

# **SAA Newsletter**

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

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*November 1978*

## **PRESIDENTIAL RECORDS LEGISLATION PASSES**

A national legislative goal established by the Society of American Archivists in 1974 was realized on October 15, 1978, the last day of the 95th Congress, when the House approved a presidential records bill which had been approved previously by the Senate.

The bill provides that presidential records are the property of the public when they are created. They are to be turned over to the National Archives when a president leaves office, but for up to 12 years the former president can restrict access to certain records.

Members of Congress whose efforts were particularly significant in the passage of this landmark legislation were Representatives John Brademas of Indiana, Allen Ertel of Pennsylvania, Richardson Preyer of North Carolina, Jack Brooks of Texas and Senators Gaylord Nelson of Wisconsin and Charles Percy of Illinois.

SAA played an important role in the drafting of the legislation. Ann Morgan Campbell, the Society's executive director, was the only representative of a professional society invited to testify before committees of both the House and the Senate about the 1978 legislation. In a March appearance before the House Subcommittee on Government Information and Individual Rights, and a September appearance before the Senate Governmental Affairs Committee, she argued the need for its adoption. Campbell had served as a member of the 1975-77 National Study Commission on the Records and Documents of Federal Officials which had recommended legislation similar to that which was approved. (cont. on p. 2)

## **OFFICERS, COUNCIL AND NOMINATING COMMITTEE SELECTED BY MEMBERS**

Maynard J. Brichford was elected Vice President of SAA in the Society's 1978 election. Brichford, university archivist at the University of Illinois-Urbana, will succeed to the presidency at the 1979 annual meeting in Chicago. Mary Lynn McCree, University of Illinois-Chicago Circle, was re-elected treasurer. Shonnie Finnegan, State University of New York-Buffalo, and Paul McCarthy, Jr., University of Alaska, were elected to four year council terms, replacing retiring Council members J. Frank Cook and J.R.K. Kantor.

Joining Council members Andrea Hinding, University of Minnesota, and Edward Weldon, New York State Archives, on the 1980 Nominating Committee are David Horn, DePauw University, Eleanor McKay, Memphis State University, and Jay Haymond, Utah State Historical Society. J.D. Porter, Oregon State Archives, was elected to the Committee but has subsequently resigned from the Society. Outgoing SAA President Walter Rundell, Jr. appointed Haymond to replace him. David Horn was named chairman of the group.

## **FELLOWS RECOGNIZED IN NASHVILLE**

Three new fellows of the Society of American Archivists were named at the Nashville annual meeting. Selected by the Committee on Professional Standards were J. Frank Cook, Miriam I. Crawford, and Edward C. Papenfuse.

Cook, University Archivist at the University of Wisconsin-Madison, just finished a four year term on SAA's Council. Crawford, curator of the Conwellana-Templana Collection at Temple University, has been an active member of SAA's Committee on Committees. Papenfuse, State Archivist of Maryland, was the chairman of the 1978 Program Committee.

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## SAA AWARDS ANNOUNCED IN NASHVILLE

Winners of Society awards were recognized at the Presidential Banquet in Nashville. Philander D. Chase, Papers of George Washington, received the Philip M. Hamer Award for distinguished work by a junior editor on a documentary publication sponsored by NHPRC. The Waldo Gifford Leland Prize, awarded for an outstanding published work, was presented to Richard C. Davis for *North American Forest History: Guide to Archives and Manuscripts in the United States and Canada*, prepared for the Forest History Society. A certificate of commendation was awarded to Aloha South, National Archives and Records Service, for her *Guide to Federal Records Relating to Africa*. The Sister M. Claude Lane Award, funded by the Society of Southwest Archivists in recognition of outstanding work in religious archives, was presented to Lynn E. May, Jr., Southern Baptist Historical Commission and William B. Miller, Presbyterian Historical Society. Tyrone G. Butler, Tennessee State Library and Archives, and Janet Linde Kern, University of Virginia, were the 1978 recipients of the Colonial Dames of America Scholarship.

## PRESIDENTIAL RECORDS (CONT.)

The Documents Commission made other recommendations which remain on SAA's legislative agenda: the separation of the National Archives from the General Services Administration, and legislation declaring the public nature of the records of Members of Congress and the Federal Judiciary.

If signed by President Carter as expected, the new law requires that all Presidents who take office on or after Jan. 20, 1981, transfer their records to the Archivist of the United States on conclusion of their tenures in office. During the 12 year restricted period, presidential limitations would be binding. The FOIA would apply to all records not subject to mandatory restrictions.

After expiration of the restricted period, the FOIA would govern access to the rest of the information. The period of no access could also be terminated before 12 years, if the restrictions were lifted with the President's permission, or if the Archivist determined that information previously restricted had entered the public domain through publication by the former President or his agents.

## WORKSHOP TO DISCUSS TOPICS IN BUSINESS ARCHIVES

"Business Archives: Procedures and Programs," SAA's workshop for business archivists, will be held December 4-8 at the Pick-Congress Hotel in Chicago. The faculty members will be Edie Hedlin, Corporate Archivist for the Wells-Fargo Bank and author of *Business Archives: An Introduction*; Douglas Bakken, Director of the Ford Archives and the Tannahill Research Library; Philip F. Mooney, Director of the Archives Department of the Coca-Cola Company; Wendy Clausen Schlereth, University Archivist and oral history specialist at the University of Notre Dame; and Gary Saretzky, Corporate Archivist for the Educational Testing Service.

The workshop will be divided into two courses. "Basic Archival Procedures," offered December 4-6, will focus on basic procedures for establishing a business archives. Topics to be covered include appraisal, arrangement and description, and preservation of business archives. The second course, "Advanced Archival Programs," offered December 7-8, will explore innovative strategies and programs for business archives. Topics to be discussed include "The Business Archives and the Marketing Department," "Oral History and Business Archives," "Business Archives and Audio-Visual Materials," and "Marketing Strategies for Business Archives."

Participants may register for the entire 5-day workshop for \$200, the 3-day basic course only for \$150, or the 2-day advanced course only for \$75. The workshop is open to all persons involved or interested in the care and preservation of business archives or institutional records. For a registration form and descriptive brochure, write SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

Chicago's Pick Congress Hotel will be the site of the workshop sessions. Participants will also tour business archives facilities in Chicago.

### SAA STAFF

Ann Morgan Campbell	Executive Director
Joyce E. Gianatasio	Director, Administrative Services
Andrea Giannattasio	Publications Assistant
Deborah Risteen	Program Assistant
Deborah Smith	Secretary
Timothy Walch	Director, Special Programs

## SAA '78: ANNUAL MEETING WRAP-UP

SAA's 42nd annual meeting, October 3-6 in Nashville, involved over 850 participants in an intensive series of meetings, special events, and tours. Drop-in rooms, meeting areas where interested individuals could seek answers to specific questions and discuss various aspects of archives with experts, were very popular innovations. Also well-received were preservation demonstrations, where the audience was able to try the techniques themselves, and the finding aids fair--a display and demonstration of various types of finding aids. The presidential banquet was highlighted by President Walter Rundell's presentation, "Photographs as Historical Evidence: Early Texas Oil," in which he described his research for his recent book, *Early Texas Oil: A Photographic History, 1866-1936*.

At the closing brunch on Friday, the presidency of the Society passed to Hugh A. Taylor, who spoke about his plans for the Society in the year ahead.

Post-meeting tours included visits to Jack Daniel's Distillery, where participants were treated to a country barbecue, authentic blue-grass music, and square dancing; the Hermitage, Andrew Jackson's elegant estate; a Tennessee walking horse farm, and the Grand Ole Opry.

Cleo Hughes, Tennessee State Library and Archives, chaired the SAA '78 Local Arrangements Committee. Committee members were Maxie R. Armistead, Linda V. Bauch, Tyrone G. Butler, James A. Hoobler, Pamela Johnson, Florence Langford, Max Mendelsohn, Margaret M. Shea, David Snider, Jean B. Waggener, Jim Webb, Marice Wolfe, and Joyce Gianatasio.

