbyterian Historical Society, P.O. Box 849, 318 Georgia Terrace, Montreat, NC 28757; 828/669-7061; fax 828/669-5369; wbrock@history.pcusa.org. Send nominations for the Philip M. Hamer and Elizabeth Hamer Kegan Award, J. Franklin Jameson Archival Advocacy Award, Sister M. Claude Lane Award, Waldo Gifford Leland Award, C.F.W. Coker Award, and Preservation Publication Award to: Alexandra S. Gressitt, Archives Research Services Director, The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000; 804/692-3635; fax 804/692-3556; agressitt@lva.lib.va.us.

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Washington Beat

continued from page 17

Anna Nelson of the American University. Professor Nelson delivered testimony on behalf of the American Historical Association, the Organization of American Historians, and the Society of American Archivists. The testimony of the various witness may be found at: www.fas.org/sfp/congress/2001/index.html#pra. In addition, the Society of American Archivists issued its response to the order by sending a letter to Rep. Horn expressing "grave concern" (see www.archivists.org/news/stephenhorn.html).

No Democrats attended the two-hour hearing, though the ranking minority member, Rep. Henry Waxman (D-CA) and committee member Janice Schakowsky (D-IL) issued a joint statement calling for Bush to rescind the order (see www.fas.org/sfp/news/2001/11/pa_let.html). Two Congressmen representing the Republican majority did attend, including Chairman Horn. Horn fell short of calling for the order to be rescinded, but urged the Bush Administration to "revisit" it in order to remove the hurdles to public access that it creates. Rep. Doug Ose (R-CA), who has his own interest in seeing Clinton presidential documents released, pressed administration witnesses hard for answers to specific issues and concerns during questioning.

Acting Assistant Attorney General M. Edward Whelan III, stated the Bush administration's position—that the order simply sets up a "procedure" whereby presidents can invoke "constitutionally based privileges" to withhold documents that otherwise might be disclosed after a 12-year waiting period.

Rep. Ose grilled Whelan and asserted that the new order, "appears to violate not only the spirit but also the letter of the Presidential Records Act . . . it undercuts the public's right to be fully informed about how its government operated in the past."

Ose demonstrated that the order imposes new requirements not envisioned in the PRA. He noted that the 1978 law only protects "confidential communications" between the president and his advisors and makes no mention of the attorney-client privilege. The Congressman was particularly galled that the Bush order drops the word "confidential" from "confidential communications"—he argued that this policy change (along with several others discussed during the hearing) amounted to an illegal expansion of authority. Whelan replied, "There is no expansion. Therefore, there is no policy basis for an expansion."

Legal scholars who testified pointed out that the order steps beyond the current law as well as legal precedent by asserting executive privilege for vice presidential records, which, one witness argued, has no basis in law. With the exception of Whelan, all the panelists expressed concern that the order tries to rewrite the PRA by requiring individuals to show a "demonstrated, specific need" through a FOIA request rather than rely on the process provided in the PRA that mandates systematic release of records through an established archival procedure.

Archivist of the United States John W. Carlin testified that the order would apply retroactively to all presidential record requests waiting to be processed, including the 68,000 documents from the Reagan presidency.



2002 CALENDAR

February 21

"Preservation Planning for Archives" at South Carolina State Library, Columbia, SC, will address essential components of archives preservation management. Co-sponsored by SOLINET and PALMCOP. Contact Vanessa Richardson at 800/999-8558, vanessa_richardson@solinet.net or visit www.solinet.net.

March 6-7

"Intermediate Book Repair" at the Historic New Orleans Collections, New Orleans, LA. Workshop is designed to hone repair skills learned in "Fundamentals of Book Repair." Contact Vanessa Richardson at 800/999-8558, vanessa_richardson@solinet.net or visit www.solinet.net.

March 11-12

"Archival Cataloging as a Component of Description" workshop (#0223) in Chicago. Co-sponsored by SAA and the American College of Surgeons. For details, visit www.archivists.org/prof-education or call 312/922-0140.

March 11-12

"Copyright: The Archivist and the Law" workshop (#0231) in Tucson, AZ. Co-sponsored by SAA and the University of Arizona Library Special Collections. For details, visit www.archivists.org/prof-education or call 312/922-0140.

March 14-15

"Encoded Archival Description" workshop (#0230) in Tallahassee, FL. Co-sponsored by SAA and the Florida Center for Library Automation. For details, visit www.archivists.org/prof-education or call 312/922-0140.

March 16

"Style Sheets-EAD Part II" workshop (#0226) in Tallahassee, FL. Co-Sponsored by SAA and the Florida Center for Library Automation. For details, visit www.archivists.org/prof-education or call 312/922-0140.

March 21

17th Annual NARA Preservation Conference, "Lessons Learned in Emergencies: Not Your

Ordinary Disaster Conference" at National Archives at College Park, MD. Registration information at www.nara.gov/arch/techinfo/preserva/conferen/2002.html.

April 8

"Oral History: From Planning to Preservation" workshop (#0227) at Southern Illinois University in Edwardsville, IL. Co-sponsored by SAA and Lovejoy Library & Information Services. For details, visit www.archivists.org/prof-education or call 312/922-0140.

April 8-13

34th annual meeting of the Council on Botanical and Horticultural Libraries, Inc. (CBHL) in San Francisco. Theme: "Plants & People - A Regional Perspective." For more information: 415/661-1316 (ext. 303), fax 415/661-3539, library@strybing.org or visit <http://huntbot.andrew.cmn.edu/CBHL>.

April 11-12

"Archival Cataloging as a Component of Description" workshop (#0224) in New York City. Co-sponsored by SAA and the Metropolitan New York Library Council. For details, visit www.archivists.org/prof-education or call 312/922-0140.

May 1

SAA continuing education workshop, "Copyright: the Archivist and the Law," in Hollywood, FL. Call 312/922-0140 for more information.

May 2-4

Midwest Archives Conference 2002 spring meeting in Minneapolis at the Radisson Metrodome. For more information, contact: Craig Wright of the Minnesota Historical Society at 612/296-9961, craig.wright@mnhs.org. Or Brian Williams of the Bentley Historical Library at 734/764-3482, bwms@umich.edu.

May 8-11

36th annual Association for Recorded Sound Collections (ARSC) conference at the University of California, Santa Barbara. Papers and session proposals are now being accepted. Contact: David Seubert seubert@library.ucsb.edu for more information. Association for Recorded Sound Collections, P.O. Box 543, Annapolis, MD 21404-0543; www.arsc-audio.org.

May 16-19

34th annual conference of the American Society of Indexers in Galveston, Texas, at Moody Gardens. Visit www.asindexing.org and click on "annual meetings," or contact Kate Mertes, VP/PE of ASI (snail mail: 118 N. West Street, Alexandria, VA, 22314; e-mail: kmertes@hotmail.com; phone: 703-549-4574).

June 6-8

Association of Canadian Archivists 2002 annual conference in Vancouver, British Columbia. Theme: "Archival Exploration and Innovation." Visit <http://aca.archives.ca>.

June 6-11

30th annual meeting of American Institute for Conservation of Historic and Artistic Works at Renaissance Miami Biscayne Bay. For more info: 202/452-9545 or info@aic-faic.org.

