

• SAA Newsletter

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

July 1978

SAA RECEIVES GRANT FOR BASIC MANUALS

The National Historical Publications and Records Commission has awarded \$31,038 to the Society of American Archivists to support the preparation and publication of six new basic archival manuals. The following authors will discuss various archival issues in their manuals: Robert M. Warner, University of Michigan, administration; H. Thomas Hickerson, Cornell University, automation; Gail Farr Casterline, Chicago Historical Society, exhibits; Ann Pederson, Georgia Department of Archives and History, public programs; Ralph Ehrenberg, National Archives and Records Service, cartographic records and architectural drawings; and Carolyn Sung, Library of Congress, reprography.

C.F.W. Coker of the Library of Congress and former editor of the *American Archivist* will continue to serve as editor of the basic manual series. Jan Shelton Danis will serve as managing editor. The length and format of the new manuals will be similar to that of the five basic manuals SAA published late in 1977. Distribution of the first volumes now exceeds 6,000.



WE'RE MOVING

SAA's headquarters offices are moving to a new location as of August 1, 1978. Our new address will be:

Society of American Archivists
330 S. Wells Street
Suite 810
Chicago, Illinois 60606

ARCHIVISTS WORKING ON NIXON MATERIALS

A team of National Archives and Records Service staff members has begun processing White House tapes, papers and pre-presidential materials of former President Richard Nixon as part of the Nixon Historical Materials Project.

Presidential Materials

NARS archivists are performing a pilot analysis of the 950 White House tapes created during Nixon's presidency with the goal of developing a log of the material indicating both speakers and topics discussed.

In addition, the tapes are being wound onto bigger reels to stabilize winding tension. They are also being duplicated both for the purposes of further processing and security and are being electronically checked to determine whether a signal is present.

Besides the tapes, archivists are also working on the 36 million pages of Nixon presidential textual material--1,400 cubic feet of which is in the Archives Building, with the remaining 16,000 cubic feet housed at the Washington National Records Center in suburban Suitland, Maryland. Box lists of the material at the Archives have been completed. The archivists are now going through the papers in more detail to create folder lists and to establish the condition, organization and interrelation of the material. As directed by Congress, Watergate materials are being given priority.

Recognizing that the former president could stall archival processing for years by employing various legal strategies, Richard A. Jacobs, acting director of the Nixon Historical Materials Project, is engaged in negotiations with Nixon's counsel, R. Stan Mortenson, to ensure that NARS will be able to continue to process the papers.

(con't. on p. 2)

NIXON MATERIALS (CON'T FROM P. 1)

Mortenson and the National Archives are negotiating three points: 1) the continued processing of the Nixon materials, 2) an agreement on the access regulations under which Nixon materials would be administered, and 3) the presentation of a plan to Congress which would provide for the creation of a Nixon library at the University of Southern California to be administered by the National Archives.

Pre-Presidential Materials

Reversing an earlier stand, former President Nixon recently agreed to allow public access to some of the pre-presidential documents, mainly vice-presidential, which he donated to the government in 1968-69. While papers involving national security or invasion of privacy will remain closed, other pre-presidential papers will be available to researchers as soon as possible. The National Archives has assigned staff members previously working on the presidential tapes and papers to immediately process the pre-presidential material. Processing of this material should be completed in August. The decision to allow public access to the material ended a four year law suit by a Ralph Nader tax group which had sought release of the documents.

Project Funding

In order to speed up the processing of Nixon materials, the National Archives has developed a supplemental request for funds to add staff. In a March 1975 report to Congress, NARS estimated that with a staff of 103 people it could process all of the Nixon Watergate materials within three years. Processing of the other Nixon presidential and pre-presidential materials would take additional time. Congressional action on NARS' requests for supplemental funds had not been completed at presstime, but indications are that appropriations sought may be reduced--thereby increasing the period of time necessary to complete the Nixon project.

SAA STAFF

Ann Morgan Campbell, *Executive Director*

Administrative Services

Joyce Gianatasio, *Director*
Jean DeHorn
Patricia Garcia
Susan Zivalic

Special Programs

Timothy Walch, *Director*
Karen Hawker
Deborah Risteen

Historical Records Survey Project
Loretta Hefner, *Program Officer*

IOWA LEGISLATURE PROVIDES FOR STATE ARCHIVIST

The Iowa legislature recently passed, and Governor Robert Ray signed, an amended form of Senate File 2127 which appropriated \$20,000 to the State Historical Department "for the establishment of the position of state archivist and the payment of salary for such a position." Funding for the position will begin on July 1 and it is hoped that the job will be filled soon. The state archivist will be responsible to Jack Musgrove, Director of the State Historical Department of the Division of Historical Museums and Archives.

The creation of the position was the result of the efforts of several interested groups, most notably the Iowa Historical Materials Preservation Society. Beginning in the fall of 1976, IHMPS members actively campaigned for improvement in the state archives program. Their efforts were further stimulated by a December 1976 grant from the National Historical Publications and Records Commission to the Iowa State Historical Department. The grant allowed the Department to engage a consultant to "determine the needs of the Iowa State Archives as an agency, and as a body of records."

The Historical Department hired F. Gerald Ham, State Archivist of Wisconsin, who reported that "with minor exceptions none of the elements of a basic archival program are operational" in Iowa. The recommendations in Ham's report included the recruitment of an experienced archival administrator and the provision of adequate housing for the state's records. The Ham report was backed up with resolutions of support from the Councils of the Society of American Archivists and the Midwest Archives Conference.

A final stimulus to the campaign for the appointment of an Iowa State Archivist was a second grant from NHPRC for the employment of an assistant state archivist contingent on the appointment of a professional state archivist.

The position of state archivist will be administered by the Merit Employment Department which is drawing up the job description with input from Musgrove. Individuals interested in either the state archivist or assistant state archivist position should see the Professional Opportunities section of this *Newsletter*.

Washington Watch

GSA/NARS REORGANIZATION RECOMMENDED

The draft report released in June by President Carter's Administrative Services Reorganization Project focuses on four major issues related to the National Archives which have been topics of an extensive study over the last several months: records management authorities, records management services, archival authorities, and organization.

While the report lists alternative solutions to the problems addressed rather than making specific recommendations, in some areas the *status quo* was not one of the recommended alternatives. This was the case in the recommended approaches for NARS organization. Statutory authority for National Archives programs is now held by the Administrator of General Services, head of NARS' present parent agency. At the least, the draft recommended that NARS be given statutory authority over all archival programs. Other alternatives suggested were NARS statutory authority to extend to both archives and records programs; the division of NARS two ways--cultural aspects to become an independent agency and records management and record center functions to remain in an administrative agency (probably GSA); placement of NARS in a cultural agency; and NARS as an independent agency in the Executive Branch of the government.

Another issue identified by the study is the problem of "satellite archives." According to the report, the extent of the problem is demonstrated by the number of offices in federal agencies which maintain agency archives. Of the 122 federal government units represented in survey statistics compiled last year by the National Coordinating Committee for the Promotion of History, 72 units stated that they maintained agency archives, and 71 units stated that they actively sought records of historical value from other agency units. The report concludes that these activities, in many cases, result in duplication of NARS services and unnecessary expense to the government.

The study identified another area of apparent duplication of effort--the function of the National Historical Publications and Records Commission, a NARS activity, and similar functions of the National Endowment for the Humanities. Both NHPRC and NEH make grants for editorial and other records-related projects in the field of American history.

LC'S MADISON BUILDING NEARS COMPLETION

Final action by Congress on the Library of Congress' request for money to finish the James Madison Memorial Building is expected in summer, 1978.

Library officials first appealed to Congress for more space 20 years ago. Originally, \$75 million was authorized for construction of the new facility. Work on the first phase began in 1971, after Congress increased the authorization to \$90 million. Then, while the superstructure was under construction, another increase was granted, bringing the total appropriation to \$123 million. Sources close to the current financial deliberations expect House and Senate conferees to compromise on a final authorization of an additional \$8 million, rather than the \$10 million which was requested. This will bring the total cost of construction to approximately \$131 million, making the Madison Building the most costly building ever constructed by the federal government. With the cost of furnishings added to the bill, the project is now expected to cost around \$160 million. Among the furnishings, the largest single procurement will be for compact (motorized) bookstacks for the collections of the Law Library.

At one time, the building was to have been ready for occupancy in 1976. Library officials now expect to begin their move early in 1980, and to complete it by the end of that year. Among the activities to be housed in the new facility are the Manuscripts Division and the Library's administrative offices.

SENATE HISTORICAL OFFICE PREPARES FINDING AID

The Senate Historical Office is preparing a comprehensive catalog of the locations of former senators' papers. Two portions of the catalog are now available for distribution free of charge. The first compilation includes the papers of those senators who left the Senate between 1789 and 1815; the second includes those of senators who left the Senate between 1947 and 1978.

