

SAA Newsletter

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

May 1977

PUBLIC OWNERSHIP OF PAPERS OF PUBLIC OFFICIALS & NATIONAL ARCHIVES INDEPENDENCE RECOMMENDED

The Report of the National Study Commission on the Records and Documents of Federal Officials, delivered in April to the President and the Congress, recommends that all documentary materials made or received by federal officials in the discharge of their official duties should be recognized as the property of the United States.

The Commission's report suggested that the tradition of private ownership of public papers had been established because of "the failure of the government to provide an alternative. It is time to remedy the situation."

Noting that if the recommendations of the Commission concerning the papers of public officials are adopted that the responsibility of the National Archives and of the Archivist of the United States would be greatly increased, the panel recommended that NARS should be independent of the General Services Administration and insulated from partisan political influences.

The panel defined three major reasons for the systematic preservation of governmental records and documents: 1) To aid the continuing operations of the government; 2) To enable the people to judge the conduct of the government on the basis of maximum information, made publicly available as soon as feasible, consistent with such competing public interests as the preservation of national security, the safeguarding of Constitutional rights and privileges; 3) To assure the people the fullest possible reconstruction of their national history.

In recommending an end to the tradition that materials made or received in the conduct of public business belong to federal officials, the Commission recognized the need to give

the President, members of Congress and federal judges an interval of control over their materials in order to guarantee that they receive full and frank advice and to encourage them to create and preserve an adequate record of their activities and deliberations. Therefore, the group recommended that officials be given the prerogative to control access to the materials for up to 15 years after the end of their federal service.

The seventeen member Commission included public members appointed by President Ford, representatives of Executive Branch agencies, the federal judiciary, the Congress, the Library of Congress, the National Archives, the American Historical Association, the Organization of American Historians and the Society of American Archivists. Ann Morgan Campbell, SAA Executive Director, represented the Society on the panel.

The report of the majority of the Commission was drafted by a subcommittee on which Campbell played a major role.

A minority report was filed by the Commission Chairman, Herbert Brownell, a New York lawyer who was attorney general in the Eisenhower administration. Brownell argued not only for public ownership of the materials in question, but for the immediate application of the Freedom of Information Act to them. A vast majority of the panel, however, was convinced that an extension of FOIA to the new categories of public papers would inject an element of uncertainty into all confidential communications and result in significant changes in the administrative operations of the White House, the Congress and the Federal Courts.

(Continued on page 3)

SUPREME COURT HEARS NIXON MATERIALS CASE

Richard Nixon's challenge to the Presidential Recordings and Materials Preservation Act was heard by the Supreme Court on April 20. The former president is contesting the provisions of Title I of the Act which gave the federal government custody and control of his presidential records and tape recordings. Title II of the Act created the National Study Commission on the Records and Documents of Federal Officials (see p. 1).

Four major issues emerged in the oral arguments: whether the legislation was an intrusion on executive branch confidentiality, whether the statute provided for an unacceptable invasion of Nixon's personal privacy rights, whether the act was a bill of attainder, and whether the legislation was an attack on separation of powers.

The government's case was presented by Solicitor General Wade H. McCree, making his first appearance before the Court in his new role as the government's chief litigator.

The issue of archival processing of the materials has become crucial in the case. Questions of whether the materials were Nixon's property and the issue of eventual release of the materials to the public are not prominent in the current case. Major attention is being focused on whether archival processing in itself is an unacceptable invasion of privacy.

Nixon's chief counsel, Herbert J. Miller, Jr., argued that one branch of the government could not invade the deliberative processes of another, and suggested that the Congress had done so by passing the statute in question. In a brief filed earlier in the case, Miller had written, "We suggest, with some deference, that if Congress believes the historian's interest so clearly outweighs the benefits of confidentiality in decision-making, it should begin to implement that decision in its own realm by enacting such legislation with respect to congressional records, and not take the first experimental step with the papers of the head of the executive branch."

McCree countered the separation of powers and executive branch confidentiality arguments by observing that the National Archives, the current custodian of the materials, is part of the executive branch.

However, Miller's suggestion that Congress could next legislate the same treatment for papers of the justices caught the attention of the Chief Justice and was the subject of several exchanges between the bench and attorneys.

The Nixon argument that sorting of the papers and analysis of the tapes by archivists is an unacceptable invasion of his personal privacy was questioned by Justice Byron R. White who asked if archivists weren't the appropriate neutral third parties to undertake the task of separating the materials into public and private categories. Apparently the former president does not agree with the Justice, who represented the Kennedy family on a committee which assisted the Kennedy Library staff with screening decisions. In a brief filed in January Nixon argued: "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."

The three-judge lower court which first heard the case now before the Supreme Court had noted in its opinion that the record of archivists "for discretion in handling of confidential materials is unblemished."

A decision in the case is expected in June. However, litigation over the Nixon materials is expected to continue over an extended period of time as other issues raised by the 1974 Act are adjudicated.

SAA COUNCIL STATEMENT ON ENERGY CONSERVATION

Because archival repositories can be subject to energy conservation regulations which may be established without adequate consideration of the requirements for archival storage, the Council of the Society of American Archivists passed the following resolution in its April 8 meeting:

Resolved, that although the Society of American Archivists supports and encourages measures to conserve energy, it urges that recognized standards for storage of archival materials, including temperature and humidity control, not be compromised.

RECYCLING GERMAN SECRETS

The German's World War II program to develop oil from coal, documented thoroughly in captured records held by the National Archives, has recently attracted the attention of scholars and industry.

The entire history of the program--factory diagrams, patent descriptions, detailed reports on which catalysts and additives work best, even the monthly reports of Hitler's 25 oil-from-coal factories--was of little interest immediately after the war when crude oil was available in ample supply at \$2 a barrel. But, according to Robert Wolfe, Chief of NARS Modern Military Branch, the historical materials have been the focus of increased attention as the energy crisis has become more severe in the United States.

Texas A & M professors, supported by interested industry sponsors, are undertaking to feed the information into a computer at the federally run Oak Ridge Energy Center, where it will be available to anyone who wants it. Already some interesting findings have turned up. For example, German scientists discovered a method of capturing the sulfuric acid released by coal when it is turned into oil; that could point to an important pollution-control technique.

In a succinct rationale for the preservation of archives, Texas A & M historian Arnold Krammer observed, "Why re-invent the wheel?"

COMMISSION REPORT (CONTINUED)

The Commission recommended that the materials of the presidents and vice-presidents be administered by the National Archives. It was suggested, however, that members of Congress and federal judges be allowed to designate depositories for their papers. In order to insure that these papers are administered in an adequate fashion, the panel recommended that Congress consider establishing minimal standards or guidelines for depositories eligible to receive materials and consider also establishing a program of small one-time federal grants to non-federal depositories receiving public papers.

