

SAA Newsletter

Society of American Archivists, The Library, Post Office Box 8198
University of Illinois at Chicago Circle, Chicago, Illinois 60680

March 1977

PUBLIC DOCUMENTS COMMISSION TO REPORT SOON

The National Study Commission on the Records and Documents of Federal Officials (Public Documents Commission) is moving toward the preparation of a final report which will be presented March 31 to the White House and Congress. The Commission's attention has focused on the materials created by federal officials which are now considered to be private property--the papers of the President, Members of Congress, and the working papers of federal judges.

A subcommittee of Commission members has been appointed by Chairman Herbert Brownell to draft the panel's final recommendations. Discussion of the subcommittee's first draft in a February 17 Commission meeting indicated that there is an apparent consensus on a recommendation that most presidential materials be redefined as public property clothed with private interest. In recognition of this interest, the President would be permitted to control access to the materials for a period of time, although continuous federal custody and control would be assured.

It appears less likely that the Commission will recommend dramatic changes in the status quo in the other branches of government.

The next meeting of the Commission is scheduled for March 7-8 at the Department of State. All Commission meetings are open to the public.

The readers of the *SAA Newsletter* will be interested in a number of the studies which the Commission has sponsored. Excerpts from some of them are printed on pages 11-14 of this issue. Although arrangements are not complete for the publication of all of the material generated by the Commission, it is anticipated that these plans may be completed in time for an announcement in the May *Newsletter*.

NOMINATING COMMITTEE SELECTS SOCIETY CANDIDATES

The Society's Nominating Committee has selected the following candidates for SAA offices:

Vice President (becomes President 10/78)

Meyer H. Fishbein, National Archives

Hugh A. Taylor, Public Archives of Canada

Treasurer

Mary Boccaccio, University of Maryland

Mary Lynn McCree, University of Illinois

Council Seat I (4 year term)

Edmund Berkeley, Jr., University of Virginia

Carolyn A. Wallace, University of North Carolina

Council Seat II (4 year term)

Samuel Kula, Public Archives of Canada

Richard H. Lytle, Smithsonian Institution

Nominating Committee Seat I

Edie Hedlin, Wells Fargo Bank

Adele Lerner, New York Hospital

Nominating Committee Seat II

Patrick M. Quinn, Northwestern University

Virginia R. Stewart, University of Illinois

Nominating Committee Seat III

John M. Kinney, Alaska State Archives

Alan D. Ridge, Provincial Archives of Alberta

Additional nominees may be placed on the ballot by a petition signed by 50 members of the Society. In accordance with recently revised bylaws, deadline for receipt of petitions in the executive director's office is June 1, 1977. Ballots will be mailed to SAA individual members around July 10, 1977. Nominating Committee members were Ann E. Pederson (chairwoman), Ruth W. Helmuth, Jean F. Preston, Richard Strassberg, and Hugh A. Taylor. Upon presentation of his name as a potential candidate for office, Taylor resigned from the Nominating Committee to avoid the possibility of conflict of interest.

NIXON BRIEF FILED WITH SUPREME COURT

Oral arguments in the Nixon materials case (see January 1977 *SAA Newsletter*, p. 2) may be heard by the Supreme Court in early March. If so, it is possible that a decision will be rendered prior to the close of the Court's term in June.

In a brief filed with the Court in January, Nixon's attorneys argued against the legislation which established the government's control of the former president's materials on the basis of separation of powers: "It is the task of each branch to decide, on its own, whether the interests of historical 'research' warrant the loss of confidence that accompanies the historian's curiosity." The right of privacy was also raised, as Nixon continued to object to archival processing of his materials: "One thing is clear: archivists are not judges. No matter how 'professional and discreet' they may be, they cannot make the judicial evaluations that are essential to protect the Fourth Amendment. Nor, we submit, in view of their professional bias for historical preservation can they dispassionately balance the harm to political association against the interest in 'accurate history' that would resolve the First Amendment issue."

FORD PAPERS REACH ANN ARBOR; LIBRARY SITE NAMED

Thirteen truckloads of Ford materials were moved out of Washington in January and transported to temporary quarters in Ann Arbor, Michigan. Under terms of Ford's donation of papers and memorabilia to the United States, the National Archives will administer a Ford Library in Ann Arbor and a Museum in Grand Rapids. A NARS staff of approximately 15 persons will begin work shortly on the papers. The Library will be built at private expense on a site immediately south of the University of Michigan's Bentley Historical Library.

HEW CLARIFIES IMPACT OF BUCKLEY AMENDMENT ON STUDENT RECORDS

A statement by Thomas S. McFee, an official of the Department of Health, Education, and Welfare has clarified some of the ambiguity created by the Family Education and Privacy Act (Buckley Amendment). The act had been interpreted by some as imposing a permanent restriction on access to student records. (See March 1976 *SAA Newsletter*, p. 12.)

In a letter to David Rosenblatt of Auburn University, McFee made the following statement: "The education records of a student who has graduated are under the same restrictions and protection as those records of a student presently in attendance. As long as the records relate to a student's period of attendance, they are under the jurisdiction of the Act. Should you wish in the future to have records available for use by historical researchers, it would be possible for the school to request, though it could not require, that a student give such consent before he left school. That agreement would need to be signed and dated by the eligible student and include:

1) A specification of the records to be disclosed; 2) The purpose or purposes of the disclosure; and 3) The party or class of parties to whom the disclosure may be made. ...Regarding the education records of deceased students in institutions of postsecondary education, the Act is silent on the matter. Thus, a common-sense approach would be that the rights conferred and the interest protected by the Act are personal rights and cease at the death of the individual. Institutional discretion would guide the release of personally identifiable information from the education records."

The HEW opinion conforms to most American case law which indicates that because a deceased person no longer has any personal feelings to be injured, there no longer exists a right to privacy.

THE EDUCATION OF ARCHIVISTS: TAYLOR'S SAA/OAH TOPIC

SAA Council member Hugh A. Taylor will discuss the discipline of history and the education of the archivist at the 70th annual meeting of the Organization of American Historians in Atlanta on April 8. Taylor will explore three questions: What professional preparation does an archivist need today? Is a background in history necessary? Are archivists meeting adequately the changing expectations of historians? Taylor, along with Edwin Welch, is the author of "Guidelines Toward a Curriculum for Graduate Archival Training Leading to a Masters Degree in Archival Science." The guidelines were adopted recently by the Association of Canadian Archivists. Taylor received his education at Oxford University and the University of Liverpool. He is presently Director of the Historical Records Branch, Public Archives of Canada. The SAA/OAH luncheon meeting will be held at the Marriott Hotel, noon, April 8. Tickets are \$7.25 and may be obtained at the convention registration desk.

STATUS OF KISSINGER TRANSCRIPTS AT ISSUE

Heightened sensitivity to the ownership and control of materials produced by or on behalf of senior officials of the government is evidenced in the current controversy over transcripts of Henry Kissinger's telephone conversations during the time he served as a White House advisor and Secretary of State.

Kissinger guaranteed the future availability of most of the papers relating to his years of government service and other periods of his life in an agreement with the Library of Congress which was announced on December 24 (see *SAA Newsletter*, January 1977, p. 3), but press coverage immediately centered on the status of the transcripts which were not transferred in the first deed.

Eight days after the announcement of the initial agreement, the State Department announced that Kissinger was making an additional donation to the Library of "secretarial notes of telephone conversations during his years in government." Restrictions in a separate deed of gift provided that once the blanket access restriction of twenty five years or five years after Kissinger's death which was applied to all his papers had expired, access to transcripts of conversations with persons still living could be gained only with the second party's permission as well.

James B. Rhoads, Archivist of the United States, wrote to Kissinger on January 4 asking that "qualified archivists from my staff be given the opportunity to examine the telephone transcripts and any related documents that you have deposited with the Library of Congress. These professional archivists will determine whether such materials are, indeed, personal property or whether some portions of them may be Federal records or Nixon historical materials."

A January 18 communication from Kissinger to Representative Jack Brooks (D-Texas) indicated that Lawrence Eagleburger, Deputy Under Secretary of State, was reviewing "these notes of telephone conversations and is extracting any significant government activity or decision that may be reflected in them. These extracts will be forwarded to the appropriate government offices or agencies for inclusion in government files." Many observers expected this action to still the controversy.

However, an opinion provided to Brooks on January 19 by the American Law Division of the Congressional Research Service of the Library of Congress cited a policy of the State Department itself which seemed to suggest the

public nature of the transcripts: "According to the Department, the Federal Property Management Regulations (FPMR) permit monitoring 'only when an exception to the general prohibition is deemed absolutely necessary for the conduct of business.' If regulations permit monitoring only when deemed 'absolutely necessary for the conduct of business,' then the conversations must have been part of the official duties of the Secretary of State. . . Under the *Rickover* and *St. Paul* rule, materials produced by an official in the discharge of his official duties are the public property of the United States."

The reference by the American Law Division's opinion to the *Rickover* and *St. Paul* rule, cited federal cases discussed earlier in the document which established the principle that "written records of a government official executed in the discharge of his official duties . . . are public documents and ownership is in the United States."

In early February, the group of organizations and individuals now involved in the Nixon materials litigation as intervenors went to court seeking access to the disputed transcripts under provisions of the Freedom of Information Act. This action is expected to test Kissinger's contention that the papers are his property.

DUNAGIN'S PEOPLE



"SAVE TWO BILLION DOLLARS, MR. PRESIDENT?
THAT'S A PRETTY BIG ORDER ... WE'LL
NEED MORE PEOPLE."

DUNAGIN'S PEOPLE by Ralph Dunagin. Reproduced through the courtesy of Field Newspaper Syn.

ARCHIVES FEEL THE IMPACT OF HALEY'S COMET

In the acknowledgments of his best seller, *Roots*, Alex Haley wrote "This book would not exist in its fullness without the help of those scores of dedicated librarians and archivists in some 57 different repositories of information on three continents. I found that if a librarian or archivist becomes excited with your own fervor of research, they can turn into sleuths to aid your quests."

Haley began his monumental study at the National Archives 12 years ago when he located forebears in 1870 census schedules.

Of his first experience with archival research Haley recalls, "It became sort of a mystical experience, turning those reels of film." He tired of the self-imposed task after several hours and started to leave the microfilm reading room. "As I walked out through the genealogical reading room, I noticed sort of peripherally that unlike the usual library scene where people are lolling around, here the people were intently bent over the books and tables. The thought popped into my head that these people were trying to find out who they were. I turned around and went back into the microfilm room." After a brief additional search, Haley found what he was looking for: "Suddenly I found myself looking down: 'Tom Murray, Occupation--blacksmith,' and beneath him, 'Irene, M--for Mulatto,' and their children. The youngest was Elizabeth, age six. And that really grabbed me. That was Aunt Liz. I used to sit on her front porch and play with her long gray hair. The experience galvanized me. Grandma's words became real. It wasn't that I had not believed her. You just don't not believe Grandma. But there was something about the fact that what Grandma had been talking about was right there on U.S. Government records in the National Archives, along with the Bill of Rights, the Constitution and everything else."

