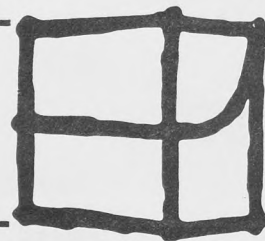


SAA Newsletter



ERRATUM: For month, substitute NOVEMBER.

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SOCIETY OF AMERICAN ARCHIVISTS
BENTLEY HISTORICAL LIBRARY
UNIVERSITY OF MICHIGAN
ANN ARBOR, MICHIGAN 48105

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MEMBERS ELECT OFFICERS, COUNCIL, AND 1974 NOMINATING COMMITTEE

Over 600 voters cast ballots in the Society's first general election by mail in August, choosing James B. Rhoads (National Archives) as vice president. He will assist President F. Gerald Ham (State Hist. Soc. of Wis.) during the coming year and will succeed to the presidency at the 1974 annual meeting. Howard L. Applegate (Balch Institute, Phila.) was elected to serve a second year as treasurer. Council terms of four years went to Ruth W. Helmuth (Case Western Reserve Univ.) and to Hugh A. Taylor (Public Archives of Canada).

Voters elected Carolyn H. Sung (Lib. of Congress), Edmund Berkeley, Jr. (Univ. of Virginia), and Stanton F. Biddle (Howard Univ.) to the 1974 Nominating Committee. In addition to the three elected members, the committee will consist of the two Council members whose terms expire in October 1974: Mary Lynn McCree (Univ. of Ill, Chicago) and Ann M. Campbell (Nat'l. Archives Branch, San Bruno, Cal.). Mrs. Sung will chair the committee.

The ballot had already been prepared for mailing when a vacancy occurred on the Council with the resignation of Edward N. Johnson (Fla. Dept. of Archives, Hist., & Records Mgmt.). The constitution gives the Council the right to fill such vacancies if it wishes. Since Mr. Johnson had resigned shortly before the annual convention in St. Louis, however, the Council decided to ask the members present at the business meeting on 27 September 1973
[contd. p. 2, col. 1]

NEW DUES SCHEDULE APPROVED AT ANNUAL MEETING

Members attending the annual business meeting in St. Louis on 27 September 1973 passed a new dues schedule which the Council had proposed in accordance with article 6 of the constitution. The schedule will take effect on 1 January 1974 and will provide for an increase in dues in every membership category except the sustaining institutional type. In approving the schedule, the voters in effect accepted a report of the majority on the Council that additional funds were necessary for the Society to employ a permanent executive director; to pay the minimum meeting expenses of such constitutionally-mandated committees as the Executive Committee, the Nominating Committee, and the Joint AHA-OAH-SAA Committee on Historians and Archives; to defray the rising cost of producing and mailing The American Archivist; and to sponsor an expanded publications program.

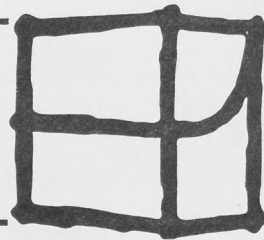
Under the schedule, individual members' dues will be based on gross annual salary as follows:

\$ 0 - \$ 9,999	\$20
\$10,000 - \$14,999	\$30
\$15,000 - \$19,999	\$40
\$20,000 - \$29,999	\$50
\$30,000 - \$49,999	\$60.

A member will not be asked to reveal his or her income, but simply to indicate which dues category is appropriate. The Society has neither the means nor the intention of verifying a member's declaration.

Individuals may enroll as contributing members by assessing themselves \$10 more than they would ordinarily pay according
[contd. p. 2, col. 2]

SAA Newsletter



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[contd. p. 2, col. 2]

SAA ELECTIONS

[contd. from p. 1, col. 1]

to choose his successor. After the members had approved the recommendation of the 1973 Nominating Committee that Allie Carroll Hart (Ga. Dept. of Archives & Hist.) and William L. Rofes (IBM Corp.) stand for election, they voted Miss Hart into office. Her term on the Council will extend to the fall of 1975.