SAA '78's program was planned by a committee chaired by Edward Papenfuse, Maryland Hall of Records. Members of the committee were Linda V. Bauch, Lewis J. Bellardo, George M. Cunha, John Daly, Larry J. Hackman, Eleanor McKay, Nicholas R. Olsberg, J.D. Porter, Ann A. Shockley, Ann Morgan Campbell, Cleo A. Hughes, and Timothy Walch. The program offered over 50 sessions for meeting participants to attend, many of which dealt with one of the meeting's two themes--"Preserving the Past--Access for the Future" and "Professional Goals and Constituent Demands."

The sixth and final workshop in SAA's series of workshops on the care of historical records was held in conjunction with the annual meeting. Workshop participants attended lectures and discussions on archival topics, toured local repositories, took part in an arrangement and description practicum, and were also able to attend some annual meeting sessions.

### COMMITTEE REORGANIZATION & ERA RESOLUTIONS APPROVED AT BUSINESS MEETING

The annual business meeting of the Society of American Archivists was held on Wednesday, October 4 in the Hyatt Regency Hotel, Nashville, Tennessee. SAA President Walter Rundell, Jr. presided over the meeting which was attended by well over 400 SAA members. The membership took action on several major issues.

Resolutions dealing with the Equal Rights Amendment were passed at the meeting. The resolutions, presented by Eleanor McKay, chairperson of SAA's Committee on the Status of Women, expressed SAA's endorsement of the Equal Rights Amendment and of an extension of time for its ratification, and petitioned SAA's Council to schedule annual meetings only in states which have ratified the ERA, beginning with the 1980 meeting. In response to that petition, Council later voted to move the 1982 meeting, scheduled for Richmond, Virginia, to Boston, Massachusetts.

The membership voted to adopt the committee reorganization proposal of the Committee on Committees (*SAA Newsletter*, July, 1978, pp. 11-13). Only one change was made from the draft which appeared in the *Newsletter*. The composition of the Professional Standards Committee was amended to include only the five most recent living past presidents of the Society. Committee reorganization will take effect in October, 1979.

A new associate dues rate of \$30 for foreign members was approved at the business meeting (*SAA Extra*, August, 1978, p. 12). It will take effect in January, 1979. Members at the business meeting also voted that a special registration fee of \$10 for SAA members who are full-time students would be instituted for two years.



## SAA OFFERS ADVANCED SEMINARS IN '79

The Society of American Archivists will inaugurate a new program of advanced seminars in 1979.

The demand for opportunities in continuing education for working professionals is clear. Archivists' interest is evident in recent SAA surveys, in the list of priorities compiled at the SAA/NEH Conference on Priorities for Historical Records, and in the registration for seminars at SAA annual meetings.

The seminars will allow archivists to meet and share information on aspects of some of the complex problems facing the profession: appraisal, security, and arrangement and description. Authors of titles in SAA's basic manual series will direct the seminars. Resulting technical publications will ensure that the information generated by the seminars can be distributed to the widest possible audience, although participation in each of the seminars will be limited to twenty persons. The project will be funded, in part, by the National Endowment for the Humanities.

Maynard J. Brichford, University of Illinois-Urbana, will direct the seminar on appraisal. It is expected to be scheduled in Los Angeles on the UCLA campus in the spring. Working papers for the meeting will be prepared by Meyer H. Fishbein, National Archives and Records Service; Thornton W. Mitchell, North Carolina Department of Archives and History; Kenneth W. Duckett, Southern Illinois University; Edie Hedlin, Wells-Fargo Bank; and August R. Suelflow, Concordia Historical Institute. Each of these individuals will prepare a paper on the particular problems of appraisal in their respective types of institutions.

Atlanta will be the site for the seminar on arrangement and description which will be directed by David B. Gracy II, Texas State Archives. The following archivists will prepare working papers for the meeting which is expected to be held at Georgia State University in fall 1979: Mabel Deutrich, National Archives and Records Service; Carolyn Sung, Library of Congress; David Horn, DePauw University; Hugh A. Taylor, Public Archives of Nova Scotia; and Shonnie Finnegan, State University of New York at Buffalo. Gracy's seminar will address two questions: "Are there

fundamental differences in processing archives versus manuscripts?" and "How do programs of arrangement and description avoid the 'wrinkles and sags' of advancing age and increased holdings?"

The new Reuther Library at Wayne State University in Detroit will be the scene for the security seminar which will be held in the summer of 1979. The security seminar will be directed by Timothy Walch, an SAA staff member. Walch will also handle local arrangements for each of the seminars and will edit the resulting technical publications. Working papers for the security seminar will be prepared by Edmund Berkeley, Jr., University of Virginia; Sue E. Holbert, Minnesota Historical Society; Philip P. Mason, Wayne State University; Peter J. Parker, Historical Society of Pennsylvania; and James V. Mink, University of California at Los Angeles. The seminar will focus on staff development, patron relations, security equipment, replevin and state laws.

The January *SAA Newsletter* will carry complete information on application procedures for the seminars.

### NEW PUBLICATIONS FROM SAA

The Society is sponsoring nine new publications which are expected to be issued in late 1979. As the publications become available, the *Newsletter* will provide information on how they may be purchased. The last six listed manuals are funded, in part, by a grant from the National Historical Publications and Records Commission.

*College and University Archives Reader*--College and University Archives Committee  
*Religious Archives: An Introduction*--August R. Suelflow  
*Archives & Manuscripts: Fund Raising*--Larry J. Hackman  
*Archives & Manuscripts: Administration*--Robert M. Warner  
*Archives & Manuscripts: Automation*--H. Thomas Hickerson  
*Archives & Manuscripts: Exhibits*--Gail Farr Casterline  
*Archives & Manuscripts: Public Programs*--Ann Pederson  
*Archives & Manuscripts: Cartographic Records and Architectural Drawings*--Ralph Ehrenberg  
*Archives & Manuscripts: Reprography*--Carolyn Sung



# SAA'S SIXTH ARCHIVES STUDY TOUR



## AUSTRALIA

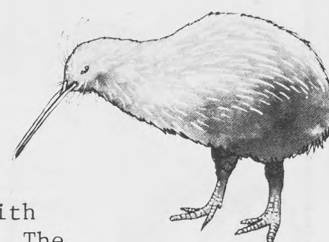
SAA's Sixth Archives Study Tour will begin in Australia, where tour participants will visit the cities of Sydney, Canberra, and Melbourne. In Sydney, trips are tentatively scheduled to the Archives and Records Management Office of New South Wales, the State Library of New South Wales, the Archives of the University of Sydney and the University of New South Wales. In Canberra, study tour participants will have the opportunity to visit the Australian Archives, the National Library of Australia, the Archives of Business and Labour at the Australian

National University, and the Australian War Memorial. In addition, members of the Australian Society of Archivists (ASA) are planning an evening reception for tour participants in Canberra. Tour participants will be in Melbourne for

four days and are scheduled to visit the Public Record Office and State Library of Victoria, the Archives of the University of Melbourne, and the archives of the Broken Hill Proprietary Company, Ltd. From Melbourne it's on to. . . .

## NEW ZEALAND

The first stop for the study tour in New Zealand will be Christchurch, where an historical orientation tour of the city will be followed by a tour of the Canterbury Museum. In Wellington, the capital of New Zealand, tour participants will visit the National Archives and the Alexander Turnbull Library. Tour coordinator Thomas Wilsted was manuscripts librarian at the Turnbull Library from 1973-1978. A get-together with local archivists is being planned with the help of the Archives and Records Association of New Zealand (ARANZ). The final stop in New Zealand will be Auckland, where tour members are scheduled to visit the Auckland Institute and Museum and the Auckland Public Library. The next stop is. . . .



## Fiji

Tour participants will visit three institutions in Suva, Fiji: the National Archives of Fiji, the Fiji Museum, and the University of the South Pacific.

In all three countries, in addition to the visits to archival institutions, there will be tours to points of interest in the city

and the surrounding countryside as

well as plenty of free time for sightseeing and shopping.

