

● SAA Newsletter

Society of American Archivists, 330 S. Wells St.
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KISSINGER PHONE NOTES AND MEMOS GOVERNMENT PROPERTY

Transcripts and secretarial notes of former Secretary of State Henry Kissinger's telephone conversations are government property, a U.S. Court of Appeals has ruled. In a brief decision filed Nov. 7, 1978, the U.S. Court of Appeals for the District of Columbia said it was "in full agreement on all issues" with an earlier decision of U.S. District Court Judge John Lewis Smith.

Last December, Smith ruled that the transcripts were not, as Kissinger asserted, his private property: "Having been prepared and transcribed 'in the discharge of his official duties,' the notes are the property of the United States."

Access to the papers had been sought under the Freedom of Information Act by the Reporters Committee for Freedom of the Press, and other groups. Jack Landau of the Reporters Committee applauded the appeals court's action in the case as a significant victory. "The Reporters Committee is pleased that, under the Freedom of Information Act, the citizens of our nation will have access to this critical mass of information compiled by a public official at public expense," Landau said. "We think it shows that all public officials--no matter how elevated their offices--may not use government facilities and governmental personnel to compile information for their own private and exclusive use."

Some 15,000 pages of transcribed telephone conversations were made by Kissinger and were kept on an unofficial basis.

Kissinger gave the papers to the Library of Congress when he left office, on the condition that they be kept secret for 25 years, or until five years after his death, whichever

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HISTORIC FILM DESTROYED IN NARS FIRE

12.6 million feet of historic newsreel film were destroyed in a fire at the National Archives' Nitrate Vaults in Suitland, Maryland, December 7. The nitrocellulose film, outtakes from Universal newreels, contained footage of the bombing of Pearl Harbor, other World War II battle scenes, and scenes from the Depression.

Three explosions rocked the warehouse and the fire that followed sent toxic gases into the air and forced the evacuation of over 100 people from nearby apartments and businesses. It took firemen over an hour to bring the fire under control.

At the time of the fire, contractor personnel were installing new air-conditioning equipment in the building and were lowering sprinkler heads so the required clearance between the head and the ceiling would be maintained after new insulation was installed.

The blaze was the third major fire to destroy archival film in just over a year. In August, 1977, a fire at the same Suitland vaults destroyed 800,000 feet of nitrate film (see *SAA Newsletter*, November, 1977). In May, 1978, a fire at the George Eastman House in Rochester, New York, destroyed valuable early feature film footage (see *SAA Newsletter*, July, 1978).

James Moore, director of the audio visual division of the National Archives, said it is impossible to estimate the value of the film destroyed in the most recent fire. "There's no way to put an estimate on the film lost because its value was historical," Moore said. "Much of it was outtakes of newsreels made during World War II and had never been seen by the public."

Film not destroyed in the fire was transferred

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DATES SET FOR ADVANCED SEMINARS

The Society of American Archivists will inaugurate a new program of advanced seminars in 1979. (See *SAA Newsletter*, November, 1978, p. 4.) The seminars will allow archivists to meet and share information on all aspects of some of the complex problems facing the profession: appraisal, security, arrangement and description.

The seminar on appraisal, directed by Maynard J. Brichford, will be held May 7-8 in the Faculty Center at the University of California at Los Angeles. Among those presenting papers at the seminar will be Meyer 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.

The seminar on security, directed by Timothy Walch, is tentatively scheduled for July 12-13 at the Walter P. Reuther Library, Wayne State University, Detroit, Michigan. Among those presenting papers at this seminar will be Edmund Berkeley, Jr., University of Virginia; Philip P. Mason, Wayne State University; Peter J. Parker, Historical Society of Pennsylvania; Sue E. Holbert, Minnesota Historical Society; and James V. Mink, UCLA.

The seminar on arrangement and description, directed by David B. Gracy II, will be held August 23-24 in the Urban Life Center, Georgia State University, Atlanta, Georgia. Presenting papers for this seminar will be Mabel Deutrich, National Archives and Records Service; Lydia Lucas, Minnesota Historical Society; David Horn, DePauw University; Hugh A. Taylor, Public Archives of Nova Scotia; and Shonnie Finnegan, State University of New York at Buffalo.

Individuals interested in these topics are encouraged to apply for admission to these seminars. Attendance at each seminar, will, however, be limited to 20 individuals; participants will be selected on the basis of experience in the topic area. This selection process will ensure that each seminar will generate informative discussions involving archivists with substantial knowledge about the topic.