June 14

Society of Rocky Mountain Archivists spring meeting at the Lincoln Center in Ft. Collins, Colorado. Theme: "To See Ourselves as Others See Us." Panelists needed. Contact John Newman at jnewman@manta.colostate.edu.

June 21-22

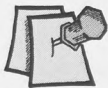
5th annual "Museum and Library Archives Institute," sponsored by Monson Free Library and Reading Room Association, Massachusetts Board of Library Commissioners, the New England Archivists, the New England Museum Association, and the Worcester Historical Museum, will be held at the Wilbraham & Monson Academy in Wilbraham, Mass. This Institute consists of two parallel programs: the Introductory and the Special Topic. The Introductory Program is designed for those who have responsibility for museum and library records and special collections, but limited experience in archival methods and procedures. This year's curriculum includes such topics as collection, accessioning, appraising, arrangement and description, reference and access, oral history and photography. Instead of the Introductory Program, participants may choose the Special Topic Program. This track provides an opportunity to go beyond the introductory level and focus on a particular archival topic or issue in a comprehensive, in-depth manner. The 2002 topic will address the issue of how to operate an archives on a shoestring. For information, contact: Theresa Rini Percy, Director, Monson Free Library, 2 High Street, Monson, Mass.; 413/267-3866; fax 413/267-5496; tpercy@cwmar.org.

August 19-25

"Archival Roots: Our Foundation and Our Future" is the theme of the 66th annual meeting of the Society of American Archivists in Birmingham, Alabama, at the Sheraton Birmingham Hotel. Visit www.archivists.org/conference/index.html#2002

Important SAA Deadlines:

- Feb. 9: Student session paper proposals for SAA's 66th annual meeting (p. 9)
- Feb. 15: Student poster session proposals for SAA's 66th annual meeting (p. 9)
- Feb. 28: 2002 SAA Fellow nominations (p. 20)
- Feb. 28: 2002 SAA Awards nominations (except Theodore Calvin Pease Award) (p. 23)
- Apr. 5: Date 2002 ballots must be postmarked (p. 7)
- May 31: Theodore Calvin Pease Award (p. 24)

**September 1-6**

19th Congress of the International Institute for Conservation at the Baltimore Marriott Waterfront Hotel. Subject: "Works of Art on Paper, Books, Documents and Photographs: Techniques and Conservation." Visit www.iiconserva.org.

October 9-12

Midwest Archives Conference 2002 fall meeting in South Dakota. Program Committee is seeking session proposals and ideas for papers. Contact: Erik Nordberg of the Michigan Technological University at 906/487-3209, copper@mtu.edu. Or Stephen McShane of Indiana University Northwest Library at 219/980-6628 or smcshane@iun.edu.

FUNDING

2002-2003 NHPRC Fellowship in Archival Administration

The National Historical Publications and Records Commission (NHPRC) is now accepting applications for the 2002-2003 academic year from archival professionals interested in applying for the NHPRC Fellowship in Archival Administration. The Commission views the fellowship as an opportunity for professional archivists with two to five years' experience to gain new or additional experience with archival administrative procedures and problems. The fellow will participate in a wide variety of archival administrative experiences, as well as formal management or supervisory training, during the nine to twelve months the fellow will be associated with the program. The fellow's stipend is \$35,000, with a benefit payment of \$8,750. Host institutions are awarded \$1,500, to interview prospective applicants and to use for the fellow's professional travel during the fellowship year. The host institution for the year 2002-2003 is the Jacob Rader Marcus Center of the American Jewish Archives in Cincinnati, Ohio. **Applications from potential fellows are due by March 1, 2002.** The Commission encourages those interested to contact the Commission staff to discuss their applications. Application forms are available from: National Historical Publications and Records Commission, National Archives and Records Administration, room 111, 7th and Pennsylvania Ave. NW Washington, D.C. 20408. The forms are also available on the Commission's Web site: www.nara.gov/nhprc For further information, please contact Michael T. Meier of the Commission staff at (202) 501-5610, ext. 252 or e-mail at: michael.meier@nara.gov

AIP Center for History of Physics

The Center for History of Physics of the American Institute of Physics has a program of grants-in-aid for research in the history of modern physics and allied sciences (such as astronomy, geophysics, and optics) and their

social interactions. Grants can be up to \$2,500 each. They can be used only to reimburse direct expenses connected with the work. Preference will be given to those who need funds for travel and subsistence to use the resources of the Center's Niels Bohr Library (near Washington, DC), or to microfilm papers or to tape-record oral history interviews with a copy deposited in the Library. Applicants should name the persons they would interview or papers they would microfilm, or the collections at the Library they need to see; you can consult the online catalog at <http://www.aip.org/history>.

Applicants should either be working toward a graduate degree in the history of science (in which case they should include a letter of reference from their thesis adviser), or show a record of publication in the field. To apply, send a vitae, a letter of no more than two pages describing your research project, and a brief budget showing the expenses for which support is requested to: Spencer Weart, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740; phone 301/209-3174; fax 301/209-0882; e-mail sweart@aip.org. **Deadlines for receipt of applications are June 30 and December 31 of each year.**

Brown University Research Fellowship Program

The John Nicholas Brown Center is now accepting applications for its Research Fellowship Program. The center supports scholarship (research and writing) in American topics, primarily in the fields of art history, history, literature, and American studies. 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 residence 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: November 1st for residence between January and June; April 15th for residence between July and December.** To request an application, please contact: 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, such as Speaker Carl Albert, Robert S. Kerr, and Fred Harris of Oklahoma, Helen Gahagan Douglas and Jeffery Cohelan of California, and Neil Gallagher of New Jersey. Besides the history of Congress, congressional leadership, national and Oklahoma politics, and election campaigns, the collections also document 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. The center's collections are described on its Web site at <http://www.ou.edu/special/albertctr/archives/> and in the publication titled, *A Guide to the Carl Albert Center Congressional Archives* (Norman, Okla.: The Carl Albert Center, 1995) by Judy Day, et al. The Visiting Scholars Program is open to any applicant. Emphasis is given to those pursuing postdoctoral research in history, political science, and other fields. Graduate students involved in research for publication, thesis, or dissertation are encouraged to apply. Interested undergraduates and lay researchers are also invited to apply. **Applications are accepted at any time.** For more information, please 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.

James J. Hill Library Grant

The James J. Hill Library will award a number of grants of up to \$2,000 to support research in the James J. Hill, Louis W. Hill, and Reed/Hyde papers. The James J. Hill papers (1856-1916) are an extensive and rich source for studies of transportation, politics, finance, Native American relations, art collecting, philanthropy, urbanization, immigration, and economic development in the Upper Midwest, Pacific Northwest, and Western Canada. The Louis W. Hill Papers (1846-1948) document similar subjects, as well as his involvement in the development of Minnesota's iron mining industry and the development of Glacier National Park and the related tourist industry. **The deadline for applications is November 30th.** For more information, contact W. Thomas White, Curator, James J. Hill Library, 80 W. Fourth Street, St. Paul, MN 55102; 651/265-5441; twhite@jjhill.org.

The Pepper Foundation's Visiting Scholars Program

The Claude Pepper Foundation seeks applicants for its visiting scholars 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; mllaughli@mailers.fsu.edu; <http://pepper.cpb.fsu.edu/library>.