Lists of locations of the papers of senators who left the Senate between 1815 and 1947 will be available in the near future; interested persons should request that their names be added to the Historical Office's mailing list. Contact the Senate Historical Office, Washington, DC 20510.

ARCHIVAL SECURITY NEWSLETTER

LETTER LOST FOR 31 YEARS RECOVERED

At the request of the Security Program Staff, Josephine L. Harper of the State Historical Society of Wisconsin has submitted the following report.

Persistent detective work, publicity, co-operative scholars, and tactful but firm legal negotiations have all combined to bring about the return of a prized George Mason letter nearly thirty-one years after it was discovered missing from the manuscript collections of the State Historical Society of Wisconsin. The manuscript, an A.L.S. dated by Mason at Gunston Hall on 17 November 1769 and addressed to William Brent, Daniel Carroll, and five other men, discussed a meeting to conclude a land sale. Together with a George Rogers Clark autograph, it had been purchased for the Society in February, 1891 by Lyman C. Draper from E.E. Ayer. Incredible as it may seem in today's market, each document was priced individually at \$15.00, but the two were sold together for a total of \$25.00! Fifty-six years later in August, 1947, it was discovered that the sheet of paper had been torn down the center fold, and that the half-sheet containing the two pages of text was missing; only the half-sheet bearing the names of the addressees remained in the folder. As was customary during that era, no publicity was given to the loss, but the staff presumed that the text had been stolen for its value as an autograph. As the autograph collection had been checked folder by folder in 1943-44, it seemed probable that the theft had occurred sometime in the 1944-1947 period. So far as the staff knew, there was no file number or other distinctive ownership marking on the missing piece.

When Robert Rutland began gathering manuscripts for inclusion in his letter-press edition of George Mason's papers, I wrote him about the disappearance, and asked him to let us know if a copy of the text was acquired from some other source. He did not receive a copy during his research, but a note that the letter was missing from our institution was printed in *The Writings of George Mason* issued in 1970.

Late the following year Dr. James Morton Smith, then Director of the State Historical Society of Wisconsin, heard from both Rutland and another friend that they had learned that the letter had been exhibited in 1959 at Rutgers University by a well known autograph collector. A member of the history

department at Rutgers furnished a photocopy of the original text; not only did the contents match the calendar summary we had for the letter, but also the size of the text sheet and its folds appeared to correspond perfectly with our address sheet. Because other holdings of the collector were desired for use in other documentary projects in progress, Dr. Smith agreed not to jeopardize his friends' research by an immediate and possibly sensitive inquiry. He waited a year and a half before writing to the collector to ascertain if the Mason letter was still in his possession and to request its return to the State Historical Society of Wisconsin. The collector, however, died before making any response. Therefore, the matter was revived in September, 1976 by the Society's present Director, Dr. Richard A. Erney. The subsequent negotiations were handled skillfully and smoothly by a member of the Wisconsin Attorney General's staff and by the attorney for the collector's estate. With the approval of the widow, the transfer was arranged, the receipt was signed by Dr. Erney on March 23, 1978, and a week later the two half-sheets were reunited here in Madison. As we confidently anticipated, the torn edges, the folds, and the seal matched, and once again the Society has its complete George Mason letter.

In attempting to repossess its letter, the State Historical Society of Wisconsin had neither intention nor desire to impugn the action of the collector in acquiring this manuscript. In view of the absence of ownership marking, the unpublished text, and the lack of early public notice about the loss, there was little reason for either a dealer or a collector to have been overly cautious or suspicious about the provenance of the letter. Had there been in 1947 a national register for manuscripts lost, stolen, or missing such as has been established by the Archival Security Program of the Society of American Archivists, it is possible that this George Mason letter would have been recognized and traced much sooner. Nevertheless, the experience of the State Historical Society of Wisconsin in this instance not only should give hope to other repositories similarly victimized, but also demonstrate the value of cooperation and publicity.

ARCHIVAL SECURITY NEWSLETTER

EASTMAN HOUSE HIT BY FIRE

What is reported to be the world's greatest collection of photographs, films, and photographic equipment escaped with minimal damage May 29 when a vault containing early Hollywood films burned at the International Museum of Photography at George Eastman House in Rochester, New York. A total of 327 short films and features, plus a number of early cartoons, were destroyed in the fire, the origin of which was unknown. In addition, a single Edward Weston print, valued at \$1,000, was destroyed, and two other prints damaged. 12 cases of valuable traveling exhibits were saved with minimal damage by Rochester firemen.

Eastman House officials said the films which were destroyed were being held in a holding vault prior to shipment to laboratories where the flammable nitrate based film was to be copied on acetate base safety film. With the aid of the National Endowment for the Arts, the museum recently has been spending \$200,000 annually to copy these films. Most of the nitrate film had been given to IMP by MGM studios with certain restrictions as to use. Fortunately, the MGM library has copies of all of the films destroyed.

Early reports listed damages at about \$3 million. However, after working overnight to assess the damage, the curators estimated the total loss to be under \$100,000. Some of that figure reflects damage to small buildings and maintenance equipment. The value of the destroyed motion picture film, an Eastman House spokesman said, could not be gauged because the use of such material is highly specialized and limited. If reduplication of all the film was necessary, the cost would exceed \$750,000.

The fire came at a time when Eastman House Trustees and administration are reviewing a proposal for a fund drive to provide a modern archives structure to house the bulk of IMP's collections, now valued at more than \$120 million. Although architectural plans are not complete, the preliminary studies for such a structure have been completed. The projected 50,000 square foot building would cost between \$4 and \$6 million.

Dr. Wesley T. Hanson, Chairman of the IMP Board of Trustees said, "The principal concern

of the Trustees recently has been the security of the collection. This unfortunate incident, I'm sure, will redouble the determination of the Trustees to see that the archives structure becomes possible."

MOVABLE SHELVING PUT TO FIRE TEST

For some time, the National Archives and the Library of Congress have been interested in the feasibility of movable shelving. The movable carriages of compact shelving eliminate the need for multiple aisles, as required by conventional stationary shelves, and can increase the storage capacity of a given area by up to 50 percent.

Three tests aimed at determining the fire safety characteristics of such compact shelving were performed recently for NARS and the GSA Public Buildings Service by Factory Mutual Research Corp. in West Gloucester, Rhode Island. The Library of Congress, which plans to install compact shelving in certain areas of the new Madison Building, observed the tests.

In the first two tests the shelves were loaded primarily with paper records stored in archives boxes. In these tests, heat from fire set off enough sprinklers to contain the fire, and damage to the records was minimal.

In the third test, books and magnetic computer tape were added, and the materials were spaced out on the shelf to simulate a typical library situation. Heat from the fire remained trapped within the moveable carriages and not enough sprinklers were activated to contain the fire. After approximately two and a half hours the test was halted. Although some records had been destroyed, many were salvageable.

Factory Mutual will use the test results to issue a report on the fire safety aspects of compact shelving.

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 NEH.

COLONIAL DAMES SCHOLARSHIP AWARDED

Tyrone G. Butler, an archivist at the Tennessee State Library and Archives, has won the Colonial Dames Scholarship to attend the Institute: Introduction to Modern Archives, offered by the National Archives, June 5-16.

A scholarship is available to the fall 1978 session of the Institute, which will be offered by the National Archives October 16-27. 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 Milton O. Gustafson, National Archives and Records Service, Room 5E, Washington, DC 20408 by August 15, 1978. Gustafson chairs SAA's subcommittee on the award. Other subcommittee members are John Y. Cole, Library of Congress and Sr. Bridget M. Engelmeier, College of Notre Dame.

NHPRC COORDINATORS & ADVISORY BOARD MEMBERS TO MEET

The National Historical Publications and Records Commission is planning a meeting of State Historical Records Coordinators and Advisory Board members in conjunction with SAA's 42nd annual meeting in Nashville. The meeting will be held Tuesday, October 3, 10:00 AM - 12:00 noon at the Hyatt Regency Nashville. By scheduling the meeting in conjunction with the SAA meeting, NHPRC hopes that many of the 500 Advisory Board members, as well as the Coordinators, will be able to attend. The meeting will include a discussion of major policy and procedural questions relating to the NHPRC's records grant program. Members of the SAA who are not formal members of State Advisory Boards are also invited to attend the meeting. Suggestions for items for discussion should be submitted to Director, Records Program, National Historical Publications and Records Commission, Washington, DC 20408.

SAA A MEMBER OF UNESCO INFORMATION COMMITTEE

The Society of American Archivists has joined with other institutions and professional societies to form a United States Government Committee of the UNESCO General Information Program. A charter was ratified, a program planned, and officers elected at a recent Washington meeting. Robert Wedgeworth, executive director of the American Library Association, was selected as chairperson.