All the reports and studies prepared for the Commission, some of which were excerpted in the March *SAA Newsletter*, will be made available on microfiche. An announcement of details will appear in the next issue.

The Commission's report is expected to be considered by Congress later this year. It will be the topic of a major session at the SAA's Salt Lake City annual meeting.

SAA HOLDS PILOT WORKSHOPS ON THE CARE OF HISTORICAL RECORDS

The Society of American Archivists will hold two pilot workshops on the care of historical records. The first will be conducted on the campus of the University of Notre Dame in South Bend, Indiana, August 8-11. The second will be held in conjunction with the SAA annual meeting in Salt Lake City, October 3-8.

The workshops will focus on the rudiments of archival theory and practice: the nature, acquisition, arrangement, description, and uses of archives and manuscripts. The purpose of the workshops is to provide para-professional instruction to those who have had no previous training in the care of archives and manuscripts but who currently bear responsibility for such materials.

The workshops are being cosponsored by the Society of Indiana Archivists and the Council of Intermountain Archivists. Charges are being kept to a minimum but attendance at each workshop will be limited. For further information and an application form, please write to SAA Workshops in care of the SAA national office in Chicago.

GRIN AND BEAR IT

BY LICHTY



"Is this the only answer to my offer to bestow my public papers to some library or museum... An offer to haul them away for the Boy Scout's salvage drive?"

GRIN AND BEAR IT by George Lichty
Reproduced through the courtesy of
Field Newspaper Syndicate.

ARCHIVES EDUCATION GUIDELINES APPROVED

The SAA Council has approved guidelines for graduate archival education programs. The guidelines printed below represent nearly four years of work by the Committee on Education and Professional Development. In March, 1973, the Committee met in Ann Arbor to consider the recommendations on education made by the Committee for the Seventies. Maynard Brichford chaired that meeting and under his leadership and that of Mabel Deutrich (1974-75), the problems of internship programs and of job descriptions were explored at some length. The current committee, chaired by F. Gerald Ham, met in Philadelphia in 1975 and Washington in 1976 and also in Chicago in 1976 and 1977. Members of the committee are Ruth W. Helmuth, Case Western Reserve University; Maynard

Brichford, University of Illinois Urbana Archives; Hugh A. Taylor, Public Archives of Canada; Trudy H. Peterson, National Archives; Allen W. Jones, Auburn University; Joanne E. Hohler, State Historical Society of Wisconsin; George C. Chalou, National Archives; Patrick B. Nolan, Wright State University; and Timothy Walch, Society of American Archivists. At its most recent meeting in Chicago, the Committee also considered guidelines for the certification of archivists. A report of these deliberations will be printed in the July issue of the *SAA Newsletter*. Archival education will be the topic of major theme sessions at SAA's Salt Lake City annual meeting.

- I. **INTRODUCTION** These guidelines provide a basic program for archival education as part of a graduate degree. This program would be offered in an accredited college or university with appropriate instructional resources--including an established archival program of its own--and with cooperative arrangements with other established archival repositories. The program director must be an archivist whose credentials include no less than five years of experience in a position of responsibility administering an archival program. The program must consist of at least one year's study which includes equal emphasis on instruction in archival theory, laboratory work and the opportunity for specialized projects through independent study. The credit hours should total not less than those required by the university for a minor or concentration in a graduate degree program.
- II. **THEORY ELEMENTS** Courses in archival theory must cover the following five elements taught sequentially or concurrently.
 - A. The nature of archives, defined as
 - Origin and development of archival principles and methodology
 - Terminology
 - Archives legislation
 - Administrative history
 - Problems of forgery, authentication and valuation
 - Professional organizations
 - Relationship with other professions
 - B. The acquisition of archives, defined as
 - Acquisition policies, programs, and competition
 - Solicitation strategy and techniques
 - Legal instruments and their negotiation
 - Evaluation for tax purposes
 - Records management and the life cycle concept
 - Scheduling
 - Appraisal principles and methods
 - Acquisition options, including sampling and microfilming
 - Disposal and disposition, standards and alternatives
 - C. The processing of archives, defined as
 - Accessioning
 - Arrangement
 - Description, including such finding aids as guides, inventories, calendars, catalogues, and indexes
 - Conservation of textual and non-textual materials, including control of the physical environment

Storage, including design of buildings, shelving, and archival containers
Workflow design

D. The use of archives, defined as

Reference services
Access
Archival security
Research techniques
Public relations

E. The administration of archival repositories, defined as

Establishing goals and priorities
Program planning and evaluation
Budgeting and financial planning
Appropriations, fund-raising, grant-getting
Internal resource allocation
Staffing and personnel management

III. *LABORATORY ELEMENTS*

A. Structure and content. The laboratory should provide the student with practical experience in all facets of a full-service archival program, including acquisitions, arrangement, description, and reference service. In addition, it may provide opportunities for a degree of specialization that may not be possible in the sequence of archival theory courses. The laboratory must be project-oriented; that is, the student will be expected to complete a number of specific projects, e.g., the arrangement and description of a collection, the inventory and analysis of a body of current records, the preparation of an appraisal evaluation, or the preparation and conduct of a recorded interview. The laboratory should provide opportunities for field collection, for work with audiovisual or other physical types, and for an introduction to simple preservation and conservation techniques.

B. Duration. The laboratory experience must include a minimum of 140 hours of project work.

IV. *INDEPENDENT STUDY* In addition to theory and laboratory courses, an opportunity for independent study must be available. The assignment should provide for specialized archival experience and should be mutually agreeable to the instructor, the cooperating archival institution, and the student.

HOW SECURE IS YOUR REPOSITORY?

THE SOCIETY OF AMERICAN ARCHIVISTS PROVIDES CONSULTANTS TO ARCHIVAL INSTITUTIONS IN NEED OF COMPETENT EXPERTS TO ADVISE THEM IN THE AREAS OF SECURITY SYSTEMS AND INTERNAL ARCHIVAL PROCEDURES. INSTITUTIONS WISHING TO USE THE SERVICE MUST FILL OUT AN APPLICATION DESCRIBING THEIR SECURITY NEEDS. APPLICATIONS ARE AVAILABLE FROM THE SAA ARCHIVAL SECURITY PROGRAM, BOX 8198, UNIVERSITY OF ILLINOIS AT CHICAGO CIRCLE, CHICAGO, ILLINOIS, 60680

FELLOWS OF THE SOCIETY TO BE SELECTED

The SAA Committee on Professional Standards urges the Society's members to nominate persons for election as Fellow in 1977.