The election of James B. Rhoads to the vice presidency created yet another vacancy on the Council. Voters at the business meeting accepted Ann M. Campbell and David J. Olson (De Pauw Univ.) as candidates. Miss Campbell received a majority of the votes, and she will sit on the Council until October 1974.

MEMBERS PASS RESOLUTION AGAINST DISCRIMINATION

Participants in the 1973 business meeting endorsed a resolution committing the Society and its member institutions to eliminate discrimination in employment throughout the archival profession. At the annual meeting in Columbus in 1972, members had asked the Council to draw up such a statement for consideration at the 1973 meeting. Council Member Elsie F. Freivogel wrote the text, the Council approved it, and it appeared in the June, 1973 issue of the SAA Newsletter. The resolution will be published in The American Archivist, Vol. 37, No. 2 (April 1974) as part of the official convention proceedings. In the meantime, copies of the statement can be obtained from the acting secretary's office.

The SAA Newsletter is sent to all individual and institutional members in January, March, June, September, and November. Deadline for copy for the January 1974 issue is Friday, 14 December 1973. Send items to SAA Acting Sec., Bentley Historical Library, Univ. of Michigan, Ann Arbor, Mich. 48105.

NEW DUES SCHEDULE

[contd. from p. 1, col. 2]

to the schedule. Student memberships will cost \$10. Present life members will retain that status, but no new life memberships will be accepted after 31 December 1973.

While sustaining institutional memberships will remain at \$100, regular institutional memberships will be raised to \$35. Subscriptions to The American Archivist, without membership, will cost \$20, and they will be available only to institutions.

The acting secretary's office is preparing a new form to be sent when the individual's or agency's annual fee is due in 1974. Information explaining what members in each category receive for their dues will accompany the form.

SAA RECOGNIZES PROFESSIONAL CONTRIBUTIONS OF EIGHT MEMBERS

At the presidential banquet in St. Louis on 27 September 1973, the Society presented fellowships and awards to eight of its members. Named as Fellows because of their outstanding contributions to the archival profession were Howard L. Applegate, director of the Balch Institute; V. Nelle Bellamy, archivist of the Church Historical Society in Austin, Texas; Richard W. Hale, Jr., archivist of the Commonwealth of Massachusetts; and Clark W. Nelson, archivist of the Mayo Foundation.

The Waldo Gifford Leland Prize for the best book on an archival subject was shared by Ernst Posner, author of Archives in the Ancient World, and Patricia Kennedy Grimsted, author of Archives and Manuscript Repositories in the USSR: Moscow and Leningrad. Patricia P. Clark of the University of Tennessee received the Philip M. Hamer Award for her editorial work on The Papers of Andrew Johnson, a documentary project of the National Historical Publications Commission. The Gondos Memorial Award went to Trudy Huskamp Peterson, a doctoral candidate in

SAA AWARDS [contd.]

history at the University of Iowa, for her essay, "The Iowa Historical Records Survey, 1936-1942."

JOB PLACEMENT - OPENINGS

ARCHIVIST AT DE PAUW UNIVERSITY AND ARCHIVES OF INDIANA METHODISM. Position open 1 January 1974. In library administration, head staff of two full-time experienced persons and part-time student assistants. Duties: supervision of and collecting historical materials pertaining to De Pauw and Indiana Methodism. Active oral history project in progress. Prefer history major with archival experience; library science degree helpful but not essential. De Pauw Univ. is an Equal Opportunity Employer. Minimum salary \$10,000, adjusted according to experience and education. Contact: James A. Martindale, Dir. of Libraries, Roy O. West Lib., P. O. Box 137, Greencastle, Ind. 46135.