Attending were 32 library and information science officials, as well as James B. Rhoads, Archivist of the United States, in his capacity as vice president of UNESCO's Inter-Government Council, to which the new worldwide General Information Program reports.

Based in Paris, the program has a staff of 21 professionals and a budget of \$2.5 million. The General Information Program merges UNESCO's former Documentation, Libraries and Archives Program with its Scientific and Technical Information Program. As a consequence of the merger, archival interests and problems are expected to receive more adequate attention from UNESCO.

HAZEL



"Hazel's taking a trip to the National Archives. Searching for her roots..."



"...and if you can't find anything about my great-great-grandfather on my mother's side, here's a list of my father's..."

Used with permission of the creator, Ted Key. Copyright and World Rights Reserved, 1978, Ted Key.

notable quotables

"The importance of preserving documents of local history and local government is dramatized each day as many New Yorkers search for their own 'roots' or the origins of local history. As we approach the Governor's Conference on Libraries, such preservation and conservation efforts are primary concerns of the Conference.

"The systematic codification and classification of community records are important to our present-day citizenry but will be of even greater importance to the generations of future historians, students and teachers who will seek to understand our culture and civilization through examination of these documents."

New York Governor Hugh L. Carey proclaiming Community History Day

"It has become recognized not only in New York but across the nation that it is no longer possible to keep everything; appraisal is the order of the day. Legal disposition of valueless records is a key element within any records management program: with it we are able to maintain proper perspective; without it our public offices would be inundated with such quantities of paper that governmental services would come to a halt.

"Again and again, as the mounds of housekeeping and operational records are necessarily sorted out for discard, we hear the cries of excitement about finding the "lost" minute book, the "lost" charter, the "forgotten" road designation book and so forth. These items were not really lost but buried under and behind accumulations of worthless or less significant paper. The point is that legal means must be made available for the orderly disposition of many public records and that record custodians must follow through with periodic disposition, or the truly significant historical documents are submerged in the morass of paper. Only by clearing away the debris can we possibly expect public records custodians to give the attention they should to those records of greatest interest to genealogists, historians, and the research community in general.

Kenneth L. Brock, writing in the National Genealogical Society Quarterly

"Archival repositories assign genealogical research differing priorities: some do not allow it; some specialize in it. Our policies fall between the extremes, but we do use a significant portion of our resources servicing genealogical requests and maintaining genealogical records. . .

"We have adopted no restrictive policies, and none are currently proposed, but private genealogical research does not fall into either primary area for which our activities are supported by the University: providing support for academic research and maintaining a documentary record of the functioning of the University. Although we are involved in several peripheral areas, in no other is the demand for services so great. An evaluation of the relevant factors is needed. Those to be considered include: 1) the value of most genealogical records as regional documentation 2) the range of services which a land grant college should provide 3) the breadth of the archivist's role in documenting our cultural heritage 4) the extent to which archivists should judge the value of patrons' research in allocating resources 5) the availability of genealogical records at other repositories and 6) the increasing respectability of genealogical research among academic and lay researchers. On the other hand we must consider: 1) that other public service activities have been diminished 2) that such services receive no support in our budget 3) that records contributed by genealogists have limited research potential and 4) that genealogists are being referred here by other repositories. We have yet to strike a balance."

H. Thomas Hickerson, writing in Cornell University Libraries' Documentation Newsletter

The following materials will be sent to SAA members during the month of July: annual meeting program, membership directory, and ballot. If you anticipate a move in the near future, please let us know as soon as possible so that you will receive this information without delay.

UPDATE ON THE GENEALOGY BOOM FROM NARS

Calendar year 1977 reference services in the National Archives Building and in the NARS regional branches totaled more than 2.3 million, an almost 50 percent increase over the preceding year. The services were accorded people requesting research aid--either in person, by letter, or over the telephone. In the 11 regional archives branches, demand for microfilm soared to more than 40,000 rolls a month, well over double the normal usage. According to NARS officials, almost all of this extra burden reflected the public's enthusiastic new interest in family history.

1900 CENSUS RECORDS OPENED FULLY TO PUBLIC

Restrictions on access to records of the 1900 census have been lifted by the National Archives.

In force for four years, the restrictions had limited access to the records to approved historical, legal, or genealogical researchers and required that the research be conducted only at a National Archives and Records Service facility. Although copies of individual pages of the census records could previously be reproduced under certain conditions, the new ruling permits reproduction of entire rolls of census microfilm for public and research institutions.

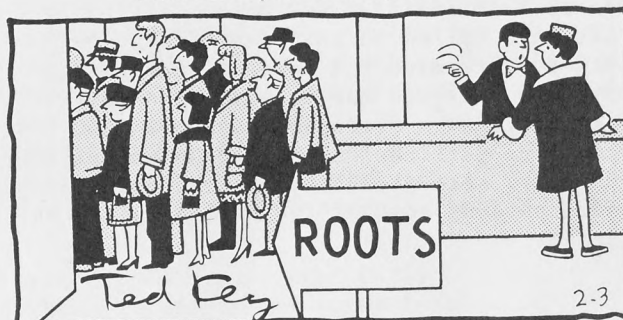
Restrictions on the use of the 1900 census had been enforced since the release of the material in 1973 at the insistence of the Bureau of the Census. Lifting of the curbs followed a public proposal to this effect made by the National Archives and published in the *Federal Register*. At the end of the 30-day comment period, more than 700 letters and postcards favorable to the plan were received; there were no unfavorable comments. The proposal was then adopted without change.

The price for microfilm copies of the census schedules or indexes is \$21 per roll. The entire 1,854 rolls of the census schedules cost \$22,248; the entire 7,855 rolls of the index cost \$94,260.

HAZEL

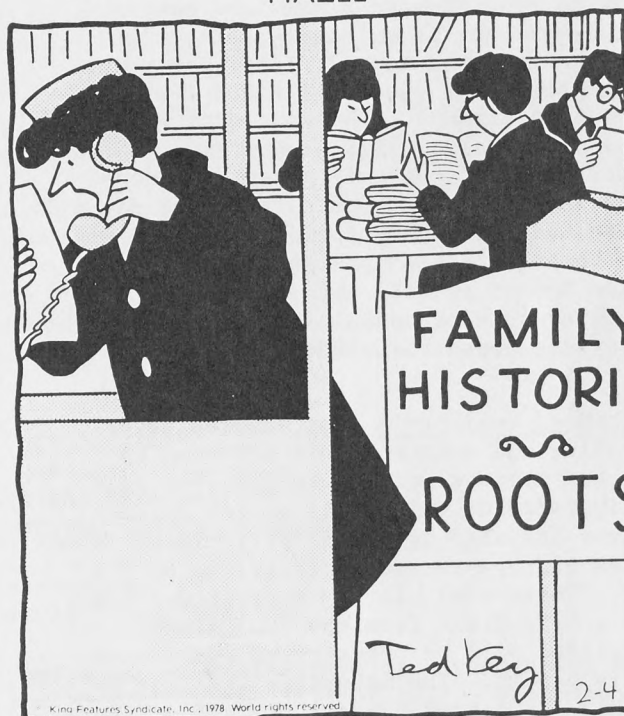


"I wonder if you can help me?..."



"Line forms on your left..."

HAZEL



"Not a bad batting average, Missy. On my father's side I have a judge, a mayor, a hangman and a horse thief. On my mother's side..."

Used with permission of the creator, Ted Key.
Copyright and World Rights Reserved, 1978,
Ted Key.

PEOPLE PAPERS

Washington, DC The Occupational Safety and Health Administration announced news of "librarian's lung," primarily a disease of rare book librarians caused by spores on the old materials. It is similar to "mushroom worker's lung," "farmer's lung," "bird fancier's lung," and "snuff taker's lung," all of which manifest themselves in frequent bronchial disorders. The curious recent outbreak of librarian's lung in the U.S. is tied to another symptom, a rash that appears on the hands of librarians who handle special periodicals from India. Some university libraries have called on their chemistry departments to determine the cause of the rash, and they have narrowed the culprit down to one of two things: a mysterious insecticide sprayed on the publications by Indian postal officials, or, more probably, the red dye on the covers binding most of the offending periodicals.

London, England An archivist at London's Public Record Office said it was out in the open, but it took more than 350 years for anybody to find it--and historians have argued over whether it existed at all. "It" is a document dated Nov. 7, 1605, for receipt of 1,800 pounds of gunpowder taken from the cellar of Parliament. The gunpowder was planted by Catholic militant Guy Fawkes "for the blowing up of the said house..." Historians have suggested Protestant King James I may have made up the "Gunpowder Plot" to discredit Fawkes and his movement, but archivist Nicholas Rodger put all that to rest by finding the receipt in a pile of documents that he said were "open for all to see."