According to the constitution, candidates for the honor must have been individual members of the Society in good standing for the past five years. They should have had advanced educational training and approximately five years of responsible experience in any field recognized by the Society as essential to the archival profession. In addition to having shown initiative, resourcefulness, and a sense of professional morale in their work, candidates should have produced writings of high quality.

The 1977 Committee on Professional Standards, composed of the Society's seven most recent presidents and chaired by Elizabeth Hamer Kegan, has analyzed the criteria and procedures for selecting Fellows of the Society. In a report made to the SAA Council in April, the group recommended that the practice of selecting Fellows continue: "Despite some calls for abolishing the category and recognizing distinction in some other way, we believe that the selection of Fellows of the Society is not only well-established but generally respected." The committee did recommend some changes in the selection criteria which would require approval by the annual business meeting. These changes will probably be announced as part of a larger package of constitutional amendments in the July *Newsletter*.

Any SAA member is eligible to nominate another member for Fellow of the Society. The Professional Standards Committee has prepared a form specifying the information needed. These forms may be obtained from the Chicago headquarters office. Completed forms must be received by the Chairperson of the Professional Standards Committee by July 15. The SAA Council has authorized a budget which will fund a meeting of the group in the summer for consideration of nominees.

The Society's 1977 Fellows will be announced as a feature of the Presidential Banquet at the Salt Lake City annual meeting.

NORTH DAKOTA ARCHIVES ESTABLISHED

After nearly one hundred years of legislative neglect, North Dakota's records will finally have an official home. Legislation passed in March created a state archives as of July 1, 1977.

When the Dakotas were separated in 1884, the records were divided by lot. North Dakota received the papers of the territorial governors and the secretaries. These finally came to rest in the library of the State Historical Society about 1910. The Society is governed by an elected board and funded by the state. However, the materials were there by custom, not by law.

In general, few acquisitions were made and few researchers visited. Finally in 1968 the Society was able to hire a trained archivist who could devote a part of his time to the archives, although his other duties included being the head of the Research and Reference Division and occasionally editing the Society's *Quarterly*.

Also of concern in North Dakota was the records management situation. In 1961 the legislature appointed the Secretary of State as the State Records Administrator. The bill made no provision for the preservation of historical records. During the 1960's, county and local records were also brought under the purview of the Secretary of State. In 1971, the legislation was amended to require authorization of the Historical Society before records disposition. However, this placed the Society's archivist in a situation where he had to declare records to be of no value in order to place them in the Society's archives. Two years ago, the Secretary of State clarified the situation by declaring the Society was the depository for all state records of archival value.

The new legislation regularizes the de facto situation that existed. The new archives will remain under the supervision of the Society's board. The position of state archivist has been created. Records management will remain with the Secretary of State's office, but the archivist will have greater influence in disposition decisions.



moving?



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FOUR WEEKS IN ADVANCE



ARCHIVAL SECURITY NEWSLETTER

Central Archive for Stolen Art: A Survey Report

The International Foundation for Art Research Inc., a non-profit tax-exempt organization founded in 1968, recently established a Central Archive for Stolen Art. The Archive serves as a clearinghouse for information on items stolen from art institutes and museums. The Archive is located at IFAR headquarters, 654 Madison Ave. New York, New York 10021. In an attempt to better define the parameters of art theft, the program staff surveyed 226 museums in the United States. What follows is a condensation of their survey report:

In August 1976, a survey was distributed to U.S. and Canadian museums on the subject of art theft. The survey was conducted as part of a study undertaken by the International Foundation for Art Research, sponsored by the Jerome Foundation, to determine the effectiveness of an art theft archive in aiding in the recovery of stolen art objects.

The survey indicates that the loss of objects through theft is a pervasive problem for museums, but for 75% of the total institutions responding, theft from collections has been minor. Thefts which did occur tended to be isolated events and there was no indication that mismanagement by museum staffs or negligence on the part of security personnel played a significant part in these thefts. If museum administration does prove to be inconsistent in its dealing with thefts, this is no doubt due to the infrequency and individual nature of such occurrences.

This does not imply that objects lost through theft are insignificant or unworthy of attention. The total number of objects indicated missing was 5,169. While decorative art leads the list among types of objects stolen, 65% of the responding museums had lost paintings and sculpture; 32% had lost drawings and prints; 2% had lost books and manuscripts. A wide range of objects, from jewelry to a fire engine, had been lost. This fact led us to the conclusion that an art theft archive should encompass all types of collection items, rather than being delimited to the visual arts.

Several museums showed a large disparity between the number of total objects missing from the inventory and recent thefts, indicating that many items were classified missing without substantive evidence of theft, or even loss. While complete records of losses extend

back at least five years, the survey revealed a general laxity in past record-keeping which will limit the ability of many museums to provide descriptions or positive verification of theft for items lost more than ten years.

Reporting thefts to outside sources was, as we expected, a controversial matter. As a result, many U.S. museum thefts have never been documented. A majority of the museums (89%) which have had thefts had filed police reports, and 72% had also reported to their insurance companies. Only 30%, however, had notified any outside institution or group of their thefts. 30% had notified the Art Dealers Association of America; 25% had informed the press. Only 9% had made a conscious effort to inform the museum organizations of their losses and 22% had not reported their losses at all.

Recoveries have been scant; 59% of the museums which answered this question indicated a recovery rate of 10% or less. Only 23 museums had recovered more than 50% of objects lost in the last five years, including 4 which had recovered 100%. Individual case histories are telling however, and the highest recovery rate appears to coincide with the thefts which receive the widest circularization and publicity --either because of the importance of the objects or the particular context or notoriety of the theft leads to the identification of the objects stolen. Other aspects of the study indicate that law enforcement officers frequently encounter allegedly stolen works of art, and frequently cannot identify the point of origin of such works. These indications strongly endorse the potential value of centralized records of museum losses, openly accessible to law enforcement personnel, as a means of increasing the recovery rate of these objects.

This concept was supported by museums which responded to the questionnaire. With the exception of two institutions, all indicated a measure of cooperation with a program to catalog previous thefts. One third indicated that they would participate immediately and unconditionally. The rest expressed a willingness to participate if confidentiality of sensitive information were assured. In keeping with these indications, guidelines will be established to control access to and use of information contributed to an art theft archive, in order to prevent the release of injurious or defamatory information.