THE HISTORICAL FOUNDATION OF THE PRESBYTERIAN AND REFORMED CHURCHES is expanding its archival accessions and will need increased archival staff in Calendar 1974. A knowledge of Presbyterian history and structures is essential; a knowledge of these in the Presbyterian Church in the U.S. is desirable. An Equal Opportunity Employer. Inquire through Mrs. Barbara F. Hinkle, tel. (704) 669-7061. The Historical Foundation is located in Montreat, N. C. 28757.

ARCHIVIST - STATE OF FLORIDA.

Immediate opening for a responsible archivist to supervise the Florida State Archives. Responsibilities: Under the general supervision of the Chief, Bureau of Archives & Records Mgmt., to prepare policies and procedures for the development of the Archives as a central depository for the state's public records; to develop and implement systems and procedures for the operation of the Archives; to supervise professional archival staff; and to develop

JOB PLACEMENT - OPENINGS

uniform standards and technical procedures for archival activities of state agencies. Qualifications: Graduation from a four-year college or university with major course work in history, political science, or related social study fields; five years' experience as an archivist, two of which must have been in a supervisory capacity. A Master's Degree in history or a related field may be substituted for one year's experience. A Doctoral Degree may be substituted for an additional year. Starting salary: \$12,736. Position under State Career System. Send resume to Edward N. Johnson, Chief, Bureau of Archives & Records Mgmt., Dept. of State, The Capitol, Tallahassee, Fla. 32304.

ARCHIVIST (Executive IV) - STATE OF ILL. The position of assistant state archivist in the Office of the Secretary of State of Illinois is that of the administrative head of the State Archives Division. Under a recent reorganization, the head of the Division reports through the Executive Assistant in charge of the Dept. of Management Services to the Secretary of State, who is, by law, state archivist. The assistant state archivist:

- Organizes and directs the services of the Archives Division staff, including 23 professional, 4 technical, and 15 clerical positions. He is responsible for state archival functions, including fiscal and personnel management, budget analysis and preparation, procurement, public relations, and program evaluation.

- Develops policies and regulations; recommends the establishment and revision of laws; interprets statutes, rules and regulations, and directs the adaptation of methods and procedures.

- Develops programs to educate and inform the public of Archives programs and services. Maintains effective working relations with legislators, agency heads, courts, educational institutions, scientists, visiting scholars,

JOB PLACEMENT - OPENINGS

ARCHIVIST, ILL. [contd.]

and others requiring archival services.
--Makes policy determinations on professional archival procedures and commitments. Instructs subordinate managers in archival activities such as evaluation, accessioning, arrangement, description, reference service, and preservation.

The position calls for:

- a seasoned professional archivist with a very high degree of demonstrated intellectual ability, judgment, firmness, courage, tact, and political awareness;
- skill in oral and written expression;
- ability to anticipate future archival problems and uses of records; and
- a specific ability to make and keep a long-term commitment to the development of the state archival program.

A graduate degree and five years of responsible administrative experience are preferred. The State of Illinois is an Equal Opportunity, Affirmative Action Employer. Salary: \$18,492 to \$25,596 and fringe benefits. Send credentials to: Mr. Clyde Walton, Ill. Archives Advisory Board, Northern Illinois University Library, De Kalb, Ill. 60115. Deadline for applications is 15 December 1973.

ARCHIVIST - STATE OF NEW YORK.

N. Y. State Education Dept., Albany. Experienced public archivist sought to develop State Archive program. Initial responsibilities include administrative and physical planning, and appraisal and identification of materials from state executive, legislative, and judicial records for inclusion in State Archives in new cultural center. Competitive salary, excellent benefits. Send resume to: John G. Broughton, Associate Commissioner for Cultural Education, State Education Dept., Albany, N. Y. 12224. An Equal Opportunity Employer.

JOB PLACEMENT - APPLICANTS

INDIVIDUAL WITH B.A. & M.A. IN HISTORY, with publications, seeks archival position with historical or archival agency. Prefers western U.S. location. Recently completed three-month archival internship at State Historical Society of Wisconsin. Available immediately. Resume avail. from acting sec. A-260.