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.

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: John Murphy, University of Arizona Library Special Collections, P.O. Box 210055, Tucson, Arizona 85721-0055, murphyj@u.library.arizona.edu.

U.S. Capitol Historical Society Fellowship

Applications are invited for the 17th year of the United States Capitol Historical Society Fellowship. The fellowship is designed to support research and publication on this history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is \$1,500 per month.

Applications must be postmarked by March 15, 2002. For further information, contact: Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515; 202/228-1222.

NEW ARCHIVAL FELLOWSHIPS AVAILABLE

A new, non-residential archival research fellowship program, funded by the National Historical Publications and Records Commission, will award five fellowships of \$10,000 each in 2002 and 2003 for archivists to conduct research on a topic of importance to the archival profession.

To be eligible, applicants must be U.S. citizens working under a twelve-month contract in the archival, manuscript, historical, library, records management, information science, or other related discipline. Proposals concerning electronic records will be given highest priority. Collaborative proposals will be accepted.

The fellowship program is managed by the Massachusetts Historical Society, Massachusetts Institute of Technology, Northeastern University, Schlesinger Library at the Radcliffe Institute/Harvard University, and the WGBH Educational Foundation.

Application deadline: March 1, 2002

For more information and application instructions, visit the SAA website at www.archivists.org or contact Brenda Lawson, Project Director, NHPRC Archival Fellowship Program, Massachusetts Historical Society, 1154 Boylston St., Boston, MA 02215, blawson@masshist.org, 617/646-0502.



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.

Rate: 92¢ per word

INSTITUTIONAL MEMBERS OF SAA
RECEIVE A 50% DISCOUNT.
(NUMBERS, ABBREVIATIONS, ETC.
EACH COUNT AS ONE WORD.)

Announcements are posted weekly on SAA's Web site in the *Online Employment Bulletin* (www.archivists.org/employment/) and remain posted for up to two months. As a value added, announcements may also be published in *Archival Outlook* or the print version of the *SAA Employment Bulletin*.

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 \$50 per year only at the time of membership renewal. The bulletin is published in February, April, June, August, October, and December. *Archival Outlook* is published in January, March, May, July, September, and November and is sent to all SAA members.

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

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



ARCHIVAL SPECIALIST

Hagley Museum and Library
Wilmington, DE

The Hagley Museum and Library, an independent research library in Wilmington, DE, specializing in the history of business and technology, is seeking an experienced archivist to arrange and describe the historical records of the pioneering telecommunications company MCI WorldCom. A master's degree in history or library science and two years of professional experience are required for this position. Relevant experience should include work with large complex collections of organizational records. AMC-MARC cataloging experience and some familiarity with EAD are preferred. This position is grant funded for three years. It has a competitive salary and good benefits. Please send letter of application and resume to: Robert Hill, Human Resources Manager, Hagley Museum and Library, P.O. Box 3630, Wilmington, DE 19807.

ARCHIVIST

MARC Corporation
Ft. Belvoir, VA

Manages the archive resources of the Joint Personnel Recovery Agency (JPRA); solicits collections, oversees the arrangement and description of JPRA records and unique collections. Provides reference services and access to the collections and arranges for preservation and storage. Initiates an inventory of the archival collection, to include the print and written media, sound recordings video cassettes and films, art and photographic images. Develops standard processing procedures. Examines, evaluates and implements technological developments to enhance access to JPRA collections. Responsible for the visibility of the archives, to include performing outreach and public relations on behalf of the archives. Prepares a monthly input to the JPRA library newsletter in order to keep staff apprised of new record collections available for their review. Responsible for developing displays and exhibits. Conducts tours for both internal and external customers, to include visiting dignitaries. Researches and prepares background papers and other informational products concerning JPRA's history and mission. JPRA expert/consultant for the mandated review and declassification of over 100,000 pages of classified information. Oversees the complete processing of all records and ensures that quality control procedures are established. Incumbent is required to travel, when necessary. Some job-related training is required at the discretion of the supervisor. Top secret security clearance required. The MARC Corporation is a company developing training and educational programs for the DoD and other government agencies. Join the professional team of trainers, curriculum developers, video producers, systems administrators and subject matter experts and enhance your career. We are an equal opportunity employer, m/f/d/v. **For more information, contact:** MARC Corporation, 1800 Diagonal Road, Suite 600, Alexandria, VA 22314; e-mail: dan.mcmamus@marc-corp.com.

ARCHIVIST

The Moravian Church, Northern Province
Bethlehem, PA

The Moravian Church Northern Province seeks a full-time archivist with a start date in 2002. The Moravian Archives, located at 41 West Locust Street, Bethlehem, Penn., is a nonprofit organization, which acquires and preserves official records of the Moravian Church, Northern Province, a historically German Protestant denomination. The Archives, a major special collection of the Moravian Church, is located in a modern 9,200-square-foot building with two climate-controlled vaults. It contains approximately 8,000 linear feet of material. These records concern the history of the Province beginning in 1740 which today includes active congregations in NY, NJ, PA, OH, MD, IN, IL, WI, MI, MN, ND, AZ, CA, the District of Columbia and Canada. There are over 1,000,000 pages written in 18th-century German Script, large amounts of English-language documents, over 20,000 printed volumes and thousands of pamphlets, paintings, prints, maps, and photographs as well as selected personal papers. The Bethlehem Congregation was a closed community for approximately 100 years and as a result the Archives has extensive unique written records of most aspects of 18th- and 19th-century Moravian religious life and commerce.

Responsibilities: The successful candidate will collect, preserve and make accessible the historical records of the Moravian Church as well as conduct activities for the Archives Board. Administering routine activities of the archives includes maintaining and implementing new archival practices to ensure appropriate preservation and collection of documents; supervising, training and evaluating staff; records management; providing research assistance; maintaining our German Script course; providing for changing exhibits, presenting lectures and programs and assisting congregations in establishing and maintaining their collections. The successful candidate will participate in outreach to congregations in the Northern Province; develop strategies for active donor and financial support; develop and implement programs for creation of digital access to the collections.

Qualifications Required: Master's degree in history or a degree in library science with specialization in archives studies, or certification required. CA (certified archivist) designation or equivalent, or a plan to become certified is required. At least five years experience as an archivist with increasing levels of responsibilities desired. A combination of education and experience may be considered. The candidate must be able to communicate fluently in English and German; reading and translating 18th-century German Script is an expected job function; the candidate must have a knowledge of Moravian history and theology and the ability to interpret the Moravian Church; must be computer literate with good writing, communication, interpersonal and public relations skills, a willingness to travel and collaborate, maintain contact with other archives, organizations, and the denomination;



have the ability to lift at least 40 pounds and have no allergy to dust. **Salary:** Commensurate with experience and qualifications, \$35,000 minimum. The Archives offers a benefits package, including health care, vacation and sick time. **Application:** Applications received by February 2002 will receive full consideration; however the search will remain open until the position is filled. Send application, resume, names and phone numbers of three references to: Peter Wolle, President, The Moravian Archives, P.O. Box 1721, Bethlehem, PA 18016-1721; E-mail: pwolle@ix.netcom.com.