ARCHIVAL SECURITY NEWSLETTER

TEXAS MINISTER CHARGED WITH MANUSCRIPT THEFT

Rev. Craig Lacy, pastor of the First Baptist Church of Big Sandy, Texas, was charged recently with the theft of more than \$75,000 worth of books and manuscripts from 108 institutions. Lacy was apprehended after he attempted to sell some of the stolen books to Dallas book dealer, Larry Lingle. Lingle saw a circular identifying the volumes as the property of the Jefferson Historical Society and Museum and he contacted the curator who contacted the police. The Reverend Lacy was arrested and later released on a \$10,000 bond. Cyril Bennett, chairman of the deacons at the First Baptist Church, said that Lacy "was doing a good job for the Lord -- we thought."

Lingle hypothesized that Lacy was able to steal so much because he was trusted by repository staff members. No one suspected that the minister might be a thief. An interesting twist to the case is the fact that Lingle himself once pleaded guilty to charges of manuscript thievery. In 1964 Lingle was put on probation for stealing a document valued at \$250 from the Western Historical Manuscript Collections at the University of Missouri.

VMI LIBRARIAN SENTENCED IN RARE BOOK THEFT

The Antiquarian Bookman's Weekly recently reported that George B. Davis, former librarian at the Virginia Military Institute, has been sentenced to five years in the Virginia State Penitentiary for stealing \$30,000 worth of rare books from the Institute. (See *SAA Newsletter*, July, 1976, p.11) Davis has also been charged with stealing books from Washington and Lee University in Lexington, Va., and from the University of Virginia in Charlottesville. Police reports indicate that Davis was planning to open a rare book store at the time of his arrest.

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.

GRADUATE STUDENT SENTENCED IN RARE BOOK THEFT

James W. Mull, a graduate student in history at Stanford University, was sentenced to a maximum of ten years in state prison for the theft of rare books. Mull admitted stealing over \$100,000 worth of valuable literary and historical materials from the Special Collections Department at Stanford. (See *SAA Newsletter*, September, 1976, p.6)

Mull said he simply snipped the locks on the rare book cages, took what he wanted, and replaced the locks with ones of his own. Beginning in 1974, he stole 198 volumes by stuffing them into his knapsack a few at a time.

Mull's plea for mercy had little impact. I would have a different outlook," noted San Jose Superior Court Judge John McInerney, "but you treated them as a commodity. Your callous disregard for the property rights of others requires punishment."

Nearly all of the books stolen by Mull, including a 1929 edition of *Ulysses* by James Joyce and an 1825 edition of James Fenimore Cooper's *The Spy*, have been recovered and returned to Stanford.

MUSIC MANUSCRIPTS FOUND IN POLAND

A search for a lost collection of valuable music manuscripts ended recently with a cryptic report that the items are in Poland and will be returned to Germany, probably to East Berlin. The one hundred manuscripts by Bach, Beethoven, Haydn, Mozart and others had been evacuated from the Prussian State Library in Berlin to protect them from British bombs during World War II. Among the items in the collection were Mozart's "Magic Flute" and "Jupiter Symphony."

Archival Security Memo:

The March 1977 issue of *College and Research Libraries* features four articles on archives/library security. The topics of the essays include security and the Federal Bureau of Investigation, security and the law, and the theft of general circulation books and periodicals.

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

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



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

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

All nominations and submissions for SAA Awards should be received by the office of the executive director no later than July 15. Selections will be made by appropriate subcommittees of the Committee on Awards which is chaired by Harold T. Pinkett. Results will be announced at the annual meeting as a feature of the presidential banquet, October 5, 1977, in Salt Lake City.

ICA PAPERS ARE AVAILABLE

The twelve papers presented at the 1976 meeting of the International Congress on Archives are available to interested SAA members. The papers are: "Advanced Technologies and the Expansion of Archives Access" by H. Boberach assisted by W. Buchman; "The Expanding Archival Clientele in the Post-World War II Period" by I. Borsa; "The Special Utility of Archives for the Developing World" by G. Cangah; "Technical Improvements in the Preservation and Reproduction of Archival Documents" by C. Crespo; "The Records Center: Idea and Instrument" by G. Duboscq; "The Archival Implications of Machine-Readable Records" by L. Bell; "The Appraisal of Contemporary Records" by A. Kromnow; "Advances in Archival Management Science" by A. P. Kurantov; "The Liberalization of Access and Use" by S. N. Prasad; "Records Management as an Archival Function" by A. Ricks assisted by J. Powell; "Worldwide Archival Expansion and Evolution" by S. O. Sowoolu; "Archival Assistance Programs" by A. Tanodi.

Papers may be requested by contacting R. Michael McReynolds, Room 106, National Archives, Washington, D.C. 20408.

THE NOW SOCIETY



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"How can a reproduction be historic?"

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**POLLS SHOW INTEREST IN GENEALOGY GROWING;
PERSONAL DATA FILES RESENTED**

Recently released results of a Gallup Poll on genealogy and a Harris Survey on personal data collection depict a challenging dilemma for policy makers faced with decisions about the retention and release of personal data. Gallup reported that in the wake of Alex Haley's best-selling novel, *Roots*, its serialization on television and the nation's Bicentennial celebrations, Americans--white and black--are increasingly interested in their own genealogy. The national average, which was similar for blacks and whites, according to the survey, indicated that 29 percent of the public is "very interested" in tracing family history, 40 percent is "somewhat interested," 28 percent has no such inclination and 3 percent has no opinion.

On the other hand, according to a recent Harris survey, the percentage of Americans who feel their privacy is being threatened because of personal data collected and stored by the federal government and credit companies has risen sharply in the past year. A clear 59-to-34 percent majority feels that "organizations and agencies ask you too much personal information," compared with a 59-to-33 percent majority who felt just the opposite a year ago. A 54 percent majority feels that personal information about themselves is being kept in some files somewhere "for purposes not known to me." The same 54 percent believes the primary organization for keeping such information is the federal government.

**AMERICAN UNIVERSITY NAMES DIRECTOR
FOR PROGRAMS IN RECORDS MANAGEMENT**

Washington, D.C. Col. Seymour J. Pomrenze, (USA-Ret.), has been appointed director for Programs in Records Management, Center for Technology and Administration (CTA) at the American University, effective March 1.

Pomrenze, a Fellow of the Society of American Archivists, will have responsibility for program development and for liaison with governmental, institutional and professional groups at the federal, state and local levels.

"This is a new position at the university, and it is probably a first of its kind in the area of records management," says John M. Richardson Jr., CTA director.

FOI/PRIVACY STUDY ANNOUNCED

A study of the conflicts arising out of increasing public access to government records and individual rights to privacy will be undertaken under the sponsorship of the Twentieth Century Fund.