The tour is available to members of the Society, their families, and other persons interested in archival, library, and records management activities. The cost of the tour is \$2,100 based on double occupancy with a minimum of 25 passengers in the group. The price of the tour includes air transportation departing from San Francisco and returning to Los Angeles, twin bed accommodations for 20 nights, some meals, transportation throughout the tour, and admission fees and guide fees. For further information, contact SAA headquarters. To reserve space, fill out the form at left and return to Orion Travel.

Please make reservations for \_\_\_\_\_ person (s) named below to join the SIXTH ARCHIVES STUDY TOUR to the South Pacific.

The enclosed check in the amount of \_\_\_\_\_ (\$250 per person) is made payable to ORION TRAVEL, INC.

NAME (S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_

Complete this form and return with deposit to Society of American Archivists, c/o Orion Travel, Inc., 135 South LaSalle Street, Chicago, Illinois 60603. Phone: (312) 346-6201. Deposits must be received by November 29, 1978.

## What's the National Archives Doing in a Place Like This???



Used by permission of Mike Peters, Dayton Daily News.

**RALPH, HOW LONG HAVE YOU BEEN WORKING AT THE GENERAL SERVICES ADMINISTRATION?**

The burgeoning GSA scandals have led editorial cartoonists and other Washington watchers to ridicule the agency. For example, humorist Mark Russell imagines a GSA "boot camp" where tough instructors drill recruits on proper procedures. "First, you line up the sealed bids in the accepted military manner. Second, you award the contract. Third, you open the bids."

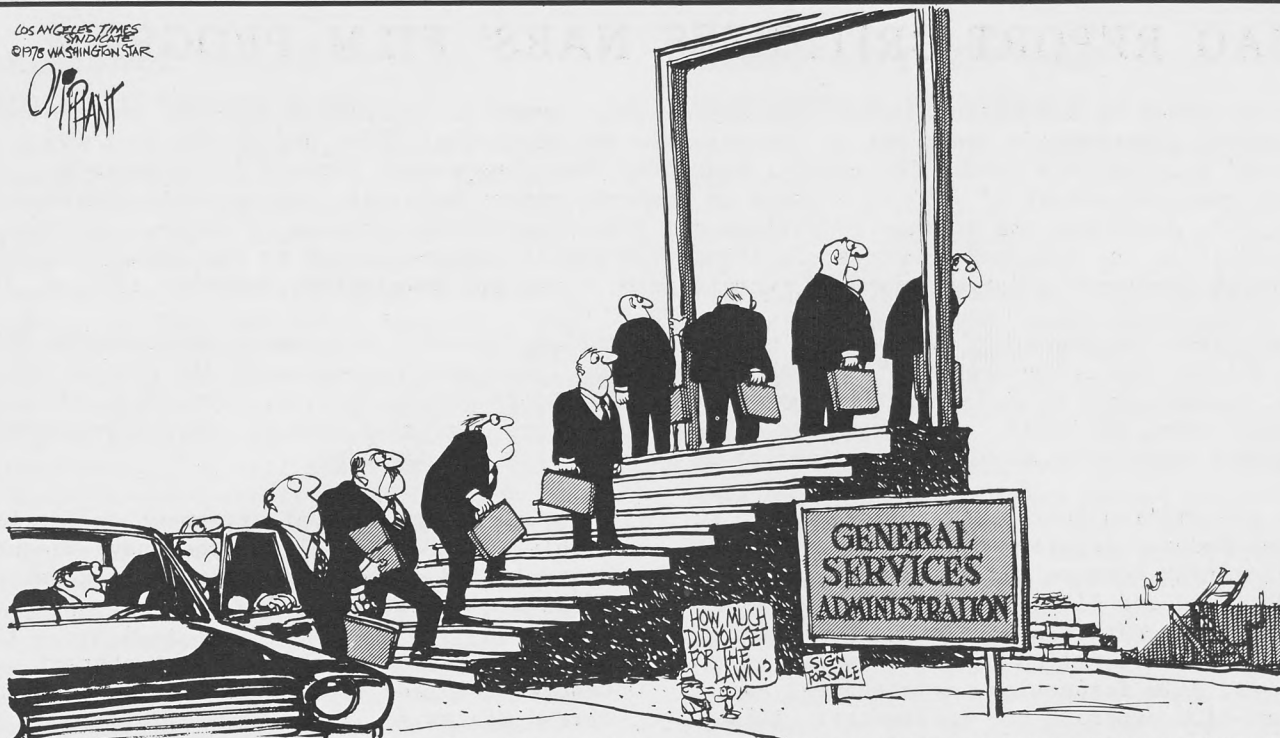
The National Archives has not been implicated in the investigations. However, the operations of the Archives will be affected due to stringent new controls which are being imposed throughout GSA which will complicate even the most simple administrative procedures.

The Society of American Archivists has been on record since 1974 as favoring the independence of the National Archives and Records Service from GSA. In September, 1978 testimony before the Governmental Affairs Committee of the U.S. Senate, Executive Director Ann Morgan Campbell called again for this long-overdue separation.



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"WE'RE TOO LATE TO INVESTIGATE THIS PLACE, I'M AFRAID -- THEY'VE STOLEN THE WHOLE BLOODY THING!"

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"Fred E. Ziltch! . . . . Congressman Fred E. Ziltch?"

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# GAO REPORT CRITICIZES NARS' FILM PROGRAM

A report issued by the General Accounting Office this summer is sharply critical of aspects of the federal government's treatment of its valuable and historical films and of the National Archives' role in this area. The report, resulting from Congressman Richard L. Ottinger's concern over the extent of federal efforts to properly store, maintain, and preserve government-owned film, describes the storage conditions and film maintenance programs of several agencies. GAO's visit to the National Archives' Suitland film vaults occurred prior to the August 29, 1977 fire which destroyed a large volume of nitrate film. (See SAA Newsletter, November 1977, p. 10.)

Excerpts from the digest of the report, which is entitled "Valuable Government-Owned Motion Picture Films Are Rapidly Deteriorating," are reprinted below. Requests for copies of the entire report should be addressed to U.S. General Accounting Office, Distribution Section, Room 1518, 441 G St., NW, Washington, DC 20548. Single copies of GAO reports are available free of charge; requests for additional quantities should be accompanied by payment of \$1.00 per copy.

About 800 million feet of film stored at various Federal departments and agencies are deteriorating because the facilities were not designed for film storage and have inadequate temperature and relative humidity controls and are filled beyond capacity. Moreover, film inspection, maintenance, and preservation programs are inadequate. This is caused partially by insufficient funds to correct facility deficiencies and to provide personnel to conduct preservation programs.

Because of large film accessions, some storage areas in the National Archives are filled beyond shelf capacity. Many of these films appear to have no archival value and raise doubts as to whether they should be maintained in the National Archives. These kinds of accessions are partially caused by the lack of detailed criteria for determining the archival significance of films and other records.

Nitrate base films in several National Archives historical collections--about 26 million feet--are the most difficult to preserve. They are chemically unstable, have a high deterioration rate, and are a serious fire hazard; the only feasible means of preserving them is to reproduce them on safety base film. Present plans call for reproducing about 1 million feet of the nitrate film annually. However, during the plan's first year in operation, less than 400,000 feet were reproduced. Since nitrate base film can decompose in as few as 15 years, even the youngest nitrate film (from 1952) may be lost before the conversion is completed. . .

To expedite issuance of this report GAO did not obtain written comments from the agencies. However, to confirm the facts presented, GAO discussed the report with agency officials upon completion of its work. With one excep-

tion, there was general agreement on the facts. Archives officials believe they have adequate criteria and standards for determining what films are archival. . .GAO does not agree. . .

GAO recommends that the Administrator of General Services direct the Archivist of the United States to

- accelerate programs to screen movie film holdings, removing nonarchival films;
  - establish and promulgate detailed standards for determining the retention periods and archival value of films;
  - take effective action to convert archival nitrate film to safety base film and dispose of the nitrate film once it is converted;
  - evaluate safety film holdings and establish cost estimates, priorities, and goals to inspect, clean, rejuvenate, or reproduce these films as warranted; and
  - implement a comprehensive film inspection and maintenance program.
- The Administrator should also direct the Commissioner, Public Building Service, to
- upgrade environmental conditions in the National Archives Building by providing adequate temperature and relative humidity controls and
  - assist agencies in achieving adequate environmental conditions for film storage.