The National Archives was the scene in early January of a special preview of the first two hours of ABC's television adaptation of the volume. The screening and the appearance of Haley and stars Ben Vereen and LaVar Burton seemed to have more attraction for the many government officials who attended than President Ford's State of the Union address which was given the same evening. Among the special guests at the National Archives was a nine-member contingent from Gambia, the coastal African country where Haley found proof of his ancestry in the village of Juffure.

The 80 million Americans who watched the final episode of *Roots* made it the highest-rated television show of all time. Doubleday, publisher of the book, says indications are that the volume may become the first in history to sell more than one million copies before the publication of a paperback edition.

The impact of Haley's work is being felt by the archives of the nation. The new interest in genealogy occasioned by the *Roots* phenomenon can be measured by the fact that letters to the National Archives requesting information have tripled recently, to 2,300 weekly; applications for research cards have jumped by 40% to 560 a week.

Haley has established the Kinte Foundation to assist other people to trace their family histories. The details of his own three continent research odyssey will be the subject of a two-record Warner Brothers album and a future book.



The *SAA Newsletter* is published bimonthly. Copy deadline for the May issue is April 15.

ICA OFFICER ENCOURAGES ARCHIVISTS TO PRESENT "A POWERFUL PUBLIC IMAGE"

Jeffery R. Ede became the president-designate of the International Council on Archives at its quadrennial congress in Washington during the American bicentennial year. Keeper of Public Records for the United Kingdom, the Londoner will serve as host of the next ICA conference in his home city in 1980.

An archivist for 32 years, Ede became Keeper of Public Records for the United Kingdom in 1970, after having held posts in almost every branch of the Public Records Office. From 1973-74 he worked as a UNESCO specialist in Tanzania, where he established an archives for that nation.

In an interview, Ede put forth some interesting opinions about the archival profession:

On today's archivist: The archivist needs to be more of a manager than before. Institutions today need archivists who know about management-by-objective, cost analysis, and increasingly, computer technology--archivists who are numerate as well as literate.

On collecting: Collecting records is a bit of slippery slope. It is relevant for archivists to establish contact with agencies and other records creators, but it must be done obliquely and tactfully so as not to influence what goes into them. People are very self-conscious. They know that what they put on record today will be used 20 to 30 years from now, probably in their lifetime.

On security: Security has always been a problem. I suspect there's a new generation of researchers whose standards aren't high. They're in a bit of a rush. They have a plane to catch. They don't have time to make handwritten copies of records. Sometimes they can't pay for photocopying, and there is always the temptation to tear something out. One solution to the problem would be to staff research rooms with people who do nothing but 'vigilate.'

On image: Archives throughout the world are not sufficiently supported. They should present a powerful public image. The public should be tactfully persuaded of their value.

SCHEDULES FOR RECORDS RETENTION AND DISPOSITION SURVEYED BY SAA COMMITTEE

Records Retention and Disposition Schedules, a survey report which includes forms now in use in various state archival and records management programs, has been published by the Society of American Archivists. The report, a project of the Society's State and Local Records Committee, provides selected samples of current forms which a subcommittee determined to be exemplary. States whose forms are reproduced include Wisconsin, New York, Virginia, South Dakota, Oklahoma and Washington. A form used by the Province of Ontario was also selected for inclusion.

J.D. Porter, State Archivist of Oregon, chairs the Society's State and Local Records Committee. Julian Mims, Assistant Director for Local Records of the South Carolina Department of Archives and History, chaired the subcommittee which compiled the report.

The report is available at \$2.00 to SAA members, \$4.00 to others (plus \$1.00 postage and handling fee if payment does not accompany order) from SAA, PO Box 8198, Chicago, Illinois 60680.

SAA DIRECTORIES ON ARCHIVAL EDUCATION AND REGIONAL ORGANIZATIONS AVAILABLE

A new edition of the *SAA Education Directory* was published late in 1976. The publication contains listings for multi-course offerings, single courses, and institutes and internships in archives. In addition, an introductory essay describes archival careers.

A project of the SAA Committee on Regional Archival Activity, *A Directory of Regional Archival Organizations*, is also available. Compiled by the Committee's chairperson, Alice Vestal, the compilation lists 21 regional archival groups in North America, their officers, and brief information concerning their organization.

Single copies of these directories are available from the executive director's office on request.

ARCHIVES INSTITUTE SCHOLARSHIP

A scholarship is available to the Introduction to Modern Archives Institute which will be offered by American University and the National Archives June 6-17. The scholarship is awarded by the Society of American Archivists and funded by the Colonial Dames of America, Chapter III. To be eligible for the scholarship, the applicant must be an employee of an archival institution or agency, employed less than two years as an archivist or archives trainee actually working with archives or manuscripts regardless of title, and be employed by an institution or agency with a fair percentage of its holdings in the period predating 1825.

Resumes, accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications, should be submitted to Edward C. Papenfuse, State of Maryland, Hall of Records, Box 828, Annapolis, MD 21401 by April 1. Papenfuse chairs SAA's subcommittee on the award.

COUNCIL AGENDA

April 8, 1977
Atlanta, Georgia

- I. President's Report
- II. Vice President's Report
- III. Treasurer's Report
 - A. Transfer of records to Chicago
 - B. SAA/NEH Priorities Conference
 - C. Other
- IV. Executive Director's Report
 - A. Financial/Membership Report
 - B. Public Documents Commission
 - C. Constitutional Revision
 - D. Other
- V. Editor's Report
 - A. NHPRC Manual Series
 - B. Other
- VI. Unfinished Business
 - A. Guidelines toward a Curriculum for Graduate Archival Training
 - B. Selection of Fellows--Report from Professional Standards Committee
 - C. Proposed publications of SAA Committees
- VII. New Business
 - A. Proposed Committees
 1. Accrediting Archival Institutions
 2. Accrediting Archival Education Programs
 3. Certification of Archivists
 4. Ethics
 - B. Proposed Taskforce on Recruitment of Minorities

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Institute: Introduction to Modern Archives Administration, sponsored by the American University in cooperation with the National Archives and Records Service, the Library of Congress and the Maryland Hall of Records, will be held June 6-17, 1977. C.F.W. Coker will serve as institute director. Contact Department of History, American University, Washington, D.C. 20016.

The 11th Annual Institute, sponsored by the Emory University School of Librarianship and the Georgia Department of Archives and History will be held July 25-August 19, 1977. The Institute will offer general instruction in basic concepts and practices of archival administration. Contact The Archives Institute, Georgia Department of Archives and History, Atlanta, Georgia 30334.

Case Western Reserve University will offer a choice of workshops during the period June 12-17, 1977: the advanced workshop for practicing archivists, as well as the traditional introductory workshop. Contact Ruth W. Helmuth, University Archivist, Case Western Reserve University, Cleveland, Ohio 44106.

The University of Vermont will present "Oral History as a Research and Learning Tool: Problems and Procedures," an oral history institute, June 20-July 21, 1977. For a catalog, contact Summer Session, Grasse Mount, University of Vermont, Burlington, Vermont 05401.

The Indiana University Graduate Library School will present a 10 session course entitled "Introduction to Archives Administration" featuring separate tracks for emphasis on archives or manuscripts. The course will meet Tuesdays and Fridays July 5-August 5. For further information contact John J. Newman, State Archivist, 140 N. Senate, Indianapolis, Indiana 46204.

KENNEDY LIBRARY GROUNDBREAKING

Ground-breaking for the John F. Kennedy Library has been set for May 29, the 60th anniversary of the late President's birth. In the meantime, Bostonians can view a five-foot square model of the building at the main branch of the South Boston Savings Bank in an exhibit jointly sponsored by the John F. Kennedy Library Corporation, the private group charged with the responsibility of erecting the library building, and the University of Massachusetts-Boston Community Services Department.

ARCHIVAL SECURITY NEWSLETTER

A MODEL LAW RELATING TO LIBRARY AND ARCHIVES THEFT

As part of the work of the SAA Archival Security Program, Alex Ladenson has drafted a model law relating to library and archives theft. Ladenson, who is legal counsel to the security program, used a number of different shop-lifting detention statutes as the basis for his model. The most notable features of the law are section 3, which makes concealment of library or archives property *prima facie* evidence of intent to commit theft, and section 5 which exempts librarians and archivists from civil or criminal liability in the apprehension of a suspect. A very similar law was passed in Virginia in 1975 and legislative efforts are going forward in Illinois, California and New York. The law is as follows:

Sec. 1. *Declaration of Policy*

Because of the rising incidence of library theft, libraries are suffering serious losses of irreplaceable books, manuscripts and other resources. In order to preserve rare research materials for posterity, it is the policy of this state to provide libraries and their employees and agents with additional legal protection to insure greater security for their collections.

Sec. 2. *Crime of Library Theft*

A person is guilty of the crime of library theft when he willfully conceals on his person or among his belongings a book or other library materials while still on the premises of the library or willfully and without authority removes a book or other library materials from such library with the intention of converting them to his own use.

Sec. 3. *Presumptions*

A person who willfully conceals a book or other library materials on his person or among his belongings while still on the premises of the library or in the immediate vicinity thereof shall be *prima facie* presumed to have concealed the book or other library materials with the intention of converting them to his own use. If a book or other library materials are found concealed upon his person or among his belongings, it shall be *prima facie* evidence of willful concealment.

Sec. 4. *Detention*

A library or an employee or agent of a library that has probable cause to believe that someone has committed library theft may detain such person on the premises of the library or in the immediate vicinity thereof for the following:

- a) To conduct an investigation in a reasonable manner and within a reasonable length of time to determine whether such person has unlawfully concealed or removed a book or other library materials.
- b) To inform a peace officer of the detention of the person and to surrender that person to the custody of a peace officer.

Sec. 5. *Exemption from Liability*

A library or an employee or agent of a library who detains or causes the arrest of any person pursuant to section 4 of this Act shall not be held civilly or criminally liable for false arrest, false imprisonment, unlawful detention, assault, battery, slander, libel or malicious prosecution of the person detained or arrested, provided that in detaining or causing the arrest of the person, the library or the employee or agent of the library had at the time of the detention or arrest probable cause to believe that the person committed the crime of library theft as defined in section 2 of this Act.