Los Angeles, California Los Angeles Mayor Tom Bradley has announced his decision to donate his personal papers to his alma mater, the University of California at Los Angeles. The Mayor has also agreed to participate in a series of tape-recorded interviews on his career. These oral history interviews, made possible by a grant from the UCLA Alumni Association, will be transcribed and placed with his papers. The materials will not be available for research until the end of the Mayor's term of office.

Independence, Missouri The Independence school system has received tentative approval of an HEW grant to develop methods of using

the resources of Presidential Libraries in educating students at the elementary, junior high and high school levels. The Truman Library will serve as a model for the other Presidential Libraries whose materials are now used principally by graduate students and individuals working on post-doctoral projects.

Washington, DC A bill to make Congress subject to some of the laws it has passed, including the Freedom of Information and Privacy Acts, was introduced in the Senate in May with the observation that it was long overdue.

Sen. Patrick J. Leahy, D-Vt., noted in introducing S 3086 that it was "time we in Congress begin to live by the same standards we have set for others."

The bill would remove Congressional exemptions from--in addition to the FOIA and the Privacy Act--the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Equal Pay Act, the Fair Labor Standards Act, the National Labor Relations Act, the Occupational Safety and Health Act, and the Social Security Act.

Leahy said that, when Congress passed the FOIA, it "made it national policy and law that an individual has the right to petition the government for information held by the government." He continued: "When we passed the Privacy Act, we made it Federal law that the government must place better safeguards on the files it keeps on individuals, including allowing those individuals to see their files and correct erroneous information. But the rights of individuals do not extend to information or files within the walls of Congress. How is that fair, much less rational?"

Atlanta, Georgia Organizations in Atlanta, Americus, and Plains have expressed interest in having a Carter Library, according to an official of the Carter Foundation for Government Affairs. The foundation was chartered to plan for a Carter Presidential Library and scholarly research center. The spokesman said that the President has indicated that he is not on the verge of making a choice. Approaches to the foundation have come from Georgia Tech and Georgia State University, among other institutions.

COMMITTEE REORGANIZATION PROPOSED

The SAA Committee on Committees, established in 1976, was commissioned to review and recommend changes in the SAA's committee structure. The committee, chaired by Nicholas C. Burckel, University of Wisconsin-Parkside, includes Miriam Crawford, Temple University; Maygene Daniels, National Archives and Records Service; Elsie Freivogel, National Archives and Records Service; and Robert M. Warner, University of Michigan.

The report of the Committee on Committees, which appears below, has been submitted to the SAA Council. The Council will be considering the recommendations this fall, and solicits response by the membership. Comments should be addressed to SAA's national office in Chicago.

* * * * *

Committees of the Society are significant because they involve a large number of SAA's membership and because they deal with a wide range of issues of concern to the profession and the Society. Yet, they have developed haphazardly, frequently without sufficient coordination with the Society's elected officers and Council and frequently without regular reviews of the committee's work. Certain committees are necessary for the ongoing operation of the Society, others for proper representation of archivists on joint committees with allied professional organizations, and others to address specific needs or investigate certain problems. By 1978 there are over 40 such committees, with additional requests for more. Former President Robert M. Warner summarized the problem:

There apparently are too many committees. This is attested to by the fact that the Council has failed through every means to exercise responsible control over them or to even have effective and regular communication between itself and the committees. . . . The committee structure raises unfilled expectations among the members leading them to think they may be involved in significant activity, yet in many cases it results only in their frustration and disappointment when they are not called upon.

Candidates for SAA office in 1975-76 all noted the need for a reorganization of the committee structure, a concern still shared by candidates for Council in 1978 who were asked:

The Committee on Committees is considering a revision of the present standing and ad hoc committee structure of the SAA. What specific change in the present system would you propose?

In June of 1976, SAA President Robert Warner appointed a Committee on Committees to investigate the problems and make a preliminary report in April 1977. The initial work of the task force was to:

- a. investigate the committee structure of allied professional organizations such as AHA, OAH, and ALA.
- b. summarize comments of SAA members who have written to the Committee and develop a profile of the present membership of the Society.
- c. survey past and present committee chairs.
- d. examine AAM structure and executive office functions.

Those tasks were completed in the spring of 1977, and a set of preliminary recommendations were developed and presented at the annual meeting of the Society in the fall of 1977. From October of 1977 to the present, the work of the Committee has been to develop specific recommendations refining and implementing preliminary ideas. Those recommendations follow.

The Committee recommends a tripartite organization of (1) professional affinity groups, (2) task forces, and (3) standing committees. This arrangement provides the Society with the flexibility to recognize the various ways the Society serves its members and the accountability to exercise responsible leadership. (con't. on p. 12)

COMMITTEE REORGANIZATION (CON'T)

PROFESSIONAL AFFINITY GROUPS (PAG): The establishment of such groups based on institutional affiliation and/or functional responsibility provides members with the ability to meet and work with others of similar backgrounds and interests. Membership in these groups would be voluntary and self-selective, and a person could be a member of two groups. Persons would choose their groups at the time of the payment of their annual dues. The PAGs identified by archival function or institutional affiliation and based on a review of the present committee structure include:

1. College and University Archives
2. Business Archives
3. Religious Archives
4. Public Records
5. Aural and Graphic Records
6. Acquisition (both public records and manuscripts)
7. Contemporary Theme Collections (e.g. labor, urban, ethnic)
8. Description of Records and Manuscripts
9. Preservation Methods
10. Reference, Access, and Outreach

New PAGs could be created on the petition of 50 members of the Society and the consent of Council. Existing ones would be eliminated when membership falls below 50 members. The President, with the advice and consent of the Council should appoint convenors for each PAG whose major responsibility would be to serve as temporary chair of the group until a chair and vice chair are elected. Chairs and vice chairs would serve for two years and be eligible for not more than a second term in the same office.

Time would be provided at the annual meeting for the PAGs to meet, and the SAA national office would coordinate the publication of a newsletter for those PAGs interested in publicizing their activities. The chairs should meet at least once a year with the SAA officers and Council. Further, to coordinate activities and minimize unnecessary duplication of effort, a Council member or officer should be assigned liaison with each of the PAGs. The Vice President should have the primary responsibility for overseeing Council/officer liaison with the PAGs.

TASK FORCES: As the need arises, the Society should create task forces to address specific issues or questions. Task forces would be created and chairs appointed by the President with the advice and consent of Council. Members of the task force would be appointed by the President in consultation with the task force chair. The President would also appoint a member of Council to the task force *ex officio* who would keep the Council informed of the task force's work and vice versa. Task forces would receive a written charge, a date to present written findings or recommendations, and a budget to cover necessary expenses. Some present committees serve task force functions and need to be continued. The impetus for creating a task force can come from one of the PAGs, or a group of concerned archivists. Only those task forces actually created by the President and Council, however, would receive a budget and be required to file an official report with the Council. Task forces recommended include:

1. Education and Professional Development
2. Institutional Accreditation
3. International Federation of Archival Societies
(to develop a federation of various national archival associations)
4. Committee Reorganization

STANDING AND JOINT COMMITTEES: These committees are necessary for the regular conduct of the Society's affairs or for representation on inter-association committees with allied professions. Chairs of these committees should be appointed in consultation with the Council and members of committees appointed by the President in consultation with the chairs. Written policy and procedural guidelines including committee purpose, selection, size, length of term, duties, and responsibilities should be developed for each of the standing committees. Chairs of standing committees should be in frequent contact with the President and Council and should present a

COMMITTEE REORGANIZATION (CON'T)

written report on the committees' work annually to the President and Council. The following committees should exist:

1. Audit
2. Awards
3. Local Arrangements
4. Nominations
5. Professional Standards
6. Program
7. Regional Archival Activity
8. Status of Women
9. Joint AHA/OAH/SAA
10. Joint ALA/SAA
11. Joint ARMA/SAA

In addition to these general organizational changes, the Committee recommends specific additional action:

1. A brief questionnaire should be designed to gather information on the interests and expertise of the membership at the time of the assessment of annual dues. Members would indicate on the form their Professional Affinity Group choice, their willingness to serve on task forces, their educational background, research interest, functional responsibilities, and interests. This information would be used by the President in selecting chairs, members of committees and task forces. Information on PAG or member interest might be coded into the SAA Membership Directory for the convenience of members wishing to contact others of similar interest or expertise.
2. The composition of the Professional Standards Committee should be altered so that 4 members are the most recent living past presidents and 4 are non-president fellows. The chair should pass annually to the former president who has served longest on the Committee. The major responsibilities of the Committee should be rewritten to include (a) monitoring the Constitution, (b) reviewing issues related to professional ethics, and (c) selecting fellows. Non-president fellows should be appointed to staggered terms of four years each, so that one appointment each year will be made by the President, in consultation with Council.
3. The Committee on Regional Archival Activity should be reconstituted as a committee composed of elected representatives of the regionals, broadly defined. Such a regional group may be a state or local organization, but it would have to have a minimum membership of 50. The primary function of this committee would be to facilitate information exchange among the regionals and between the regionals and SAA.