ARCHIVIST

*United Church of Christ
Cleveland, OH*

In consultation with the Historical Council of the UCC, directs, plans and controls all aspects of the United Church of Christ archives. Promotes and maintains an archival collection policy, working cooperatively with other repositories which hold and/or collect materials relevant to the history of the UCC and its antecedent traditions. Collects administrative records of all settings of the church along with personal items of archival quality. Supervises the preservation of materials in the archives, administers policy to retard damage, provides repairs where necessary, and monitors on-site protection. Provides a reference service for identifying and cataloguing materials, and develop finding aids as needed. Promotes the program's positive public image by responding in writing and orally on a timely basis to inquiries for information. Attends meetings, contributes to program effectiveness by identifying short-term and long-range issues that must be addressed, provides information and commentary pertinent to deliberations, recommends options, policies, and courses of action and implements directives. **Qualifications:** Master's degree in history or related social science and experience in advanced records management, or a combination of academic study and experience in archival management and techniques. Competency in leadership planning, development and training. Experience in developing and managing budgets and in office administration; demonstrated human relations and supervisory skills. Demonstrated written and oral English language skills, including ability to conceptualize and develop print resources. Desire and sensitivity to work in diverse racial, ethnic, cultural and religious setting. Incumbent may be required to travel within the United States. The United Church of Christ is a multicultural, multiracial, open and affirming, accessible to all organization. EOE. **Please send profile or resume and cover letter to:** Alisa Lewis, United Church of Christ, 700 Prospect Avenue, Cleveland, Ohio 44115; E-mail: lewisam@ucc.org.

ARCHIVIST/MANAGER

*Onondaga Historical Association
Syracuse, NY*

Onondaga Historical Association, a private county historical organization founded in 1862,

seeks a manager for its Research Center, a facility with a 2,000,000-item archival collection and specialized library. The position requires familiarity with archival methodology and strong organizational and strategic planning skills. The position emphasizes the development and implementation of a processing plan for a collection backlog, development and implementation of a preservation plan, and the ability to provide leadership for an initiative to relocate the Research Center into a new facility. The position is also responsible for managing acquisitions, grant solicitation and project oversight, management of information technology, and supervision of interns and public service staff. The Research Center Manager is a senior position in a staff of 12. Salary is mid to high 30s plus excellent benefits. Master's degree preferred in archival administration, library science, museum studies, or equivalent archival training and experience. Ability to problem solve, handle multiple tasks, and work within strategic plans and a team environment essential. Send letter, resume, and three references to: Director, OHA, 321 Montgomery Street, Syracuse, NY 13202. EOE.

ASSISTANT ARCHIVIST

*Associated Archives at
St. Mary's Seminary and University
Baltimore, MD*

The Associated Archives at St. Mary's Seminary and University is looking for an Assistant Archivist. A newly created program that brings together the archives for the Archdiocese of Baltimore, the U.S. Province of the Sulpician Fathers, and St. Mary's Seminary and University, the Associated Archives at St. Mary's Seminary and University will be one of the most significant repositories for records relating to the history of the Catholic Church in the United States.

Responsibilities: Reporting to the Director of the program, the Assistant Archivist's responsibilities will include preparing collections for research use by appraising and arranging collections, implementing necessary conservation measures, developing finding aids and research tools, and assisting on-site researchers with use of the collections. Also responsible for answering telephone, mail, and electronic mail reference requests and performing administrative tasks in office, assists with outreach programs, including planning of exhibits and publication of a newsletter. **Qualifications:** B.A. degree in history with archival coursework or archival certificate. At least two years of experience required. Must have knowledge of standard archival theories and practices in appraisal, arrangement, and description of archival and manuscript collections, experience with PC-based word processing, database, and spreadsheet programs; ability to communicate clearly in person and in writing, to work systematically and carefully, to exercise independent judgment, to participate positively and constructively in staff group endeavors, and to respect confidentiality of the records.

Desirable: Knowledge of the history of the U.S. Catholic Church. **Salary:** Commensurate with experience and qualifications, \$30,000

minimum. St. Mary's Seminary and University offers a benefits package that includes: medical coverage for the individual plus partial coverage for dependents; vacation and sick time; and retirement benefits. **Application:** The deadline for applications is February 15, 2002. Send application, resume, names and phone numbers of three references to: Tricia T. Pyne, Ph.D., Director, Associated Archives at St. Mary's Seminary and University, 5400 Roland Avenue, Baltimore, MD 21210.

ASSISTANT ARCHIVIST

*Bank of America
San Francisco, CA*

The Assistant Archivist provides research for clients needing Bank of America historical information, requiring ability to analyze requests and locate relevant information and strong written and oral communication skills. Assists the Corporate Archivist in collecting, preserving, and documenting Bank of America's history; managing archival acquisition program; creating easy-access collections of core historical resources; managing systems and databases; supporting the Brand Development and Heritage Program Team; managing exhibit development and circulation; managing the Oral History Program; and other archives responsibilities on an as-needed basis. Qualifications include but are not limited to master's degree in archives management/library science or equivalent certification; minimum five years of archives work experience; reference and research experience using traditional methods and online searching strategies; knowledge of Word, Access, Excel; and relevant project management and supervisory/administrative experience in a library or archives. Prefer knowledge of banking or financial services. Must be able to lift 40-pound cartons. **Please e-mail resume with cover letter and salary requirements to:** brandi.n.layton@bankofamerica.com. Bank of America is an equal opportunity employer.

ASSISTANT ARCHIVIST

*Columbia University
University Archives-Columbiana Library
New York, NY*

Grade: 10 (Ref. # 1003843) **Department:** University Archives-Columbiana Library (Office of the Secretary) **Salary:** Commensurate with experience. **Description:** Reporting to the Director of the University Archives-Columbiana Library, who reports to the Assistant Secretary of the University. The Assistant Archivist participates in all aspects of the University Archives and Columbiana Library's operations as assigned by the Director. Provides reference services to all collections; collects and catalogs university publications, archival materials, and ephemera. Identifies conservation needs and interacts with conservation lab for their preservation; oversees microfilming projects; indexes trustee minutes and arranges binding of the volumes; provides support to Honors and Prizes program. Participates in training and supervision of student workers. The Assistant Archivist



also undertakes other assignments, duties and projects as assigned by the Secretary of the University, the Assistant Secretary of the University, the Director of the University Archives-Columbiana Library, and the Assistant Director of the University Archives-Columbiana Library. **Qualifications:** B.A. and two years' related experience of equivalent combination of education and experience required. M.A./M.L.S. and formal archival training highly preferred. Should be familiar with USMARC:AMC format, APPM, AACR2, SGML/EAD. Should have good reference skills as well as excellent interpersonal and writing skills; must be able to work independently. Minorities are especially encouraged to apply. **Send resume and finding aid to:** Dr. Marilyn H. Pettit, Columbia University Archives - Columbiana Library, 210 Low Memorial Library, 535 W. 116th St., MC 4316, New York, NY 10027; fax 212/854-7320; E-mail: mhp74@columbia.edu (attach resume and inventory as Word or text files).

