

SAA NEWSLETTER

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MAY 1976

NIXON OPPOSES CONTROL OF MATERIALS BY THE NATIONAL ARCHIVES; SAA MEMBERSHIP OF NARS OFFICIALS AN ISSUE

In an action taken March 4, 1976, the Administrator of General Services transferred custody and control of Nixon presidential materials from GSA's Office of Presidential Materials to the Archivist of the United States. This transfer of authority was one which the Society of American Archivists had called for in congressional testimony.

Less than two weeks after the transfer was effective, attorneys representing Richard Nixon filed a motion in U.S. District Court asking that GSA Administrator Jack Eckerd be ordered to revoke the delegation of authority. The Nixon motion made two major points: 1) the transfer of custody and control of the materials significantly altered the status quo pending Nixon's appeal to the Supreme Court of a lower court's ruling which upheld the constitutionality of the Presidential Recordings and Materials Act, the law which declared the materials to be public, 2) the transfer of authority placed the material within the custody and control of persons who were in direct conflict of interest with the plaintiff (Nixon) in the litigation. Named in the motion were Archivist of the United States James B. Rhoads, his deputy, James E. O'Neill, and Richard A. Jacobs of the Office of Presidential Libraries. The motion's objections focused on the professional memberships and activities of the NARS employees in the Society of American Archivists, whose 1975 annual business meeting took a position in support of the law Nixon is contesting, and the American Historical Association, one of several intervenors in the litigation.

The government responded that Nixon's motion was "unsound in theory, unprecedented in law and unsupportable in fact... It appears that plaintiff is challenging these officials and the two organizations because, at the most, they share a professional dedication to historical preservation, which Mr. Nixon somehow views as inconsistent with the fair treatment of his

materials...In defendant's view, membership in such organizations demonstrates these officials to be more, and not less, qualified to handle the material at issue."

Intervenors to the suit, which include AHA and the American Political Science Association, responded to the Nixon motion by stating "it is not the United States Archivist but the entire Federal Government that has a 'conflict of interest' with Mr. Nixon. The Government is withholding the presidential materials from Mr. Nixon and defending the Presidential Recordings and Materials Preservation Act against his challenge, and, presumably, all responsible Executive Branch employees are opposed to Mr. Nixon's attempt to frustrate the statute... plaintiff's motion and memorandum are long on innuendo but short on facts. He sees a conspiracy under every bush but has not submitted any affidavit or other factual material to support his claims...Neither the Administrator of General Services (Jack Eckerd) nor the Director of the Office of Presidential Materials (Thomas Wolf) has any archival training or experience...We submit that the 'coalition of interests' that Mr. Nixon impugns is perhaps the best evidence that the transfer of the Office to the Archives was proper...Mr. Nixon's wholesale condemnation of professionals, if accepted by this Court, would have ominous implications for the period after the Supreme Court reviews this Court's decision. If every member of the Society of American Archivists and the American Historical Association and the American Political Science Association is an unfit custodian, then there will be few, if any, unbiased persons (within Mr. Nixon's definition of the term) who have the training, experience and professionalism needed to care for, classify, review and administer the millions of documents included in the presidential materials."

Nixon's motion was denied by the court on March 25, 1976.

OHIO HISTORICAL SOCIETY REORGANIZES ARCHIVES-LIBRARY DIVISION: DISMISSED EMPLOYEES PROTEST

At least four professional positions at the Ohio Historical Society were abolished in March 1976 as part of a reorganization plan approved by the Society's Board of Trustees. Andrea Lentz, head, library department, and Sara Fuller Larson, head, private records department, were released on March 1st with several hours notice and two weeks severance pay. Two of the positions abolished in the reorganization were vacant: one was that of head, archives-library division, a post held until October 1975 by David Larson; the other was that of head, public records department, a position vacated by the recent resignation of Gerald Newborg. Although OHS conducted a nationwide search in late 1975 to fill the position of head, archives-library division, a replacement for David Larson was never selected. Under the announced reorganization, two new positions have been created, those of chief, archives-manuscripts division and chief, library division.

In a March 9 letter to SAA President Elizabeth Hamer Kegan and SAA Executive Director Ann Morgan Campbell, Andrea Lentz and Sara Fuller Larson requested that the SAA conduct an investigation into the circumstances surrounding their termination.

In addition, a large number of archivists throughout the country have received letters circulated by Lentz and Larson soliciting support of their request for an SAA investigation, as well as financial contributions for a legal defense fund. Both women were members of the SAA until 1974 when their memberships expired.

The Ohio Historical Society, a sustaining member of the SAA, received the Society's Distinguished Service Award in 1975 for its archives-manuscripts program.

While developing data concerning the Ohio situation for the consideration of the SAA Council, Executive Director Campbell contacted Andrea Lentz, Sara Fuller Larson, OHS Director Thomas Smith, OHS President James Kaval, and a number of other interested persons in Ohio.

Ohio newspapers have devoted considerable attention to the actions of the OHS Board and to the reactions of the affected former employees. The Akron Beacon Journal reported that Smith, who assumed his position early in 1975, said

the personnel changes were necessary for two reasons: the archives-library division had been top-heavy with administrators who lacked desirable educational degrees for their positions; and it was necessary to eliminate the \$13,000 deficit projected in OHS's \$3.9 million budget. The Akron paper reported that, "Those involved in the shakeup had occasionally questioned decisions by Smith. They had also supported David Larson, husband of Sara Larson, for the job of society director."

One issue in the dispute is whether the dismissals of tenured employees is legal without a hearing before the Board of Trustees. OHS personnel policy provides that tenured employees are entitled to a hearing before the Board if they are dismissed for cause. Attorneys for Ohio Historical Society argue that the Society, a private corporation, has the right "to abolish the position of an employee if it considers this to be necessary in the interest of economy or efficiency...tenure protects an employee only so long as the position held by the employee is available." The dismissed women charge that they were forbidden to attend the February 27th Board meeting at which Smith's reorganization plan was approved. However, subsequent to their dismissal, they have not requested a Board hearing.

On April 8, the dismissed employees made a number of charges against OHS at a hearing of the State Controlling Board, a body which authorizes the expenditure of state funds. The Columbus Dispatch reported that David Larson, now executive director of the Franklin County Democratic Party organization, conceded that he contacted Democratic members of the Board seeking to hold up a \$500,000 appropriation destined for OHS which was to fund salary raises for the 440 remaining employees. The Controlling Board delayed the appropriation pending investigation of the charges.

Philip Moots, the lawyer representing Andrea Lentz and Sara Fuller Larson, told the News-Letter that his clients would take the following actions in late April: 1) file a sex discrimination charge against OHS with the Equal Employment Opportunity Commission; 2) file a suit in state court charging OHS with violating their implied employment contracts; and 3) file a suit in federal court against OHS trustees, as individuals, charging that they had been deprived of due process in the separation procedure by the failure of the Board to conduct a prior hearing.

SAA COUNCIL STATEMENT ON OHIO SITUATION

The following statement was approved by the SAA Council:

The Society of American Archivists has received representations from Andrea Lentz and Sara Fuller Larson asking for an investigation of their dismissal from the Ohio Historical Society. SAA's executive director has sought explanations of the actions of all concerned parties and received their cooperation.

The Council of the SAA deeply regrets this unfortunate situation in Ohio. Great and perhaps irreparable harm is being done to the reputations of the individuals involved as well as to the institution. When the light of publicity falls in the way it did in March 1976 upon internal administrative decisions and professional practices, when archival reputations, individual and collective, are affected adversely, they are long in repair and at great cost--to the detriment of collecting, funding, staffing and users. The Council of the Society of American Archivists has a vital interest in this matter and wishes to see a speedy and satisfactory adjudication of the grievances.

Although the Ohio Historical Society is a private corporation whose employees do not have civil service protection, generally accepted rights of professionals with respect

to dismissal procedures appear to have been compromised. The SAA Council is deeply concerned about the precipitous action, and urges that Ohio Historical Society adopt and promulgate appropriate personnel and dismissal procedures to avoid similar problems or misunderstandings in the future.

The Council also recognized that Andrea Lentz and Sara Fuller Larson apparently did not exhaust administrative remedies which might have resulted in a resolution of their grievances, for example, their failure to request a hearing before the OHS Board of Trustees. The Council regrets the public confrontatory measures which they have chosen as their means of redress.