Archivists interested in attending one of the seminars should send letters outlining their experience in the topic area and briefly ex-

plaining what they hope to gain from the seminar. In addition, applicants should include copies of their resumes. Application deadlines for the seminars are as follows: appraisal, April 1; security, June 7; arrangement and description, July 15. Acceptances and regrets for each seminar will be sent out shortly after the application deadline.

KISSINGER, CONT.

was later. After that, the transcripts would be available for public inspection with the consent or upon the death of the other party to the conversation.

Smith ruled that Kissinger did not have the right to do that and that he had "wrongfully removed" the papers when he left the State Department. He ordered the papers returned to the department to process them for release under the FOIA.

Kissinger will appeal to the Supreme Court.

FIRE, CONT.

to a refrigerated trailer for temporary storage. Water-damaged film is being rewashed and dried by NARS' Photographic Services Branch.

The cause of the fire is unknown at the present time, but there has been speculation that a breakdown in the cooling system in the vaults caused the extremely unstable film to become too hot and ignite. The August 1977 fire was caused by a defective cooling system. NARS' Preservation Services Lab is investigating some of the physical qualities of nitrate film, including the hypothesis that it will self-ignite, to try to determine the cause of the fire.

SAA STAFF

Ann Morgan Campbell	Executive Director
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40 PARTICIPATE IN SAA'S FIRST BUSINESS ARCHIVES WORKSHOP

During the week of December 4-8, 40 current and potential business archivists gathered at the Pick-Congress Hotel in Chicago for SAA's first workshop on business archives. Workshop participants came from a wide range of institutions and from a variety of departments within those institutions. Represented were the libraries, public relations departments, administrative offices, and records management divisions of eight food and beverage companies, four financial institutions, 2 publishers, a pharmaceutical company, an insurance company, a computer company, and many other corporations and organizations.

The first three days of the workshop were entitled "Basic Archival Procedures" and dealt with appraisal, accessioning, arrangement and description. Practical experience was stressed through the use of case studies and practical on arrangement and description. Instructors Edie Hedlin, Wells Fargo Bank, and Doug Bakken, Henry Ford Museum, also included a session of establishing a business archives, since many of the participants did not yet have archival programs and were interested in ways to convince management that one was needed.

Greg Lennes, archivist for International Harvester, and Lee Major, *Chicago Tribune* archivist, took workshop participants on tours of their archives.

The final two days of the workshop were entitled "Advanced Archival Programs" and were designed for practicing business archivists. Doug Bakken conducted a one-day session on business archives and the marketing department in which participants considered ways in which archival materials could assist in the selling of a product. Gary Saretzky, Educational Testing Service, discussed archives and audio-visual materials, concentrating primarily on their care and preservation. Wendy Clauson Schlereth, University of Notre Dame, led a session on basic oral history techniques, from the interview to the final edited transcript.

Because of the great interest in the first workshop, SAA is tentatively planning two others, one in New York City the week of April 30, and one in San Francisco the week of November 5. For further information, contact Deborah Risteen, who is coordinating the workshops, at SAA headquarters.

CONFERENCE ON BASIC ARCHIVAL WORKSHOPS

A working group of archival educators met in Chicago November 16-17 to discuss the nature of basic archival workshops. The conference was the second facet of the SAA Basic Archival Workshop Program which also included six pilot workshops conducted in cooperation with regional archival associations.

The first day of the two day meeting was devoted to presentations on existing archival workshop programs. Papers were presented by SAA President Hugh A. Taylor, Public Archives of Nova Scotia; Timothy Walch, Society of American Archivists; Trudy Huskamp Peterson, National Archives and Records Service; Ruth W. Helmuth, Case Western Reserve University; M. Evangeline Thomas, Leadership Conference of Women Religious; James E. Fogarty, Minnesota Historical Society; and David A. Klaassen, University of Minnesota.

The second day of the conference focused on the Society's role in basic archival workshop education. After much discussion, participants of the conference concluded that basic archival workshops are an important form of archival education and the SAA has an obligation to support and assist carefully planned and administered workshop programs conducted by archival associations and agencies. The conference also agreed that basic archival workshops should be conducted for individuals who have not had formal archival training yet are employed as practicing archivists. The limitations of such workshops were recognized; they were not to be seen as substitutes for graduate archival training.