Although implementation details have not been presented here, the Committee is working on a number of issues that should facilitate the process, including:

1. Descriptions of each of the Professional Affinity Groups.
2. Guidelines for standing committees.
3. A general information questionnaire.
4. Constitutional changes necessitated by the recommendations.

MEETINGS

Senate Historical Office

The Senate Historical Office is organizing a symposium on the research value and disposition of senators' papers. Approximately twenty archivists, historians, and political scientists will meet in Washington on September 14-15, 1978, to pursue two objectives.

The first is to underscore the potential research value of senators' papers by drawing upon the experience of scholars who have made extensive use of collections created in the recent past. The second is to produce a document that will guide current and future senators in the disposition of their office files and associated papers. The session will be held in the Caucus Room of the Russell Senate Office Building.

Symposium proceedings will be printed and distributed to all institutions holding significant collections of congressional papers. For further information, contact the Senate Historical Office, Washington, DC 20510.

National Archives

"The Law and American Society: New Historical Perspectives and Resources" is the title of the 18th annual National Archives conference to be held September 21-22 at the National Archives Building. The conference will focus on legal biography, the law and American women, archival resources, wild life conservation, privacy and the public's right to know, and black protests in the 20th century. For further information contact program directors Clarence Lyons or Mike McReynolds at the National Archives.

University of California-Santa Cruz

As part of its Eighth Annual Library Institute, the University of California, Santa Cruz will offer "Photography: Collecting, Preserving and Exhibiting," August 4-5 and "Preservation of Library and Archival Resources," August 11-12. For further information write Anne Over, University of California, Extension, Santa Cruz, CA 95064.

Oral History Association

"Other Voices, Other Rooms: Cross-Cultural and Cross-Disciplinary Perspectives on Oral Testimony" is the theme of the Thirteenth National Workshop and Colloquium of the Oral History Association to be held October 19-22 at the Savannah Inn and Country Club, Savannah, GA. The meeting will feature presentations by Eliot Wigginton, editor of the *Foxfire* books and Robert Coles, psychiatrist and author of the *Children of Crisis* series. For more information regarding the meeting write Ronald E. Morcello, Executive Secretary, P.O. Box 13734, North Texas State University, Denton, TX 76203.

Association of Records Managers and Administrators

ARMA's annual conference, "Records Management: Blueprint for Tomorrow," will be held October 8-11 in Washington, DC at the Shoreham Americana Hotel. For more information about the meeting, contact Edward Johnson, Executive Director, ARMA, PO Box 10208, Tallahassee, FL 32302.

American Association for State and Local History

Research sources for local history will be one of the themes of the annual meeting of the American Association for State and Local History. The meeting will be held in Springfield, Illinois, September 19-23 at Forum Thirty. For program information, contact Patsy Clardy, AASLH, 1400 8th Ave. South, Nashville, TN 37203.

Association of St. Louis Archivists

The Association of St. Louis Archivists meets three times each year, usually at a different institution in metropolitan St. Louis.

The fall, 1978 meeting will take place September 28 at the Archives of Missouri Botanical Garden, St. Louis. Annual election of officers will take place at the meeting. For further information, contact Marvin A. Huggins, Concordia Historical Institute, 801 DeMun Ave., St. Louis, MO 63103.

NASHVILLE PROGRAM PLANS COMPLETED

"Preserving the Past, Access for the Future: Professional Goals and Constituent Demands" is the theme for SAA's 1978 annual meeting in Nashville, October 3-6. In conjunction with this theme, the objective of each presentation will be to provide some indication of the nature of the problems confronting the profession, some evaluation of past performance, and some practical suggestions for the future. The meeting will feature formal sessions, practical seminars, demonstrations and drop-in rooms. An innovation in 1978, the drop-in rooms will provide an informal setting in which participants can seek answers to technical problems.

Several committees are planning all day sessions on Tuesday pertaining to their special interests. Details on committee meetings and activities will be included in a special August edition of the *Newsletter*. Annual meeting participants will be welcomed Tuesday evening during the "Nashville Bash," an informal reception.

Wednesday morning will begin with a briefing for new SAA members--an opportunity to share coffee and conversation with SAA officers, Council, and staff members. The briefing will be followed by the official opening of SAA '78--two concurrent plenary sessions on topics of major importance to the profession. "Conservation of Archives and Manuscripts: Searching for Solutions" will feature presentations by Frazer Poole, formerly of the Library of Congress, and Edward Gilbert of the Henry Ford Museum. The second plenary session will focus on "Privacy versus the Public's Right to Know," with Allen Weinstein of Smith College as the speaker. Weinstein has gained recognition for his book *Perjury: The Hiss-Chambers Case*, which was based to some extent on previously classified FBI files.

Additional events on Wednesday include sessions on microforms, business archives, and the new copyright law, and seminars on the preservation of film and photographs, and archives and the environment. Demonstrations of finding aids, deacidification, and the reinforcement of embrittled paper will be presented, and there will also be drop-in rooms on preservation, arrangement and description, automation, reference and access, legal issues, and security.

Thursday's activities will include formal sessions on the partnership between archivists and records managers, archivists in unions,

NHPRC's Records Grant Program, machine readable records programs, and specialized repositories. Also included will be seminars on establishing religious archives, on developing a records management program, and on micrographics. Demonstrations of finding aids and the reinforcement of embrittled paper will also take place. Topics discussed in drop-in rooms on Thursday will include surveys, access regulations, legal issues, reprography, administration, and the National Union Catalog of Manuscript Collections. The day will be highlighted by the presidential reception and banquet and by Walter Rundell's presidential address, "Photographs as Historical Evidence: Early Texas Oil."

Friday morning will feature formal sessions on the value of local history, contracting for microfilm services, documenting black history, technology and demography, and grants. Also scheduled are seminars on archivists in academic libraries, archival public relations, and a special presentation on "facsimiles, fakes, and phonies."

Hugh A. Taylor, incoming President of the Society, will address the meeting participants at the closing brunch.

**Tennessee life
is like Tennessee whiskey.
You sip it... slowly.**



Like Tennessee Whiskey,
SAA '78 will be
very easy to swallow.

October 3-6, 1978
Nashville

Tennessee.
Savor the flavor.

Oral History Guidelines

The SAA Committee on Oral History, chaired by James V. Mink, recently made additions to the guidelines on Oral History of the Oral History Association. The revised version of the guidelines addresses the responsibilities of the archivist as well as those of the interviewee, the interviewer, and the sponsoring institution. The original guidelines were adopted by the OHA Council in 1975 and by the OHA membership in 1977. Following are OHA's guidelines on oral history as revised by the SAA Committee on Oral History.

Preamble The Oral History Association recognizes oral history as a method of gathering and preserving historical information in spoken form and encourages those who produce and use oral history to recognize certain principles, rights, and obligations for the creation of source material that is authentic, useful and reliable.

I. Guidelines for the Interviewee

- A. The interviewee should be informed of the purposes and procedures of oral history in general and of the particular project to which contribution is being made.
- B. In recognition of the importance of oral history to an understanding of the past and in recognition of the costs and effort involved, the interviewee should strive to impart candid information of lasting value.
- C. The interviewee should be aware of the mutual rights involved in oral history, such as editing and seal privileges, literary rights, prior use, fiduciary relationships, royalties, and determination of the disposition of all forms of the record and the extent of dissemination and use.
- D. Preferences of the person interviewed and any prior agreements should govern the conduct of the oral history process, and these preferences should be carefully documented for the record.

II. Guidelines for the Interviewer

- A. Interviewers should guard against possible social injury to or exploitation of interviewees and should conduct interviews with respect for human dignity.
- B. Each interviewee should be selected on the basis of demonstrable potential for imparting information of lasting value.
- C. The interviewer should strive to prompt informative dialog through challenging and perceptive inquiry, should be grounded in the background and experiences of the person being interviewed, and, if possible, should review the sources relating to the interviewee before conducting the interview.
- D. Interviewers should extend the inquiry beyond their immediate needs to make each interview as complete as possible for the benefit of others, and should, whenever possible, place interviews in a depository where they will be available for general research.
- E. The interviewer should inform the interviewee of the planned conduct of the oral history process and develop mutual expectations of rights connected thereto, including editing, mutual seal privileges, literary rights, prior use, fiduciary relationships, royalties, rights to determine disposition of all forms of the record, and the extent of dissemination and use.
- F. Interviews should be conducted in a spirit of objectivity, candor and integrity, and in keeping with common understandings, purposes and stipulations mutually arrived at by all parties.