Because Andrea Lentz and Sara Fuller Larson chose to seek immediate redress through the courts and before state legislative committees, the Council of the SAA feels that further direct involvement is inappropriate at this time. The Council will continue to follow this important matter and stands ready to reassess its position if future events warrant reconsideration.

The vote of the Council on the statement follows: APPROVE--Kegan, Applegate, Cook, Freivogel, Helmuth, Kantor, Taylor, and Weldon; NOT APPROVE--Hinding; ABSTAIN--Warner; NOT VOTING--Berner.

ARCHIVISTS TESTIFY IN FAVOR OF NHPRC RECORDS PROGRAM FUNDING

Philip P. Mason, Wayne State University, Edward Weldon, State Archives of New York, and Ann Morgan Campbell, Society of American Archivists, were invited to testify on behalf of the Society, March 29, 1976, before the Treasury, Postal Service and General Government Subcommittee, of the House Committee on Appropriations in support of funding for the records program of the National Historical Publications and Records Commission.

The subcommittee is considering the administration's budget request for the General Services Administration. Omitted from the budget was funding for NHPRC's records program, which was authorized in legislation approved in December 1974.

Mason, a former Society president, told the lawmakers of the challenge of appraising and

preserving the papers of members of Congress, a process which could be greatly facilitated by records program funding. Highlighting the potential multiplier effect of grant money to records programs, Weldon, former editor of the *American Archivist* and a member of the current SAA Council, saw the records program as an important catalyst for local action. Campbell described the program as "federalism at its best, with the national government performing crucial coordinating and funding functions, but relying heavily for advice on those who know the situation best at the state and local level."

Others appearing to ask for records program funding were Robert Williams, president of the National Association of State Archives and Records Administrators, and Mack Thompson and Walter Rundell, representing the American Historical Association.

HIGHLIGHTS OF GUIDELINES FOR NEH'S COLLECTING PROGRAM

Archival institutions which anticipate making applications for support to the Collecting Program of NEH's Centers of Research Programs office, may obtain new provisional guidelines which are now available. The guidelines state that NEH uses two basic criteria in determining funding priorities among collections grant applications: the scholarly significance of the work proposed, and the relative urgency of undertaking the work proposed. Collections that are not and will not be easily available for use by, or of interest to, a significant number of qualified researchers do not usually form the basis of a competitive application.

In dealing with archives, the guidelines suggest that the Endowment will not support procedures "regarded by many experts as unnecessarily elaborate. The Endowment will not provide support for item cataloging, calendaring or cross-indexing. Usual procedures for archival materials involve arrangement, storage in acid-free folders and boxes, and description by folder or box. Archival materials should be handled by staff with archival training."

If there is a computer component to a proposed project, a second set of guidelines should be requested which addresses this facet of projects.

The Collections Program will occasionally support a duplication project to round out an existing collection, but in most cases funds will not be made available to copy materials which are already accessible to scholars in the United States. A limited number of grants will be made to supplement a strong archival collection with data collected through oral history techniques. It is, however, important that such oral history projects relate closely to an archival base. Oral history projects with a videotape component are not usually competitive.

The guidelines indicate that, in most cases, an application to recatalog an already accessible collection to bring it into conformity with a new system of cataloging will not be competitive.

The next deadline for submission of applications for all phases of Centers of Research Programs is December 1, 1976 for projects beginning after October 1, 1977.

Guidelines for the Collections Program and computer projects are available from the Division of Research Grants, National Endowment for the Humanities, Washington, D.C. 20506.

FELLOWS OF THE SOCIETY TO BE CHOSEN

The Committee on Professional Standards asks the Society's members to submit the names of persons eligible for election as Fellows in 1976. According to the constitution, candidates for the honor must have been individual members of the Society in good standing for the past five years. They should have had advanced educational training and approximately five years of responsible experience in any field recognized by the Society as essential to the archival profession. In addition to having shown initiative, resourcefulness, and a sense of professional morale in their work, candidates should have produced professional writings of high quality. Send recommendations to the chairman of the Committee on Professional Standards: James B. Rhoads, National Archives and Records Service, Washington, D.C. 20408.

ARCHIVES IN AUSTERITY: SHORTER HOURS IN CALIFORNIA AND NORTH CAROLINA

Rising costs and backlogs of unprocessed materials have led to a reduction of the number of days that some institutions are open to the public. A similar proposed cutback caused a controversy in Georgia.

In California, the Library of the Academy of Motion Picture Arts and Sciences announced that it would be closed on Wednesday as well as Saturday and Sunday. In a similar move, the California Historical Society announced that it would reduce public access to four days a week, Wednesday through Saturday. Both institutions cited the need for additional time to catalog books and process manuscripts. Virginia Gerhart of CHS reports that as much material had been processed in the three months since the change, as in the entire preceding year.

In the southeast, Thornton Mitchell announced that the North Carolina Department of Archives and History would be closed on Saturdays from June 5 to early October due to budget limitations. Mitchell also noted that the move had deeply upset genealogists in the state who were protesting the closing. Georgia genealogists were even more outspoken when Georgia Secretary of State, Ben Fortson, sought to establish more flexible working hours at the Department of Archives and History. Department Director, A. Carroll Hart, noted that the genealogists had planned their protest well and received substantial newspaper and television coverage. In response, the state legislature approved an additional appropriation to keep the archives open on Saturdays.

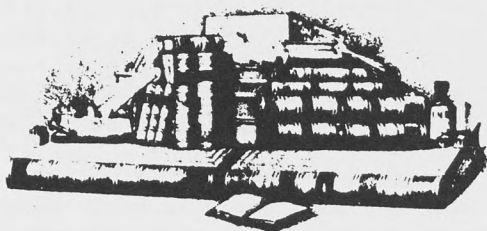
ARCHIVAL SECURITY NEWSLETTER

REGISTER YOUR LOSSES!

Registration and theft report forms for the "Register of Lost or Stolen Archival Materials" of the Security Program are now available. A white, two-part form will be used to formally register repositories, societies, libraries, corporations, dealers and collectors who have lost manuscript materials. Each registrant will be assigned an identification number to facilitate the reporting of individual losses. A yellow, four page form will be used to report the loss of particular items or groups of items.

The register has been established primarily to handle manuscript materials. Printed materials such as rare books may be listed if they have markings which make them unique and readily distinguishable from other extant copies. Moreover, since there is little chance of recovering items that have been missing for more than twenty years, the security program staff is concentrating its efforts on those manuscripts known to have been missing since 1955.

Further information and copies of the registration and theft report forms can be obtained by writing to the Associate Director, SAA Archival Security Program, Box 8198, University of Illinois at Chicago Circle, Chicago, Illinois 60680.



BIBLIOGRAPHY

Amacom, a division of the American Management Association, has recently published an AMA management briefing entitled, A Common-Sense Approach to Office Security. The pamphlet, written by SAA member Belden Menkus, covers a number of issues of concern to archivists as well as office managers. Of note are step-by-step procedures for conducting a security examination. The 28 page publication costs \$7.50 and is available from Amacom, 135 West 50th St., New York, New York 10020.

PHILATELIC THEFT: FIVE SECURITY SUGGESTIONS

At the request of the Security Program staff, J. Marshall White of the Department of Library and Archives, Commonwealth of Kentucky, has submitted the following report:

Collecting postal covers (i.e., envelopes) has become increasingly popular with philatelists and prices accordingly have been on the increase. At a major stamp auction in 1975, for example, a strip of five two-cent Confederate stamps on cover sold for \$4,400, an item that had listed for only \$1,300 the year before. Stampless covers, especially those prior to 1847, have also increased in value and this has meant an equivalent increase in the number of thefts. In recent years, at least two southern repositories have suffered major losses of philatelic materials which apparently were taken for their monetary value. The evidence of theft of stamps, often carelessly torn from envelopes, can be seen time and time again in county, state, and federal court records.

Despite these facts, most archival institutions have no policy concerning items of possible philatelic value, yet every archival institution has some of these materials. Practical steps can be taken to safeguard philatelic collections.

1. During arrangement identify any collections containing items which could have philatelic value.
2. Decide whether the item is necessary to the collection or merely a piece of ephemeral material.
3. Place a coded identifier on those files in a collection which possibly contain philatelic items not of an ephemeral nature.
4. Remove ephemeral philatelic material and regularly donate it to a non-profit organization or turn it over to a reputable dealer.
5. In return for selling or buying your ephemeral philatelic materials, arrangements could be made with the dealer to have him appraise those materials which remain a part of the collection at no cost to the institution.