Sec. 6. *Arrest without Warrant*

Any peace officer may arrest without a warrant any person he has probable cause for believing has committed the crime of library theft as defined in section 2 of this Act.

Sec. 7. *Library Materials Defined*

The terms "book or other library materials" as used in this Act include any book, plate, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, public record, microform, sound recording, audiovisual material in any format, magnetic or other tape, electronic data processing record, artifact, or other documentary, written or printed material regardless of physical form or characteristics, belonging to, on loan to, or otherwise in the custody of the following: (1) any public library; (2) any library of an educational, historical or eleemosynary institution, organization or society; (3) any museum; (4) any repository of public records.

Sec. 8. *Penalties*

(Note: This section is reserved for the inclusion of a penalty provision for the crime of library theft which must be fixed in accordance with the general policy of each State.)

(Continued on page 8)

ARCHIVAL SECURITY NEWSLETTER

MODEL LAW (continued)

Sec. 9. *Library Theft: Construction*

This Act shall be construed to be cumulative and supplemental to all other laws of the State of _____ and the crime herein defined and the presumptions herein created shall be in addition to previously existing crimes and presumptions provided by law.

Sec. 10. *This Act to Be Publicly Displayed*

A copy of this Act shall be publicly displayed in the reading rooms of all libraries and other institutions covered by this measure.

PATRON IDENTIFICATION

One of the most perplexing problems for the security-conscious archivist is researcher identification. The vast majority of patrons complete their registration cards truthfully, but there are an increasing number of professional thieves using false identification. These individuals lift documents and manuscripts secure in the knowledge that their true identities are unknown. It is very difficult to recover a stolen manuscript if the institution is unsure of the identity of the last patron to use the missing item.

There are a number of possible solutions to this problem. Some institutions have begun to issue their own photo-identification cards. To obtain a card, a researcher must present a number of pieces of legal identification. Yet this system has proven costly and time-consuming and its impact on archival security has been limited.

Inkless thumb printing, now used to protect shopkeepers against check and credit card fraud, can also be used to verify the identities of archives patrons. After checking a researcher's conventional identification, a special sticker is removed from a dispenser and placed on the back of the registration card. The patron's right thumb is pressed on the colorless inkpadd and then on the sticker. The procedure produces a clear image of the thumb print and leaves no residue on the thumb. A box of 500 stickers with inkpadd costs about \$15.00 and translates to about 3¢ per registration. At least two firms presently manufacture this product: the 3M Company, and Authentiprint Identification Systems of Sherman Oaks, California.

THE ARCHIVIST AS SECURITY CONSULTANT

Vandalism and theft have become everyday occurrences in libraries and archives across the United States. Indeed, the problem has become so serious that some institutions are hiring professional security officers to plan and administer full-scale protection programs. Yet most repositories cannot afford to hire such individuals and must rely on limited resources to protect their collections. In such situations, administrators often turn to professional security consultants for assistance.

Yet there are questions and concern about the value of such consultants. Many archivists argue that professional security consultants are of little help because of their lack of knowledge about archival work. Archivists note that such consultants miss the subtleties of the archival security problem and rely too heavily on electronic security devices. Time, energy and funds are expended, but the repository gains little from the consultant's visit.

Security consulting for archives need not be this way, however. In planning the SAA Archival Consultant Service, the pitfalls of consulting and the unique nature of archival work were taken into account. Thus all SAA consultants are archivists first and security consultants second. They are intimately familiar with the various facets of archival work and have examined those procedures in light of good security. SAA archival security consultants can offer concrete assistance in designing reading rooms, establishing staff security procedures and in convincing the public of the seriousness of the problem.

For further details about the SAA Archival Security Consultant Service contact the Associate Director, SAA Archival Security Program, Box 8198, University of Illinois 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.

STIMULATING PROGRAM PLANNED FOR SALT LAKE CITY

Two new program elements will be introduced at the Society's 1977 annual meeting in Salt Lake City, October 4-7. One innovation will be a series of seminars led by carefully selected experts, at which topics of concern to the profession will be explored by small groups. The second innovation will be special day-long programs of activities being planned for four of SAA's major interest groups--university archivists, business archivists, state and local records archivists and religious archivists.

A number of the major sessions in the program will emphasize the theme of the archival profession and archival education. They are expected to include panels on the literature of the profession, curriculum for graduate archival education, continuing education, certification, ethics, setting institutional standards, and archival priorities. Other panel sessions in Salt Lake City will include discussions of family history, copyright, paleography, security, records management for colleges and universities, automation, oral history, appraisal and sampling, local records, archival facilities, health care archives, replevin, grants, and other relevant topics.

Under the leadership of SAA committees, four interest groups will participate on October 4 in activities planned especially for their needs. For example, religious archivists will meet in the facilities of the impressive historical office of the Church of Jesus Christ of Latter-day Saints to discuss: the place of historical sites and buildings in a denominational program; methods found useful in acquiring religious-denominational resources pertinent to black history, minorities and dissenting groups; and providing genealogical research services. The religious archivists will also hear a panel discussion concerning the policies of several major denominations on records management, budgeting and financing, administrative procedures, and relationships to sister and daughter churches.

Other interest groups planning full-day programs on Oct. 4 are business archivists, college and university archivists and state and local records archivists.

A printed program containing details of all scheduled annual meeting activities is being edited by Judith Austin. It will be mailed to every SAA member in July.

SAA '77



COME TO A GOING PLACE! SALT LAKE!

WOMEN'S RECORDS PROJECT OF GEORGIA

In an effort to document the history of southern women, the Women's Records Project of Georgia is developing a program to assist regional voluntary women's organizations in writing their histories, identifying and organizing their historically valuable records, and working with local depositories to make their records available for research use.

The Project will include media presentations on women's roles in society, the publication of articles on women's history, and the development of guidebooks on identifying records, working with archives and depositories, writing histories and conducting oral history programs.

Ann Pederson, the Project's Director for Archives, says the Project is currently seeking funding for state-wide workshops that will emphasize the importance of collecting the records of voluntary organizations, and discuss archival practices that organizations should adopt to prepare their records for presentation to depositories. In addition, the Project is developing a list of depositories that have expressed interest in housing the records.

According to Pederson, depositories have not previously solicited the records of voluntary organizations because the records tended to be disarranged and incomplete. However, depositories are expressing interest in receiving the records of organizations which are assisted by the Women's Records Project. For further information, contact Women's Records Project of Georgia, Suite 16DE, 200 W. Peachtree St., N.W., Atlanta, GA 30308.

NHPRC GUIDE PROJECT DEADLINE NEARS

Over 2,000 completed information forms have now been received for the National Historical Publications and Records Commission's directory of archives and manuscripts repositories. The directory, to be published in 1978, is the first part of the NHPRC's computer-assisted guide to historical source materials in the United States. A June 1, 1977 deadline has now been set for receipt of the forms, and the current rate of response indicates that the project's goal of 2,500 repositories for inclusion in this first directory will be surpassed by that time.

The directory will include the following: days and hours of service; restrictions on access; and date span, volume, and description of holdings for each institution listed. The index will include entries for individual names, geographical areas, and subjects, as well as other categories. A special feature of the directory will be lists of types of repositories, such as college and university archives, local historical societies, corporate archives, and religious institutions.

Although the response to the directory project has been very encouraging, many institutions listed in either the *National Union Catalog of Manuscript Collections* or the Commission's 1961 *Guide to Archives and Manuscripts in the United States* have not yet returned completed forms. All institutions and organizations which wish to be included in the directory are urged to return their completed forms or immediately notify the Guide Staff, NHPRC, National Archives, Washington, DC 20408, (312) 724-1630 of their intention to do so.



PUBLIC DOCUMENTS COMMISSION RESEARCH REPORTS

The National Study Commission on Records and Documents of Federal Officials commissioned a number of studies of special interest to the readers of the *SAA Newsletter*. Brief excerpts from several of these papers are printed below:

Accessioning the Papers of Public Officials: An Examination of the Laws and Practices of the States by F. Gerald Ham

...For this study I have collected survey data from two population groups. The first group consists of state archivists of whom 34 returned usable responses. These data will be referred to as the State Archives Survey. The second group consists of a selective cross section of historical societies, university libraries, and other non-federal archives which collect papers of federal officials. Out of a total population of 31 this survey produced 26 usable responses. These data will be referred to as the Research Collections Survey.

...Reports from state archivists make it clear that public officials are beginning to define the term "public records" much more broadly. The Nixon Papers case and the subsequent publicity given to the disposition of papers of important public officials have had a salutary effect on the nation's governors. Many no longer claim a distinction between "public" and "private" and, instead, turn over the corpus of their papers at the end of their term.

...No other area of collecting is given such a high priority by archivists as the papers of public officials, particularly federal officers. In recent years this ranking has been attacked as producing over-documentation of politicians and political concerns and under-documentation of other aspects of national life and of the less articulate and less powerful segments of American society.

...To determine what emphasis actually is given to collecting papers of public officials, the Research Collections Survey asked archivists to rank the priority their institutions placed on this collecting in comparison with other areas. These archivists ranked eight areas on a scale of one to five, with the latter being the lowest priority. Of the 18 respondents who gave a priority ranking, 11 ranked the papers of federal officials highest; business got this ranking from only two archivists; the records relating to welfare and reform groups, to literary concerns, and to ethnic and racial groups were ranked first by three archival agencies; and records pertaining to labor and to women received a top ranking from four institutions.

...In view of the range of public officials whose papers they solicit and the priority they place on such records, it is surprising that the acquisition methods of respondents to both the Research Collections Survey and the State Archives Survey are so unplanned and uncoordinated. Only one institution, the University of Washington, has a formal policy statement which provides for a structured program in the acquisition of papers of political officials and integrates this program with the University's total archival accession program. All other institutions in the two surveys said they did not have a "formal policy statement on the accessioning of the records of political officials."

...Not only are there no formal policy statements dealing with what collections of public officials should be acquired, but no institution in either survey has developed appraisal standards to determine the archival value of what it does collect. Neither have archival agencies--for the most part--developed cooperative

and/or coordinated programs to acquire papers of public officials.

...Fifteen archives in the Research Collections Survey were able to provide data on the number and volume of their collections of public officials vis-a-vis the number and volume of their total holdings. Papers of public officials made up 5.1% of the total number of collections in these archives but a remarkable 25% of their total volume of holdings.