ORAL HISTORY GUIDELINES (CON'T.)

- G. The interviewer shall not violate and will protect the seal on any information considered confidential by the interviewee, whether imparted on or off the record.

III. Guidelines for Sponsoring Institutions

- A. Subject to conditions prescribed by interviewees it is an obligation of sponsoring institutions (or individual collectors) to prepare and preserve easily useable records; to keep careful records of the creation and processing of each interview; to identify, index and catalog interviews; and, when open to research, to make their existence known.
- B. Interviewers should be selected on the basis of professional competence and interviewing skill; interviewers should be carefully matched to interviewees.
- C. Institutions should keep both interviewees and interviewers aware of the importance of the above guidelines for the successful production and use of oral history sources.

IV. Responsibilities of the Archivist

In addition, the Society of American Archivists recognizes particular responsibilities of archivists regarding oral history materials. Archivists should seek and acquire adequate information from oral history collectors to document the provenance of oral history materials. Archivists should preserve, arrange and describe oral history material to assure effective future use. Archivists should prepare finding aids and should publicize oral history holdings in catalogs of manuscript collections and in journals so scholars may have accurate, adequate, and easily available information about oral history sources. Archivists should provide facilities for using oral history materials, including equipment for research in audible records. Archivists should develop the fullest and most equitable access policies consistent with the integrity of the repository and with agreements made with donors in good faith.

AFI Makes Archival Grants

The American Film Institute/Arts Endowment Film Archival Program recently awarded seven archival grants totaling \$75,000 to the following organizations: American Jewish Historical Society, Waltham, Massachusetts; Anthology Film Archives, New York City; Center for Southern Folklore, Memphis, Tennessee; Fort Lee Public Library, Fort Lee, New Jersey; New York University, New York, New York; Oregon Historical Society, Portland, Oregon; Pacific Film Archive, University of California, Berkeley, California.

These grants signal an expansion of the national film preservation program in philosophic and geographic terms, addressing ancillary film archival concerns and providing for the safeguarding and preservation of films of regional interest at the local level in addition to the ongoing national preservation effort.

The American Film Institute/Arts Endowment Film Archival Program is funded by the National Endowment for the Arts and administered by AFI. The AFI-coordinated national effort has allocated over \$3,000,000 since

1972 to support film preservation projects. These funds have in turn generated through matching provisions total national preservation expenditures of over \$6,000,000. The result has been the preservation, safeguarding, and restoration of thousands of films on acetate (safety) stock which would otherwise have been lost due to the inevitable deterioration of the nitrate film base that was standard until the early 1950's in the film industry.

Grants are made on a matching basis to non-profit, tax-exempt organizations currently engaged in film preservation activities. A review panel of recognized professionals and experts convened by NEA evaluates the applications and selects the grant recipients. AFI awards the grants and carries out administrative responsibilities.

For further information regarding the program, contact the American Film Institute, John F. Kennedy Center for the Performing Arts, Washington, DC 20566.

NHPRC RECOMMENDS NEW RECORDS

During its June 15-16 meeting, the National Historical Publications and Records Commission approved the thirty eight records grants listed below, totaling \$1,022,269, the largest amount of money ever allocated for records grants at a single NHPRC meeting. The next records grant application deadline is October 1 for proposals to be considered during the first commission meeting of 1979.

STATE AGENCIES

Midwest State Archives Guide Task Force, Madison, Wisconsin: \$15,110 for development and testing of procedures, policies and a data base management system for description of state governmental records in state archival agencies.

The Rhode Island Historical Records Advisory Board, Providence, Rhode Island: \$59,800 for survey and appraisal of state government records, evaluation and planning toward improved government archival programs in Rhode Island, and consultation with Rhode Island organizations needing advice on archival programs.

Pennsylvania Historical and Museum Commission, Harrisburg, Pennsylvania: \$47,019 for micro-filming for preservation and improved research use of county and municipal government records in Pennsylvania.

Michigan History Division, Lansing, Michigan: \$30,410 in support of survey and accessioning, by the State Archives program, of county records.

Arizona Historical Society, Tucson, Arizona: \$9,079 for improved preservation of manuscript collections.

New York State Historical Records Advisory Board, Albany, New York: \$155,344 in support of consultation and financial assistance to ten or more municipal governments in New York toward the development of ongoing local government archives programs. The project will also produce a municipal archives manual for New York.

Washington State Historical Records Advisory Board, Olympia, Washington: \$16,090 (supplemental grant) to begin data preparation and input into an automated system, information gathered by the Washington statewide historical records survey project.

Massachusetts Archives Advisory Commission, Boston, Massachusetts: \$8,500 for continuation of a Massachusetts historical documents

survey, workshops in archival inventory techniques, and refinement of a statewide historical records preservation plan.

Utah Historical Society, Salt Lake City, Utah: \$21,335 (partial matching) for preservation and description of photographs in the Society's "Community Documentation" and "Peoples of Utah" collections, and other photographs relating to early Utah settlers and settlements.

Kentucky Historical Records Advisory Board, Frankfort, Kentucky: \$115,599 (partial matching) in support of a comprehensive statewide survey of, and guide to, archival holdings.

COLLEGES AND UNIVERSITIES

Cornell University, Ithaca, New York: \$42,619 for a project of the New York State Historical Resources Center to conduct a survey of historical records in archives and manuscript repositories in 14 south central New York counties and to enter survey information into an automated data base for the production of a published guide.

The Johns Hopkins University School of Medicine, Baltimore, Maryland: \$26,712 in support of arrangement and description of records of the five Johns Hopkins University Medical Institutions.

Schlesinger Library, Radcliffe College, Cambridge, Massachusetts: \$16,270 in support of its Archives of Women's Organizations program.

California State University, Northridge, California: \$45,825 (conditional grant) for a survey of historical records held by institutions, organizations, and individuals in the San Fernando Valley. The survey is related to the establishment of an Urban Archives Center at the University.

Baltimore Region Institutional Studies Center, Baltimore, Maryland: \$13,149 for processing records, deposited at BRISC, of the Maryland Council of Churches and predecessor organizations.

GRANTS DURING JUNE MEETING

Fisk University, Nashville, Tennessee: \$22,500 to arrange, describe and process the papers of Charles S. Johnson.

Calvin College, Grand Rapids, Michigan: \$14,085 for survey and acquisition of correspondence written from the Netherlands to American immigrants.

Bancroft Library, University of California, Berkeley, California: \$14,223 for microfilming for preservation and improved accessibility of the Mark Twain papers in the Bancroft Library.

North Texas State University, Denton, Texas: \$2,415 in support of the Texas County Records Inventory Project to complete surveys needed for further development of the Texas State Archives local records program.

Wright State University, Dayton, Ohio: A conditional offer of a supplemental grant for \$2,000 in partial support of restoration of drawings from the O.S. Kelley Company collection, the records of a national manufacturer of steam traction engines and threshing machines.

Virginia Military Institute, Lexington, Virginia: \$9,150 (matching) for preservation and microfilming of approximately 30,000 pages of early records of VMI.

Yale University, New Haven, Connecticut: \$38,021 (matching offer) for a survey and selective accessioning of University records and development of a University-wide records program.

PRIVATE HISTORICAL SOCIETIES, MUSEUMS, AND ARCHIVES

New Harmony Workingmen's Institute, New Harmony, Indiana: \$18,200 for preservation, arrangement and description of collections relating to the history of New Harmony.

San Francisco Maritime Museum, San Francisco, California: \$19,500 for selective preparation of safety film negatives from the 7,000 nitrate based photo negatives in the collection of the Maritime Museum.

Western Jewish History Center, Berkeley, California: \$8,597 in support of arrangement and description of records of the Jewish Community Center and Jewish Welfare Federation

of San Francisco.

Western Reserve Historical Society, Cleveland, Ohio: \$7,975 in support of arrangement, description and processing of records of the Cleveland Welfare Federation.

Ashfield Historical Society, Ashfield, Massachusetts: \$26,500 (\$25,000 matching) conditional grant for preservation, duplication, and description of selected glass photo negatives for the Howes Brothers photographs which document aspects of life in the Connecticut River Valley during the late 19th and early 20th centuries.

Oakland Museum Association, Oakland, California: \$6,922 (matching) for preparation of a microfiche user copy of a portion of the photographic archives of the Museum's History Department.

Immigrant City Archives, Lawrence, Massachusetts: \$6,000 (matching) for survey, accessioning, preservation, and processing of records relating to ethnic communities in Lawrence.

Cincinnati Historical Society, Cincinnati, Ohio: \$6,486 (mostly matching) to process papers of five major leaders of the Charter Party movement.

Logan County Historical Society, Guthrie, Oklahoma: \$14,227 (matching offer) for a second year of survey, description, and selective microfilming of records in Guthrie and Logan County.