**CURATOR OF MANUSCRIPTS
(ASSISTANT/SENIOR ASSISTANT LIBRARIAN)**

*University at Albany, SUNY
Albany, NY*

Responsibilities: Reporting to the Head of the M.E. Grenander Department of Special Collections and Archives, the Curator acquires, appraises, and processes manuscript, photographs, and oral collections. Prepares finding aids and guides (paper and electronic); creates MARC AMC records; provides reference service; creates and mounts exhibits; serves as the department's Webmaster; oversees indexing, digitizing and reproduction of manuscript holdings; assists University Archivist with campus records management program; participates in the development of departmental policies and procedures; supervises student assistants. The M. E. Grenander Department of Special Collections and Archives occupies a state-of-the-art facility located on the 3rd floor of the university's new library building. The collection serves as a repository for manuscripts, archives, rare books, and special collections of original research materials, including the Archives of Public Affairs and Policy and the German Emigré Collection. Consult the department's website for more details on the collection, facility and position (<http://library.albany.edu/speccoll/>). Library faculty at the University at Albany, SUNY, are expected to fulfill faculty obligations in the areas of research, publication and service to the libraries, university and profession, as well as specific library assignments.

Qualifications: Required: Graduate degree in librarianship from an ALA-accredited institution or foreign equivalent; graduate course work on processing archival or manuscript collections; minimum of one year relevant archival and manuscript experience; evidence of professional involvement or scholarly activity; excellent oral, written and interpersonal skills; knowledge of MARC AMC format; experience with HTML and web page design, construction and maintenance;

ability to perform physical activities associated with archival environments. **Preferred:** Knowledge of literary/historical research methods and 20th Century American History; experience with digital trends and initiatives for electronic preservation and access; understanding of text encoding (EAD/SGML) principles and copyright issues. **Salary:** Commensurate with education and experience. Salary minima: Assistant Librarian \$36,200; Senior Assistant Librarian \$42,575. **Terms & Benefits:** Twelve-month appointment; sick leave and annual leave at 1.25 days each per month; health insurance; dental, vision and prescription coverage. Social Security coverage. TIAA/CREF or New York State Teachers Retirement available (employee contribution rate 3%). **Apply to:** Anna Z. Radkowski-Lee, Library Personnel Officer, University Libraries - UL 112, University at Albany, State University of New York, 1400 Washington Avenue, Albany, New York 12222. **Deadline:** Review of letters of application and resumes will begin March 4, 2002. Please include the names, addresses, and phone number of three references we can contact. The University at Albany, State University of New York is an Equal Opportunity/Affirmative Action/IRCA/ADA Employer.

DIOCESAN ARCHIVIST/RECORDS MANAGER

*Catholic Diocese of Peoria
Peoria, IL*

The Catholic Diocese of Peoria, Illinois, is looking for an Archivist/Records Manager to manage the historical records and establish a records management program for their Diocese. They seek an innovative, energetic and highly motivated archives professional who will help them ensure the complete documentation of their rich cultural heritage. **Duties include (but are not limited to):** The candidate will be responsible for the administration of all aspects of archives collection management specifically, accessioning, arrangement and description, appraisal and physical control. He or she will direct research, reference and outreach services (exhibits and publications) for the Diocesan Administration as well as interested scholars. Additionally, the candidate will be expected to establish and administer an active records management program that provides good files management, record scheduling and retention policies and procedures for the Diocesan Chancery, Diocesan Parishes and other Diocesan Ministries/Agencies. **Qualifications:** Candidates must have a graduate degree in information science or history with a concentration in archival management; a minimum of one years of post graduate degree experience in a professional archival position; knowledge of current archival and records management standards and practices required; and ACA and CRM certifications desirable. Demonstrated knowledge and/or experience with standard desktop software applications and network concepts as well as related knowledge of MARC:amc cataloguing is required; HTML, SGML and EAD coding and

applications is highly desirable. Experience with budget preparation and management is required. Candidates must possess strong interpersonal skills and a 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 pounds. This is a full-time position with competitive salary and benefits. The anticipated start date is no later than March 2002. Candidates should submit a letter of application, curriculum vitae, and three references to: Archivist Search Committee, Catholic Diocese of Peoria, Sheen Pastoral Center, 412 N.E. Madison Avenue, Peoria, IL 61603.

DIRECTOR ARCHIVAL SERVICES

Chantilly, VA

Library Associates is recruiting for a Director of Archival Services for a company located in the metropolitan Washington, DC, area. This company specializes in the management of the historical archives of many Fortune 100 companies. **Responsibilities:** Supervise and mentor a staff of six other professional archivists; Ensure all departmental activities are consistent with current archival best practices; Integrate business products with other disciplines; Participate in company direction and leadership. **Requirements/Qualifications:** ALA-accredited M.L.S. or M.A. in history with archives specialization; Archival experience with corporate documents; Hands on archival experience with variety of physical formal formats; familiarity with digital asset management systems and practices; Excellent leadership ability; Client focused with business, analytical and written/oral communication skills; Fiscal and project management experience highly desirable; Travel is required. **Salary:** Competitive salary, benefits package, bonus opportunity. **To Apply:** Fax or e-mail resume to: Quinn Koller, Vice President, Business Development; e-mail: qkoller@libraryassociates.com; fax: 702/549-6272; Tel: 800/892-9403 or 717/684-6434.

**DIRECTOR OF ARCHIVAL SERVICES/ARCHIVISTS
(ALL LEVELS)**

*The History Factory
Chantilly, VA*

The History Factory is a heritage driven marketing, communications and archival solutions company. For more than twenty-two years we've specialized in the appraisal, processing and management of the historical archives of some of America's largest corporations. Our unique approach to archiving and communications enables our clients to document and leverage their heritage for a variety of programs and initiatives. For more information about our company, please visit www.historyfactory.com. We are currently looking to add several key positions in our Northern Virginia office (35 miles southwest of Washington, DC). **Director of Archival Services:** Outgoing, client focused archivist with excellent business, analytical and written/oral communication skills to lead



archives staff and direct archival engagements. Must be an articulate and confident team player with good interpersonal skills and proven staff, fiscal and project management experience. Exerting quality control over archival work product, integrating business products with other disciplines and participating in company direction and leadership is required. Strong knowledge and interest in business culture and organization is important. Advance degree, preferably ALA-accredited M.L.S. or M.A. in history with archives specialization. Travel is required. **Archivists—All Levels:** Recent M.L.S. graduates to experienced archivists desired to conduct processing, cataloging, reference and research, digitization, indexing and collections management. Advance degree, preferably ALA-accredited M.L.S. or M.A. in history with archives specialization required. Proven experience in one or more areas identified above is a plus. Limited travel. Competitive salary, benefits package, bonus opportunity and a casual work environment. Professional and career development encouraged. E-mail resume and salary requirements to: Deborah Waller, Vice President, Archival Services, The History Factory, dwaller@historyfactory.com. Please specify position. No phone calls please.