Allen Weinstein of Smith College, a successful litigant in securing government files on the Alger Hiss case, will direct the project.

Weinstein, a member of the AHA/OAH/SAA Joint Committee, will concentrate his examination on the relationships between the Freedom of Information Act and the Privacy Act in regard to the records of the nation's intelligence and national security agencies. He will review the record and the costs to determine what kinds of changes are required to reconcile the objectives of protecting individual privacy while promoting further disclosure.

According to Weinstein, the complexities of simultaneously broadening access to classified records, maintaining privacy and insuring the proper functioning of intelligence agencies have led to serious inconsistencies and conflicts in legislation.

Weinstein will investigate the extent to which government officials make use of privacy legislation to shield government records that may be either politically embarrassing or legally questionable. He also will evaluate the costs of implementing the legislation and what impact it has had on both the government agencies and public policy.

The report will be completed by the end of 1977. Weinstein may be contacted at Project on Access and Secrecy, Department of History, Smith College, Northampton, Massachusetts 01060.



The *SAA Newsletter* will be sent via air mail to those members living in the United States who are willing to pay a special charge for postage and handling.

If you wish to take advantage of this service, send the annual fee of \$6.00 to the Chicago office.

SAA COMMITTEES, 1977-1978

Dear Member:

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

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

Let me ask you further and most importantly to indicate in a sentence or two at least one project, objective, or goal you think your committee can achieve. Please complete and return the form including your goals statement by June 15, 1977 to the Executive Director's office.

Sincerely,

Walter Rundell, Jr.

Walter Rundell, Jr., SAA Vice President

APPLICATION FOR SAA COMMITTEE ASSIGNMENT, 1977 - 1978

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

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

My suggestions for committee projects: _____

NAME & TITLE: _____

INSTITUTION: _____

MAILING ADDRESS: _____

BUSINESS PHONE NUMBER: _____

THIS FORM IS A SELF-MAILER; PLEASE RETURN THE FORM BY JUNE 15, 1977.

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

RECENT PUBLICATIONS OF THE SOCIETY OF AMERICAN ARCHIVISTS

		Quantity	Price
Frank B. Evans, <i>Modern Archives and Manuscripts:</i> <i>A Select Bibliographic Guide</i> (1975)	\$ 8.00 members \$11.00 others	_____	_____
<i>A Basic Glossary for Archivists, Manuscript Curators, and Records Managers</i> (1974)	\$ 2.00 members \$ 2.00 others	_____	_____
<i>Records Retention and Disposition Schedules</i> (1977)	\$ 2.00 members \$ 4.00 others	_____	_____
<i>Inventories and Registers: A Handbook of Techniques and Examples</i> (1976)	\$ 2.00 members \$ 4.00 others	_____	_____
<i>Forms Manual</i> (1973)	\$ 5.00 members \$ 8.00 others	_____	_____
<hr/>			
FOLD <i>The American Archivist:</i> <i>Index to Volumes 1-20 (1938-57)</i>	\$ 6.00 members \$10.00 others	_____	_____
<i>Index to Volumes 21-30 (1958-67)</i> compiled by Mary Jane Dowd	\$ 6.00 members \$10.00 others	_____	_____
<i>The American Archivist</i> , 1938-74 35 mm. microfilm, 10 rolls	\$20.00 roll, \$175 set, members \$25.00 roll, \$225 set, others	_____	_____

Handling charge on orders under \$20.00 which are not prepaid--\$1.00 TOTAL _____

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

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saa

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university of illinois at chicago circle
chicago, illinois 60680



Europe

SAA invites members of the Society, their families, and other persons interested in archival, library and records management to participate in the Fifth Archives Study Tour--Archives in Europe, August 1-22, 1977.

Great History. Historical orientation tours and visits to archives, libraries and related cultural institutions are scheduled for Dublin, Edinburgh, Bergen, Oslo, Amsterdam, Brussels and London.

Great Times. 1977 is a very special year in Europe. It's the Queen's Silver Jubilee in Great Britain. Belgium is celebrating the 400th birthday of Peter Paul Rubens with dazzling displays of his works. All Americans, whether they came to the New World generations ago or only yesterday, can trace much of their cultural heritage to Europe--and, many, their family roots as well. American archivists are indebted to European forebears for the precedents for much of the archival theory we practice as well. The trip promises to be a valuable as well as enjoyable learning and travel experience.

Great Value. The study tour will not only offer participants full advantages of group rates, guaranteed travel and hotel accommodations, but also relieve them of other travel chores so that they have as much free time as possible to pursue their professional and special interests. Travel arrangements are through Sanders World Travel. Jean Claude Dubost, who accompanied previous study tours, will serve as escort. Tour price is \$1495.00.

More detailed information was mailed to SAA members in April. Anyone else desiring information may obtain it by contacting SAA, PO Box 8198, Chicago, Illinois 60680.

**SAA
'77**



**COME TO A GOING PLACE!
SALT LAKE!**

TOWARD A MORE ACCURATE CONGRESSIONAL RECORD

Charging that speeches and remarks never delivered on the floor of the House or Senate but inserted into the *Congressional Record* can give an erroneous impression of the mood of Congress while adding to printing costs, Representative William Steiger and Senator Robert Packwood have proposed to change some of the rules pertaining to the *Record*.

Steiger and Packwood want non-spoken speeches--estimated to comprise 70 percent of the *Record*--designated as such. They think that such a designation would discourage their submission for publication and thereby help keep the cost of printing the *Record*--currently \$14.6 million and rising--within bounds.

According to Representative Steiger's staff, the recent debate on the new House Ethics Code, as recorded in the *Record*, contained speeches of 24 members of the House which were never actually delivered. But one would never know it from reading the *Record*. Many of the non-spoken statements began, "Mr. Speaker, I rise (to say, to oppose, to endorse, etc.)."

Another form of abuse can come about when a member inserts debating points in the *Record*. For instance, Representative John Earlenborn complained in *Roll Call*: "In 1971, we were discussing aspects of the Equal Employment Opportunity Act on the Floor. My remarks were quoted and printed accurately, but the *Record* shows Mrs. Green asking me questions that she did not ask. I didn't dodge her questions, but the *Record* suggests that I did. Subsequently, the Labor Department used this inaccurate version of our conversation as a basis for an opinion about the Act."

The Steiger bill, first introduced in 1970, with little support, currently has 144 co-sponsors.