Although ongoing and recommended changes may improve film storage and maintenance, GAO believes any ultimate solution will require additional staff and funds.

# ARCHIVAL SECURITY NEWSLETTER

## CALIFORNIA PASSES ARCHIVAL THEFT LAW

The State of California has joined 6 other states which have recently passed laws protecting archives and libraries against theft. The California bill was sponsored by State Senator Alan Sieroty of West Los Angeles with the assistance of James V. Mink, University Archivist at UCLA, and other members of the Society of California Archivists. "This legislation is intended to combat the increasingly serious problem of the theft of valuable and often irreplaceable books and documents," Sieroty said. "It will also enable library employees to more easily detain persons suspected of attempting to steal library materials." Sieroty's bill, which was signed into law in September by Governor Edmund G. Brown, Jr., extends California's shop-lifting detention laws to libraries and requires a minimum mandatory \$50 fine for a person convicted of stealing books or materials. Under the law, however, the court may order the person to perform public services in lieu of a fine. Libraries in the state will be required to post notices of possible detention.

The problem of archival and library theft was brought to Sieroty's attention by a specially constituted security committee of the Society of California Archivists. The committee, chaired by Mink, marshalled support for the bill among archivists and librarians. The SCA membership undertook a letter-writing campaign to convince legislators of the seriousness of the problem and the need for the new law. The SAA Archival Security Program played a part in the campaign by supplying Sieroty with examples of similar laws in other states, copies of the model law prepared by Alex Ladenson, SAA's Legal Counsel, and additional supporting literature. California joins Ohio, Virginia, Georgia, North Carolina, Alabama, and Mississippi as states which have passed archival theft laws. It is hoped that the list will grow longer in the coming year.

### 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.*

## ARCHIVAL THEFT AND AMERICAN HERITAGE

*American Heritage*, the popular magazine of American history, recently published an essay apprising its readership of the seriousness of the theft problem in archives and libraries. The piece, by T.H. Watkins, is entitled "The Purloined Past" and can be found in the August/September 1978 issue. Watkins, a member of the magazine's board of editors, described the problem in detail and reviewed the various facets of the SAA Archival Security Program.

"One can only wish the SAA Godspeed," concluded Watkins. "Archival losses amount to hundreds of thousands--perhaps millions--of dollars. But it is not money that is at stake here, not really. What is involved is at once more abstract and more significant than money. For what these demented souls are doing when they steal their bits and pieces of precious paper is to sabotage our use of one of the tools necessary to the maintenance of a civilization--the tool of history."

## REPLEVIN IN THE ART WORLD

In a court case which could have ramifications for the recovery of lost or stolen archival materials, artist Georgia O'Keefe lost a battle to recover three of her own paintings stolen thirty-two years ago.

The paintings disappeared from a New York art gallery in March, 1946. In an affidavit filed with the court, O'Keefe stated that she had informed the New York art community of the loss but to no avail.

The paintings--none larger than 11 by 15 inches--changed hands several times between 1946 and 1976 when they were purchased legally by Barry Snyder, owner of the Princeton (N.J.) Gallery of Fine Arts. O'Keefe sued Snyder to recover the paintings. In ruling against O'Keefe, Judge Harvey Moore of the Mercer County Court in Trenton said that the artist had "slept on her rights for thirty years and failed to take action that may have been productive." Attorneys for O'Keefe indicated that they will appeal the decision.

The case is particularly important in light of the recent trend of court decisions in favor of the plaintiff in such replevin action. (see *SAA Newsletter*, July 1977, p. 5; November 1977, p.8; March 1978, p. 7; May 1978, p. 4.)



# PEOPLE PAPERS

Winston-Salem, North Carolina Early in 1978, two schoolgirls out strolling with a baby-sitter stumbled across a footlocker with its top ripped off the hinges. Inside was a stack of documents marked "TOP SECRET." At about the same time, a bound notebook full of cables and letters from Henry Kissinger, South Vietnam's former President Nguyen Van Thieu and Richard Nixon was given by a student to his civics teacher. In September, the Justice Department disclosed that all of the documents had been in the trunk of a car stolen from the home of Graham Martin, the last U.S. ambassador to South Vietnam.

Martin explained that all the documents, which were apparently removed from Vietnam in 1975, were destined for the Lyndon Johnson Library in Texas. "Anyone in authority in the U.S. knew I had the papers for one reason--to put them in a presidential library," he said. But Martin didn't tell Johnson Library director Harry Middleton about these plans until February 13, seven weeks after the car was stolen--and about the time the missing documents began to turn up in batches all over Winston-Salem.

The U.S. Criminal Code sets a penalty of ten years in prison and a \$10,000 fine for gross negligence in the handling of classified documents relating to national defense--a definition some government officials believe may well apply to leaving them in footlockers in cars with the key in the ignition. However, the Justice Department indicated it would probably not prosecute.

Moscow Following the trial of Soviet dissident Anatoly Shcharansky, Tass circulated an article linking Shcharansky's case to that of Anatoly Filatov, who had been sentenced to death several days earlier as a spy for "a foreign power." Filatov was a low-level Russian diplomat in Algeria four years ago when he was apparently recruited by U.S. operatives. Filatov's main contact, according to *Newsweek*, was apparently a CIA man, Vincent Crockett, who was carried on the U.S. Embassy's rolls as an "archivist" in the office of Major Robert Watters of the Defense Intelligence Agency.

San Francisco, California An April 15 piece in the *San Francisco Chronicle* recounts the story of Thad Brown, the city's tax collector, who was suspended in the wake

of a \$3 million parking meter scandal.

Brown apparently at first refused to accept a reassignment to the finance and records department at what his lawyer called a "demotion to a menial position." However, by mid-April Brown had reconsidered and reported to work. Soon thereafter he was assigned to work in the City Hall Library. The responsibilities in his "menial position" included updating a manual on the proper disposition of records!

San Antonio, Texas In an example of church-state cooperation in the interest of scholarship, the publication of the *Guide to the Catholic Archives at San Antonio* was funded by the Bexar County Historical Commission. The guide was prepared by the archives which is directed by Rev. Barnabas Diekemper, O.F.M.

New York, New York In a July 24 article on the Equal Rights Amendment, *Time* recounted that suffragists in 1913 were stopped at the National Archives building by a "mob of angry bystanders who slapped them, spit on them and burned them with lighted cigars." Arguing that the name of archivy ought not to be taken in vain, especially when the building in question was nowhere around until the mid 1930's, J.R.K. Kantor, University Archivist at the University of California, Berkeley, corrected the magazine's error. The editors responded that they understood Kantor's concern "that archivists not be associated in the public mind with activities hostile to the interests of women." The site of the 1913 confrontation was the open-air farmers' market known as the Central Market.

Seattle, Washington The State of Washington's public-disclosure law guaranteeing the media and the public access to government documents was reaffirmed by the state supreme court this summer in a case involving the *Seattle Post-Intelligencer* and a county tax assessor. The assessor, Harley Hoope, had argued at one point that his staff's comments in the files might include "a whole range of bizarre notations" that pertain to a taxpayer's personal habits. As an example, one member of the assessor's staff reported that at one home, he was received at the door by a nude taxpayer. That disclosure prompted several newspaper editorials questioning why such information was in the assessor's files in the first place.



## PEOPLE PAPERS

Detroit, Michigan A project to establish an archival program at the Detroit Institute of Arts, begun in 1978 with the support of NHPRC, has already reaped benefits.

According to Claudia Hommel, director of the archives, papers which have come to light include materials relating to the murals painted by Diego Rivera for the DIA in the early 1930's, which occasioned considerable controversy at the time, and the correspondence of many important American artists. Additionally, the archives staff discovered a crate of over fifty framed prints by well-known artists such as William Gropper, Rockwell Kent, Reginald March and others. Newspapers and shipping stickers suggest that the crate was sent to colleges in the Midwest and East in the 1930's under the auspices of the American Artists Group.