HEAD, ARCHIVES SERVICE CENTER

University Library System
University of Pittsburgh
Pittsburgh, PA

The Archives Service Center (ASC) is composed of the Archives of Industrial Society, United Electrical Workers/Labor Archives, the University Archives and University Records Management, and the State and Local Government Archives, among others. The ASC focuses on collecting original resource material related to the business, ethnic, urban, labor, environmental, political, social, and cultural history of Pittsburgh and southwestern Pennsylvania. The ASC also serves as the University Archives and Records Management for the University of Pittsburgh. The ASC is comprised of six faculty librarians-archivists, two staff members, student assistants, and grant funded positions. **Required:** ALA-accredited M.L.S. (or recognized equivalent) plus five to seven years of progressive administrative experience in an archives-special library setting; a Ph.D. in the social sciences or the humanities with an archival-records management emphasis is preferred. Ability to communicate effectively and work with faculty, students, and library staff of diverse cultural backgrounds; good oral and written communication skills, including the demonstrated ability to write successful grant proposals; a record of appropriate publishing and professional activities, and supervisory experience; knowledge of current archival control systems, including electronic record systems; and general knowledge of computer applications in an archives-records management setting. **Salary:** Commensurate with experience. Comprehensive benefits package including 23 vacation days/year; medical; TIAA/CREF,

Vanguard; and tuition assistance. **To apply, submit letter of application and resume with the names/addresses/phone numbers of three references to:** William Gentz, Personnel Librarian, 271 Hillman Library, University of Pittsburgh, Pittsburgh, PA 15260. Review of applications will begin January 2, 2002 and continue until position is filled. Full position announcement is available at: <http://www.library.pitt.edu/about/employment/>. The University of Pittsburgh is an Affirmative Action/Equal Opportunity Employer. For more information on the University of Pittsburgh, please visit: <http://www.pitt.edu/>.

HEAD ARCHIVIST

Mashantucket Pequot Tribal Nation
Mashantucket, CT

Search reopened. The Mashantucket Pequot Museum and Research Center is seeking a Head Archivist to manage Archives and Special Collections. The Museum houses a research collection comprised of, among many things, rare books and manuscripts which document The Mashantucket Tribal Nation's history, culture and enterprises. Responsibilities of the position include supervising the Archives and Special Collections staff; managing the collection development program; as well as planning, monitoring and implementing the annual budget. The Head Archivist coordinates the Tribal Archive's objectives in conjunction with the Tribal Records Manager. Also, formulates and administers procedures for accessioning, arranging, describing and preserving collections and records in MARC format according to APPM and other descriptive standards. The successful candidate will also oversee development of Archives and Special Collections automation and its integration with other electronic systems in the Museum and manage the program to digitize collections and make them electronically available. Other responsibilities include providing reference service, and conducting outreach to the Tribe and the greater community of researchers. **Qualifications:** Master's degree in library science from an ALA-accredited institution, or M.A. with a concentration in archives administration; 3-5 years' management experience in an Archives or Research Library, including staffing, planning, delegating and budgeting; Strong organizational, written and verbal skills. We offer a competitive salary, and a new expansive flexible benefits package featuring life insurance and 401(k) plans. For immediate consideration, send your resume and salary requirements to: Mashantucket Pequot Tribal Nation, Attn: Human Resources, RT.2, P.O. Box 3777, Mashantucket, CT 06339-3777; fax 860/312-1599; e-mail: vrizzo@mptn.org. The MPTN practices Indian preference in hiring (PL 93-638) and is an AA/EOE. Visit us on the web at: www.foxwoods.com.

LEAD PROCESSING ARCHIVIST

Henry Ford Museum & Greenfield Village
Dearborn, MI

Responsible for the arrangement and description of archives and manuscripts, and supervi-

sion of two professional archival processors. Principal responsibility is the processing of record groups and series of the Ford Motor Company Historical Records, including preparation of finding aids, encoding finding aids using Encoded Archival Description, preparing USMARC catalog records for archival collections, and delivering information about the material in digital form; also responsible for providing reference service for these records. Works with the Head of Research Center Programs and the Museum's Archivist in prioritizing and assigning tasks to the processing archivists. Additionally, under the terms of a unique collaborative agreement with Ford Motor Company, basic reference service for Ford business inquiries have become the responsibility of the Museum's Research Center. Responsible for occasionally assisting the Reference Archivists to conduct research in primary and secondary sources to respond quickly and accurately to reference requests from the Ford Motor Company, its agencies, vendors, and others working for the Company, conducting Company business. Maintains high level of expertise and participates in appropriate professional organizations. Graduate degree in archival studies; or ALA-accredited M.L.S. or master's degree in history (or other relevant subject) with formal coursework or training in archival management and theory. Two years experience cataloging archival collections in MARC, following APPM; familiarity with Encoded Archival Description. Experience providing reference service in a research, academic, or corporate library or archives. Experience with institutional or corporate records. Knowledge of standard collection holdings maintenance methods in processing, handling, and care of archival, photographic, and library materials. Must be proficient with Word. Must communicate effectively with staff and researchers orally, one-to-one and in groups; must write clearly, concisely, and accurately. Please submit resume with salary requirements to: Employment Office, 20900 Oakwood Blvd., Dearborn, MI 48124; fax: 313/982-6226; www.hfmgv.org. To request a complete job description, please e-mail: employment@hfmgv.org.

MANAGER, RECORDS & ARCHIVES

Howard Hughes Medical Institute
Chevy Chase, MD

Responsible for managing HHMI's records and overseeing the operations of our archives.

Responsibilities include: establishing record retention schedules, properly storing inactive records, and maintaining an inventory of materials. Develop innovative processes to manage electronic records and select, monitor, and manage vendors to meet functional requirements. Master's degree in records management or related field. C.R.M. preferred. 5 years experience managing an institutional records management program. Excellent interpersonal, analytical and organizational skills. Attention to detail. **Send resume to:** HHMI, 4000 Jones Bridge Road, Chevy Chase, MD 20815; or Fax (301) 215-8940; E-mail to resumes@hhmi.org.



PRIVATE LIBRARIAN

Librarian position offered by advanced private collector. Curatorial experience with books and manuscripts, knowledge of American history required. Will reply to all who send resumes to: P.O. Box 20280, Albuquerque NM 87154.

PROCESSING ARCHIVIST

*Henry Ford Museum & Greenfield Village
Dearborn, MI*

Responsible for the arrangement and description of archives and manuscripts. Principal responsibility is the processing of record groups and series of the Ford Motor Company Historical Records, including preparation of finding aids, encoding finding aids using Encoded Archival Description, preparing USMARC catalog records for archival collections, and delivering information about the material in digital form; also responsible for providing reference service for these records. Under the terms of a unique collaborative agreement with Ford Motor Company, basic reference service for Ford business inquiries have become the responsibility of the Museum's Research Center. The Processing Archivist will also be responsible for assisting the Reference Archivists to conduct research in primary and secondary sources to respond quickly and accurately to reference requests from Ford Motor Company, its agencies, vendors, and others working for the Company, conducting Company business. Maintains high level of expertise and participates in appropriate professional organizations. Works as a member of or in cooperation with a variety of teams to accomplish the institution's mission and goals. Graduate degree in archival studies; or ALA-accredited M.L.S. or master's degree in history (or other relevant subject) with formal coursework or training in archival management and theory. Experience cataloging archival collections in MARC, following APPM; familiarity with Encoded Archival Description. Experience providing reference service in a research, academic, or corporate library or archives. Familiarity with institutional or corporate records. Knowledge of standard collection holdings maintenance methods in processing, handling, and care of archival, photographic, and library materials. Must be proficient with Microsoft Word, and familiar with Microsoft Access (or similar products). Must communicate effectively with staff and researchers orally, one-to-one and in groups; must write clearly, concisely, and accurately. Please submit resume with salary requirements to: Employment Office, 20900 Oakwood Blvd., Dearborn, MI 48124; fax: 313/982-6226; www.hfmgv.org. To request a complete job description, please e-mail: employment@hfmgv.org.