MAC COMMITTEE SEEKS COPIES OF PERSONNEL PROCEDURES

The recently formed Committee on Personnel Procedures of the Midwest Archives Conference is seeking copies of manuals or statements on employment practices in archival repositories. The committee hopes to develop guidelines for consideration by members of the Midwest Archives Conference and other interested groups. Send materials to Karen Baumann and Harry Miller, State Historical Society of Wisconsin, 816 State Street, Madison, WI 53706.

VARIED ACTIVITIES PLANNED FOR SAA '77



Participants in SAA's 41st Annual Meeting, scheduled for October 4-7 in Salt Lake City, will have ample opportunities to experience the excitement and charm of the West of another era.

Enough members have expressed interest in boarding the Denver, Rio Grande and Western's Salt Lake Special in Denver on the 3rd for the full-day trip to Salt Lake, to assure that this activity will be scheduled. Complete details and forms will be included in the program packet which will be mailed to members around mid-July. For those who wish to make travel plans in advance, a block of rooms has been reserved at Denver's Cosmopolitan Hotel for the evening of October 2. Special reduced rates have been negotiated for SAA Special riders. The train leaves Denver at an early hour on October 3rd.

SAA Committees will meet on Tuesday, October 4th. Four committees, Religious Archives, College and University Archives, Business Archives and State and Local Archives, are planning full day programs which will be open to committee members and non-members as well. Other SAA committees will generally meet on Tuesday afternoon.

An old fashioned buffalo barbecue is scheduled for Tuesday evening at Pioneer Village, an award-winning collection of antique buildings brought together by the National Society of Sons of the Utah Pioneers.

In addition to dining on genuine barbecued buffalo, with corn-on-the-cob, baked beans, salads, and all the trimmings, meeting participants will have an opportunity to explore the recreation of a country town of 100 years ago. The charm of another era is seen and felt on the Main Street where one sees a delightful log schoolhouse from Rockport, Utah, and the old Kaysville railway station with its quaint architecture. There is the little rock chapel that was once an integral part of the community life of Coalville, Utah. And near it, the old general store is another piece of interesting nostalgia.

The opening theme session of the '77 meeting is scheduled for Wednesday morning. At this plenary session, program chairman Herbert Finch is expected to address the dual themes of archival education and professionalism around which the week's events have been planned.

Program sessions and Salt Lake Seminars will continue throughout the day on Wednesday, Thursday and Friday morning.

Opportunities for exploration of the dazzling mountains which surround Salt Lake are being planned for Friday afternoon and Saturday. These will be described in the program packet.

A highlight of the week's activities will be the Presidential Banquet which is scheduled for Wednesday evening. Robert M. Warner will deliver his presidential address at this event. The Society's awards for the year will also be presented at this time.

Thursday evening meeting participants will have an opportunity to hear the Mormon Tabernacle Choir.

The final formal event of the week is Friday's closing luncheon at which Warner will relinquish the SAA presidency to Walter Rundell, Jr.

Salt Lake City is a natural choice for an SAA meeting. The extensive historical program of the Mormon Church and the wide-ranging microfilm collection activities of its Genealogical Society are of great interest to the archival profession. The Church has agreed to arrange for tours of its new historical and genealogical facilities--just a few steps from the Hotel Utah, site of the SAA meeting.

SALT LAKE SEMINARS



SAA'77 in Salt Lake City will include among its highlights a series of seminars designed to provide continuing education for practicing archivists, manuscripts curators, and others with responsibility for historical records. While the workshops traditionally offered at annual meetings have usually been targeted at fundamentals, these seminars will address problems more likely to be faced by those with experience in the archives field or by those who are suddenly confronted with new responsibilities.

Two seminars, for example, will focus on administration. SAA President Robert M. Warner, Michigan Historical Collections, will lead a discussion of "growing pains," that is, what archivists will face when the first grant is awarded and new staff members are added, or when expanding functions force adjustments of duties among staff members. Ann Morgan Campbell, SAA executive director, will lead another seminar directed especially at those with responsibility for administering regional archival organizations, but open to anyone concerned with the problems of voluntary organizations. Campbell promises to cover the ridiculous as well as the sublime--everything from how to get a postal permit to how to define an association's purpose.

In recognition of the growing need to deal with the paper explosion and burgeoning 20th century collections being acquired, two seminars will be devoted to appraisal. Meyer Fishbein, formerly chief of the appraisal

division of the National Archives, will conduct a session on appraisal problems for those working with public records. Drawing on his experience working with labor records and records of large private organizations, Philip P. Mason, Walter Reuther Library, will lead a discussion of appraisal of non-public records.

How to acquire collections and what to do with them once in hand will also be covered in separate seminars. Virginia Stewart, University of Illinois, Chicago Circle, Manuscripts Division, will cover philosophical and pragmatic aspects of field work and the relation of field work strategies to acquisition policies. One session on subject access will be lead by Virginia Purdy, women's history specialist at the National Archives, who will discuss access to archival records. Subject access problems for archivists working with manuscripts collections will be the topic of another seminar led by Carolyn Hoover Sung, head of reader services at the Library of Congress.

Enrollment in these and other seminars on such topics as security, legal problems, and "outreach" will be limited to 15 persons and will be offered for a minimum of six. Seminar leaders will ask that participants prepare for the seminars prior to the annual meeting by submitting questions for discussion, by reading assigned material, etc.

Details on the seminars being offered will appear in the program. Watch for it!

The Moravian Archives will hold a seminar on reading German script June 13 to June 24. A reading knowledge of German is required. Contact: Vernon H. Nelson, Archivist, The Moravian Archives, 41 W. Locust St., Bethlehem, PA 18018.

A seminar-workshop on the Conservation of Archival and Library Materials will be sponsored by *St. Mary's Dominican College* July 25-29. Sessions will address causes of document deterioration, methods of restoration and preservation, and preventive conservation. Contact: Sister Marguerite Brou, O.P., Director, Seminar/Workshop on Paper Conservation, 7214 St. Charles Ave., New Orleans, LA 70118.

The Iowa Historical Materials Preservation Society will hold a conference on local records May 21, in Harlan, IA. Scheduled sessions include "Pilot Project: IA County Records Survey and Inventory" and "Local Archives: What Are They and What Do We Do With Them?" Contact: Dorothy Goldizen Rt. 9, Bloomfield, IA 52537.

Samford University will sponsor the Institute of Genealogy and Historical Research, June 20-24. It will cover the theory of genealogical research and emphasize Southern sources. Contact: Prof. F. Wilbur Helmbold, Dir., Institute of Genealogy and Historical Research, Samford University Library, 800 Lakeshore Dr., Birmingham, AL 35209.