Tallahassee, Florida Can air be too clean? Perhaps. The new home of Florida's State Archives is extraordinarily clean and climate-controlled. And many of the people who work in the building have reported mysterious symptoms of sickness--debilitating headaches, eye irritation, sinus problems, nausea and unexplainable lethargy. After months of questionnaires, air samplings and decibel readings, the state is seeking to cure the organically unexplained illnesses with 8-inch cylinders that resemble bird feeders. The cylinders are negative ion generators. Although no one is certain what's causing the problems, the theory is that air inside the R.A. Gray Building is so pure it's unhealthy because of an electrical imbalance. Since the devices were installed in August, some former sufferers swear by them. However, testing still is in progress, and a state official told the *Newsletter* that the situation has generally been worse in the winter season, so it is too early to know if the problem is nearing solution.

The *SAA Newsletter* is published bi-monthly by the Society of American Archivists. Copy deadline for the January, 1979 issue is December 15, 1978.

## FORMATION OF SPINDEX USER NETWORK VOTED

At a meeting held in the Tennessee State Library and Archives on October 4, 47 archivists, librarians, records managers and computer specialists representing 23 institutions approved a steering committee report and selected an interim executive committee to prepare a final plan for the formation of a network of users of the archival computer processing package SPINDEX. The executive committee of five will prepare a constitution and bylaws, solicit a slate of candidates to hold initial office on a permanent executive committee, suggest a dues schedule, and study membership requirements for the network.

It was proposed that the purposes of the network organization would be to monitor program modifications on the package and distribute modified packages to all network members, to provide technical information about the package and its applications through a network newsletter, to contract for some program modifications when instructed to do so by a majority of owners of the package, and through assessment of members for such changes, and to cooperate and coordinate changes with the National Archives and Records Service, which has been the primary developer and distributor of the package since the development of SPINDEX almost a decade ago.

The interim executive committee nominated and selected at the meeting consists of Ron Watt, L.D.S. Historical Department; H. Thomas Hickerson, Cornell University; Richard Parmenter, International Nickel Corp.; Charles Lesser, South Carolina Dept. of Archives and History; and Frank Burke, NARS. Ron Watt was chosen as chairman. Information about the SPINDEX User Network (SUN) may be obtained by writing to Ron Watt, Historical Department, 50 East North Temple, Salt Lake City, UT 84150, or any of the members of the executive committee.

## PROGRAM COMMITTEE SOLICITS SUGGESTIONS

Douglas Bakken, Ford Archives, has been appointed co-chairman of the 1979 Program Committee to assist chairman Maynard Brichford. The Program Committee is inviting suggestions and comments about the upcoming annual meeting. Recommendations about program content, seminar leaders and featured speakers would be greatly appreciated. Send your suggestions by December 15 to Maynard Brichford, University of Illinois, University Archives, 19 Library, Urbana, Illinois 61801.

## QUESTIONS ON MASS DEACIDIFICATION

Among the most pressing problems facing archivists is the continued degradation of large segments of their collections due to acid damage. Acid damage takes the form of embrittlement of the paper fibers. It is either intrinsic to the material as a result of its manufacturing process or caused by contamination due to extrinsic pollutants.

Relatively safe and simple processes have been developed for the treatment of small quantities of manuscripts.

At least three separate efforts have been made to develop a mass deacidification process in the U.S. These techniques involve the work of the Library of Congress Preservation Office, the Barrow Laboratory, and Richard Smith, the developer of Wei T'o Deacidification Spray.

At the request of the *SAA Newsletter*, Richard Strassberg, chairman of the Society's Buildings and Technical Equipment Committee, prepared the following list of questions for which archivists should seek answers prior to considering the acquisition of a mass deacidification process.

1. How long is a document effectively protected after treatment? Does the length of protection vary due to environmental conditions such as dryness and humidity, exposure to light and the like?
2. How safe is the process for the materials being treated? Beyond neutralizing the acidity, do the chemicals effect the paper, its ink or embellishing materials such as illuminations, its seals, or its color or odor in any way?
3. How safe is the process to human beings? Is a chemical residue left with the treated material and is this residue safe? Are operators physically affected by continued exposure to the treatment? Have OSHA regulations been established relative to the chemicals or processes used?
4. What is the per document cost of the process including equipment, chemicals, royalties, manpower, and energy consumption? Can equipment be leased rather than purchased? If there is a possibility for consortium use, how would this affect licensing and royalty fees?
5. Are the chemicals to be used in the process safe enough for use in a public building? Are these chemicals easily available locally and what is the turnaround time for delivery?

6. Is the equipment guaranteed? What is the nature of servicing requirements for such equipment? Are service contracts available? What are the structural and environmental requirements for the installation of the equipment?

The National Archives is now engaged in an intensive study of thirteen deacidification procedures.

## NEW TEACHING PACKETS FOCUS ON ORIGINAL ARCHIVAL DOCUMENTS

In an educational innovation, the National Archives is making available to secondary schools across the country teaching packets that contain original documents as basic source material for study. Photographs, letters, reports, sound recordings, maps, and charts--in reproduction--permit students to make original interpretations of American history.

Initially, the Office of Educational Programs of the National Archives is issuing three packets. They have these themes: "World War I--The Home Front," "The Great Depression and the New Deal," and "World War II--The Home Front."

Each packet has 40 or more original documents. Amplifying these basic materials are a brief historical introduction, teacher's guide, suggestions for student activities, and bibliography.

Among the documents from the Depression, for example, is a letter to President Roosevelt from a woman complaining of limited opportunities for blacks on Work Project Administration jobs and one to a U.S. senator opposing President Roosevelt's plan to "pack" the Supreme Court by adding six judges. Also included are a full page newspaper appeal from automakers to their employees urging them to resist unionization; photographs of Roosevelt visiting a WPA-sponsored conversion of a city dump into a water-front park, murals at the Cincinnati airport, and Eleanor Roosevelt in a hard hat preparing to tour a mine.

The packets, which were developed under the direction of Elsie Freivogel, are available at \$25 each from Social Issues Resources Series, Inc., P.O. Box 2507, Boca Raton, FL 33432.



# The Lighter Side

## CLONING IS THE ANSWER: PART II

It isn't necessary for Leonard Rapport to worry about the reaction of female archivists to the idea of cloning male archivists. The advantages for our 21st century sisters are considerable. The upgrading of the male IQ to the 82-92 level alone will provide them with much more intellectually stimulating colleagues than we now have. And since archivally these males will be the hewers of wood and drawers of water it is obvious that women will have to fill most of the creative and extraordinary positions in the profession. We can accept that.

I do urge that the committee to select the prototype for cloning be at least 50% female. And, since it is possible that some women archivists may marry or share a life with these clones, I suggest as part of the selection process a male beauty pageant. This should include a talent show; the prototype's talent might as well be cooking as pumping iron or playing basketball with the other clones.

Holly Ginger Woodruff

*(Ms. Woodruff is writing in response to the article by Leonard Rapport in the August 1978 SAA Extra. She is the great-granddaughter of the manufacturer of the Woodruff file boxes and her mother was a Hollinger.)*

\* \* \* \* \*

Temporary and jury-rigged processing facilities assigned at the University of Arkansas for the exclusive use of archivists employed on a one-year, grant-funded arrangement and description project consist of one large room recently commandeered from the general library. Because it has a transparent glass wall partitioning it off from a heavily used public hallway, it affords passing faculty, students, and librarians a close but safe view of something seldom, if ever, seen by most of them: live processing archivists at work. These rare birds had been at work but two days when one of the spectators affixed to the glass wall the following identifying placard:

ARCHIVAL TECHNICIAN  
(Archivus Americanus)

Habitat: humidity controlled, insect-free, repositories

Diet: Hollinger containers and low acid tissue

Never bred in captivity. Harmless, but not recommended as pets.