Author's Recommendations:

...Underlying this report is the assumption that the papers and records of federal officials are permanently valuable historical resources of national importance. Current practice is to treat each collection of such papers in isolation. Each official decides which, if any, among scores of archival institutions shall receive his papers. He also determines when this transfer will be made and what papers will be donated. Each archival institution, in turn, deals with each collection it receives largely in isolation from similar collections in its own custody or in other institutions.

Major problems arise from this approach to the administration of public officials' papers. There is now no assurance that every collection will come, intact, into the custody of an appropriate archival agency. Yet the bulk of what already has come has seriously strained the resources of the recipients and, without conscious design--often without recognition--has distorted the collecting activities and archival holdings of many. Unfortunately archivists have failed to make empirical studies essential for the development of new techniques and methodologies without which the archivist cannot deal with this flood of new collections.

Significant progress requires a new perspective: we must address the problem of records of public officials as a whole rather than as a matter of individual collections at individual archival institutions. From this new perspective, there appear to be five elements in a systematic solution:

- 1) Legislation to establish the public interest in the papers and records of public officials and to mandate their archival preservation.
- 2) Application of modern records procedures to control the production, maintenance, destruction, and transfer of these materials to archival custody.
- 3) Establishment of a program to coordinate and expand available archival resources to assure that historically valuable papers of all public officials come to the custody of appropriate archival institutions. This program should treat the papers of agency heads as records of an office not an individual, and recognize their importance to the continuity of governmental administration. This would place responsibility for such papers on NARS. Papers of Members of Congress, however, are of a different nature than those of agency heads. The wishes of the Members of Congress should prevail in the choice of a repository.
- 4) Sustained research on the archival problems relating to the collection, organization, preservation, research use, and administration of papers of public officials. This research should produce more efficient and effective ways of dealing with the physical bulk and the complexity of these papers and improve their value as research resources.
- 5) Allocation of sufficient funds to support the commitment to preserving these nationally important resources.

PUBLIC DOCUMENTS COMMISSION RESEARCH REPORTS

How Do Members of Congress Dispose of Their Papers When They Leave Office?

by Charles T. Morrissey

...In order to ascertain how past Members of the U.S. Congress have disposed of their papers when leaving office the Commission contracted with Former Members of Congress, Inc. (FMC), to survey the estimated 700 living persons who have served in the U.S. Senate and House of Representatives about decisions they have made concerning the files they accumulated during their terms of service.

...Item One on the questionnaire asked: "What did you do with the papers in your office when you left Congress?"

Of the 272 respondents, 112 said they had donated all, or almost all, of their papers to an archival depository; 48 said they kept their papers in their personal custody; 41 said they had destroyed their papers; five said their papers were currently in storage in a records center administered by the General Services Administration; five said they left their papers to their successors in office; five did not specify the current status of their papers; and 56 said they had divided their papers in a variety of ways -- keeping some, leaving some with their successors; destroying some; and donating the rest to one or more depositories.

Of the 112 who had donated all or most of their papers, 82 had chosen a college or university as their major depository; 16 had chosen a state historical society; five had chosen their state archives; two had chosen their state library; two had chosen the Library of Congress; two had chosen a presidential library; and three had chosen other institutions.

...Item Two in the questionnaire asked "If you donated your papers to a library or other depository, what considerations influenced your selection of that institution?" 163 of the 272 respondents answered this question, but many cited more than one reason for their decision, and accordingly the number of replies, 195, is greater than the number of respondents. Usually two or more reasons were linked together - "the university is my alma mater and it asked for my papers" is typical. The reason cited most frequently - in 64 instances - is that the depository asked.

...34 respondents mentioned that they were alumni of the institutions requesting their papers, and 19 had other connections. Nine noted that the depositories were in their districts, eight more that they were located in their home towns.

...25 mentioned they were motivated by general principles - that a library is an appropriate place for them, that they should be used by students and other researchers, that they have historical value and should be preserved permanently and safely, and the like. Nine cited the excellence of the facilities and the professional competence of the staff.

...The second part of Item Two asked "What restrictions if any did you place on access to and use of your papers?"

...Of the 143 respondents, 77 wrote that there were no restrictions on access to or use of their papers. Ten have closed their papers for a specific length of time. Three have closed their papers until a specific date. Ten have closed their papers for "a period of time" or until an indefinite time. Nine stipulated restrictions intended to protect individual privacy. Six noted that restrictions were a matter to be determined by the administrators of the archival depositories in accordance with

their rules and procedures.

...An analysis of the 168 collections either donated or willed to archival institutions, in whole or in part, shows that legislative files outnumber all other types of papers being deposited - 128 respondents checked "yes" for this category.

Next in frequency were committee papers - 121 said "yes", three said "some," and 20 said "no."

Third was constituent correspondence - 111 said "yes," ten said "some," and 20 said "no."

Fourth was voting records - 101 said "yes," one said "some," and 26 said "no."

Fifth was staff memoranda - 99 said "yes," four said "some," and 30 said "no."

Sixth were case files - 98 said "yes," seven said "some," and 32 said "no."

Newspaper clippings were seventh - 77 said "yes," 11 said "some," and 47 said "no."

Eighth were papers generated by or on behalf of your local or Congressional party organizations - 76 said "yes," three said "some," and 47 said "no."

...Item Eight in the questionnaire asked this question: "If legislation defined Presidential and Vice-Presidential papers as publicly owned, do you think the papers of Members of Congress should also be treated in the same way?" 219 responses fall into three categories, which might be labeled "yes," "no," and "yes-but." If the 35 "yes-but" answers are added to the 71 "yes" answers the total is 106, as compared to 113 who gave varying types of "no" answers to this query.

...But the upshot of this analysis of the question of public ownership of Congressional papers shows that former Congressmen have widely divergent viewpoints towards it. The issue deserves much more debate.

Government History Offices and Public Records by Anna K. Nelson

...Several conclusions can be drawn from this brief summary of history offices as they relate to the record keeping process.

First, wherever there are history offices, the accessibility of records both to the agency and the researcher is greatly enhanced. Indeed where history offices have participated in the keeping of records (or copies of records) the availability of documentation is even greater.

Second, active history offices are as valuable to their agencies as to outside researchers. In fact, there seems to be a persistent need for an institutional memory in the federal government and a great deal of history is being written whether or not the department officially has a history office. The difference is that history done without the coordination of such an office is not only haphazard, but must work without the long term knowledge of records. The Department of Interior, for example, which does not have a departmental history office, recently advertised the opening of bids on a history of the Department to be written on contract. Interior therefore will have an institutional history written by individuals who not only have had no impact on the preservation of historically significant materials, but whose expertise gained from the

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writing experience will then be lost to the Department once the project is completed.

The Treasury Department is another department without a history office, yet components within the Department have found it necessary to write about themselves. Small histories have been written by the Internal Revenue Service, Customs Service, Comptroller of the Currency, and Bureau of Engraving and Printing. Meanwhile treasury records are of course routinely retired to the federal records center but neither the Department nor the researcher has any of the bibliographic aids or indexes which would be available if there were an historical office. For that reason, treasury records are often ignored in otherwise well documented scholarly works, and the Department has at best a limited institutional memory. Individuals within the Treasury Department are now formulating a budget for a history office to be included within the 1979 departmental budget.

The Historical Profession and Presidential Libraries by Richard W. Leopold

...Inevitably, Nixon caused many to reconsider the system begun by Roosevelt in 1939 and followed by both his predecessor and all his successors. That system, it had been argued, provided the safest way of preserving both personal and official papers. Now it was seen to depend on the integrity and good faith of a single individual. Those who had criticized presidential libraries for various reasons--the threat to other manuscript repositories, decentralization, privileged access, closed files, an air of adulation--seized the private property issue as a means of reversing the trend. When Ford on December 13, 1976 donated outright his papers to the government in perhaps the most generous terms of all previous incumbents, some protested the implicit claim to ownership of the White House archives, especially when the problem was still under scrutiny by the National Study Commission.

...Current objections by historians to presidential libraries are directed less to the system itself than to the way it is administered. ...The main problem is donor restrictions. Archivists at Independence and Abilene have been accused of interpreting too broadly the standard form of deed in order to avoid embarrassment to presidential associates and those mentioned in donated private papers. Vague guidelines, inconsistently applied, it is claimed, result in needless obstacles to historical inquiry. Custodians, a few assert, feel they are more likely to advance by protecting the benefactors of the library than by promoting scholarship. Finally, presidential libraries are unfairly blamed for being obliged to follow agency restrictions on government records placed in their care and to exempt private collections, in contrast to official ones, from the Freedom of Information Act.

It is impossible to say with assurance how historians, as a group, appraise presidential libraries today. Criticism persists for reasons previously cited: the inconvenience of decentralization, the frustrations of limited access, the dislike of memorials to individuals, the reaction against the so-called imperial presidency. Yet in the furor precipitated by the Nixon-Sampson agreement and its aftermath the American Historical Association and the Organization of American Historians have not called for change in the system begun by Roosevelt in 1939 and confirmed by congressional legislation in 1955. Rather they have concentrated on a demand that papers of government officials be declared public property and the National Archives be restored to the independent status it enjoyed before the passage of the Federal Property and Administrative Act in 1949.

...All in all, it may be doubted whether any other federal archival arrangement could do as much without more cost to the taxpayer as the existing presidential library system.

Foreign Policy Records and Papers by Anna K. Nelson

...From that moment in 1776 when Benjamin Franklin stepped ashore in France to seek aid for the American Revolution, this country has been accumulating records concerning foreign policy decisions. In the Twentieth Century, these decisions have an especially important bearing on the lives of each and every American. An informed citizenry is the very essence of a representative democracy, yet the nation's memory is at its weakest in the field of foreign policy for the recent past. The Commission should strongly recommend the changes necessary to bring to an end this unfortunate state of affairs.

A Study of the Relationship between the General Services Administration and the National Archives and Records Service

by Bruce F. Adams under the supervision of Walter Rundell, Jr.

The National Archives and Records Service should be made independent of GSA. Its continued subordination to GSA offers no significant advantages to NARS or to the government as a whole.

...Over the years the "difference" perceived between NARS and GSA has changed. Distaste for subordination to "the Governments' housekeeper" lingers, but it has been superseded by a more serious fear of GSA's political nature. Wayne Grover, Archivist of the United States from 1948 to 1965, expressed this fear clearly in his retirement letter to President Johnson. Since then the fear has grown. James E. O'Neill, the current Deputy Archivist feels that GSA politics "is the key issue and the only significant reason for a separate institution."

...The GSA Administrator still can dismiss and appoint the Archivist without review. He has the authority to assume all responsibility now delegated to the Archivist. A society which traditionally holds its government accountable in large part through independent journalism and scholarship must insist that the integrity of its archives be inviolable. The possibility that an untrained individual, whose appointment is generally recognized as highly political, might interfere with archival work is an affront to these traditions.