The removal of ephemeral philatelic materials will lessen the opportunity for theft and damage to collections, and the identification of those philatelic items remaining in collections would remind staff members to check for the stamps after a file or collection has been used.

ARCHIVAL SECURITY NEWSLETTER

DOCUMENTS RECOVERED IN GEORGIA ARCHIVES THEFT

In January, Georgia Secretary of State Ben Fortson reported the theft of about two hundred Civil War Documents from the state's Department of Archives and History (*SAA Newsletter*, March 1976, p.5). Since that time, department director A. Carroll Hart informed the Security Program staff of the widespread cooperation the State Archives has received in recovering many of the stolen items. A number of Civil War journals and hobby magazines throughout the country printed descriptions of the missing items and published editorials asking for their return. Hart noted that leads to missing items or the items themselves are received by the State Archives on a weekly basis. She is confident that most of the material will be returned.

Even the suspected thief has been cooperative. He recently returned eighty of the missing items. He does, however, profess his innocence in the matter, claiming that he had purchased the stolen items from a certain Mr. Harris. In spite of the diligent efforts of the Georgia Bureau of Investigation and other law enforcement agencies, Mr. Harris has yet to be found.

SECURITY PROGRAM COMPILES LIST OF MANUSCRIPT DEALERS

The Security Program staff is now in the process of compiling a comprehensive register of manuscript dealers to receive listings of lost or stolen archival materials. The staff would be very grateful for the names and addresses of local dealers known to SAA members. Please send this information to the Associate Director, SAA Archival Security Program, Box 8198, University of Illinois at Chicago Circle, Chicago, Illinois 60680.

EDITORIAL NOTE

Although the SAA Archival Security Program is supported by a grant from the National Endowment for the Humanities, the opinions expressed in the *Archival Security Newsletter* are those of the program staff and not of NEH.

NORTH CAROLINA REPLEVIN CASE CAUSES CONTROVERSY

On October 20, 1975, *North Carolina v. B.C. West* was heard in Superior Court in Elizabeth City, North Carolina. In a case of contested ownership, the state had sued West for the return of two court documents signed by William Hopper, a signer of the Declaration of Independence (See *SAA Newsletter*, January 1976, p.6). The judge ruled in favor of West but also noted that the case should be decided by a higher court. The expressed intention of the state to appeal the decision has angered and upset many manuscript dealers, collectors and curators. The president of the Manuscript Society labeled the action "ill advised" and called for the accumulation of a "war chest" to help Dr. West pay his legal expenses.

Mary A. Benjamin, a prominent manuscript dealer, writing in the most recent issue of *The Collector*, charged that government repositories, such as the North Carolina Department of Archives and History, have been too quick to institute replevin proceedings. She proposed that the following questions should be seriously considered and answered before litigation:

1. What proof of ownership can the Archives provide?
2. How long has the item been missing and when was the loss discovered? When was it last known to be in their possession and recorded?
3. Is theft suspected? Or could it have been discarded accidentally with other material or by official order?
4. What efforts, if any, were made to recover the item when the loss was first discovered and when?
5. How much time has elapsed between the time the item was last known to be on hand and the claim of replevin contemplated?

Benjamin also suggested that a time limit should be set after which no replevin action could be instituted. To reach an agreed upon time limitation, she proposed a meeting of representatives of the National Archives, the various State Archives, the Antiquarian Bookseller's Association, the Manuscript Society and the Society of American Archivists. "A bill introduced and hopefully passed," she concludes, "would once and for all do away with these all too frequent hassles which only cost money and irritation to the tax payers and to private collectors and institutions."

LIBRARY OF CONGRESS TASK FORCE ON GOALS, ORGANIZATION AND PLANNING

On January 16, Librarian of Congress Daniel J. Boorstin announced the creation of a staff Task Force on Goals, Organization, and Planning to advise him "in a full-scale review of the Library and its activities."

Dr. Boorstin explained that a primary purpose of the Task Force review is to "loosen up imaginations" and to take a fresh look at the Library and its role in American society. He expressed his hope that the Task Force would recommend changes and new policies that contradicted the well-known motto "never do anything for the first time."

The first Task Force meeting took place on January 28. Dr. Boorstin explained why he felt a comprehensive review of the Library and its activities was needed, noting that the last full-scale review took place between the years 1939-1944, during the administration of Librarian of Congress Archibald MacLeish. At that time, the Library had a book collection appropriation of approximately \$4 million, and a staff of 1,100. Since then the size of the book collection has trebled, the annual appropriation has increased to over \$116 million, and the staff has grown to more than 4,600.

The Task Force, whose review is expected to take approximately one year, is chaired by John Y. Cole. Cole outlined six basic areas for consideration: service to users; collection development, which includes acquisitions, bibliographical control and preservation; the cultural role of the library, which includes topics such as publications, exhibits, visitor services, and external relations; management, planning and organizational development; personnel and staff development; and goals and objectives.

CUSTODY OF CONNECTICUT DOCUMENT AT ISSUE

A measure passed by both houses of the Connecticut legislature in April provides for transferring to the town of Newton the original deed, dated July 25, 1705, in which local Indian tribes granted land to white settlers. Officials of the Connecticut State Library, and other archivists, have asked Governor Ella T. Grasso to veto the measure which would require the removal of the document from a bound volume. If action is not taken very shortly, the law will become effective.

PUBLIC DOCUMENTS COMMISSION MEETS

The second meeting of the National Study Commission on Records and Documents of Federal Officials, established by the Public Documents Act (P.L. 93-526), was held in Washington on the afternoon of March 10 and the morning of March 11, with the Honorable Herbert Brownell, chairman, presiding. The session on the first day was held in the John Marshall House, and the second day's meeting was in the Senate Caucus Room in the Russell Building.

The new director, Robert Brookhart, was introduced and his appointment was formally approved. Brookhart has been on the administrative staff of Columbia University and has served most recently as Columbia's associate provost. Dori Dressander, who has been special assistant to the chairman, became the commission's general counsel.

After much discussion of the scope of the research necessary and some agreement on the approach, namely breaking down the plans into tasks, it was decided that studies relating to legal problems would be channeled through Dressander to J. Lee Rankin, former Solicitor General and former counsel to the Warren Commission (The President's Commission on the Assassination of President Kennedy), who will review constitutional problems that will arise. Other studies will be administered by the director.

The Commission may be addressed at: 1000 Connecticut Ave., NW, Washington, D.C. 20036.

SAA EDUCATION DIRECTORY TO BE REPRINTED

The SAA Education Directory: Careers and Courses in Archival Administration is being updated. Thousands of copies of the first edition, published in 1973, were distributed free of charge to interested persons and institutions.

A request for current information has been mailed to institutions known to have archival education programs. Others may request a submission from the executive director's office.

The 1973 Directory resulted from a conference of teachers of archival courses which was sponsored by the Society's Committee on Education and Professional Development. Two participants, Maynard Brichford, University of Illinois at Urbana-Champaign, and Frank B. Evans, National Archives, edited the original edition.

FEIFFER

I USED THE
FREEDOM OF
INFORMATION ACT
TO WRITE IN
AND GET MY
F.B.I. DOSSIER.

IT SAYS:
OCT. 12, 1966.
PICKED UP
GIRL AT
CIVIL RIGHTS
DEMONSTRATION.
STRUCK OUT.



FEB. 3, 1967.
PICKED UP GIRL
ON PEACE MARCH.
STRUCK OUT.



APRIL 10,
1968. PICKED
UP GIRL AT
McCARTHY
RALLY.
STRUCK OUT.



NOV. 5, 1972.
TRIED TO PICK UP
GIRL AT WOMEN'S
LIBERATION
CONFERENCE. WAS
DRIVEN FROM
HALL.



YEAR AFTER YEAR
OF SEXUAL
HUMILIATION
AND ITS ALL
IN THE FILES



NO MORE
POLITICS.