OTHER RECORDS PROJECT GRANTS

Alaska Native Foundation, Anchorage, Alaska: \$39,328 for a survey toward preservation and accessioning of historical documents from the formative years of 22 Alaska Native organizations.

King's Chapel, Boston, Massachusetts: \$3,200 for an archival consultant to advise on the appraisal, arrangement, and description of the records of King's Chapel, an active church since the late 17th century.

The Society of American Archivists, Chicago, Illinois: \$31,038 for preparation and publication of six basic archival manuals on administration, cartographic records and architectural drawings, public programs, reprography, automation, and exhibits.

GRANTS (CON'T.)

Massachusetts Judicial Records Committee, Boston, Massachusetts: \$55,950 for the development of verified sampling techniques applicable to case files in the post-1859 records of the Superior Court of Massachusetts.

Baltimore Congress for Local Records and History, Baltimore, Maryland: \$26,091 for a survey and selective accessioning of historical records in private hands in the Baltimore area and for recommendations for a comprehensive future accessioning policy for the area.

Public Broadcasting Service, Washington, DC: Conditional grant of \$25,000 in partial support of preservation and description of nearly 10,000 films and videotapes from National Educational Television.

Agudath Israel of America, New York, New York: \$2,000 for consultation in the development of an archival program for historical records relating to the history of Orthodox Jewry in the United States.

AUTOMATED RECORDS & TECHNIQUES COMMITTEE DRAFTS FUTURE PLANS

The Automated Records and Techniques Committee, co-chaired by Charles Dollar of the National Archives and Carolyn Geda of the University of Michigan, held an all day meeting at the National Archives in February to review its status, define goals and formulate a plan of action for the committee.

The committee developed a 5-year plan which includes giving workshops, preparing publications, and designing courses to give ADP training. The 5-year plan was approved by the SAA Council in April.

The committee is also considering preparing a special issue of the *American Archivist* devoted to automation, surveying state and local archives, developing a clearinghouse on automation, and reporting on a projected information system for archives and manuscript collections. A survey will be conducted by the Machine Readable Archives Division of the Public Archives of Canada and the National Archives and Records Service to ascertain the status of automation in Canada and the United States.

Contact Carolyn Geda, ICPSR, Box 1248, Ann Arbor, MI 48106; or Charles Dollar, National Archives and Records Service, Washington, DC 20408 for additional information.

ETHICS COMMITTEE SEEKS COMMENT ON PROPOSED CODE

The SAA Committee on Ethics has been studying the questions of archival ethics, with the goal of writing a code of ethics for the Society's consideration. This code of ethics will be considered at the annual meeting during an open forum scheduled for the afternoon of Wednesday, October 4.

Members of the Ethics Committee include chairman David Horn, De Pauw University; Edmund Berkeley, Jr., University of Virginia; David Kyvig, University of Akron; Meyer Fishbein, National Archives and Records Service; Linda Edgerly, Chase Manhattan Bank; William B. Miller, Presbyterian Historical Society; John E. Wickman, Eisenhower Library; William S. Price, Jr., North Carolina Department of Archives and History; and Carolyn Wallace, University of North Carolina.

Following is an outline of the areas of archival responsibility which will be addressed in the code.

1. *Archivists and Donors:* written accession policies; cooperation between institutions; deposit of materials in an appropriate institution; informing the donors of provisions regarding copying, copyright, and access; setting and observing restrictions.
2. *Archivists and Users:* screening researchers; informing users of all relevant policies; publicity for collections; familiarity with the contents of collections; handling two or more researchers in the same area; revealing information about previous research; archivists doing research in their own collections.
3. *The Archivist and Other Archivists:* institutional policies that affect archivists; the role of archivists in establishing policies; handling sensitive materials; responsibilities of archivists as administrators.
5. *Archivists and Records:* preservation and conservation; balanced use of resources; the archivist as collector; the archivist as researcher-sharing information.
6. *Archivists and Society:* the unique role and responsibilities of archivists; legal restrictions.

Copies of the draft code of ethics may be obtained by writing David Horn, De Pauw University Archives, Greencastle, IN 46135.

PAPER PERMANENCE STUDY COMPLETED

The final report in the Paper Permanence Project, sponsored by the National Archives and the Society of American Archivists, has been published by the National Bureau of Standards. In this study, sheets of paper prepared in the laboratory under controlled conditions were subjected to accelerated aging at 60°, 70°, 80°, and 90°C, and at 0, 10, 25, 50, and 75% relative humidity. Changes in properties of the papers with aging were followed by measuring folding endurance, zero span tensile strength, breaking strength, elongation to break, wet strength, tearing strength, acidity, solubility in hot one percent alkali, copper number, brightness and moisture regain.

At relative humidities of 50% and below, degradation rates, as calculated from changes in the properties listed above, were directly proportional to the relative humidity of the aging atmosphere.

Although this is not a conclusion that was reached by the authors, it appears that, in order to compare papers with each other with respect to stability, it is necessary only to select a given temperature and moisture content of the aging atmosphere. The conditions selected should produce changes which correspond with changes that occur during natural aging.

Observers have suggested that an in-depth review of all the data produced by NBS is now required. Hopefully such a review would permit the selection of an accelerated aging method for paper.

Copies of the report may be obtained from Preservation Services Division, National Archives, Washington, DC 20408.

INFORMATION ON REMODELED AND NEW FACILITIES SOUGHT

Current conditions dictate that many archival and manuscript repositories remodel existing structures rather than build new facilities to house their ever-growing collections. To assist archivists in planning such innovations, SAA's Committee on Buildings and Technical Processes solicits the assistance of those who have recently completed such projects. Please send blueprints, estimates, proposals and final reports from building projects or information on new buildings being planned to Richard Strassberg, Chairman, SAA Buildings and Technical Processes Committee, 144 Ives Hall, Cornell University, Ithaca, NY 14853.

NORTH CAROLINA CUTS SEARCHROOM HOURS; IMPOSES SEARCH FEE

The North Carolina State Archives Searchroom will be closed to patrons on Mondays, effective July 1, 1978, according to an announcement made in May. Sara W. Hodgkins, Secretary of the Department of Cultural Resources, explained that the closings are scheduled to give busy staff members time to answer letters and undertake other archival tasks.

Secretary Hodgkins also announced that beginning in October the North Carolina Archives will charge a search fee of \$2.00 for each letter received from outside the state which requests any search. The fee must be paid in advance and will be in addition to any copying costs. The Archives will continue its long-established policy of responding to one question about one person in one letter.

ENERGY CONSERVATION AND CULTURAL INSTITUTIONS

The Arts/Energy Study has been established to assess the energy needs, problems and issues confronting various types of cultural institutions including archives and manuscript repositories. The project, sponsored by the American Association of Museums and the American Arts Alliance, is supported by grants from the National Endowment for the Arts and the Exxon Corporation.

Among the issues to be examined are levels of energy use by different types of organizations and facilities; special energy needs of cultural institutions; energy considerations in lighting, design, and renovation of buildings; technical assistance programs; energy conservation; and protection of cultural property during energy emergencies. The outcome of the project will be a report describing these issues and outlining possible policies, procedures and programs for dealing with these matters. SAA serves on an Advisory Committee to the study which is directed by Robert A. Matthai.

Two interim reports, *Energy Conservation and Management: A Critical Challenge for Cultural Institutions* and *Protection of Cultural Properties During Energy Emergencies* are available without charge from the Arts/Energy Study, Box 241, New York, NY 10024.

PROFESSIONAL OPPORTUNITIES

LIBRARIAN, Manuscripts, Archives, and Special Collections, Washington State University. Responsibilities include providing bibliographic control of selected English and foreign language print and manuscript materials; monographic cataloging (in technical services division); organizing manuscript collections; reference; collection development in assigned areas. *Qualifications:* Accredited MLS or equivalent professional degree; good working knowledge of at least two western European languages; experience in monographic cataloging and organizing manuscript collections. Second subject master's degree in the humanities or social sciences highly desirable. Faculty status; TIAA/CREF. *Salary:* Commensurate with qualifications and experience. Send resume and three letters of reference to Dr. Allene F. Schnaitter, Director of Libraries, Washington State University, Pullman, Washington 99164. Application deadline August 15, 1978.

Two vacancies - New England Document Conservation Center

DIRECTOR to administer Center and to supervise the divisions of preservation workshops, microfilm, and educational services. *Qualifications:* advanced degree in library science, history, or other related field; additional degree in business or public admin. desirable; 5 years admin. experience. *Salary:* commensurate with experience; liberal benefits.

CONSERVATOR to be responsible for preservation workshops, testing of materials, and consultative and emergency aid. *Qualifications:* degree in chemistry, history of art, or museum science; certificate in conservation or equivalent; 5 years experience including supervisory experience. *Salary:* commensurate with experience. Liberal benefits.