...NARS should be given the opportunity to stand on its own. The saw of accountability cuts both ways. While GSA does not provide useful review and guidance to NARS, NARS' people and NARS' critics can and do blame GSA for NARS' own shortcomings. An independent Archives would have to take responsibility for its deficiencies as well as credit for its success, and might be better for it. If after several years an independent NARS has not improved its performance, Congress will know where responsibility lies.

This recommendation for independence does not extend to separate parts of NARS. The greatest mistake Congress could make would be to sever the major Offices of NARS. The archival and records functions form a logical whole. Both would be severely damaged by separation. The government would be better served by keeping NARS intact within GSA than by removing only some of its parts.

PUBLIC DOCUMENTS COMMISSION RESEARCH REPORTS

Congressional Papers: Perspectives and Recommendations
by David E. Lowe

It is indeed ironic that of the three branches of government, the one most exposed to the public has been the one least targeted for historical research. This relative neglect of the United States Congress can be attributed to a number of factors, including its size and diversity, which tend to make comprehensive studies of specific historical periods difficult. It can also be related in part to one aspect of Congress' relative "openness", namely, the willingness of key participants to discuss their activities with scholars and journalists, which leads students of Congress to: 1) emphasize only current operations, and 2) ignore the potential richness of present and past documentary materials. But undoubtedly, much of this relative neglect of legislative history is a function of the poor quality of legislative records and the low priority legislators have assigned to record keeping, factors which ultimately affect not only historians and political scientists but also citizens who are interested in the work of those who represent them.

...The creation, disposition, and control of the papers of members of Congress pose a number of questions to a variety of people who have an interest in them. To the Member, the principal issues are how to maintain them in order to maximize retrieval capabilities while in office, and what to do with them upon leaving office. To the Archivist, they are how to solicit papers from retiring or defeated Members, how to organize them for scholars, and how to preserve important materials while maintaining enough space for future collections. To the researcher, they are how to locate desired papers, how to decide which are worth spending the resources to scrutinize, how to gain access to them, and ultimately, how to find those items of greatest value. It is not difficult to see that the interests of these three groups of participants in the process do not always coincide.

...Recommendations: 1) The House of Representatives should establish an historical office to provide a liaison between Members and archival institutions and the recently created Senate Historical Office should be authorized to take on such a responsibility.... 2) Either the historical offices of the two Houses or the Joint Committee on Congressional Operations should be authorized to hire a small staff of professional archivists who will be able to offer advice to Members on all questions related to the disposition of their papers.

...One of the central questions facing the Commission is whether or not to designate the papers and documents of congressmen as "public property." After careful consideration, it is felt that the proposal of such a designation would raise more questions and create more problems than it would resolve.

The first questions that would have to be confronted are ones of definition. What categories of papers would be defined as "public property" and why? In carrying out public responsibilities, congressmen and senators must communicate to and receive communications from a variety of sources: constituents, staff members, colleagues, etc. Could all communications to and from these sources be characterized as "Public" and if not, how would the public/private distinction be made? And, in the absence of clear-cut definitions, the next problem becomes, simply, who will be trusted to make the inevitable discretionary decisions?

The problem of discretion could conceivably be eliminated by simply making a determination from the outset that

EVERY paper, document, memorandum, etc. generated or received by a member shall be considered public property. Such a determination raises two immediate questions: is it desirable and is it enforceable?

...Perhaps the most compelling argument against legislating public ownership of members' papers is simply that there is little likelihood that it would make more information available and much more of a likelihood that it would do precisely the opposite. Those papers deemed to be "public" under such an arrangement are by and large documents that members have no hesitation about leaving under current arrangements. Any system for an automatic designation of public papers would lead to filing systems that would separate out all papers thought to be "personal" or "political" -- and these would certainly be defined broadly -- which the member would simply assume is his when he leaves office. Under a less rigid arrangement, members would be less likely to make these distinctions. Undoubtedly, while reviewing papers upon the conclusion of their congressional careers, some members will tend to find materials once considered "sensitive" to be much less so, and therefore will be inclined to include more of them in deposited files. Finally, a system of public ownership will force more and more decisions into oral communications, further blurring the public record.

Current Attitudes of Federal Judges Regarding the Disposition of Personal Papers and Court Records by the Legal Staff of the Commission

The following report is based upon the results of a questionnaire sent to all members of the federal judiciary with the exception of justices of the Supreme Court....In all, 371 responses were received by the Commission....While there is a good deal of variety in the responses, some tendencies emerge. The most striking of these is that 78.9% of the respondents have made no plans for the disposition of their personal papers. A good number of judges said that they had never considered the matter, while others remarked that they could not believe that any institution would want their papers....It is interesting to note that a large majority of those who responded to question 4b, "Are there customs or rules in your court which define the contents of a judge's personal files?", answered in the negative. Nearly as many respondents indicated that they would be well disposed toward official guidelines to aid the retiring judge and his family in the organization, control and disposition of his papers.

Asked if a law were enacted making Presidential and Congressional papers subject to public ownership, "do you think that the same law and whatever standards it might set to distinguish purely personal from public papers should apply to the papers of members of the federal judiciary?", 158 judges responded in the affirmative, 141 negatively, 28 did not know and 42 gave no answer. A majority of the judges did not offer an explanation for their answer....Of those who did explain their response, 36 judges stated that such legislation should apply to the papers of judges because judges are public servants just as Presidents and Congressmen are. An equal number felt that the functions of the judiciary require a high degree of confidentiality and of judicial independence and that such legislation should not, therefore, apply to the papers of judges, or that if applied, should provide for restrictions on access for a long enough time to protect the confidentiality of judicial proceedings. A number of respondents expressed concern about the possible chilling effect of such legislation.

ARCHIVISTS ASSIST IN FIRE AFTERMATH

A significant number of historically and administratively valuable records were destroyed in an early morning fire, January 4, in New Braintree, Massachusetts. The blaze reduced a wooden frame town hall to ashes in little more than an hour. However, prompt emergency measures directed by several archivists in the state assured the survival of other records which were also threatened by damage from fire and water.

George Cunha, Director of the New England Document Conservation Center and Chairperson of SAA's Preservation Methods Committee, heard about the fire on his car radio while driving to work. He immediately dispatched Thomas Duncan, the Center's field consultant, to the scene. Duncan arrived while the fireman were wetting down the still-burning embers, and anticipating water damage, promptly advised the removal of safes from the cellar of the building as soon as they had cooled enough to get cable around them. This was accomplished and the records inside were subjected to procedures which resulted in preserving all or almost all of the information they contained.

However, many other documents in the building were destroyed including duplicate and triplicate copies of important records. John Kendell, writing in the winter issue of the newsletter of the New England Archivists, reflected on the lessons to be learned from the tragedy: "By painful experience town authorities learned that duplication of documents does not afford security if the originals are housed in the same nonfireproof structure: historical manuscripts which had been copied perished with the copies. One hopes that New Braintree's unfortunate experience may at least serve as a cautionary tale to other cities and towns whose records are vulnerable to fire or to any of the other enemies of documentary material."

Town officials have estimated that it will cost some \$20,000 simply to reconstitute the tax base of New Braintree, a town of 700. Andrew Raymond, of the state's Department of Records, consulted immediately with the Town Administrator on problems of reconstituting current records, salvaging whatever could be salvaged, and making the resources of the state available to the town as it begins to plan the public records aspects of a replacement building.

The Inquiring Archivist : HEAT-SENSITIVE COPY PAPER

An *SAA Newsletter* staff member visited the new National Archives laboratory where research is being done on paper and polymer permanence. This visit was made to seek answers to questions raised by archivists who administer collections created in the 1950's and 1960's which include reproductions made on heat-sensitive copy paper.

The first widely used office copiers utilized heat-sensitive papers. Although the papers are of various compositions, all of them provide archivists with serious problems as they tend to deteriorate very rapidly. A 1960 report prepared by the National Bureau of Standards indicated that the "life expectancies of the heat-sensitive copy papers that were tested in this program appear to be somewhat less than the sample of newsprint that was tested."

Can archivists do anything to prolong the life of heat-sensitive copy paper? According to Robert H. MacClaren, the National Archives' chief chemist, there is no known way of prolonging the life of these papers. To preserve material copied on the paper, MacClaren suggests using archival bond paper in a copy machine using a dry ink process. James Gear, director of Preservation Services at the National Archives and a Fellow of the SAA, noted that sometimes heat-sensitive paper has become so discolored that it is not possible to make a satisfactory copy of it. In these cases archivists should consider having materials retyped if their value justifies this costly preservation measure--one which has been employed by presidential libraries.

Will these copies damage other papers in the same files? There is some evidence that sensitizers in the heat-sensitive copy papers may contribute to the atmosphere in a file. The impact of this atmosphere is not known at this time.

Are heat sensitive copy papers still used? Yes, both in machines manufactured earlier *and* in machines being marketed currently.

Is there a copying process which makes archival quality reproductions? Yes, an electrostatic process using dry ink toners and archival bond paper.

The *Mid-Atlantic Regional Archives Conference* will meet at the Marlborough-Blenheim Hotel in Atlantic City May 13-15. The meeting will feature basic sessions, panels on the Public Documents Commission and the certification of archivists, and tours. Contact Paul A. Stelthorn, Research Director, New Jersey Historical Commission, 113 W. State St., Trenton NJ 08625.

The Spring meeting of the *Lake Ontario Archival Conference* will be held in Syracuse May 20-21 and will feature the theme "After the Bicentennial--What?". Contact Amie Doherty, Syracuse Univ. Archives, E.S.Bird Lib., Syracuse, NY 13210.

The *Society of California Archivists*, at their meeting at Stanford Univ. April 15-16, will present major sessions on handling classified documents in non-governmental archives. Contact Jo Ann Williamson, Chief, Archives Branch, Federal Archives and Records Center, 1000 Commadore, San Bruno, CA 94066.

The annual meeting of the *New England Archivists* will convene at Clark Univ., Worcester, April 30. Contact William L. Joyce, Manuscripts Curator, Amer. Antiquarian Soc., 185 Salisbury St., Worcester, MA 01609.

The *Society of Georgia Archivists* will hold a spring seminar May 21 at the Richard B. Russell Library on the campus of the Univ. of Georgia at Athens. The focus of the meeting will be the disposition of records of public officials in Georgia. Contact Society of Georgia Archivists, Box 261, Georgia State Univ., Atlanta, GA 30303.