JUDGE ORDERS INVESTIGATION OF GOVERNMENT OFFICIALS IN FREEDOM OF INFORMATION CASE

An AID official who was harassed by the Customs Service in Seattle when he returned from a trip to Korea in December 1974, turned to the Freedom of Information Act in an effort to gain access to a transcript of the Service's investigation of the handling of his case. After four letters failed to evoke even a response from Customs, he filed suit in December 1975, a move that not only got him the information he sought but a unique court ruling as well. Judge William B. Bryant, U.S. District Court of the District of Columbia, ruled that the AID official, Norman Holly, should receive a transcript of the investigation. In addition, Bryant, apparently for the first time under the 1974 amendments to the FOI calling for penalties, ordered the Civil Service Commission to investigate "whether disciplinary action is warranted against those primarily responsible for the illegal withholding of documents" sought by Holly.

EVANS ACCEPTS UNESCO ASSIGNMENT; FREIVOGEL HEADS 1976 PROGRAM

Frank B. Evans, currently NARS Regional Commissioner in GSA Region 3, has accepted a two-year appointment as Programme Specialist in Archives with UNESCO and will relocate with his family in Paris to assume his new duties. Evans had been appointed by SAA President Elizabeth Hamer Kegan to head the planning of the Society's 1976 annual meeting program. Elsie Freivogel, member of SAA Council since 1972, has replaced Evans as chairperson of the program committee.

In his new duties in the UNESCO Department for Documentation, Libraries and Archives, Evans will organize studies, research and publication for the development of archives administration and records management; administer all field activities in archives administration and records management under the UN Development and related programs; work with the Division of Training Abroad in drawing up study programs for archival and records management training; assist in the development of archival and records management services in member states; organize international and regional meetings and seminars to promote archival development; coordinate activities with related international and non-governmental organizations, particularly the International Council on Archives; and carry out missions in member states in connection with these activities.

LIST OF APPRAISERS TO BE UPDATED; ASSISTANCE SOUGHT

SAA's Committee on the Collecting of Personal Papers and Manuscripts is preparing the 4th edition of its list of manuscripts appraisers. It would welcome names of appraisers to be added to the list, and will contact the appraiser for permission before including his/her name. Send appropriate names and addresses to: Edmund Berkeley, Jr., Manuscripts Dept., University of Virginia Library, Charlottesville, VA 22901.

SAA ARCHIVES FORMS MANUAL IN SECOND PRINTING

The popular Forms Manual, prepared by SAA's College and University Archives Committee, is now in its second printing. The Manual was the combined project of nineteen members of the committee, who in 1972 gathered forms in various areas of the U.S. and Canada. Over 300 representative forms of the 1000 collected were reproduced in the Manual. J. Frank Cook, University of Wisconsin, prepared the compilation with the assistance of Patrick Quinn, now at Northwestern University. An examination of the wide variety of forms reproduced in the volume indicates their broad application for many archival institutions. Included are forms utilized in records management, appraisal, inventory and disposition, collecting policies and procedures, accessioning, arrangement and processing, description and control, labels, reference and research requests, reference and research restrictions, reference and research services, retrieval and charge outs, reproduction, microfilm, oral history, statistical reports, and memoranda.

A particularly useful feature of the Forms Manual is a generous selection of letters which have proven to be effective tools in acquisitions efforts. Many archivists have found that the samples of legal agreements used in various depositories are of great value as well. The Manual is available from SAA's Chicago office for \$5.00 to members, \$8.00 to others. An order blank can be found on page 12.

SAA EDUCATION COMMITTEE MEETS TO DISCUSS CURRICULUM, ACCREDITATION

The SAA Committee on Education and Professional Development, chaired by F. Gerald Ham, met March 19 at the Regenstein Library, University of Chicago. The Committee discussed a revised draft of "Guidelines Toward a Curriculum for Archival Training," prepared by Hugh Taylor and Edwin Welch. The proposal focussed on six elements necessary for a complete, professional archival curriculum. Those subject areas include the nature of archives, the acquisition of archives, the processing of archives, the use of archives, the management of archives, and a practicum. Also discussed at the meeting was Trudy Peterson's "Toward Accreditation of Archival Education," which outlined three elements of accreditation: minimum standards agreed upon by the SAA, program evaluation, and formal recognition of approved programs. Revised drafts of both papers will be again considered by the Committee at their next meeting in September.

COURT APPROVES MOVE OF NIXON MATERIAL TO SUITLAND CENTER

An April 15th ruling from the U.S. District Court for the District of Columbia approved the National Archives' request to transfer the bulk of Nixon presidential materials from the Executive Office Building, to a secure, atmospherically controlled storage area in the Washington National Records Center, Suitland, Maryland. The materials, including documents and tapes, have been kept in EOB since fall 1974 in a manner which was originally expected to be of short duration. Due to Court orders and other proceedings, however, the materials remained packed for shipment for over one and one-half years. In an affidavit filed with the Court in March, U.S. Archivist James B. Rhoads argued that the location and packaging of the materials was increasingly threatening the physical preservation of the materials. "The weight of boxes strapped on pallets crushes the boxes on the bottom; the atmosphere in the various rooms is not well controlled as to temperature and humidity; and tape recordings that have not been rewound in so long a period of time are in danger of deterioration." The Court also gave the National Archives permission to examine and preserve a collection of photographs from the Nixon White House. The photographs have been stored on pallets in the National Archives building.

SMITHSONIAN OFFERS VIDEO TAPE AND SLIDE SERIES ON CONSERVATION

The Conservation Information Program at the Smithsonian Institution is now offering two series of slide and video tape presentations intended to acquaint organizations and individuals with a selection of the principles currently practiced in the area of paper, wood and textile conservation. Some presentations are basic in approach, others are more technical. All are meant to be used as aids in training. Of particular interest to archivists is a series of ten tape presentations on the storage and treatment of paper artifacts which includes discussions of discoloration, washing techniques, deacidification, reinforcement and bleaching.

These video tape presentations are available on short term loan and are intended to be seen in consecutive order. They will be mailed in boxes of three or individually. A fee of \$1.00 per tape is charged to cover the cost of mailing, insuring and handling.

Contact Ellen Borowski, Conservation Information Program, 2235 Arts and Industries Building, Smithsonian Institution, Washington, D.C. 20560.

The South Atlantic Archives and Records Conference will meet May 6-7 at the North Carolina State Library Building, Raleigh. Panel discussions, a general session on "The Effect of Privacy Acts on the States." Contact Thornton Mitchell, State Library Building, 109 E. Jones St., Raleigh, NC 27611. (919) 829-3952.

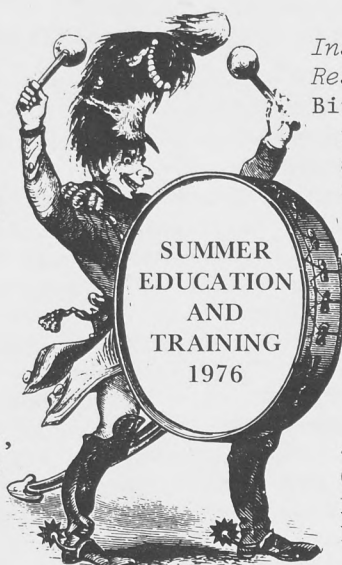
The 1976 *Lake Ontario Archives Conference* meets May 7-8, St. John Fisher College and the Rochester Museum and Science Center, Rochester, NY. Panel discussions and workshops on a variety of archival topics. Contact Gari-Anne Patzwald, Drake Memorial Library, State University College, Brockport, NY 14420.

A Bicentennial symposium on *Documentary Sources of the Revolutionary Era in New Jersey and New York*, will be held May 14 at the Woodrow Wilson School of Public and International Affairs, Princeton University. Contact Joel Buckwald, Federal Archives & Records Center, Bldg. 22, MOT-Bayonne, Bayonne, NJ 07002.

A course in the study of German script will be offered by the *Archives of the Moravian Church*, June 7-18, Bethlehem, PA. Training in reading of German script used in Germany and in America. \$125 tuition, \$25 materials. Contact The Moravian Archives, 1228 Main St., Bethlehem, PA 18018. (215) 866-3255.

14th Summer Institute for Archival Studies, June 14-July 9, University of Denver. Theory, principles and applied methodology of archives administration, primary resources and related manuscript resource material. \$315. Contact Dolores C. Renze, Director, Institute for Archival Studies, University of Denver, 424 M-R Building, Denver, CO 80210.

Bicentennial Conference on American Genealogy and Family History, August 8-12, Western Reserve Historical Society, Cleveland, Ohio. People and records of the American Revolution, migrations to and within the U.S. following the Revolution, preparation of genealogical material for publication, genealogical research. Contact John Large, Jr., Western Reserve Historical Society, 10825 East Blvd., Cleveland, OH 44106. (216) 721-5722.