M.A. IN AMERICAN HISTORY. Initial two years' experience with military records, including work with photo collections. Desire to further develop skills through responsible position. Automated systems analysis training and experience. Colonial and military specialties. Midwest preference. Resume avail. from acting sec. A-259.

M.A. IN U.S. HISTORY, M.L.S., Certificate from Univ. of Denver Archives Institute. Desires position in archives, mss., or historical research. Experience in small college archives. Resume avail. from acting sec. A-255.

THREE YEARS' EXPERIENCE IN ARCHIVAL WORK. Assistant archivist in a large archival institution. Primary responsibility involved appraisal, accessioning, and processing public records. Experience with ms. collections included. Seeks a position in archives. B.A. in history and political science, M.S. in American history. Certificate in archival administration from Natl. Archives-American Univ. Salary negotiable. Resume avail. from acting sec. A-254.

ARCHIVES/MANUSCRIPTS position sought. M.A.+ in American social and religious history. Have completed accredited program in archival administration, including processing experience at a manuscript repository. Experienced in researching mss. collections. Knowledge of Latin, French. Available immediately. No geographic preference. Resume avail. from acting sec. A-253.

JOB PLACEMENT - APPLICANTS

ARCHIVIST, RECORDS MGR., AND LIBRARIAN seeks position in archives, historical society, or library. Has experience in university archives and in libraries. Interested in all aspects of archives work. Has M.A. (history) and M.L.S., will travel. Currently employed as archivist (including records management) and reference librarian at small univ. Desires position with more responsibility or in larger institution. Resume avail. from acting sec. A-252.

PH.D. (EUROPEAN HISTORY with a strong background in American history; languages) desires position with a state, local, or university mss./archives facility. Has supervisory experience in a university archives and a published guide to its collections. Please phone (304) 233-4648. Resume avail. from acting sec. A-249.

ARCHIVES/MSS/RECORDS MGMT. M.A. in library science with minor in Arabic studies. Experience includes four years of library or related employment. Currently serving second year of Peace Corps assignment in North Africa as special librarian. Spent first year as professor/consultant on archives for country's government. Seeking responsible position that will enable skills to be developed. Read and speak French. Willing to travel. Resume avail. from acting sec. A-245.

ARCHIVES/MS. OR RESEARCH POSITION desired. Ph.D. candidate in American history, with emphasis on southern U.S. and labor history. M.A. research in coal mining industry. Have extensive experience doing research in ms. collections and experience as a processing assistant in university archives. Also have general library work experience. Have one unpublished register and finding aid. Available now. Resume avail. from acting sec. A-240.

JOB PLACEMENT - APPLICANTS

M.A. IN U.S. AND LATIN AMERICAN HISTORY interested in archival or mss. employment. Main area of study U.S. social and cultural history. Experience in university archives. Resume avail. from acting sec. A-238.

APPRENTICESHIP OR EMPLOYMENT IN ARCHIVES/MSS., editorial writing, or records management desired. B.A. and M.A. in American history, some library service course work; also experience editing facts from documents and periodicals. Available now. Has completed Natl. Archives-American Univ. Summer Institute, 1970. Resume avail. from acting sec. A-108.

JOINT AHA-OAH-SAA COMMITTEE ISSUES STATEMENT OF PURPOSE

At a meeting in Washington, D. C. on 15 September 1973, the Joint AHA-OAH-SAA Committee on Historians and Archives approved the following statement of its objectives. The statement will also appear in the newsletters of the two historical organizations.

* * *

Recognizing that the health of historical scholarship in this country depends to a very considerable extent on mutual confidence and goodwill between historians and archivists and a close and cordial working relationship between these two disciplines, there has recently been established by the American Historical Association, the Organization of American Historians, and the Society of American Archivists a Joint Committee on Historians and Archives. This committee is exploring all aspects of problems and policies that affect both historians and archivists as they relate to the custody and research use of manuscripts and archives collections.