PROCESSING ARCHIVIST

*Texas A&M University-Kingsville
South Texas Archives & Special Collections
Kingsville, TX*

Full time position. **Duties include:** assisting in the processing of archival collections, creating

EAD finding aids, or updating existing aids; providing reference services; and assisting in other archival duties. M.L.S./M.L.I.S. from an ALA-accredited institution preferred. Graduate study in history, or a related field; experience in archival work, or archival course work and training required. More complete description available on the Web at archives.tamuk.edu or call 361/593-4154. Salary \$30,000 + benefits. Position will last until August 2003. **Send letter of application with resume and names of 3 references, with phone numbers, to:** Victoria Packard, Chair, Search Committee, Texas A&M University-Kingsville, MSC 197, Kingsville, TX 78363. Texas A&M University-Kingsville is an Affirmative Action/Equal Opportunity Employer. Committed to excellence through diversity, the university particularly invites applications from minorities, women, veterans and persons with disabilities. In compliance with the Americans with Disabilities Act, if accommodations are need for the application process, please inform the Search Committee Chair. Applications will be reviewed and received until position is filled.

PROJECT MANAGER

*The New York Public Library
New York, NY*

In this position, you will plan, supervise, coordinate, direct and review the work of professional and non-professional staff for the Library for the Performing Arts Processing Project. This will involve developing policies and procedures for non-book cataloging and archival processing; overseeing the processing of uncataloged archival, audio-visual and non-book collections; interviewing and training project staff; and establishing project goals and performance benchmarks. In addition, you will work with Technical Services and Digital Library Program staff to oversee the migration of LPA's legacy databases to a new technical platform. To qualify, you will need an ALA-accredited master's degree in Library and Information Studies; substantial experience with special collections cataloging and archival processing in a library or similar institution; and knowledge of MARC AMC and VIM, AACR2rev, LC classification, EAD, APPM and other metadata standards and access tools. In addition, you will need strong computer skills and a background in project and personnel management. To apply, please send resume and cover letter, including salary requirements, to: The New York Public Library, HR Dept Code: AG-WPM; 188 Madison Avenue, 5th Floor; New York, NY 10016; Or e-mail hrd@nypl.org. An Equal Opportunity Employer. Only candidates selected for further consideration will be contacted. Visit us at www.nypl.org.

RECORDS ANALYST 2, BC13911

*University of Washington
Seattle, WA*

Perform journey-level records analyst work, such as analyzing records management prob-

lems and requirements of academic and administrative units; develop and implement plans for rectifying records system deficiencies. Is a specialist in one or more system areas: financial records, student records, patient records, etc.

For more information, requirements and forms:

www.washington.edu/uwjobs/, ref# BC13911. **How to apply:** Submit your resume to: Katheryn Hill, 1320 NE Campus Pkwy, Seattle, WA 98105; fax 206/685-0632; kghill@u.washington.edu. Specify job ref# BC13911. UW: an EO/AEE

REFERENCE ARCHIVIST

*Henry Ford Museum & Greenfield Village
Dearborn, MI*

The Research Center of Henry Ford Museum & Greenfield Village owns and administers 10,000 cubic feet of the pre-1970s corporate records of the Ford Motor Company. Under the terms of a unique collaborative agreement with the Company, basic reference service for Ford Motor Company business inquiries have become the responsibility of the Museum's Research Center. The Reference Archivist will be responsible for performing research in primary and secondary sources to respond quickly and accurately to reference requests from Ford Motor Company, its agencies, vendors, and others working for the Company, conducting Company business. The Reference Archivist will also be expected, when time permits, to assist the Processing Archivists in processing record groups and series of the Ford Motor Company Historic Records. Maintains high level of expertise and participates in appropriate professional organizations. Graduate degree in archival studies; or ALA-accredited MLS or master's degree in history (or other relevant subject) with formal coursework or training in archival management and theory. Experience providing intensive reference service in a research, academic, or corporate library or archives. Current knowledge of library/archives information retrieval practices and procedures, especially in the areas of manual and on-line information retrieval, reference sources and services, and electronic access to information. Understanding of diverse research methodologies. Familiar with reference interview techniques. Commitment to customer service. Experience with institutional or corporate records. Experience cataloging archival collections in MARC, following AACR2. Must be proficient with Microsoft Word and familiar with Microsoft Access (or similar products). Must communicate effectively with staff and researchers orally, one-to-one and in groups; must write clearly, concisely, and accurately. Please submit resume with salary requirements to: Employment Office, 20900 Oakwood Blvd., Dearborn, MI 48124; fax: 313/982-6226; www.hfmgv.org. To request a complete job description, please e-mail: employment@hfmgv.org.



REFERENCE SERVICES MANAGER

State Archives of Georgia
Atlanta, GA

The State Archives of Georgia is looking for a dynamic leader to set the pace for reference services to state and local government agencies, historians, genealogists, students and the public. The successful candidate will lead 11 employees, play a major role in redesigning the Archives' services to reach new audiences, and become part of a team that is committed to innovative programming and outreach. The Archives' new facility (occupancy: 2003) will enhance opportunities to provide effective reference services. For more information about this position, visit: <http://www.sos.state.ga.us/administration/jobs/Active/00127353.htm>. To apply on-line, visit: <http://thejobsite.org/jobsearch/jobdetail.asp?ReqNum=478-60216aa>. For more information about the State Archives, visit www.GeorgiaArchives.org.

SUPERVISOR OF PUBLIC SERVICES

Henry Ford Museum & Greenfield Village
Dearborn, MI

Assists with the development, and is responsible for, the management and administration of public programs and services provided by Historical Resources through the Benson Ford Research Center. This includes research use of the archives, library, photograph, and special collections; rights and reproductions; collections-based programming developed for special groups; provision of special services to the Henry Ford Academy; fee-for-service activities including special access, remote reference, and extensive new contractual services for Ford Motor Company (under the terms of a unique collaborative agreement with the Company, basic reference service for Ford Motor Company business inquiries have become the responsibility of the Museum's Research Center); and other programming opportunities, such as tours and lectures. Establishes and monitors standards for delivery of services and programs to a wide audience, internal and external. Responsible for management and administration of Public Services staff and development, and management of budget. Advanced degree in information management, archives administration, or related field required. Five years experience in archives, library, or related work, preferably with managerial or administrative experience. Current knowledge of library/archives information retrieval practices and procedures, especially in the areas of manual and on-line information retrieval, reference sources and services, and electronic access to information. Understanding of diverse research methodologies. Please submit resume with salary requirements to: Employment Office, 20900 Oakwood Blvd., Dearborn, MI 48124; fax: 313/982-6226; www.hfmgv.org. To request a complete job description, please e-mail: employment@hfmgv.org.