Institute of Genealogy and Historical Research, June 14-18, Samford University, Birmingham, AL. Research techniques and resources; specialized studies--southern states and colonies, Irish studies. \$95. Contact F. Wilbur Helmbold, Samford University Library, Birmingham, AL 35209. (205) 870-2846.

National Institute on Genealogical Research-Bicentennial Session, June 19-23, Washington, D.C. Genealogical research concentrating on the Revolutionary period, the Colonial period, and bridging of the Atlantic. \$75. Contact Bill Linder, Central Reference Division, National Archives, Washington, D.C. 20408. (202) 963-6413.

NEW MASSACHUSETTS ARCHIVES PROPOSED; TO ADJOIN KENNEDY LIBRARY

Massachusetts State Secretary Paul Guzzi released plans in April to build a \$10 million state archives building next to the proposed John F. Kennedy Library in Dorchester.

The facility would replace the "cramped, inadequate" 10,000 square foot archives in the State House basement.

Guzzi said present cramped archives quarters have made it impossible to assemble documents which should be kept under one roof. For example, "The 100-year old papers of educator Horace Mann are held by the Department of Education. The papers of Frederick Law Olmstead, the landscape architect responsible for famous Boston parks, are held by the Metropolitan District Commission." He said other irreplaceable documents are scattered throughout state government departments.

The new archives will be a 109,000 square foot, six story building on a three acre site. The facility will hold an expanded museum, document preservation rooms and modern offices to house Massachusetts' historic records.

It will be part of a three-way complex, adjoining the University of Massachusetts and the presidential library. Construction is subject to approval in the state capital outlay budget.

ASSIGNMENTS TO SAA COMMITTEES, 1976-1977

Dear Member:

SAA Committees have the responsibility for many of the Society's activities. Though hampered by lack of funds and regular meeting times, committees composed of imaginative and dedicated members have significantly shaped the Society and the archival profession. SAA committees also afford a good place for individual professional growth.

If you are interested in serving on, or being reappointed to an SAA committee, please indicate your committee preferences on this form.

Let me ask you further and most importantly to indicate in a sentence or two at least one project, objective, or goal you think your committee can achieve. Please complete and return the form including your goals statement by June 15, 1976 to the Executive Director's office.

Sincerely,



Robert M. Warner, SAA Vice President

APPLICATION FOR SAA COMMITTEE ASSIGNMENT, 1976 - 1977

Please indicate up to three committees in order of preference (1, 2, and 3):

- | | |
|---|---|
| <input type="checkbox"/> American Revolution Bicentennial (ad hoc) | <input type="checkbox"/> Labor Archives |
| <input type="checkbox"/> Archives - Library Relationships | <input type="checkbox"/> Oral History |
| <input type="checkbox"/> Archives of Science | <input type="checkbox"/> Preservation Methods |
| <input type="checkbox"/> Aural and Graphic Records | <input type="checkbox"/> Records Management |
| <input type="checkbox"/> Automated Records and Techniques | <input type="checkbox"/> Reference and Access Policies |
| <input type="checkbox"/> Buildings and Technical Equipment | <input type="checkbox"/> Regional Archival Activity |
| <input type="checkbox"/> Business Archives | <input type="checkbox"/> Religious Archives |
| <input type="checkbox"/> Collecting Personal Papers and Manuscripts | <input type="checkbox"/> State and Local Records |
| <input type="checkbox"/> College and University Archives | <input type="checkbox"/> Status of Women |
| <input type="checkbox"/> Education and Professional Development | <input type="checkbox"/> Terminology and Statistics |
| <input type="checkbox"/> Ethnic Archives (ad hoc) | <input type="checkbox"/> Urban Archives |
| <input type="checkbox"/> Finding Aids | <input type="checkbox"/> Wider Use of Archives (ad hoc) |
| <input type="checkbox"/> International Archival Affairs | |

My suggestions for committee projects: _____

NAME & TITLE: _____

INSTITUTION: _____

MAILING ADDRESS: _____

BUSINESS PHONE NUMBER: _____

THIS FORM IS A SELF-MAILER; PLEASE RETURN THE FORM BY JUNE 15, 1976.

MEMBERS PRESENTLY SERVING ON COMMITTEES MUST SUBMIT THIS FORM TO BE CONSIDERED FOR REASSIGNMENT.

RECENT PUBLICATIONS OF THE SOCIETY OF AMERICAN ARCHIVISTS

		Quantity	Price
Frank B. Evans, <i>Modern Archives and Manuscripts:</i> <i>A Select Bibliographic Guide</i> (1975)	\$ 8.00 members \$11.00 others	_____	_____
<i>A Basic Glossary for Archivists, Manuscript Curators, and Records Managers</i> (1974)	\$ 2.00 members \$ 2.00 others	_____	_____
<i>Directory of State and Provincial Archives</i> (1975)	\$ 4.00 members \$ 6.00 others	_____	_____
<i>Directory of Business Archives in the United States and Canada</i> (1975)	\$ 1.00 members \$ 3.00 others	_____	_____
<i>Forms Manual</i> (1973)	\$ 5.00 members \$ 8.00 others	_____	_____
<hr/>			
FOLD <i>The American Archivist:</i> <i>Index to Volumes 1-20 (1938-57)</i>	\$ 6.00 members \$10.00 others	_____	_____
<i>Index to Volumes 21-30 (1958-67)</i> compiled by Mary Jane Dowd	\$ 6.00 members \$10.00 others	_____	_____
<i>The American Archivist</i> , 1938-74	\$20.00 roll, \$175 set, members		
35 mm. microfilm, 10 rolls	\$25.00 roll, \$225 set, others	_____	_____

Handling charge on orders under \$10.00 which are not prepaid--\$1.00 TOTAL _____

Mail orders to: SAA, The Library, Post Office Box 8198, Chicago, Illinois 60680

FOLD

STAMP

saa

the library, post office box 8198
university of illinois at chicago circle
chicago, illinois 60680

Distinguished achievement is recognized annually by the Awards Program of the Society of American Archivists. The Distinguished Service Award is a trophy presented to the Society by Leon de Valinger, Jr., Mary Givens Bryan and Dolores C. Renze. It confers recognition on archival institutions whose outstanding work has brought credit to the profession. The large trophy passes for a year to each institution that receives the award, and a smaller trophy is retained permanently. Nomination forms for this award are available from the executive director.

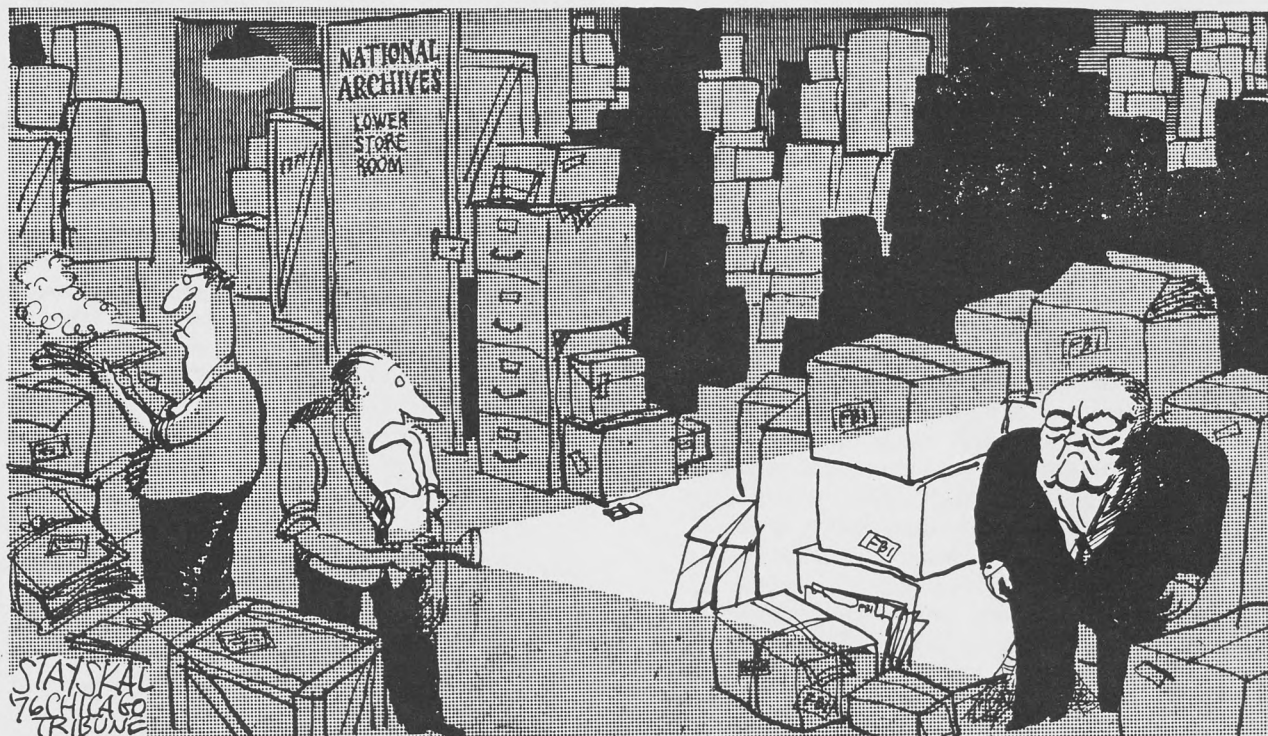
The M. Claude Lane Award of \$50.00 is funded annually by the Society of Southwest Archivists. It recognizes a person who has made a significant contribution in the field of religious archives.