## IN PRAISE OF DUTY

There is something about an appraisal  
That gives you a feeling of power,  
An impression of strength that can faze all  
Records people who come 'neath your glower.  
There is something about an appraisal:  
An otherwise dull day it's gilding;  
It's not that you're shirking  
When you should be working,  
But you can escape from the building.

There is something about a disposal  
That lends a great sense of relief.  
(Incidentally, you need not disclose all  
Your delight in the job to your chief.)  
There is something about a disposal  
Which no argument can debunk:  
It's not just the saving  
Of space you've been craving,  
You'll no longer service the junk.

There is something in reference service  
That betters the state of your being,  
That quiets your spirit, if nervous,  
And improves your complexion and seeing.  
There is something in reference service:  
It supplies what an archivist lacks,  
Not satisfaction  
In literate action,  
But a long seige of sleep in the stacks.

There is something about preservation  
That adds to your vigor and zest,  
That overcomes all enervation  
And enlarges the size of your chest.  
There is something about preservation,  
A point that is not in dispute:  
When you visit the lab  
There's a good chance to gab  
And to dine at the snack bar en route.

So, hurrah for each archival function  
Aforesaid and others not named!  
Acting singly or in sweet conjunction,  
They have made our profession far-famed.  
When there's work to be done we can do it;  
(No need, boss, to reach for your gun)  
We will slave any day  
For dear old GSA  
But we also expect to have fun.

--I. Connor Klast  
(alias Jerome Finster)

Reprinted from the October 1978 issue of  
*The Mid-Atlantic Archivist*.



## WHO OWNS CONSULTANTS' PLANS?

(from an article by M. Glenn Weaver, City Engineer, Torrance, California, printed in the October 1978 issue of APWA Reporter.)

"During the past year a well-known, long-established consulting firm ceased operation. A wealth of engineering data from its archives went into storage. The successor firm offered local agencies any data of value to them from the storage vault. Since the successor was not headquartered in Los Angeles, it had to place a representative at the vault whenever a local agency went through the material. The firm charged for this service.

"This charge was challenged by a public works director on the grounds that for many years the consultant had done work for his city and, since the city had a vested right to pertinent plans and data, it was not proper to pay to get data out of the vault. He brought the matter to the attention of APWA's Institute for Municipal Engineering Executive Council, which requested the APWA Southern California Chapter Municipal Engineering Committee to investigate. Though the issue was resolved, the committee discussed the question of who owns such plans and concluded that any contract between a consultant and a public agency should contain a provision that plans become the property of the agency upon acceptance of the consultant's services.

"[For example,] when Torrance, [California,] retains a design consultant for city-owned facilities, the contract provides that the city owns the plans when they are accepted. These plans are not allowed to leave the office unless reproducible original copies are left in the vault. If it is necessary to revise plans by adding a storm drain catch basin or relocating a curb, the city may modify the original plans in house or retain another consultant to do so; there is no question of who owns the plans.

"Plans prepared by consultants should be owned by the agency which will own and operate the facility constructed from them."

## NOMINATING COMMITTEE SEEKS RECOMMENDATIONS

The 1979 Nominating Committee asks SAA members to suggest candidates for the 1979 election of officers, Council, and 1980 Nominating Committee. Suggestions for candidates should be sent by December 1, 1978 to David E. Horn, Chairperson, 1979 Nominating Committee, DePauw University Archives, Greencastle, IN 46135.

## CROSS CANADA TO CHICAGO: COOK'S TOUR FOR CURATORS

An international archives study tour of Canada is being planned. The trip will originate in Victoria and end in Chicago before the Society's 43rd annual meeting in late September 1979.

Informal discussions have been held between SAA and officials of the Association of Canadian Archivists. Quick agreement was reached that this activity was a most appropriate one during the year of the SAA presidency of Hugh Taylor, Public Archives of Nova Scotia.

J. Frank Cook, University of Wisconsin, is planning the itinerary which is expected to include visits to archival institutions in British Columbia and Alberta. Transport for the first part of the trip will be by train. The tour will include the spectacular scenery of the Canadian Rockies during the fall color season. Members who want to be certain to receive the latest information about the proposed trip should provide their names to J. Frank Cook, 443 F Memorial Library, University of Wisconsin, Madison, WI 53706.

## NEW & NOTEWORTHY PUBLICATIONS

"Starting an Archives," an article by David B. Gracy II, is available free of charge from the Texas State Archives, Box 12927, Austin, TX 78711. The article was originally printed in *Georgia Archive*, Volume I, No. 1.

"Scientific Source Materials: A Note on Their Preservation" is again available from SAA's Chicago office. Members may request up to 10 copies free of charge. The brochure was prepared by the American Institute of Physics.

Two articles of interest to archivists are available from the International Institute of Municipal Clerks. "Privacy of Information and Information Management" (ND-22) and "Help for Local Governments to Preserve Historical Records" (ND-25) can be obtained by writing International Institute of Municipal Clerks, 160 N. Altadena Dr., Pasadena, CA 91107. There is a \$1.00 charge per article to individuals who are not members of IIMC.

The Mid-Atlantic Regional Archives Conference has announced publication of a manual entitled "Paper and Leather Restoration" by Paul Mucci, edited by Mary Boccaccio. To order, send \$3.00, payable to MARAC, to Mary Boccaccio, Archives and Manuscripts, McKeldin Library, College Park, MD 20742.

# notable quotables

"Neither the SCA nor the archival community as a whole represents the largest or strongest interest group in California. Both the Society and those people with archival and historical interests do represent a legitimate interest.

"Those of us here in California have been presented with a rare opportunity (the passage of Proposition 13) to test just how legitimate that interest may be and to determine who is a friend and who a foe in supporting our interests. I think we have a very legitimate cause, but let's not be foolish enough to believe that everyone in that vast mass known as "the public" shares our views. Now is the time to work as never before to convince the public--and public officials--that we provide a needed service and serve a needed function.

"Nobody denies that the people making budget adjustments and cuts are likely to begin slicing at the archival, library, and museum programs. Perhaps this is partially our own fault for not having spent enough effort 'selling' our program concepts in the past. Whatever the case may have been in the past, there is certainly no time like the present to get busy and begin developing or strengthening support for our programs.

"For those of you who have been reluctant to get involved, for those who have been content to sit as 'gentlemanly' observers, it should be obvious that your choices have been severely reduced. 'Fight or Die' is an all too real battle cry. For those of you who have been active in gathering support, it is time to redouble your efforts and to call upon that support base.

"For all of us this is a time to work together, a time to coordinate efforts with our supporters--to reach out and develop common ground with those in similar straits and above all to make our voice heard. Let's identify our support groups and work closely with them for the preservation of our programs. Let us share ideas and present a unified front to both the general public and the budget slashers. Let us gather support from all quarters."

--Charles D. Wilson, President, Society of California Archivists, writing in the *SCA Newsletter*

## MEETINGS

### *Rochester Institute of Technology*

The Graphic Arts Research Center at Rochester Institute of Technology is sponsoring a seminar on Preservation and Use of Photographic Images, March 5-7, 1979. The purpose of the program is to provide instruction in the preparation, processing, storage, and restoration of photographs of archival interest. The cost of the two and one half day seminar is \$195, which includes tuition, supplies and special reference material (not room). For registration information and an application, write William D. Siegfried, Training Director, College of Graphic Arts & Photography, Rochester Institute of Technology, One Lomb Memorial Drive, Rochester, NY 14623.

### *Simmons College School of Library Science*

Conservation Management in Libraries and Archives--Unit II, a follow-up institute to one of the same title offered in April, 1978, will be held on December 2, 1978 at Simmons College. The institute will feature workshops on restoration techniques for microforms, photographs, prints and broadsides, documentary material by George M. Cunha and the staff of the New England Document Conservation Center and discussions of topics in conservation management by Cunha and Josephine Riss Fang, Simmons College. The cost of the institute is \$30. For further information, write, School of Library Science, Simmons College, 300 The Fenway, Boston, MA 02115.