Security will be the theme of the spring meeting of the *Michigan Archival Association*. The meeting will be held May 19 at Western Michigan Univ., Kalamazoo. Contact Patricia Bartkowski, Univ. Archives, Walter P. Reuther Lib., Wayne State Univ., Detroit, MI 48202.

The *South Atlantic Archives and Records Conference* will meet April 28-29 in Tallahassee. Sessions will deal with NHPRC, paperwork commissions, reference, local records and microfilm. Contact Robert Williams, Director, Division of Archives, History and Records Management, The Capitol, Tallahassee, FL 32304.

The annual meeting of the *Society of Ohio Archivists* will be held May 13-14 at Burr Oaks State Park Lodge near Athens. Major sessions will deal with legal questions and grantsman-



ship. Contact Alice Vestal, Special Collections Dept., 610 Main Lib., Univ. of Cincinnati, Cincinnati, OH 45221.

The *Kentucky Council of Archives* will meet in Bowling Green March 28. The morning session will focus on drafting a constitution, the afternoon will feature panel discussions and tours of local institutions. Contact Elaine M. Harrison, Manuscripts Division, Library, Western Kentucky Univ., Bowling Green, OH 42101.

The *Pacific Northwest Archivists Conference* will be held on the campus of Central Washington State College April 21-23. Contact Kent Richards, Dept. of History, Central Washington State College, Ellensburg, WA 98926.

The Ontario Museum Association, the *Toronto Area Archivists Group*, and the Univ. of Toronto Faculty of Library Science Alumni Assoc. will jointly present "Creative Approaches to Display," a one day workshop which will explore the display of books, documents, maps and small artifacts March 12. Contact Ontario Museum Assoc., 14A Hazelton Ave., Suite 303, Toronto M5R 2E2, Canada.

The *Tennessee State Library and Archives* and four national religious archival agencies will present three one-day religious archives workshops addressing topics of selecting, organizing, preserving, and using historical records and documents. Workshops are scheduled as follows: Jackson--May 11; Nashville--May 13; Knoxville--May 20. Contact Lynn E. May, Jr., Historical Commission, SBC, 127 9th Ave. N., Nashville, TN 37234.

The *Midwest Archives Conference* will meet April 28-30 at the Hotel Bismarck, Chicago. Scheduled events include a tour of the Chicago Historical Society. Contact Jack Jallings, State Historical Society of Wisconsin, 816 State Street, Madison, WI 53706.

The *Conference of Intermountain Archivists* will convene at Southern Utah State College, Cedar City May 20-21. Sessions on folklore archives, oral history, conservation, accreditation, grantsmanship are scheduled. Contact Jay Haymond, CIA, 603 East South Temple, Salt Lake City, UT 84102.

The *Long Island Archives Conference* will hold its spring meeting April 16 at C.W.Post College, Greenvale. Contact Evert Volkersz, Special Collections, SUNY Lib., Stony Brook, NY 11794.

SPRING MEETINGS (continued)

El Paso will host the fifth annual meeting of the *Society of Southwest Archivists* May 11-13. Sessions on the preservation of the Spanish-Mexican and Chicano-Mexican heritage, on the preservation and restoration of water-damaged records, and on local history will be featured. Contact Bud Newman, Special Collections, Univ. Lib., Univ. of Texas at El Paso, El Paso, TX 79999.

The spring meeting of the *Society of Indiana Archivists* is tentatively scheduled for late April or early May at Ball State Univ., Muncie. Contact Thomas Krasean, Vincennes Univ., Lewis Historical Lib., Vincennes, IN 47591.

"Public Papers of Public Officials" is the topic of a one-day workshop by the *Tennessee State Library and Archives*. Scheduled for April 1, the workshop will address topics including inventory, arrangement, preservation, and access. Contact Cleo Hughes, State Library and Archives 403 7th Ave. N., Nashville, TN 37219.

INFORMATION ON NEW COPYRIGHT LAW

The new copyright law, even though most of its provisions do not go into effect until January 1978, has raised numerous questions from archivists, manuscript curators and others concerned about the impact of the act.

The main points of the legislation were discussed in the January issue of the *SAA Newsletter* but additional information is now available from the Copyright Office. Circular R99 discusses the highlights of the new law and Circular R15a discusses the duration of copyright. Additional information will be forthcoming as regulations for the new law are devised.

The legislation does not include provisions for computer programs, government documents or oral history interviews. Lewis Flacks, Assistant to the Register of Copyrights, noted that Congress simply left out of the bill matters on which agreement could not be reached.

For more information & circulars contact Copyright Office, Library of Congress, Washington, D.C. 20559.

ACQUISITION AND USE OF LARGE POLITICAL COLLECTIONS: APRIL CONFERENCE SCHEDULED

Massive modern political collections pose new problems for archives and manuscript repositories. This area of concern will be addressed by a Minnesota Historical Society Public Affairs Conference on April 23, 1977 entitled "The Acquisition and Use of Large Political Collections." The meeting is scheduled for the Thunderbird Motel, Bloomington, Minnesota, 9:00AM-5:00PM. Conference speakers will include James K. Benson, a Ph.D. candidate in history from the University of Minnesota who has conducted an evaluation project using sampling techniques on constituent correspondence files of Minnesota congressmen; Daniel J. Reed, Office of Presidential Libraries, National Archives and Records Service; Robert M. Warner, Bentley Historical Library, University of Michigan; F. Gerald Ham, State Historical Society of Wisconsin; William J. McCully, Dirksen Congressional Research Library; Richard A. Baker, U.S. Senate Historical Office; and Ann Morgan Campbell, Society of American Archivists.

Session topics include *Using Large Collections*, *Public Opinion Polls and Political Research*, *Historians and Archivists: Their Common Ground*, and *Oral History and Political History*. Discussion groups will consider *Archival Management of Large Collections*, *Research Techniques*, *Clearinghouse for Political Research*, and *The Future*.

For more information contact the conference chairperson Sue Holbert, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, Minnesota 55101. The conference is open to the public.

PUBLICATIONS

The Business History Letter, issued by H.M. Baker Associates, is a vehicle for the exchange of ideas in the field. H.M. Baker is a firm which specializes in consultation in business archives and records management and in projects in business history. Subscription rate is \$25.00 yearly. A complimentary sample copy is available on request from H.M. Baker Associates, 55 Fremont Ave., Park Ridge, New Jersey 07656.

Annotation, the newsletter of the National Historical Publications and Records Commission, is available on a regular basis to those who request it. Write to Editor, *Annotation*, NHPRC, National Archives Building, Washington, D.C. 20408.

NEH GRANTS \$79,633 FOR ARCHITECTURAL RECORDS

The National Endowment for the Humanities has awarded \$77,633 to the Committee for the Preservation of Architectural Records to continue service as a national clearinghouse for information on the preservation of records of architecture and the building arts. The Committee was organized in 1973 by a group of architectural historians, librarians, preservationists, architects, archivists, and museum curators. The Committee will use the NEH grant to locate, record, and index the contents of collections of architectural records, including both written and graphic material; to work toward the formation of a nationwide information center and a uniform system of recording these records; to encourage the preservation of records threatened with loss or destruction; to disseminate pertinent information to all interested parties through a quarterly newsletter; and to start a national catalogue of American architectural records. For more information write: Committee for the Preservation of Architectural Records, 15 Grammercy Park South, New York, New York 10003.

CLASSROOM USE OF ARCHIVES FOSTERED BY NEH GRANT

The Kennedy Library has been awarded a \$2,500 grant from the Education Division of the National Endowment for the Humanities to support a workshop this summer on the classroom use of documentary material for community college teachers.

ORAL HISTORY PROJECT ON WOMEN IN MEDICINE

The Medical College of Pennsylvania has received a grant from Roche Laboratories to conduct a two-year oral history project on women in medicine, to be carried out by the Florence A. Moore Library of Medicine.

The aim of the project is to do in-depth interviews with approximately 50 women physicians, covering both their professional and personal lives. Interviewees will range from women who played a pioneering role in medical developments early in the century to women just beginning their medical careers.

NHPRC FUNDING IN FY78

The FY78 budget now being considered by Congress proposes a funding level of \$3 million for the National Historical Publications & Records Commission. The authorized appropriation level for the Commission is \$4 million. If Congress added an additional \$1 million to the present General Services Administration budget (which includes NHPRC), it would almost certainly be allocated to the Commission's new records grant program. Now is the time to communicate with Members of Congress on this, suggesting that the additional funding be added to the budget, not diverted from funding already earmarked for the National Archives.

NEH BEGINS CHALLENGE GRANT PROGRAM

President Ford, in one of his last official acts before leaving the White House, announced a Challenge Grant Program for the National Endowment for the Humanities. The program potentially can net \$120 million in basic operational support during 1977-78 for the nation's hard-pressed cultural institutions.

The purpose of the program, as stated in the Arts, Humanities and Cultural Affairs Act of 1976, is to encourage a broader base of private support for such institutions. When matched three to one by private citizens, foundations, corporations, states, municipalities and civic groups, the \$12 million allocated for fiscal 1977 will provide \$48 million. The \$18 million budgeted for fiscal 1978 will provide an additional \$72 million.

It is important to note that Challenge Grant monies are designed to provide institutions with basic operating support: defraying deficits, renovation of facilities, acquisition of equipment and materials, maintenance and conservation of collections and design, and development of fund-raising efforts among other expenses.

Interested institutions and organizations must apply to the Endowment for acceptance into the program and follow certain fund-raising guidelines. A brochure describing the program is presently being prepared. Those interested may write: Challenge Grant Program, National Endowment for the Humanities, Mail Stop 351, Washington, DC 20506.

NHPRC GRANTS ANNOUNCED

The following grants were approved by the National Historical Publications and Records Commission in its February 25 meeting:

\$98,572 to the Washington State Historical Records Advisory Board for a cooperative state-wide historical records survey and a series of regional archival workshops in the State.

\$59,500 to the New York City Municipal Archives and Records Center for appraisal and appropriate preservation and description of 20,000 cubic feet of the financial records of New York City, 1800-1898.

\$2,110 to the University of Virginia for preservation microfilming of the University's original Thomas Jefferson papers.*

\$14,497 to the Atlanta Historical Society for a preservation and retrieval project for the Society's photographs relating to Atlanta history.

\$17,500 to the Minnesota Historical Society for a project in collaboration with the Social Welfare History Archives, University of Minnesota, for training workshops for small collecting agencies in the state.

\$22,768 to the Houston Public Library for staff assistants to process collections in the Houston Metropolitan Research Center.

\$36,650 to the State Historical Society Division of the Iowa State Historical Department for a pilot project to inventory County records in Iowa.