The committee has as one of its objectives the elimination of sources of friction and misunderstanding between these two professions in order to facilitate the close working relationship

JT. AHA-OAH-SAA COMMITTEE [contd.]

that is vital to sound and effective historical scholarship. The committee is especially concerned with working out means whereby historians will be better able to appreciate the methods, techniques and policies used in administering archives and manuscript repositories and thus gain a better understanding of their needs. Archivists, on the other hand, must become thoroughly familiar with the needs and viewpoints of scholars who are dependent on access to manuscripts and archives collections in order to conduct their research. Mutual understanding and mutual support by each group for the other will strengthen both in the attainment of their professional goals.

Among the matters to which the joint committee is giving its attention are:

1. The more speedy declassification of security classified governmental records.
2. Stimulating businessmen and congressmen to interest themselves in the proper preservation in libraries and archives of those portions of their records and papers which are worthy of permanent preservation for research purposes.
3. Encouraging removal of unreasonable restrictions by donors on manuscripts and archives and removal of unnecessary restrictions (including fees) imposed by archival and manuscript repositories.
4. Encouragement of governmental agencies and other institutions, through continuing liaison and advice, to maintain historical programs as well as archival programs at adequate scholarly levels.
5. Encouragement of able young scholars and students of history to consider the fields of archival administration and government historical programs as careers.

* * *

Each organization sends three representatives to the joint committee. SAA delegates this year are Herman Kahn (Yale University Library); Philip P. Mason (Archives of Labor Hist., Wayne

JT. AHA-OAH-SAA COMMITTEE [contd.]

State University); and Robert M. Warner (Mich. Hist. Collections, University of Michigan). Professor Norman Graebner of the History Dept. at the University of Virginia is the current chairman. The SAA will host the next meeting of the joint committee in Ann Arbor in March 1974.

WORKSHOPS & SEMINARS

ARCHIVES & RECORDS WORKSHOP, Ga. State Univ., Atlanta, 16-17 November 1973. Co-sponsored by the Society of Ga. Archivists and Ga. State Univ. Sessions on records appraisal; care of non-textual items; building an archive; filing systems and finding aids (for both archives and historical mss. collections); legal problems; low-budget preservation techniques. Participants include Edward Weldon, editor of The American Archivist; Edward N. Johnson, Chief of Fla. Bureau of Archives and Records Mgmt.; A. Carroll Hart, dir. of Ga. Dept. of Archives & Hist.; and Winston Broadfoot, dir. of Flowers Collection, Duke Univ. Fee: \$15.00 (includes two meals). Motel rooms available near university. Attendants may obtain official certification of their participation from Ga. State Univ. To enroll, send application to: David B. Gracy II, Archivist, Box 261, Ga. State Univ., 33 Gilmer St. S.E., Atlanta, Ga. 30303.

MEYER H. FISHBEIN, director of the Records Appraisal Division of the National Archives, is organizing a seminar on the implications for archivists of automated data processing. The seminar will deal mainly with machine-readable archives, with added references to automated finding aids. It will take place at the National Archives, and it is tentatively scheduled to last for a few days in April 1974. Participants will pay their own expenses. Anyone interested in the seminar should telephone Mr. Fishbein at (202) 962-6956.

NEWS NOTES

The SAA and the Society of California Archivists are sponsoring a luncheon at the AHA convention in San Francisco on 30 December 1973 at noon, in Continental Ballroom 4 of the Hilton Hotel. Prof. Richard J. Jensen of the Univ. of Ill., Chicago Circle, is the featured speaker. In connection with his work on the Family History Project at the Newberry Library, Prof. Jensen will discuss, "Archives and Ancestors: The Study of the American Family." Tickets for the luncheon may be purchased at the AHA registration desk at the Hilton.