TWO POSITIONS: PROCESSING ARCHIVIST & REFERENCE ARCHIVIST

Amistad Research Center
New Orleans, LA

A unique archives in a unique city, the Amistad Research Center in New Orleans, Louisiana, preserves the largest non-public collection of original documents pertaining to African-Americans and US Race/Ethnic relations. Located on the campus of Tulane University, the center resides on historic St. Charles Avenue. The area offers all of the cultural and culinary opportunities for which New Orleans is renowned. **Position 1: Processing Archivist.** Accessions, appraises, arranges, describes, and performs minor preservation work on archival collections; supervises archival processing by students, staff, and volunteers; occasional reference assistance; and special projects as assigned. **Position 2: Reference Archivist.** Oversees day-to-day operation of the center's reading room; assists researchers in using the center's archival holdings; responds to reference inquiries, including phone, mail, and email requests; oversees photoduplication orders; trains and supervises staff in reference policies and procedures; coordinates tours and bibliographic instruction; and special projects as assigned. **Required Qualifications:** ALA-accredited MLS or master's degree in related field; two years archival experience; archival certification within two years of employment; general understanding of the principles of online archival applications such as the web and EAD; excellent speaking, writing, and interpersonal skills; ability to represent the center to the public and at professional meetings; proficiency with general computer office applications. **Preferred Qualifications:** Graduate coursework in archival administration; expertise in a field related to the center's mission; experience conducting archival research; record of participation in professional archival organizations. **Special Conditions of Employment:** Works in a security environment; must work occasionally with dirty and dusty materials; should be able to lift and move 35 to 50 pounds. **Salary and Application:** Salary commensurate with education and experience. Competitive benefits package. To apply, send letter of application, curriculum vitae, transcript, and names, addresses, and phone numbers of three professional references to: Brenda B. Square, Amistad Research Center, Tilton Hall, Tulane University, New Orleans LA 70118.

UNIVERSITY ARCHIVIST

University of North Carolina at Chapel Hill
Academic Affairs Library
Chapel Hill, NC

The Academic Affairs Library of the University of North Carolina at Chapel Hill seeks a highly qualified individual to lead the University Archives program for the nation's oldest public university. The position has primary responsibility for promoting the timely transfer of non-current records of enduring value to the Archives; setting processing priorities and

reviewing finding aids created using local and national standards; planning for the addition of archival records in electronic formats; and providing administrative reference to university administrators, faculty, and staff making official requests. Use of the Archives and general reference service is coordinated with the Head of Public Services for the Manuscripts Department. The University Archivist makes presentations to classes, groups, and professional organizations about University Archives and promotes use of its collections. The position supervises one full-time assistant and occasional project staff and interns. The position also provides occasional public service for the Manuscripts Department on a rotating basis with other department staff. The University Archivist is an active participant in library and campus committees, professional organizations, and the greater academic community. The University Archives is an administrative unit in the Manuscripts Department, which houses the Southern Historical Collection, Southern Folklife Collection, and General and Literary Manuscripts. The Department has a permanent staff of 10 FTE, 2 FTE contract staff, and numerous student assistants. The Department holds over 19 million manuscript items, (5 million items in University Archives), 83,000 photographs, 90,000 audio recordings, and 23,000 film and video recordings, occupying about 42,000 linear feet of shelf space. The Department is open 8:00 a.m.-5:00 p.m. Monday through Friday and 9:00 a.m.-1:00 p.m. on Saturday, except for University holidays. For more information, please visit our Web site at <http://www.lib.unc.edu/mssl/>. **QUALIFICATIONS: Required:** ALA-accredited MLS or Master's degree in American history/studies or public history; archival coursework and/or training; experience with archives, university records, or similar types of materials; evidence of commitment to the archival profession; excellent communication and writing skills. **Preferred:** Familiarity with public records laws; experience drafting, reviewing, and implementing records retention schedules; familiarity and experience with managing electronic records; administrative and supervisory experience; excellent computer skills. **SALARY AND BENEFITS:** This is a twelve-month academic librarian appointment with a minimum annual salary of \$42,000 and standard State benefits of annual leave, sick leave, and State or optional retirement plan. Librarians are members of the general faculty. **DEADLINE FOR APPLICATION:** Review of applications will begin on December 17, 2001. Applications will be accepted until the position is filled. **TO APPLY:** Send a letter of application, a resume and the names, addresses, and telephone numbers of three professional references to: University Archivist, c/o Mari E. Marsh, Director of Library Personnel, The University of North Carolina at Chapel Hill, CB #3900, 206 Davis Library, Chapel Hill, NC 27514-8890.



society of american archivists

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ARCHIVES in the ANCIENT WORLD



Ernst Posner

Archives in the Ancient World

ERNST POSNER

This classic piece of archival scholarship, out of print for decades, has now been reissued by the Society of American Archivists. Drawing on the findings of Assyriologists, papyrologists, and classicists, Ernst Posner has created for the first time a sound historical basis for the archivist's understanding of the genesis of the profession. His work throws light on the considerable archival accomplishments and sophistication of the cultures of the ancient world from the days of the Sumerians to the death of Justinian and also on the societies in which they played such a significant part. Visually enhanced by more than 40 illustrations, this book represents a spirited testimony to the immeasurable value of records.

SAA Archival Classics Reprint (1972; 2001) soft cover
Nonmembers \$45 • SAA members \$35
Product code 174

GREENWOOD LIBRARY MANAGEMENT COLLECTION

Leadership and Administration of Successful Archival Programs

Edited by
Bruce W. Dearstyne

Leadership and Administration in Successful Archival Programs

EDITED BY BRUCE W. DEARSTYNE

This collection of essays from eight archival leaders provides first-hand accounts of how to carry out planning, build coalitions and alliances, garner resources, empower and inspire program personnel, change program direction, and take programs in new, dynamic directions. Issues addressed include how to define program success, the traits of a successful program, leadership traits, and similarities and differences between archival program and similar programs, such as libraries.

Greenwood Publishing Group (2001) 168 pp., hard cover
Nonmembers \$60 • SAA members \$50 • Product code 161

A How-To-Do-It Manual for Librarians

Planning for Integrated Systems and Technologies

John M. Cohn, Ann L. Kelsey and Keith Michael Fields

Planning for Integrated Systems and Technologies

JOHN M. COHN, ANN L. KELSEY AND KEITH MICHAEL FIELDS

While this publication has a strong library emphasis, the general chapters dealing with developing a technology plan, assessing needs and priorities, developing and evaluating proposals and so forth are extremely useful. A good resource for addressing the problems of system integration and automation within an archives context.

Neal-Schuman Publishers, Inc. (2001) 218 pp., soft cover
Nonmembers \$60 • SAA members \$52 • Product code 167

THE LIBRARIAN'S FACILITY MANAGEMENT HANDBOOK

Carmine J. Trotta and Marcia Trotta

The Librarian's Facility Management Handbook

CARMINE J. TROTTA AND MARCIA TROTTA

An all encompassing and utilitarian guide to the management and maintenance of a building. Addresses a wide range of topics from the Americans with Disabilities Act's facility requirements to insurance issues to energy audits.

Neal-Schuman Publishers, Inc. (2001) 250 pp., soft cover
Nonmembers \$83 • SAA members \$73 • Product code 172



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