The Inter-university Consortium for Political and Social Research will present a workshop on management, library control and use of non-bibliographic machine readable data files as an introduction to data management, data library and data servicing procedures and techniques employed at data service centers. The workshop contains two entry points contingent upon the background, experience and interests of the participant. It will be held July 25-August 5. Contact: Summer Program ICPSR P.O. Box 1248, Ann Arbor, MI 48106.

A workshop dealing with film and television resources will be sponsored by *The American Film Institute* and *UCLA* July 10-16. Sessions include cataloging of manuscript and special collections, organization of clipping files, oral history materials and a look at new film technology. Contact: Dept. of the Arts, UCLA Extension, P.O. Box 24902, Los Angeles, CA 90024.

The Society of American Archivists announces two basic workshops on the care of historical records. The first will be conducted on the campus of the University of Notre Dame in South Bend, Indiana, August 8-11. The second will be held in conjunction with the SAA annual meeting in Salt Lake City, October 3-8. For further information see page 3 in this newsletter.

"Manuscripts Are Not Peripheral," a session sponsored by the *ALA/SAA Joint Committee on Archives-Library Relationships* will be presented June 20 at the ALA convention in Detroit. Speakers will be Ralph H. Hopp, Robert W. Johannsen and Philip P. Mason.

PEOPLE and PAPERS

Brookhaven, New York Who determines access to public records? As a result of a request to see the records of the village dog pound, a dispute has broken out over who has the right to limit access to public papers. The chairperson of the dog pound committee maintains that the town attorney has the authority to determine access to records. But the village clerk as the keeper of village records feels that he has control. The executive director of the State Commission on Public Access to Records disagrees with both the town clerk and the town attorney and claims that the commission will determine who has access. There is no resolution in sight.

Fort Lee N.J. The Fort Lee Public Library received \$1000 from the State Library Incentive Grant Program toward an oral history project. Fort Lee was the center of early silent film production. This grant supplements an earlier grant from the State Council of the Arts to collect copies of the films made in Fort Lee. The Library hopes to interview on videotape various actors and technical people associated with the early films. All the material will become part of the library's Center for Silent Films.



Newcastle On Tyne, England In excavating Vindolanda, a Roman fort along Hadrian's Wall, more than 200 documents were recovered. Preserved by oxygen-free burial, the records were written with pen and ink on paired wafer-thin slats of wood which were then placed face-to-face to protect the writing. The slats constitute a body of military orders and quartermasters' records, as well as some private correspondence. They must be analyzed using ultraviolet and infrared wavelengths because the ink fades almost on contact with the atmosphere.

Minneapolis, Minnesota In a recent seminar paper discussing the qualities of archivists, Barbara Preece of the University of Minnesota noted, "A final quality which I think is often overlooked by people entering library science and those entering the archives profession is the need for strength, the need to be able to stand up to people and tell them that they have the wrong impression of your operation and let them know that you know what you are talking about. Basically it's the ability to fight for what you believe in. Too many people believe that an archives is somewhere you can hide by putting things in order and escaping from the rest of the world. You must be able to support your beliefs in an effective manner."

New York, New York Writing on the Op-Ed page of the New York Times, Edward Robb Ellis advocated the creation of an American Diary Repository. Arguing that "we would do well to gather under one roof an untapped body of Americana--the life stories of all sorts of men and women as told in their journals," Ellis suggested that the repository could be funded by the federal government, foundations and professional societies. Ellis has kept a diary himself for 49 years that, he says, now has 12 million words and occupies 16 feet of shelf space.

Augusta, Maine When an elderly Passamaquoddy Indian woman in Maine 20 years ago asked tribal officials to examine some documents she had in a box under her bed, she had no idea that they might be important. Yet one of the things in her cache was the 1794 treaty that her ancestors had struck with Massachusetts; in it they ceded virtually all their land to the state. The find set off what has since become one of the largest Indian land claims in modern U.S. History. The Indians' legal argument is that the treaties they made beginning 183 years ago were invalid since Congress never ratified the treaties--as required by the Nonintercourse Act of 1790.

Philadelphia, Pennsylvania The Medical College of Pennsylvania Florence A. Moore Library of Medicine has received a two-year grant from the National Endowment for the Humanities to organize the Library's Special Collections on Women in Medicine. The library has served as repository for the papers of women physicians since its founding 127 years ago. The objective for this project will be to organize, describe, and publicize the Collections so that they can be used by more researchers. Besides papers, books, and memorabilia the collection will house tapes and transcripts of an oral history project currently being conducted on women physicians. Further information can be obtained from Sandra Chaff of the library at 3300 Henry Ave., Philadelphia, PA 19129.

Kingston, New York The State of New York celebrated its 200th birthday on April 20th in the city where the state was born. As part of the festivities, the only existing manuscript copy of the state constitution was returned to Kingston under armed guard. The constitution, enclosed in a glass box, is now on exhibit in the newly renovated Senate-House Museum. State troopers are on guard twenty-four hours a day to make sure nothing happens to the document.

New York, New York The New York City Council met on April 20th to hear testimony on a bill to establish a city department of records and information services. The legislation would combine the archives, records management and municipal reference departments of city government. At present, the city archives are part of the Municipal Services Administration. SAA members who testified in favor of the bill were Edward Weldon, New York State Archivist, and William Rofes, IBM Corporation Archivist.

Springfield, Illinois A former state official was accused recently of illegally removing hundreds of files and two sets of 39 reels of microfilm when he left office. Ronald Stackler, former director of the state department of education and registration, claimed that the materials were his personal property. After threats of legal action by attorneys for the department, Stackler agreed to return all of the files and most of the microfilm. The ownership of two of the reels of microfilm is still in doubt and it is likely that the question will have to be settled in court.

PROFESSIONAL OPPORTUNITIES

ARCHIVIST for county records pilot project in Iowa, funded by a 2 yr. NHPRC grant. Duties include inventorying records in 12 counties, as well as establishing procedures and developing retention schedules and plans to preserve significant records of 99 counties. Requirements: Masters degree in history, library science or related field; 1 yr. archival exper. preferably with public records. Beginning salary to \$11,300, travel allotment. Project begins June 1. Contact Peter T. Harstad, Director, Iowa State Historical Dept., Division of the State Historical Society, 402 Iowa Ave., Iowa City, IA 52240 (319) 338-5471.

ASSISTANT ARCHIVIST, Berea College, for 2 yr. project funded by NHPRC. Duties include processing Appalachian collections, organizing and processing materials in the College archives, supervising student assistants. Requirements: MLS or MA in history, archival training. Experience, knowledge of Appalachian history preferred. Apply to Gerald Roberts, Special Collections, Berea College Library, Berea, KY 40404.