\$23,431 to the Bridgeport, Connecticut, Public Library for survey and accessioning of business and labor records in Bridgeport.*

\$6,000 to the Mattatuck Historical Society in Waterbury, Connecticut for the preservation and processing of business records, especially records relating to the manufacture of brass, in the Society's collections.*

\$11,621 to the South Carolina Historical Society for preservation activities related to the Society's manuscript collections.*

\$26,086 to the New York State Library for a survey, copying of, and a guide to Dutch language records relating to New Netherland.

\$35,978 to Berea College for preservation and use of the Southern Appalachian Archives.

\$5,981 to the Idaho State Historical Society for a series of regional workshops and for consultation in basic techniques in document preservation.

\$5,640 to the Massachusetts Institute of Technology for restoration of architectural theses and drawings in the M.I.T. Historical Collections.*

\$27,990 to the Immigration History Research Center at the University of Minnesota for survey and accessioning of and a guide to the records of the International Institutes.

\$37,787 to the Social Law Library, Boston, Massachusetts, for preservation of the Suffolk Inferior Court Records.*

\$17,650 to the New England Document Conservation Center for support of the Center's conservation training program and for regional conservation seminars in the New England States.

\$15,550 to Wright State University for restoration and processing of the records of the O.S. Kelly Company, a major manufacturer of steam engines and threshing machines from 1870-1908.

\$2,300 to the Proctor, Vermont, Free Library for finding aids to the papers of Fletcher D. Proctor, Redfield Proctor Jr., and Mortimer Proctor Sr.

\$19,416 to the Northwest Ohio-Great Lakes Research Center, Bowling Green University, for a nineteen county microfilming consortium to preserve historical records.*

\$8,020 to the National Association of State Archivists and Records Administrators for a technical conference on automated, state based programs to produce guides to historical records.

\$47,250 to the New Hampshire Division of Records Management and Archives for a 2 year project for preservation and arrangement and description of early New Hampshire government records.

*Involve matching funds in whole or in part.



PEOPLE PAPERS

Chicago, Illinois In an interview published in the February issue of *Change* magazine, historian John Hope Franklin reminisced about the special problems of being a black scholar using archives in the South in the days of segregation. "It was impossible for Franklin to sit in the same reading room with white scholars, so the archives people emptied a room of its museum display cases and equipped it with a desk and typewriter. Because it was considered unseemly for a black man to have his orders filled by white pages, Franklin was given his own key to the locked storage shelves. 'That was a fantastic break for me,' mused Franklin. 'The other researchers had to fret and fume and wait for a half an hour every time they filled out a request for a certain manuscript. And all the time they could see me loading up a cart with everything I wanted and wheeling it into the privacy of my own workroom. That didn't last very long. The archives director called me in after a week to say that the white scholars had all complained about my having a key and could he please have it back'."

Washington, D.C. Judge John Sirica is considering a plan that would allow the National Archives to sell copies of the tapes that caused the downfall of Richard Nixon. The tapes in question are those played at trials of Nixon associates. The cassettes would sell for about \$5.00 each and would include a transcript. The plan was formulated at the request of the U.S. Court of Appeals which ruled that the Nixon tapes were in the public domain. Release will be delayed pending an appeal of the decision to the Supreme Court by Nixon's attorneys.

Charlottesville, Virginia In an unusual move, Senator Hugh Scott, the former Republican Senator from Pennsylvania, announced the donation of his papers to the University of Virginia. Scott, a native of Fredericksburg, Virginia and a graduate of the University of Virginia Law School, is a member of the University's Board of Visitors. The former minority leader is one of only three senators from the 94th Congress who have donated their papers to repositories outside their home states. Senator Abraham Ribicoff of Connecticut has given his papers to the John F. Kennedy Library and Senator John Glenn of Ohio has given his papers to the Library of Congress.

Des Moines, Iowa Toby Fishbein, Archivist at Iowa State University, appeared before budget hearings scheduled by Governor Robert D. Ray in December. Fishbein described the deterioration of the state's archival program from its former highly-acclaimed operation. She expressed the concern of the newly formed Iowa Historical Materials Preservation Society that adequate professional staff and new facilities be provided for the state's archives.

According to Fishbein: "While I never pictured myself as a 'politician,' I am now a registered, card-carrying lobbyist and feel the same way Don Quixote must have felt fighting all those windmills!" While the Governor's budget did not include an appropriation for a State Archivist, officials both in the executive and legislative branches of Iowa's government are becoming familiar with the problems of the states' records through the efforts of IHMPs and Fishbein.

New York, New York A collection of 126 Sean O'Casey letters has become the center of an access controversy. The letters were purchased for New York University about ten years ago by Professor David Greene. Since that time no scholar has been allowed to see the letters; even the editor of the *Letters of Sean O'Casey* was refused permission to see them. A recent barrage of protest from the scholarly community has led New York University to change its policy and allow some limited access to the letters.

Annapolis, Maryland As the rest of the country is recovering from last year's bicentennial festivities, the State of Maryland is quietly celebrating its own bicentennial. 1977 is the two hundredth anniversary of the first meeting of the Maryland General Assembly. In a keynote address before both houses of the state legislature, State Archivist Edward C. Papenfuse reviewed the events of the first session. Then as now, Papenfuse noted, the legislature was plagued by two wintertime nemeses--snow and taxes.

Washington, D.C. President Jimmy Carter has established a charitable foundation to fund his future presidential library. It will receive the royalties from Carter's autobiography *Why Not the Best?* and a forthcoming book of his major speeches.

PEOPLE PAPERS

Washington, D.C. In a television interview with Barbara Walters shortly before he left office, Gerald Ford said he pardoned Richard Nixon because of the burden the controversy over the former president's papers and tapes was placing on his office. "I was spending at least 25% of my time listening to legal arguments about what we should do with the Nixon papers at a time when I should have been 100% of my time on the war in Vietnam and the problems of the economy. That's the only reason that I really made the decision."

Poughkeepsie, N.Y. A valuable collection of Mark Twain papers have been given to Vassar, an institution described by the author as "ghastly" during a visit in 1885. The papers, donated by a Twain descendant, had not been available previously to the editor of the Mark Twain papers. They include an 1863 letter in which he signs himself--apparently for the first time--"Mark Twain." Also included among the hundreds of items is Twain's earliest surviving notebook which begins with "Lesson 1 sur la langue Francaise." Twain might have been displeased about this careful preservation of his materials. He wrote his brother Orion, "I don't want any absurd 'literary remains' and 'unpublished letters of Mark Twain' published after I am planted."

New York, New York In a 1975 McGraw Hill publication entitled *Dictionary of Problem Words and Expressions* the word "archivist" is listed as a euphemism for "museum or library clerk." The volume defines euphemism as a "softened, bland, inoffensive word or phrase used for one that may suggest something unpleasant, offensive course or blunt...Euphemisms are nearly always wordy and usually somewhat vague."

Washington, D.C. The National Archives and Records Service of the United States and the Main Archival Administration of the Soviet Union have agreed to collaborate on a documentary publication on early relations between the United States and Russia. The volume will be titled *Development of Russian-American Relations, 1765 - 1815* and will be issued in both Russian and English. Publication in early 1979 is anticipated.

St. Paul, Minnesota Senator Hubert H. Humphrey has proposed that the Minnesota Historical Society establish a very special library in St. Paul. It would preserve the papers of all Vice Presidents from Minnesota, meaning Humphrey and Vice President Mondale. Humphrey's papers have already been donated to the Minnesota Historical Society.

FIVE YEAR STUDY OF USERS OF THE NATIONAL ARCHIVES: GENEALOGY DEMANDS GROW

A recently completed study which analyzed users of the records of the National Archives over the past five years indicates that genealogy has been steadily increasing in popularity and is involving a wider spectrum of the population than it did years ago. During the study period the number of genealogists who were issued research cards by the Central Reference division increased 95%, while the total number of research cards issued was up 83%. In FY1976, 57% of all research cards were issued to genealogists. In 1972 virtually all genealogists were white, multi-generation Americans. However, in recent years NARS has noted a marked increase in the number of Native Americans, blacks, and recent generation Americans engaged in genealogical research.

During the period FY1972 through FY1976 the number of researchers using the regional branches of the National Archives increased nearly ten fold, from 834 researchers in FY1972 to 7,704 in FY1976. Similarly, microfilm loans through the branches' interinstitutional loan program increased twenty-fold, and the number of rolls of microfilm used at the branches increased fifty-fold. Genealogy in general, and the release of the 1900 census in particular, account for most of the increased activity at the regional branches. In FY1976, 79.7% of branch researchers identified themselves as genealogists.

Research activity in the past five years indicates a growing interest in social history and post-World War II political and strategic policies. Research studies involving blacks, women, and minorities are continuing, but they are not increasing at the rate seen in the early 1970's. Bicentennial research peaked last year and has declined rapidly. Legal research related to Indian claims, Philippine civil service claims, and Japanese-American Social Security claims, which have been a very active research field, also seems to be declining.

PROFESSIONAL OPPORTUNITIES

ARCHIVIST, NEW YORK ACADEMY OF SCIENCES, to be responsible for cataloging, calendaring and arranging the archives of the Academy, producing a written description and procedural manual. Archivist will serve under the direction of the NYAS Archives Committee and the Executive Assistant, and will maintain necessary statistics and report monthly to the Committee on progress of the project. Requirements: Courses in science reference and accredited M.L.S. or training in archival administration and previous exper; knowledge of the history of science helpful. Salary \$10,000 plus fringe benefits. One year appt.; possible reappointment if grant funds are received. Avail. immediately. Submit resume and references to Svetlana Stone, New York Academy of Sciences, 2 East 63rd St., New York, NY 10021.

SPECIAL COLLECTIONS/ARCHIVES LIBRARIAN, Univ. of Denver. Position open September 1 as Assistant Curator. Responsibilities include physical and bibliographical organization of collections; processing of mss., records, documents and univ. generated materials; preparation of guides, indexes, inventories and exhibits. Requirements: Masters degree from accredited library school, relevant 2nd Masters or equivalent, courses in archival organization and management, some experience, familiarity with rare/semi-rare book collections, Western history and archival collections. 12 mo. appt.; 22 days leave and other benefits. Salary \$11,000 minimum. Send resume to George A. Snyder, Curator, Special Collections, Penrose Lib., Univ. of Denver, Denver, CO 80208.

LIBRARIAN/MANUSCRIPTS CURATOR to catalog and maintain collections of books, pamphlets, mss., and historical materials, and to supervise reading room. M.A. in history or literature and M.L.S. required, interest in materials and earnest desire to engage in research for publication expected. Salary \$13,300 adjustable in accordance with exper. Full faculty privileges, rank according to academic credentials. Apply to John Cumming, Director, Clarke Historical Lib., Central Michigan Univ., Mount Pleasant, MI 48859.