The Waldo Gifford Leland Prize is a cash award made annually from the income derived from the Waldo Gifford Leland Prize Fund. The prize is awarded to the author of an outstanding published contribution in the field of archival history, theory, or practice. Finding aids, as well as monographs, documentary publications, and writings on archival theory or practice published during the preceding calendar year are eligible for the prize. Periodicals are not eligible. The method of publication may be letterpress, offset, microform, audio-visual or other media.

The Philip M. Hamer Award of \$200 is given annually to a junior editor who has done distinguished work on a documentary publication project sponsored or endorsed by the National Historical Publications and Records Commission.

All nominations and submissions for SAA Awards should be received by the office of the executive director no later than July 15. Selections will be made by appropriate subcommittees of the Committee on Awards which is chaired by Philip P. Mason. Results will be announced at the annual meeting as a feature of the presidential banquet, September 30, 1976.



"I don't think we'll find those missing CIA documents down here. . . . Ohmigosh, look! I thought we buried him!"

(Permission to reprint granted by the Chicago-Tribune-New York News Syndicate, Inc.)



San Francisco, California In a whimsical effort to coax Oregon officials to return a hand drawn map of San Francisco, a mock trial was held by Superior Court Judge Harry W. Low in the "San Francisco Court of Historical Review and Appeal." The map has been in Oregon since its deposit there in 1850 when Oregon City was the seat of government for the territory. Stan Skiko, Chairman of the Board of Commissioners of Clackamas County, Oregon, testified at the hearing, expressing the fear of county officials that the map might not be safe in San Francisco because the city had a history of "fires, earthquakes, and civil disobedience." Low, at the conclusion of the session, asked the various parties to work toward a solution by which San Francisco would loan the Oregon county various historical items of interest in return for a loan of the 1849 map.

Washington, D.C. One of the only four remaining original copies of the Magna Carta is being loaned to Congress in celebration of the Bicentennial. The document will be displayed in a case of silver and gold, crafted by Louis Osman. The exhibit, scheduled to open June 3, was in jeopardy in March when the House of Representatives, in what the Washington Star termed an election year "case of junket jitters," did not approve funding to send a congressional delegation to London to take possession of the document. The measure was reconsidered and passed.

The original document signed at Runnymede has not survived; of the four remaining copies sealed by King John, two are in their original depositories--Lincoln Cathedral and Salisbury Cathedral--while the other two are housed in the British Library. It is one of these two British Library copies which will be sent to Washington. After a year, the document will be replaced by a replica which will, along with the showcase, be a permanent gift from the people of Britain.

New York, New York The Leo Baeck Institute has received a grant from the National Endowment for the Humanities to support the cataloging of the Institute's 50,000 volume library and its extensive archival collections. The grant consists of an outright gift of \$57,000. NEH further indicated it would match all contributions collected by the Institute for the project up to the amount of \$55,000, thus bringing the total grant to \$112,000.

London, Ontario As part of a recent survey conducted by the School of Library and Information Science, University of Western Ontario, a list of adjectives was supplied to alumni with the request that they select the adjectives they thought were appropriately descriptive of the School's program. Some of the results, in terms of the percentage of respondents selecting each adjective, are reproduced herewith: theoretical 59.4% (the highest figure), educational 51.1, academic 39.5, novel 31.9, pretentious 26.8, significant 23.2, dogmatic 12.3, vocational 9.8, futile 7.6, traditional 3.3 and fatuous 1.4 (the lowest figure).

Washington, D.C. James A. Paulauskas, one of the approximately 200 archivists at the National Archives, was selected by the Washington Post as the subject of one of the paper's occasional articles on federal employees and their views about working for the government. Paulauskas works in the Industrial and Social Branch of the Archives where he is currently directing a project to organize the Registers of Postmaster Appointments. He began work at the National Archives in 1958, after finding that teaching "was too routine. I was more interested in the stuff of history, the data, than saying the same thing over and over again." The long feature article, published March 25, portrayed a satisfied employee--one challenged and rewarded by his responsibilities.

Sedalia, Missouri Scott Joplin's 1899 hit "Maple Leaf Rag" was not composed in honor of a bawdy barroom as popularly believed, but to recognize a gentlemen's social club, according to a 1898 document found recently. The handwritten incorporation paper for the club, discovered by Naomi Brown, Pettis County recorder of deeds, states the club was formed "for the purposes of advancing...the bodily and mental health of such persons as might be or hereafter become its members."

Nashville, Tennessee Cleo Hughes, Tennessee state archivist and custodian of the original 1905 drawing of the state's flag, is reluctant to salute the various versions of the banner being run up flagpoles in the Volunteer State. The Nashville Banner reported that on a visit to the information office of the governor, the archivist found that flags sold there were not in accordance with the design adopted over 70 years ago. The governor's press officer pledged "some effort" to correct it in the near future."



Washington, D.C. Forewords to the two final volumes of the public papers of the Nixon presidency, released recently by the National Archives, contain the first published explanation by the former president of his departure from office. He wrote that he resigned lest a "weak" political base in Congress and a protracted impeachment trial by the Senate "deprive America of the leadership it needed." The volumes contain many of the documents -- from transcripts of tape recordings to a record of speeches and news conferences--which ultimately led to his resignation.

Peking, China China's earliest laws discovered thus far were found in a recently excavated tomb according to an announcement from the HSINHUA press agency. Some 1000 bamboo slips, most with laws and documents dating back 2,200 years, were found in one of twelve tombs excavated in central China. The tombs were discovered by workers digging a drainage canal. Preliminary studies indicate that the material contains documents of a governor, laws, acts, and a book on the "ways of officials."

Moscow, Russia The director of the Soviet government sound archives and two senior staff members were dismissed for mislaying recordings of famous historical speeches, Pravda reported recently. Their dismissals followed a disclosure in February that recordings missing from the archives included a 1920 speech by an outstanding Soviet diplomat, an apparent reference to then People's Commissar for Foreign Affairs, Georgy Chicherin. An important government announcement made in WW II, and speeches made by well-known writers, academics and other cultural figures were also reported lost.

Chicago, Illinois The International Harvester Archives, directed by J. D. Henn, who chairs the Society's Business Archives Committee, was the focus of a March 15th article in Industry Week. Entitled "Should You Have an Archives?," the piece also discussed the work of a number of other leading business archivists. Reprints are available, free of charge, from International Harvester Archives, 401 N. Michigan Ave., Chicago, IL 60611.

New Orleans Researchers in the archives of the Supreme Court of Louisiana recently discovered an original copy of the secret articles of the Creek-American Treaty of New York of August 7, 1790. The first treaty ever to be negotiated, approved by the Senate, and ratified by the President under the provisions of the federal constitution, it was filed as an exhibit in an 1825 case to authenticate the signature of Alexander McGillivray, the Creek chief. The treaty also contained the signatures of Henry Knox, Richard Morris, George Washington, and Thomas Jefferson. According to researchers Thomas D. Watson and William S. Coker, an identical original draft of the document is in the National Archives.