### *Institute for Historical Editing*

The ninth annual Institute for Historical Editing will take place July 15-27, 1979 in Madison, Wisconsin. Jointly sponsored by NHPRC, University of Wisconsin-Madison and the State Historical Society of Wisconsin, the institute will provide detailed theoretical and practical instruction in documentary editing. Applicants should hold a master's degree in history or American civilization. A limited number of full and partial study grants is available. For information and application forms, write to NHPRC, National Archives Building, Washington, DC 20408. The application deadline is March 1, 1979.



## NINTH ICA CONGRESS SCHEDULED

The 9th Congress of the International Council on Archives will be held in London, England, September 15-19, 1980. The 9th Congress marks the thirtieth anniversary of the founding of ICA in 1950. The Congress will have two themes: The Uses of Archives, and The ICA, Its Achievements and Its Future. For further information, write ICA IX Secretariat, c/o Conference Organising Division, Peter Peregrinus Limited, 2 Savoy Hill, London, England WC2R 0BP. The SAA plans to arrange group travel for members interested in attending the Congress.

## NEW RECOMMENDED PRACTICE FOR MICROFORM IDENTIFICATION

The National Micrographic Association has announced publication of a new Recommended Practice, *Identification of Microforms*. The 8-page recommendation specifies declarations to be used in place of "fore" and "aft" certifications and bibliographic targets for federal, state, local and other public institution records. It includes blank declaration forms which can be photocopied and microfilmed.

The Joint NMA-SAA Standards Committee on Public Records and Archives developed this Recommended Practice. The Committee is chaired by Albert. H. Leisinger, Jr. The group is also developing a recommended practice for a strong, uniform state regulation for the microfilming of records.

NMA MS19-1978, *Identification of Microforms*, may be purchased for \$4 for members and \$5 for non-members from NMA Publication Sales, 8728 Colesville Rd., Silver Spring, MD 20910. Orders must be prepaid.

Drawing by Modell

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The New Yorker Magazine, Inc.



## ACCESS BRIEFS

A bill that revises current law regulating the transfer of documents from federal agencies to the National Archives for historical preservation has been approved by Congress. It reduces from 50 to 30 years the age of documents that the Administrator of General Services can require to be transferred to the Archives. The bill requires concurrence of the Administrator, in consultation with the Archivist, before an agency head could impose restrictions on access. Any restrictions must be consistent with the Freedom of Information Act.

\* \* \* \*

A report entitled *Access to Medical Records* is available from the Freedom of Information Center of the University of Missouri's School of Journalism. The author, Nancy Cooper, looks at the wide variety of interested parties who compile and have access to a patient's medical records. The report examines the threat to privacy and the efforts being made by private and governmental groups to curb abuses of confidentiality. Copies of Center Report #394 may be obtained at 50¢ each from the FOI Center, Box 858, Columbia, MO 65202.

## BOOK REVIEWS FOR THE AMERICAN ARCHIVIST

The *American Archivist* is tentatively using the following criteria for reviewing:

- 1) Books with subjects pertinent to archival work (theory, administration, preservation, equipment, etc.) will be reviewed.
- 2) Guides, inventories and other finding aids generally will be reviewed or briefly noted.
- 3) Oral histories, exhibits, documentary publications, photograph albums, and other publications based on archival materials and methods will be reviewed or briefly noted if they are of general interest.
- 4) General works, especially histories, will be reviewed if they demonstrate an interesting use of archival material, outstanding methodology, or a unique subject.

The AA reviews editor must receive copies of publications to be reviewed. Although the editors will write to publishers requesting books of interest, they hope that members will advise them of publications which they have missed. Books for review should be sent to Mary Elizabeth Ruwell, National Archives and Records Service, Washington, DC 20408.

The editors would also like to encourage individuals to write reviews. Those interested in reviewing publications for the *American Archivist* should complete the following form.

REVIEWER INTEREST FORM	
Name	_____
Address	_____
Telephone #	_____
Specialty or Expertise	_____
Languages	_____
Special areas of interest	_____
Mail to Mary Elizabeth Ruwell, National Archives, Washington, DC 20408.	

## AT \$10,000 A JOB OFFER, SCHOLARS ARE RECYCLED

The *Wall Street Journal* editorialized October 12 regarding a pilot program funded by the National Endowment for the Humanities to find useful employment for jobless scholars in the humanities. NEH had just announced that 40% of the first class of scholars had been placed in private sector jobs.

"The program has gotten \$205,028 from NEH. It carefully picked a group of 50 out of 500 applicants. . .and put the chosen few through an intensive 7-week summer course; 20 of them have gotten concrete job offers by now. A scholar with a Ph.D. in French has landed a sales promotion job. . .a history Ph.D. will be a supervisor in the engineering department of New England Telephone.

"You might think that the Ph.D. route is something of a long way around the barn to get to the jobs these scholars have ended up in. But Prof. Ernest May of Harvard, a designer of the program, says it's important to show that advanced studies in the humanities need not lead to a dead end where jobs are concerned. Such a perception is 'vital to the continued health of graduate departments in the humanities'--that is, to the people who make their living turning out still more superfluous doctors."

## TRANSITIONS. . .

MARY JANE DOWD has been promoted to Assistant Branch Chief for Projects, Industrial and Social Branch, Civil Archives Division, NARS. . . JOHN A. FLECKNER, archivist at the State Historical Society of Wisconsin, is on leave during 1978-79 to serve as humanist administrator with the National Endowment for the Humanities in Washington, DC. . .CONNELL GALLAGHER has been appointed University Archivist and Curator of Manuscripts at the University of Vermont. . . EDWARD GALVIN has been named archivist for the Mitre Corp., Bedford, Mass. . .LINDA HENRY has been hired as archivist for the National Council of Negro Women, Washington, DC. . . ANN RUSSELL, formerly assistant director of the DeCordova Museum, Lincoln, Mass., has been named Director of the New England Document Conservation Center, succeeding Interim Director Howard P. Lowell and Director Emeritus George M. Cunha. . .VICTORIA IRONS WALCH has taken a 1-year position as Assistant Curator of Manuscripts, Chicago Historical Society.



## PROFESSIONAL OPPORTUNITIES

CURATOR, SPECIAL COLLECTIONS, University of Oregon Library, heads Special Collections consisting of manuscripts, historical photographs, Oregon materials and rare books. Qualifications: advanced academic standing, PhD in American history and library degree preferred; bibliographic and library experience; demonstrated scholarly writing and editorial skills; research and teaching experience essential. Salary: about \$25,000, negotiable depending upon experience and qualifications. Position available July 1, 1979. Send letter of interest, vita, and three letters of reference by January 1, 1979 to Jane B. Durnell, Library, University of Oregon, Eugene, OR 97403.

### *Two positions--Indiana State Library*

LIBRARIAN III, CONSERVATOR/MICROFILM SUPERVISOR, plans, recommends, and implements conservation standards; supervises the restoration, rehabilitation and preservation of documentary materials; serves as a technical consultant on conservation and restoration for public and private Indiana institutions through workshops, training sessions, and individual consultation. Also plans, recommends, and implements the microfilming of records using archival quality standards; serves as a technical consultant on microfilming for private Indiana institutions and individuals. Qualifications: advanced degree or certification in library science, archives administration, history, or conservation. If the degree is not in conservation, applicant must have successfully completed a two or three year program in library and archival preservation, with at least 1 year's working experience in conservation and 2 year's experience in microfilming. Salary: \$14,482.

LIBRARIAN V, performs a variety of duties in archival reference work and in processing of archival records; provides general guidance to patrons of the Archives Division; accessions and arranges records; creates descriptive finding aids; provides security over records. Qualifications include knowledge of state and local government agencies and operations; practical experience in application of archival methodology; general knowledge of history of Indiana. Salary: \$11,570.

To apply, contact John J. Newman, State Archivist, Indiana State Library, 140 North Senate Ave., Indianapolis, IN 46204.