ARCHIVIST, Nantucket Historical Association for 2 year grant project. Responsible for processing ms. collection of Nantucket Historical Association (whaling collection, log books), cataloging, developing finding aids, implementing preservation methods. Training and/or experience in archival admin. required; advanced degree in history or library science helpful. Available immediately. Send letter of application and resume to Leroy H. True, Nantucket Historical Association, Box 1016, Nantucket MA 02554.

ARCHIVIST/LIBRARIAN, College of Charleston, to develop and implement policy and procedures for college records and other archival materials which require evaluation, repair/restoration, and organization. Archivist will provide academic reference service, teach course in the use of the library, serve as consultant/advisor for institutional records mgmt. program. Accredited M.L.S. and archival experience required. Competitive salary; faculty appt. with fringe benefits. Applicant responsible for having all documents, letters of reference forwarded. Apply by April 1 to Ellis Hodgkin, Director, Robert Scott Small Lib., College of Charleston, Charleston, SC 29401.

HEAD, DEPT. OF SPECIAL COLLECTIONS & UNIV. ARCHIVES, Marquette Univ., to maintain and build collections of archival material (especially in area of 19th and 20th century Catholic social action); maintain univ. archives and small special and rare book collections; deal with donors of various social, religious, political persuasions. Requirements: Masters degree in library science and/or advanced degree in other field, two years archival/supervisory exper. Academic training in archival mgmt. desired. Minimum salary \$14,000 depending on qualifications. Apply in writing by April 15 to Robert Haertle, Chairman, Appts. and Promotions Committee, Marquette Univ., Memorial Lib., 1415 W. Wisconsin Ave., Milwaukee, WI 53233.

ARCHIVIST, Hunt Institute for Botanical Documentation. Duties include administration of department (botanical archives, biography, photograph collections); organization of botanical archives and preparation of guides; acquisition of new collections; reference service. Archival exper. and interest in the history of botany/natural sciences preferred. Salary to \$12,000, commensurate with exper. Avail. July 1. Submit resume to Gilbert Daniels, Dir., Hunt Inst., Carnegie-Mellon Univ., Pittsburgh, PA 15213.

PROCESSING ARCHIVIST, Yale Univ. Lib., to develop and implement comprehensive plan for arrangement and description of ms. collections, prepare finding aids, prepare mss. and archival collections for publication. Other duties include briefing public service staff on completed collections, providing reference assistance. M.A., preferably in Amer. history required, additional training in history, processing exper. highly desirable. Minimum salary \$10,900; five wks. vacation plus benefits. Send resume to Assistant Librarian for Personnel, Yale Univ. Lib., Box 1603A Yale Station, New Haven, CT 06520.

PROFESSIONAL OPPORTUNITIES

TWO VACANCIES--ASSISTANT ARCHIVISTS, George C. Marshall Research Foundation. One position will work primarily with the papers of George C. Marshall, organizing series in the collection, indexing and assisting in writing of a register to the papers. The other position will process individual collections of personal papers, prepare registers and assist in writing a comprehensive guide to the collections. Requirements: Masters degree in Amer. history (preferable 20th century) or Masters degree in library science with undergraduate degree in Amer. history; education, training or exper. in archives/mss. 1 yr. appts., renewable for maximum of 3 yrs., funded by NEH. Avail. immediately. Send letter of application and resume to Archivist, George C. Marshall Research Fdn., Drawer 920, Lexington, VA 24450.

ARCHIVIST, Southern Labor Archives/Georgia State Univ. to direct collection and processing of materials, foster donor relations, respond to reference requests, supervise staff and plan for future needs of the Dept. Archivist reports to the Univ. Librarian and is responsible for administration of all archival functions. Qualifications: graduate degree in history or related field, Ph.D. preferred; 5 yrs. relevant exper., including 2 yrs. directing an archival program; demonstrated ability in innovative program planning, knowledge of labor history and modern labor organization. Salary and rank dependent on qualifications and exper., minimum \$17,000. Faculty rank, numerous benefits. Apply to Carolyn Robinson, Assoc. Univ. Librarian, Georgia St. Univ., 104 Decatur St., S.E., Atlanta. GA 30303.

ASSISTANT CURATOR, Kansas Collection, Univ. of Kansas Libraries to prepare guides, inventories, and exhibitions, and assist in administering the collections. Responsible for cataloging and processing activities. Requirements: accredited M.L.S. and either masters degree in Amer. history/Amer. studies or two yrs. exper. working with mss., archives, oral history, rare books. Collection's materials relate to Kansas and the Trans-Mississippi West. 12 mo. tenurable position avail. July 1. Minimum salary \$10,500. Apply by April 15 to Mary Green, Assistant Dean, Watson Lib., Univ of Kansas, Lawrence, KS 66045.

CURATOR OF MANUSCRIPTS, Brown Univ. Lib. Requirements: accredited M.L.S., M.A. in history (Amer. history preferred). Minimum salary \$10,000 for 12 mo., 1 mo. vacation. Apply by March 31. Send complete resume and 3 letters of recommendation to Charles D. Churchwell, Univ. Librarian, Brown Univ. Lib., Providence, RI 02912.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action Regulations

WESTERN HISTORY LIBRARIAN, Univ. of Oklahoma. Duties include reference and other public services in the library division of the Western History Collections; assisting the Curator in book selection; supervision of student assistants. Accredited masters degree in library science, bachelors degree with a specialization in the history of the American Southwest or closely related area required; library exper. desirable. Minimum salary \$9,500 for 12 mos. Faculty rank, 21 days annual leave and addl. benefits. Submit letter of application, resume, and references by April 15 to John Ezell, Curator, Western History Collections, Univ. of Oklahoma Libraries, 401 W. Brooks, Norman, OK 73019.

ARCHIVIST/ASSISTANT CURATOR, West Virginia Collection. Primary responsibilities include reference services, collection, donor relations, processing, and special projects. Masters degree in Amer. history, knowledge of WV history required; Ph.D. in history, bkgd. and exper. with archival materials preferred. Salary \$10,400-11,250 depending on qualifications. Send application to Curator, WV Collections, WV Univ. Lib., Morgantown, WV 26506.

CANDIDATES

MANUSCRIPTS CURATOR seeks responsible position as archivist/special collections librarian. M.A. librarianship, M.A. Amer. history, certificate in archives admn., 1 yr. professional exper., 1 yr. exper. as intern. Currently responsible for functions of small repository, duties include compiling indexed guide to collection. Publications. A-317.

Ph.D. in AMERICAN HISTORY seeks position in archives/mss., research, historical editing, records mgmt. Will consider offers from govt., industry, univ., or historical society. Several yrs. archival, editing, records mgmt. exper. at large institution. Avail immed., will relocate. A-349.

M.A. in AMERICAN HISTORY expected June 1. Entry level position in govt., univ., private industry archives sought. Writing, editing exper. Will relocate. A-348.

Ph.D. candidate in AMERICAN HISTORY desires position as archivist/mss. curator. Course in archives admn., certificate from archival institute. Special interest in history of Amer. science. Avail immed., will relocate. A-344.

All resumes are available from the office of the Executive Director.

SAA Newsletter

Ann Morgan Campbell, Executive Director (312) 996-3370
Society of American Archivists, The Library, Post Office Box 8198
University of Illinois at Chicago Circle, Chicago, Illinois 60680

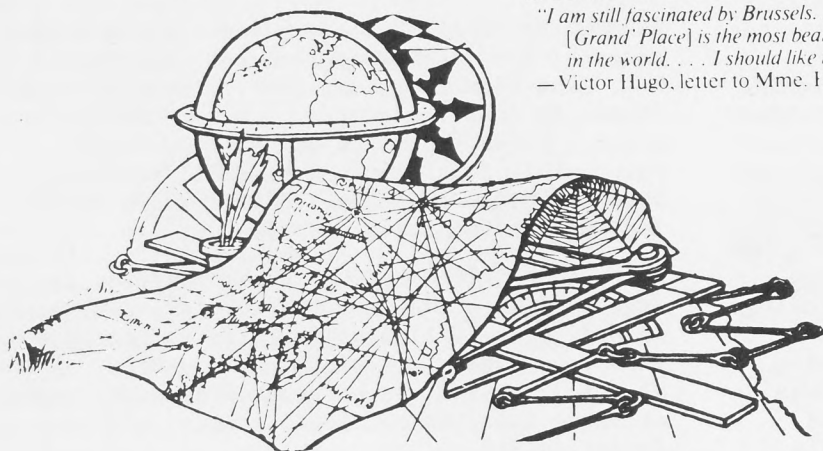
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TIME VALUE MAIL

SAA Archives Study Tour



AMSTERDAM

"I walked about almost all over the town yesterday, incognito, in my slippers, without receiving one spot of dirt; and you may see the Dutch maids washing the pavements of the streets with more application than ours do our bed chambers."—Lady Mary Montagu, 1716

BRUSSELS

"I am still fascinated by Brussels. . . . [Grand Place] is the most beautiful square in the world. . . . I should like to draw it."
—Victor Hugo, letter to Mme. Hugo, 1837

LONDON

"I have seen the greatest wonder which the world can show to the astonished spirit. . . . I mean London."—Heinrich Heine, 1828

DUBLIN

*"O Ireland, isn't it grand you look—
Like a bride in her rich adornin'?
And with all the pent-up love of my heart
I bid you top o' the mornin'!"*
—John Locke (1847-1889)

EDINBURGH

*"Crown in my purse I have and goods at home.
And so am come abroad to see the world."*
—Shakespeare, *The Taming of the Shrew*, 1594

OSLO

"The whole object of travel is not to set foot on a foreign land; it is at last to set foot on one's own country as a foreign land."
—G.K. Chesterton (1874-1936)

The International Archival Affairs Committee of the Society of American Archivists has announced its Fifth Archives Study Tour: Archives in Northwest Europe for August 1-22, 1977. The program will feature visits to public and private archival agencies, manuscript repositories, and libraries in Dublin, Edinburgh, Oslo, Amsterdam, Brussels, and London. In each city there will also be historical orientation tours and opportunities for individual visits to museums and related cultural institutions. The study tour is available to members of the Society of American Archivists, their families, and other persons interested in archives, manuscripts, libraries, and records management activities. All SAA individual and institutional members will receive a special mailing containing details of the study tour in the near future. Anyone else desiring information may write to: Archives Study Tour, Society of American Archivists, P.O. Box 8198, Chicago, IL 60680.