RESEARCH FELLOW, the Center for History of Physics, to study documentation of postwar physics at government contract laboratories and seek out and preserve historically valuable records. 10 month project to begin fall 1977, extension possible. Duties include survey of existing records, identification of gaps in the collection, analysis of preservation procedures and construction of guidelines for evaluating historical potential of scientific records. Archival experience and bkgd. in physics and history sought; Ph.D. preferred. Salary dependent on qualifications. Send vita and brief letter of application to Joan N. Warnow, Associate Director, Center for History of Physics, Amer. Institute of Physics, 335 East 45 St., New York, NY 10017.

ORAL HISTORIAN, Forest History Society, full time staff position. 3-5 yrs. oral history experience required; knowledge of indexing preferred. Salary \$10,000-12,000 depending on credentials and experience. Send resume with references to Elwood R. Mauder, Exec. Dir., Forest History Society, PO Box 1581, Santa Cruz, CA 95061.

ARCHIVIST, Consumers Union, to develop archival systems, catalogs, and to evaluate collections. Responsible for processing collections, inventorying, indexing and for maintaining system set-up. Experience, degree in Amer. history preferred. Salary \$15,000. Apply immediately. Send resume to S. Shainwald, Consumers Union, Washington St., Mount Vernon, NY 10550.

ARCHIVIST, University of Notre Dame, to administer and aggressively pursue collection and processing of private papers pertaining to Roman Catholicism in the US, and to maintain the univ. archives. Duties include fostering donor relations, supervising staff and assisting in the development of the Center for the Study of Amer. Catholicism. Archivist holds a staff level position in the univ. administration and reports directly to the Provost. Budget negotiable, salary and fringes consistent with bkgd and experience. Qualifications: graduate degree in history or related field (Ph.D. preferred); 5 yrs. experience preferable including 2 yrs. directing an archival program; demonstrated ability in innovative program planning; sensitivity to the traditions of Roman Catholicism, and some knowledge of materials relating to its development in the US. Avail. January 1978. Submit letter of application, vita and names of references to Archivist Search Committee, Center for the Study of Man in Contemporary Society, Univ. of Notre Dame, Notre Dame, IN 46556 by July 15.

WORKSHOP INSTRUCTOR, Minnesota Training Workshop to conduct series of archival training workshops for staff members of local historical societies and collecting agencies. 7 mo. project funded by NHPRC grant to begin June 1. Instructor will work with project co-directors to develop materials for workshops; supervise local coordinators; conduct workshops; visit agencies to assess and evaluate program. Qualifications: Advanced degree or equivalent in history, govt. or Amer. studies; 2 yrs. archival experience including familiarity with needs of small, local operations. Personal car desirable. Salary \$8,400. Send resume and references to Jim Fogerty, Minnesota Historical Society, 1500 Mississippi St., St. Paul, MN 55101.

DIRECTOR, Ford Archives and Robert Hudson Tannahill Research Library, Edison Institute. Duties include budgeting and program planning for the archives and library, staff supervision, liaison with external donors, assisting researchers and in general supporting the work of the Edison Institute. Qualifications: MA in Amer. history, MLS, 5-10 yrs. experience in an archives or historical library with 3 yrs. mgmt experience including budgeting, supervision and program planning. Salary negotiable. Contact Robert G. Wheeler, Vice President, Collections and Preservation, Greenfield Village and Henry Ford Museum, Dearborn, MI 48121.

The *SAA Newsletter* is published bimonthly. Copy deadline for the July issue is June 15.

PROFESSIONAL OPPORTUNITIES

ASSISTANT MANUSCRIPTS CURATOR/LIBRARIAN, Univ. of Arkansas. Duties include arrangement and description of historical mss. collections and development of finding aids; reference and research assistance, assistance in collection development and staff supervision. Qualifications: accredited MLS, archival training and/or experience; MA in US history preferred. Minimum salary \$10,000 for 12 mo. contract. Position open August 15. Address application and resume to Royal V. Pope, Director of Libraries, Univ. of Arkansas, Fayetteville, AR 72701.

TWO VACANCIES--ARCHIVISTS, Montana Historical Society, archives/mss. division to begin July 1. Positions involve accessioning, processing and description of state archives and mss. collections, and are rated Archivist II, GS-13 with a salary range of \$13,500-14,000. Requirements: Masters degree in Amer. history or Amer. studies, archival training, and 2 yrs. professional exper. Send resume to Brian Cockhill, State Archivist, Montana Historical Society, 225 N. Roberts, Helena, MT 59601.

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

CANDIDATES

M.A. in AMERICAN HISTORY expected in October, 1977. Entry level position in archives, mss., museum, historical research sought. Writing, editing exper. Will relocate. A-348.

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

RESPONSIBLE MANUSCRIPTS/ARCHIVES POSITION desired. M.A. in Amer. history. Exper. includes processing major collection for microfilm publication, managing district records library. Additional exper. in preparation of finding aids and inventories, reference, conservation, public relations. Knowledge of French and Spanish. A-350.

M.A. HISTORY/ARCHIVES, M.A. LIBRARY SCIENCE seeks position in archives or special library. Completed course in archival administration. 3 yrs. exper. Avail. immediately. A-351.

Ph.D. CANDIDATE in AMERICAN HISTORY seeks position as archivist/researcher, field specialist, or in editing historical documents. M.A. in Amer. history, Ph.D. expected late 1977. Teaching exper. and publications. Exper. as intern in regional archives depository system. Avail. immediately, will relocate. A-352.

M.L.S. with A.B. in history seeks entry level position with govt, univ., or historical society in Philadelphia/S. New Jersey area. Exper. includes photograph cataloging and conservation, general library reference/circulation. Certificate in archives administration. Avail. immediately. A-353.

ENTRY LEVEL POSITION as ARCHIVIST/MANUSCRIPT LIBRARIAN sought. M.A. in library science with archives administration sequence, includes practical exper. B.A. in history with emphasis on US history. Avail. immediately. A-354.

ENTRY LEVEL POSITION as ARCHIVIST/MANUSCRIPT CURATOR sought in Washington, D.C., Maryland, N. Virginia area. B.A. in history, 1 yr. exper. with college and business archives. Training in archival management. Avail. immediately. A-355.

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

MEMO OF THE MONTH

THE WHITE HOUSE
WASHINGTON

3-21-77

To Cabinet & other Officers

Submit the paperwork
reduction recommendations
on time (3/31/77)

Respectfully
Jimmy Carter