ASSISTANT ARCHIVIST, Chase Manhattan Bank, responsible for organizing and processing materials; handling requests, reference, and research work; performance of daily activities related to the operation of a small business archives. Qualifications: MA in American or business history plus an archival apprenticeship, or at least 3 year's experience; familiarity with oral history and simple exhibit techniques as well as demonstrated writing ability desirable; organizational "savior faire" required. Salary: \$12,000-\$14,000 + benefits, depending on experience. Send resumes to Linda Edgerly, Archivist, The Chase Manhattan Bank, 1 Chase Manhattan Plaza, 8th floor, New York, NY 10015.

RECORDS MANAGEMENT OFFICER, Massachusetts Institute of Technology, responsible for the establishment of a records management program at M.I.T. The initial project will be to study the voluminous records produced at M.I.T., their creation, use, storage, and disposition so that a coherent program can be developed. The program will begin with an inventory of the records at the Institute, to be followed by the creation of records retention and disposition schedules, and the development of a records center. Qualifications: At least 2 year's experience in records management work, preferably in a college or university. Archival experience also desirable. Master's level work in history or business administration including training in records management and/or archives. Must have good supervisory and organizational ability. Salary: up to \$15,000, depending on education and experience. Send resumes and names of three references to Margaret A. Otto, Associate Director, The Libraries, Room 14S-216, Massachusetts Institute of Technology, Cambridge, MA 02139. (617) 253-5654.

EXECUTIVE DIRECTOR, Blennerhassett Historical Park, Parkersburg, WV. Responsible for overall supervision of construction and operation. Must be well-versed in grantsmanship, governmental and private. Salary: negotiable. Position begins in December. Apply to Freda Paul, Search Chairman, 2814 Washington, Blvd., Huntington, WV 25705. (304) 525-9515.

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*The December "Employment Bulletin" will be mailed to all placement service participants around December 1. Job announcements for the "Bulletin" must be received by November 20. Anyone interested in participating in the placement service should write Deborah Risteen at SAA headquarters.*

## PROFESSIONAL OPPORTUNITIES

### *Five vacancies--Kentucky Guide Project, Kentucky Department of Library and Archives*

The Kentucky Guide Project will be a two to four year project to describe the archival and manuscript holdings of all Kentucky repositories. The project is being funded by the National Historical Publications and Records Commission. The final product will be a published research tool with record group and series level descriptions for all manuscript collections and archival materials including both paper and non-paper media.

PROJECT ARCHIVIST, serves as survey team supervisor and co-editor. Trains and supervises field workers, conducts workshops for repository representatives on archival principles and description techniques, devises data recording forms, edits copy produced by field workers, supervises the input of edited material, and checks printer's proofs. Qualifications: MA in history, applied history, or related field required. Two years professional archival experience highly desirable. Supervisory experience desirable. Must be able to demonstrate considerable writing ability. Knowledge of Kentucky and Kentucky history desirable. 2-4 year position to begin January 1, 1979. Salary: \$15,288.

FIELD WORKERS (4 positions), to serve on Guide Project survey team. Survey existing finding aids and archival and manuscript holdings in repositories throughout a specific area of Kentucky, prepare series and record group descriptions, and deal directly with representatives from various repositories. Qualifications: BA in history, applied history, or related field required. MA desirable. Professional archival experience desirable. Knowledge of Kentucky and Kentucky history (especially of particular regions of Kentucky) desirable. 2-4 year positions to begin July 1, 1979. Salary: \$10,872 - \$11,412.

For the above positions (indicate which position you are applying for) send vita, college transcript, two letters of recommendation, and a sample of writing which does not need to be returned, to Lewis Bellardo, Deputy State Archivist, Kentucky Guide Project, Division of Archives and Records Management, Dept. of Library and Archives, PO Box 537, Frankfort, KY 40602.

ASSISTANT INVESTIGATOR, Survey of Source Materials in Repositories of Religious Congregations of Women in the United States, to be conducted by the Leadership Conference of Women Religious. Responsibilities include technical aspects of a survey of approximately 600 resource centers and assistance in the editorial process of a *Guide* to these collections. Qualifications: MA in American history or library science with additional training in archival management. Knowledge of techniques of surveying and working with field personnel as well as actual participation in a similar survey project. 18-month appointment--December 1, 1978 to May 31, 1980. Salary adjustable according to experience. Send resume to Sister Evangeline Thomas, Director, Archives Project LCWR, Medaille Center, 148 N. Oakdale, Salina, KS 67401.

ARCHIVIST/CURATOR, University of Alaska, Anchorage, to establish and administer archives and manuscripts program in growing University serving repository needs for all Southcentral Alaska. Requires graduate degree and appropriate archival administrative experience with personal skill in establishing contacts and dealing with potential donors or records. Experience in grant writing desirable. Salary (DOE): \$24,918 - \$29,702 for 12 months, rank of instructor or assistant professor through Step 10A, University of Alaska salary scale. Send resume to Library Director, Univ. of Alaska, Anchorage, 3211 Providence Drive, Anchorage, AK 99504. Applications accepted until qualified candidate is employed.

ASSISTANT CURATOR, Kansas Collection, University of Kansas Libraries. Processes archives and manuscripts; supervises two support staff in cataloguing and processing activities. Also assists in public service and in organization and administration of the collections. Qualifications: MLS from an ALA-accredited library school and either MA in American history or American studies or at least 2 years experience working with manuscripts, archives, oral history, and rare books required. Prefer emphasis on trans-Mississippi Western history. Salary: \$11,000-\$13,500 depending on education and experience. Apply by November 15 to Mary Green, Assistant Dean, University of Kansas Libraries, Lawrence, KS 66045.

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



# SAA Newsletter

Ann Morgan Campbell, Executive Director (312) 922-0140  
Society of American Archivists, 330 S. Wells St.  
Suite 810, Chicago, Illinois 60606

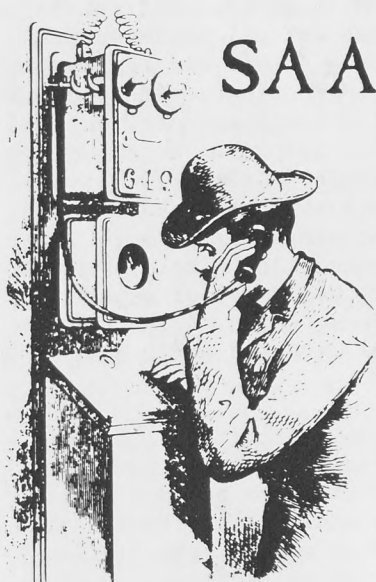
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INSIDE. . .

Presidential Records. . . . .	1-2
Annual Meeting Wrap-up. . . . .	3
Advanced Seminars . . . . .	4
Archives Study Tour . . . . .	5
NARS in GSA . . . . .	6-7
GAO on NARS' Films. . . . .	8
Security. . . . .	9
People and Papers . . . . .	10-11
Professional Opportunities. . . . .	18-19

. . . AND MORE!!

TIME VALUE MAIL



## SAA INFORMATION CENTRAL

SAA Information Central, a series of circulating files dealing with archives-related topics, was originally compiled in 1976 and is currently being revitalized and expanded. Seven new files are being added and the material in the present files is being updated. The tentative titles of the files in the expanded Information Central are:

- Building Plans
- Freedom of Information/Privacy
- Procedural Guides and Manuals for Processing Archives and Manuscripts
- Guides to Public Records
- Brief Descriptive Brochures--Public Records
- Annual Reports
- Institutional Newsletters
- Orientation Guides for Researchers
- Guides to Manuscript Collections
- Brief Descriptive Brochures--Manuscript Collections
- Guides to College & University Archives
- Brief Descriptive Brochures--College and University Archives
- Special Events and Exhibits--brochures, pamphlets, etc.
- Job Descriptions and Salary Information
- Religious Archives: Brochures and Guides
- Business Archives: Brochures and Guides

SAA members are encouraged to supply the Chicago office with 2 copies of any materials relevant to the topics listed above. During this revamping period, Information Central will not be operating. The files will begin circulating again on January 1, 1979; the January *SAA Newsletter* will carry the final list of topics and the procedure for using Information Central files. Please send all materials for Information Central to Deborah Risteen, SAA, 330 S. Wells, Suite 810, Chicago, Illinois 60606.