Anyone interested in job openings which come to the attention of the acting secretary's office between issues of the SAA Newsletter may receive that information either by telephoning (313) 764-3482 or by sending a stamped, return envelope to the acting secretary.

Anyone who wishes to obtain a copy of the Council minutes after the Council has approved them but before they appear in The American Archivist may do so by sending \$1.00 to the acting secretary's office. (At its next meeting on 29 December 1973, the Council will act on the minutes of Council meetings held in St. Louis on 25, 26, and 28 September 1973. Copies of those minutes will be available from the acting secretary early in January 1974. They will be published in the April 1974 issue of the journal.)

In memory of the late Olney W. Hill, first director of public records of Vermont, the state's Town Clerks and Treasurers Association have commissioned a plaque recording his achievements. Mr. Hill served as Vermont's chief public records administrator from 1951 until his death in 1972. He was a long-time member and a Fellow of the SAA. Made of Barre granite, the plaque will cost \$1,400 to execute. Col. Fred E. Steele III,

NEWS NOTES

Mr. Hill's successor, wishes to inform friends and associates of the late director of this opportunity to contribute to the memorial. Checks made out to The Olney W. Hill Memorial should be mailed to: Public Records, State Adm. Bldg., Montpelier, Vt. 05602.

The Martha Kinney Cooper Ohioana Library Association has announced that Kenneth E. Davison, professor of history and chairman of the American Studies Dept. at Heidelberg College, has received a 1973 Ohioana Book Award for his book, The Presidency of Rutherford B. Hayes. Prof. Davison has been active in SAA affairs for twelve years.

Under the general editorship of J. Frank Cook of the University of Wisconsin Library, the SAA's Committee on College and University Archives has published a Forms Manual. Members of the committee solicited forms from 531 institutions of higher education in the United States and Canada which maintain archives. Of the 1,000 forms returned, 305 of the most representative were selected for publication in the manual and were arranged according to the functions of the archival process. Contributing and institutional members of the Society will receive a copy of the manual as part of the terms of their membership. Regular members of the SAA may purchase the manual for \$5.00 and non-members and subscribers for \$8.00. Purchase from: Publications Officer - SAA, c/o The Balch Institute, 1627 Fidelity Bldg., 123 So. Broad St., Philadelphia, Pa. 19109.

The American Association for State and Local History announces the publication of Robert G. Hartje, Bicentennial USA: Pathways to Celebration. The author describes several national, state and provincial centennials held in the U.S. and Canada during the past 20 years in order to show the many ways in which people have commemorated important events in their history. Addressing

NEWS NOTES

himself especially to those in charge of local celebrations of the Bicentennial, Prof. Hartje devotes a chapter to such practical problems as organizing committees, raising funds, and publicizing events. He then suggests ways in which a local group may identify and carry out themes appropriate to its community's history without neglecting the national significance of the Bicentennial. The author, a professor of history at Wittenberg University, produced the book with the support of the National Endowment for the Humanities and the AASLH. Prices: paperback, to AASLH members, \$3.50; paperback, to non-members, \$5.00; clothbound, single price, \$7.95. Order from Publications Officer, Am. Assn. for State & Local Hist., 1315 Eighth Ave. So., Nashville Tenn. 37203.

NEWS NOTES

For the information of archivists in general and custodians of scientific records in particular, the Library of the School of Medicine at Washington University has compiled an Archives Procedural Manual. It describes the procedures followed by the library in acquiring donations, establishing control, processing, arranging, composing finding aids, indexing pictures, using the collections, answering reference questions, planning an oral history program, and establishing microfilm guidelines. The manual is to be published early in 1974 at an estimated price of \$5.00. Order from: School of Medicine Library, Washington Univ., St. Louis, Mo. 63110.

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Society of American Archivists
Judith A. Koucky, Acting Secretary
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