New York, New York Drawings that constituted the original plans for the Brooklyn Bridge were taken into custody by the Municipal Archives in April. The drawings, believed by scholars to have been lost for years, were rediscovered two years ago by city employees who work in a brick shed underneath the bridge which houses a Department of Highways carpenter shop. A few of the drawings had been used to assist in routine maintenance work on the bridge; others had been neglected, rotting in the back room. The entire collection of drawings, which may number 10,000, was termed "irreplaceable"--one of the only complete records extant for the design and construction of any major work of engineering.

Salt Lake City, Utah The massive microfilm vaults of the Genealogical Society of the Church of Jesus Christ of Latter-day Saints were featured in a March 1st Newsweek article. Insulated by 700 feet of granite, they are built to withstand a nuclear blast. Copies of the 90 million feet of microfilm assembled by the Mormons are made available to all who wish to use the material. The archives are currently being used by cancer researchers who are trying to establish the disease's hereditary links.

The Genealogical Society's library serves an average of 1,600 researchers daily. SAA members attending the 1977 annual meeting, scheduled October 4-7 in Salt Lake City, will be able to visit the institution.

PROFESSIONAL OPPORTUNITIES

ARCHIVIST, COMMONWEALTH OF MASSACHUSETTS. Responsible for administering activities of the Archives. These include evaluation, accessioning, arrangement, description, preservation and display of archival material. Will expand services, staff, and budget in major effort which will include planning for new state archives building. Qualifications: strong academic background in archival management, history, government, or a related field (doctorate preferred); understanding of public records management and extensive experience in archival management; 3-5 years administrative experience; and demonstrated creative abilities, including ability to develop archival programs of broad public interest. Salary: \$20,000 and up, depending on qualifications. Retirement and health benefits. Available immediately. Direct applications, resumes, and references to: John J. McGlynn, Deputy Secretary of State, the McCormack Building, One Ashburton Place, Boston, MA 02108.

ASSISTANT ARCHIVIST, American Jewish Archives. Knowledge of Hebrew, Yiddish, and German; administrative and editorial experience, B.A. required. American history background, graduate degree, archival training helpful. Excellent fringe benefits, salary negotiable. Send resume and references to Director, American Jewish Archives, Clifton Ave., Cincinnati, OH 45220.

ARCHIVIST/LIBRARIAN, WALTER P. REUTHER LIBRARY OF LABOR AND URBAN AFFAIRS, to maintain reference library, develop and coordinate acquisitions, prepare bibliographies and finding aids, process and service archival collections. Other responsibilities include working with donors, labor unions, urban minority groups, and assisting researchers, staff, students. Qualifications: M.L.S. and five years library/archives or related experience. Foreign language desirable. Salary \$14,535-18,920 depending upon qualifications. Position available immediately. Apply to Philip P. Mason, Director, Walter P. Reuther Library, Wayne State Univ., Detroit, MI 48202.

EXECUTIVE DIRECTOR to begin January 1977. Administer and develop state historical society's archival, archaeological, library, mss., museum, public service, publications, and other programs. Qualifications: graduate degree in U.S. history or social science and appropriate experience as archival or historical administrator. Apply by July 1, 1976 to Donald R. McCoy, Chairman, Nominating Committee, Kansas State Historical Society, Tenth and Jackson Sts., Topeka, KS 66612.

ANALYST, Division of Archives and Mss., Minnesota Historical Society, to make detailed study of the records of the Minn. District Court. The study will include an analysis of the role each record type plays in the legal process, inter-relationships of record types, desirable retention periods for legal and historical purposes, and laws and procedural practices relating to the records. Degree and background training in law, history and research desired. Project sponsored by NHPRC; duration July 1-November 30, 1976. Apply by May 15 to Lucile M. Kane, Minn. Historical Society, 117 University Ave., St. Paul, MN 55101. (612) 296-2506.

HEAD, RECORDS PROCESSING SECTION/ASSISTANT DIVISION DIRECTOR, Division of Archives and Mss., State Historical Society of Wisconsin. Supervise 9 professional archivists, 35 part-time student assistants. Requires experience in formulation and implementation of program objectives, development of annual work program statements and the allocation of personnel. Minimum qualifications: Master's degree in history, library science, political science or humanities, 4 years of progressively responsible archival experience with at least 2 years of supervisory work. Salary approximately \$15,000. Send application to: James Severa, Personnel, Office, State Historical Society of Wisconsin, 816 State St., Madison, WI 53706.

ARCHIVIST/PROCESSOR, Archives Division, Commonwealth of Massachusetts. Responsible for arrangement, description, and preparation of finding aids for legislative and executive records. Will assist in identifying and acquiring archival-quality records in working offices. Will assist in reference, basic preservation techniques. Qualifications: Advanced degree in American history or related discipline; training, apprenticeship, or work experience in archival institution; knowledge of Massachusetts history, government helpful. Salary: \$8,200-\$10,000. Send credentials to: James M. O'Toole, Acting Director; Archives Division; Office of the Secretary; State House; Boston, MA 02133.

MS. CURATOR, South Dakota Historical Resource Center. An efficient administrator needed to process a backlog collection. Responsibilities include processing and conserving rare materials, and answering reference requests. Experience in ms. processing required; M.L.S., good knowledge of S.D. and general Western history preferred. Position open July 15. Respond to Dayton W. Canady, Director, S.D. Historical Resource Center, Memorial Building, Pierre, SD 57501.

PROFESSIONAL OPPORTUNITIES

ASSISTANT UNIV. ARCHIVIST, LIBRARIAN II, Stanford Univ. To supervise daily activities of Univ. archives under direction of archivist. Includes soliciting and appraising new collections, supervising processing, providing reference service. Requires training in archives management. Two-four years experience strongly preferred. Closing date June 15, 1976. Salary \$12,000-14,500. For more information contact Tina Kass, Library Personnel Officer, Room 106 A, Main Library, Stanford Univ., Stanford, CA 94305.



LIBRARIAN/DIVISION ADMINISTRATOR, State Historical Society of Wisconsin, responsible to Director for complete management of the library and supervision of 25 staff members. Duties include developing resource requirements, drafting and administering budgets, implementing innovative library techniques, recommending appropriate changes in library management, supervising collections. Applicants must have a strong background in library management, a doctorate in American history. M.L.S. preferred. Salary \$20,196-28,272 depending upon qualifications. Tentative application deadline May 15. Submit credentials, references and a statement including the reason for interest in the position and an indication of special qualifications for the position to James Morton Smith, Director, State Historical Society of Wisconsin, 816 State St., Madison, WI 53706.

ARCHIVIST, UNIVERSITY ARCHIVES, University of Virginia Library. Under the supervision of the University Archivist, will survey existing records; process records not in the archives; prepare inventories and finding aids; perform public service and reference work; and general duties in the Mss. Dept./Univ. Archives. M.A. in American history or M.L.S. with archival concentration; archives course or program desirable. Salary beginning at \$9600 for 12-month appointment; benefits of General Faculty of University. Position available 1 July 1976. Send resume to: Kendon L. Stubbs, Acting Associate Librarian, Univ. of Virginia Library, Charlottesville, VA 22901.

RECORDS MANAGER/ARCHIVAL ASSISTANT to establish and direct the records management program for Auburn Univ. Duties include supervision of archives graduate students; possibility of teaching a course in records management. Requirements: B.A. and Master's degree in history, business or public administration; one year of experience as records manager or in governmental agency or private business. Salary: \$10,000-12,500 depending on qualifications. 12 month academic appointment, 20 days annual leave, insurance coverage and state retirement. Apply to Dr. Allen W. Jones, Director of Auburn Univ. Archives, Auburn Univ., Auburn, AL 36830.

It is assumed that all employers listing positions in this section are in compliance with Equal Opportunity/Affirmative Action Regulations.

CANDIDATES

Position as ARCHIVIST/MSS. CURATOR desired. B.A. and M.A. in history, concluding Ph.D. dissertation. Experience in univ. archives, four years experience as reference analyst and bibliographer. Knowledge of American labor movement, collective bargaining, trade union and immigration history. Language ability in French, German, Japanese, Chinese. Managerial and editorial experience with small periodicals; preparation of ms. facsimiles for publication. Background in research methods. Publications. Willing to relocate. Resume avail. from Exec. Dir. A-332.

EXPERIENCED ARCHIVIST seeking position in MSS. ADMINISTRATION. Six years experience in supervision of ms. collection and cataloging, special project direction, fund raising and oral history. M.A. in recent U.S. history. Willing to relocate. Resume avail. from Exec. Dir. A-326.