For above positions, send resumes and references to Mary McKenzie, Executive Director, New England Library Board, 231 Capitol Ave., Hartford, CT 06115.

SUPERVISOR, Florida State Archives, to direct activities of the Central Reference, Public Records, and Historical Manuscript Units. *Qualifications:* BA in history, political science, public administration, or related social studies; plus three years of professional experience. *Salary:* \$13,404 to \$17,935. Send resumes to John Stewart, Archives Administrator, Florida State Archives, The Capitol, Tallahassee, FL 32304.

ARCHIVAL SPECIALIST, Michigan State University Archives and Historical Collections, to supervise the processing of University records and historical collections, and to provide reference service for researchers. Applicant must also be able and willing to perform secretarial work as required. *Qualifications:* MA in history or related field, completion of archival education or experience at an archive or manuscript repository. One year appointment, position begins October 1, 1978. *Salary:* \$12,000 plus benefits. Send resume to Director, Michigan State University Archives and Historical Collections, Library Building, Michigan State University, East Lansing, MI 48824. Application deadline August 15, 1978.

UNIVERSITY ARCHIVIST, Michigan Technological University, to oversee university records, off-campus public records in regional repository, and manuscript materials of regional interest. *Qualifications:* accredited MLS, with degree in history or American studies desirable. Academic training in archival management required. *Salary:* \$10,000-12,000; 12 month appointment to begin September 15, 1978. Send resume to Robert Patterson, Reference Department, Library, Michigan Technological University, Houghton, Michigan 49931.

PROJECT DIRECTOR, Department of Archives and Records, Providence, Rhode Island, to establish and operate archives and records NHPRC grant project in city hall building. Duties include surveying, creating finding aids, and reporting to state historical advisory board. *Qualifications:* advanced degree in history, library science, or records management. Minimum of 3-5 years supervisory experience. *Salary:* \$17,500. Send resume to Archives Search Committee, Attn: Rose Mendonca, City Clerk, City Hall, Providence, RI 02903.

CONSERVATION OFFICER, Stanford University Libraries; to develop; execute; and direct extensive preservation program. *Qualifications:* MLS, knowledge of book arts, and preservation experience. Requires demonstrated managerial competence in conservation or related program; knowledge of bibliography, conservation practices and standards; ability to communicate effectively. *Salary:* \$17,500-\$20,500. Apply by July 20, 1978. Send resume to Elsi H. Goering, Library Personnel Officer, Stanford University Libraries, Stanford, CA 94305.

PROFESSIONAL OPPORTUNITIES

UNIVERSITY ARCHIVIST AND CURATOR OF MANUSCRIPTS, East Tennessee State University, to manage University archives and manuscripts holdings, and to coordinate library's rare book and special collections holdings. *Qualifications:* PhD in history with graduate library training in archives and manuscripts preferred. Experience in a university archives, or evidence of knowledge of the essentials of archival administration highly desirable. *Salary:* dependent upon qualifications. Send resume to Personnel Office, East Tennessee State University, PO Box 24070A, Johnson City, TN 37601.

ASSISTANT ARCHIVIST, Berea College, to organize Berea College Archives. One year appointment, funded by an NHPRC grant. *Qualifications:* MLS or MA in history, with archival training/experience preferred. Knowledge of Appalachian history helpful, but not a requirement. *Salary:* \$10,000. Send resume to Gerald Roberts, Special Collections, Berea College Library, Berea, KY 40404.

New York State Archives has a number of openings for experienced ARCHIVISTS. Starting salaries range from \$11,250 to \$18,300, depending on qualifications. Send resume to New York State Archives, 10A46 Cultural Education Building, Albany, NY 12230.

The Iowa legislature has recently passed a bill providing for funding for the permanent position of STATE ARCHIVIST. An NHPRC grant provides for funding for the one year position of ASSISTANT STATE ARCHIVIST. While specific qualification and salary information is not available at present, interested applicants should send a resume to Jack Musgrove, Director, Division of Historical Museum and Archives, Historical Building, Des Moines, IA 50319.

ASSISTANT ARCHIVIST, University Archives, University of Virginia Library, responsible for accessioning; surveying of records in offices; scheduling; arranging for and supervising transfers; processing; preparing inventories and finding aids; public service and reference work; and general duties in the Manuscripts Department/University Archives. *Qualifications:* MA in American history with archives course, program, etc., or MS in library science with archival concentration; experience in an archives or manuscripts repository desirable; serious commitment to an archival career mandatory. *Salary:* \$11,040

or higher, depending on experience. 12-month appointment; benefits of the general faculty of the university. Position available immediately. Send resumes by September 1, 1978 to Kendon L. Stubbs, Associate University Librarian, University of Virginia Library, Charlottesville, VA 22901.

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

NEW PUBLICATIONS

The third edition of the Society of American Archivists' *Education Directory* is now available. The first edition of the *Directory*, published in the fall of 1973, was the product of a conference of archival educators sponsored by the SAA's Committee on Education and Professional Development. The second, revised edition of the *Directory* appeared in 1976. Single copies of the third edition are available free of charge from the office of the executive director.

The Copyright Act appears to have raised as many questions as it answered regarding fair use and photocopying. While the Copyright Office cannot give legal advice or offer opinions on what is permitted and prohibited, a new publication does provide the basic documentary background for the Act in convenient form. Circular R-21, (Reproduction of *Copywritten Works by Educators and Librarians*), is available free of charge from the Copyright Office, Library of Congress, Washington, DC 20059.

The Pyramyridion Press has published a pamphlet entitled *Archival Management: Forms for the Eighties*. The booklet is a humorous look at the problems archivists can expect to face in the not too distant future. Copies can be ordered from the Pyramyridion Press, Box 2863 C.S., Pullman, WA 99163. The price is \$3.00.

The creation of the United States Constitution is the subject of a new publication from the National Archives and Records Service. *A More Perfect Union* is the story behind the Constitution, which is permanently on display at the National Archives. Reproductions of the Constitution and related documents are included. Copies are available from the National Archives, Washington, DC 20408. The price is \$3.50.

(con't on back page)

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

NON-PROFIT ORG.
U.S. POSTAGE
PAID
CHICAGO, ILL.
PERMIT NO. 885

INSIDE. . .

Iowa State Archivist.	2
Washington Watch.	3
Security Newsletter	5-6
Committee Reorganization.	11-13
Oral History Guidelines	16-17
Grants.	17-19
Ethics Committee.	20
Placement	22-23

. . . AND MORE!

12775
TIMOTHY WALCH SAA
LIBRARY-PO BOX 8198
U OF ILL-CHICAGO CIRCLE
CHICAGO IL 60680

TIME VALUE MAIL

TENNESSEE ARCHIVISTS OFFER SCHOLARSHIP

The Tennessee Archivists have voted to award a scholarship of \$50.00 to one of their members who holds either a junior archival position or who is new in the profession. The scholarship will be applied toward attendance at SAA's Annual Meeting or the Basic Workshop on the Care of Historical Records, both of which will be held in Nashville the first week in October.

The action was taken at a March meeting of the Tennessee Archivists who felt that the selection of Nashville as the site of the annual meeting and the workshop will provide a special opportunity for archivists and manuscripts curators of the region to further acquaint themselves with the profession.

NEW PUBLICATIONS (CON'T)

Historical Editing for Undergraduates, a 38-page booklet by Ross W. Beales, Jr., and Randall K. Burkett, analyzes the development of historical editing, problems of methodology, and the potential uses of historical editing in undergraduate courses. The booklet includes a 13-page bibliography. Copies are available for \$1.00 (check payable to the College of the Holy Cross) from: Ross W. Beales, Jr., Department of History, College of the Holy Cross, Worcester, MA 01610.

SAA PUBLISHES BUSINESS ARCHIVES MANUAL

The Society of American Archivists announces the publication of a new manual, *Business Archives: An Introduction*. Written by Edie Hedlin, corporate archivist for the Wells-Fargo Bank, the manual covers all aspects of establishing a business archives, from physical requirements and staffing to such procedures as appraisal standards, arrangement and description, and conservation techniques. Unique to the manual are more than eighty business archives forms reproduced on microfiche. A suggested reading list is also included in the publication.

An earlier edition of the work, published by the Ohio Historical Society as part of their business history program, has been expanded and revised by a subcommittee of SAA's Business Archives Committee. Members of the subcommittee include Robert Lovett, chairman, Harvard University; Douglas A. Bakken, Ford Archives; Wilbur G. Kurtz, Jr., Coca-Cola Company; Greg Lennes, International Harvester; Susan F. Sudduth, Purdue University. Publication of *Business Archives: An Introduction* was made possible by a grant from the Business History Foundation. The manual is available for \$4.00 to SAA members and \$6.00 to others.