ARCHIVES/SPECIAL COLLECTIONS position desired by Ph.D. candidate, American history. Library and special collections experience. Four years college teaching experience; publications. Avail. August, 1976. Resume avail. from Exec. Dir. A-331.

CANDIDATES

M.A. in AMERICAN HISTORY, M.A. in LIBRARIANSHIP, certificate in archives, seeks entry level position in archives or ms. collection. One year of field work experience in archives, including accessioning and appraisal of private and public records; compilation of administrative histories. Strong background in research methods. Will consider parttime. Willing to relocate. Resume avail. from Exec. Dir. A-317.

Position in MSS./ARCHIVES in historical society, univ., or special collection desired by M.A. candidate. Background in American history, museum studies, and art history. Internship cataloging mss. in special collections, experience in oral history and exhibit design. Archives certificate. Willing to relocate; avail. June 1, 1976. Resume avail. from Exec. Dir. A-321.

B.A. in HISTORY; M.A. in WESTERN AMERICAN STUDIES; six month internship at Federal Archives and Records Center. Archival experience includes assisting in the establishment of a municipal archives; also teaching and research experience. Seeks entry level position in government, univ. or private industry in archives/ms. management. Avail. immediately. Willing to relocate. Resume avail. from Exec. Dir. A-322.

APPRENTICESHIP in ARCHIVES or LIBRARY desired, remuneration a secondary consideration. B.A., M.A. in American history, certificate from archives institute. Experience in editing facts from documents and periodicals. Avail. now. Resume avail. from Exec. Dir. A-320.

POSITION as ARCHIVIST or MSS. CURATOR with supervisory responsibilities desired. Certificate from archives institute. B.A. in political science; M.A. in history; Ph.D. candidate in American history, specialties in colonial period and 19th century. Three years with state historical survey; presently serving as its librarian, editing guide to its collections, and supervising full-time staff. Experience with all aspects of archival and ms. work. Eleven years teaching experience, publications. Resume avail. from Exec. Dir. A-268.

ENTRY LEVEL or CURATORIAL POSITION in historical society, special collections, or univ. archives desired by M.L.S. candidate. Background in contemporary poetry, creative writing, and NJ history. Coursework in analytical bibliography, technical services, cataloging and reference; experience in reference and research. Willing to relocate. Avail. July 1, 1976. Resume avail. from Exec. Dir. A-330.

VIETNAMESE ARCHIVIST with 37 years of national service in archives and library work in Indochina (Hanoi) and in South Vietnam (Saigon) seeks position in government, industry or univ. in Northern VA or Washington, DC area. Experience includes acquisitions, preparation of finding aids, research, cataloging and classification, bibliography, exhibits. French baccalaurate, law degree, archives certificate, librarianship certificate. Background in French history, Vietnamese history. Good knowledge of French and Vietnamese languages. Avail. immediately. Resume avail. from Exec. Dir. A-324.

CURATOR of a collection of graphic media--photographs, prints and drawings, maps, architectural drawings, and file. Experience in cataloging and arrangement, conservation, administration, acquisitions, exhibits, reference. Working knowledge of picture editing and layout design. M.A. in American history; teaching experience. Seeking a position in archives or special collections with opportunity for creativity and expansive curatorial responsibilities. Resume avail. from Exec. Dir. A-295.

B.A., M.A. in U.S. HISTORY desires responsible position as archivist or curator. Background includes two years in large historical society archives. Experiencing in processing, preparing finding aids and guides, work with photograph collections, extensive field work, public relations, travel. Researched and coordinated major museum exhibition. One year experience with univ. archives. Editorial experience with historical journal, preparation of bibliographies, publications, teaching. Broad historical background with special interests in women's history and the American West. Resume avail. from Exec. Dir. A-333.

B.A. in SOCIAL STUDIES, M.A. in U.S. HISTORY desires beginning position in archives, mss., museum, or historical research. One and one half years experience in historic preservation; teaching, writing and library experience. Avail. immediately, willing to relocate. Resume avail. from Exec. Dir. A-303.

ARCHIVES/LIBRARY ADMINISTRATOR seeks position in Northwest. Five years experience, statewide archives and records management system; three years experience, library consultant and public library administration. B.A. plus graduate hours, American history; M.L.S.; certificate in archives administration. Resume avail. from Exec. Dir. A-329.

The *SAA Newsletter* is a bimonthly publication. Copy deadline for the July issue is June 14.



SAA INFORMATION CENTRAL: A New Membership Service

SAA INFORMATION CENTRAL, a concept proposed by J. D. Porter's State and Local Records Committee, was approved by the Society's Council at its April meeting.

The service will gather material relevant to a variety of concerns and make it available to members in circulating files. This will greatly expand the current service offered by the executive director's office which circulates files of building plans and privacy and freedom of information data.

Members can assist in getting this project off to a successful start by furnishing the Chicago office with three copies of any of the following materials which are available: annual reports, procedures manuals, published finding aids, promotional materials, archival newsletters, and other publications.

RECENT PUBLICATIONS

A Summary of Freedom of Information and Privacy Laws of the 50 States is available at \$9.00, prepaid, from Plus Publications, 2814 Pennsylvania Ave., NW, Washington, D.C. 20007.

* * *

The Kennedy Library has recently published *Historical Materials in the John F. Kennedy Library*. The new guide lists the various collections of Presidential papers, personal government records, oral history interviews, printed materials, and audiovisual materials in the Kennedy Library. It also provides information on the content and scope of the collections, their volume, and their access. Copies of the guide are available free of charge from the John F. Kennedy Library, 380 Trapelo Road, Waltham, MA 02154.

* * *

A Summary Guide to a portion of the Winterthur Estate Archives' holdings has recently been compiled. A copy of the *Guide* is now available for \$2.00 from Barbara Hearn, Archivist, Winterthur Estate Archives, Winterthur Museum, Winterthur, Delaware 19735.

TENNESSEE ARCHIVES SPONSORS WORKSHOPS FOR COLLEGE ARCHIVISTS

The Tennessee State Archives and Library sponsored a series of one-day workshops across the state for colleges, in an effort to encourage the establishment of archival programs. The response to the April meetings was reported to have been very good by Cleo Hughes, organizer of the project.

ROCKEFELLER GRANT TO SOUTHERN LABOR ARCHIVES

Georgia State University's Southern Labor Archives has received a Rockefeller Foundation Grant for \$15,000, according to GSU archivist David B. Gracy II. The grant provided for videotaping the entire Southern Labor History Conference held April 1-3 at GSU. Videotape cassettes of conference sessions will be available next fall for loan to labor unions, libraries and other groups. In addition, the foundation grant will provide for publication of selected papers from the conference. The three-day meeting at GSU was the first of its kind in the South to bring together labor union members and scholars studying labor history for an exchange of ideas.



moving?



PLEASE NOTIFY US
FOUR WEEKS IN ADVANCE





SAA MEETS

40TH ANNUAL MEETING

WASHINGTON, D.C.

SEPTEMBER 28-OCTOBER 1, 1976

Structure an educational experience particularly suited to your special interests. Workshops in cartographic archives, archival exhibits, oral history, audiovisual archives, local records, grants and funding, college and university archives, conservation, religious archives, and more; panels on reference services, archives and the law, urban history, business archives, collecting, documenting the electoral process, records management, the changing role of the state archivist, documenting science, machine-readable records, and more; tours, gala entertainments, film festival, and meetings and receptions in historic buildings and cultural institutions.

WASHINGTON

Parties too!

The Great Hall of the Library of Congress will be the scene of a gala reception for SAA and ICA members on Monday, September 27, the evening prior to the official opening of the Society's 1976 annual meeting.

The next evening, Alejandro Orfila, Secretary General of the Organization of American States, has made it possible for SAA/ICA to use the Pan American Union Building for a buffet reception. The distinctive white marble building, surrounded by beautifully landscaped gardens, has a patio, balconies, tiled roof and decorative details typical of Latin America.

SAA's traditional presidential banquet is scheduled for Thursday evening. Highlights will include Elizabeth Hamer Kegan's presidential address and the presentation of awards for 1976. The annual meeting will close with a Friday luncheon featuring remarks by incoming president Robert M. Warner.

SAA NEWSLETTER

the society of american archivists

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