Conference participants also suggested that the Society undertake a number of specific tasks as part of a program to assist other archival organizations on conducting basic archival workshops. It was recommended that the Society establish a resource center in the national office to collect, evaluate, and disseminate existing curricular materials and teaching aids for basic archival workshops and that the Society develop new materials as needed. It was also suggested that the Society develop an instructional publication to assist archival organizations and agencies in the use of curricular materials and in planning and facilitating basic archival workshops. President Taylor has recently appointed an advisory committee to assist the national office in planning such a program.

NARS RESPONDS TO GAO REPORT ON FILM PROGRAM

Following is the National Archives and Records Service response to the report of the General Accounting Office entitled "Valuable Government-Owned Motion Picture Films are Rapidly Deteriorating." (See SAA Newsletter, November 1978). The response was in the form of a letter, sent prior to the fire reported on page one, from Paul E. Goulding, Deputy Administrator of the General Services Administration to Senator Abraham Ribicoff, Chairman of the Senate Committee on Governmental Affairs, on September 1, 1978.

We agree with the findings of the study conducted by the General Accounting Office concerning storage and preservation of film footage in the National Archives, and have the following response to the recommendations presented:

"accelerate programs to screen movie film holdings, removing non-archival films;"

The major determination of the archival value of motion picture film is made during the initial appraisal of the records before they are transferred to the National Archives and Records Service. Records which have already been accessioned into NARS are viewed for cataloging, systematically inspected for physical deterioration, and reevaluated for continued retention. During any of those three procedures film footage may be determined to be non-archival and is set aside for disposal. Based upon our recent experience, only about 7% of the motion picture records are determined to be non-archival and disposed of after being accessioned.

The volume of non-archival records in the total motion picture holdings is so small that we feel preservation of the archival records must take a higher priority than attempting to quickly screen out all non-archival materials. The inspection of film, particularly nitrate, is being increased with the addition of three more full-time staff members to prepare the film for duplication. The other procedures--cataloging and reevaluation--are programmed to continue at the current rate.

"establish and promulgate detailed standards for determining the retention periods and archival value of films;"

We have a basic disagreement with the GAO concept of archival film and its conception of how films should be appraised. Motion pictures created by or for Federal agencies, or documenting Federal policies but created by private sources, are appraised for their informational as well as evidential values, as are all other records in the National Archives. It is essential that the appraiser have an understanding of research needs,

methods, and resources of NARS, as well as an overall comprehension of the textual records accompanying the motion picture film being reviewed. This is at least as important as detailed published standards. Appraisal standards are constantly evolving and appraisal is a highly subjective process.

The major standard for determining the retention period and archival value of film is General Records Schedule 21 (GRS 21). It is broad in scope and is intended to complement approved agency records schedules. Records that cannot be destroyed in accordance with GRS 21 must be described by series on an agency records schedule and submitted to NARS for appraisal. When GRS 21 was being drafted in 1976 all major film producing agencies of the Federal Government were consulted and indicated that the schedule and the accompanying explanatory notes would be useful in assisting them in records disposition. The schedule has been in effect now for a year and a half; therefore, a review seems timely. During FY 79 we will consult with the major film producing agencies to determine whether more definitive guidelines can be provided.

Also during FY 79 we will undertake a review of our criteria for accessioning non-Federal records. In the past we have interpreted our accessioning authority broadly and have obtained some invaluable film records. However, in the interest of preserving the records already in our custody, we have begun to review our policies towards non-Federal records and will now systematically review the standards we have previously followed.

"take effective action to convert nitrate film to safety base film and dispose of the nitrate film once it is converted;"

The National Archives has had a program to convert nitrate base motion picture film to safety base since the early 1950's. There are about 26 million feet of nitrate film in NARS custody which still need to be converted to safety base at an estimated cost of \$4,400,000. The amount of money earmarked for nitrate conversion in FY 79 (\$320,000) is double the amount spent in FY 78. We have requested additional preserva-

tion funds in FY 80. The major deterrent to implementing a more timely nitrate conversion program is lack of funds.

As a result of the GAO study, the nitrate conversion program has been changed to require the disposal of all nitrate film after it has been copied on safety base film. In the past, the nitrate copy was retained for duplication purposes even after a preservation copy on safety base had been made. The reason for this policy was that a preservation copy cannot be used for either reference or reproduction services. Therefore, the nitrate copy of a film was retained as long as possible to use in reproduction orders.

The current nitrate conversion program includes making video tape reference copies and safety film preservation copies of the nitrate film and then disposing of it. The first time that a researcher requests that a particular film be reproduced, a master duplicating copy will be made from the preservation copy and will be used in making all future duplicates required.

"evaluate safety film holdings and establish cost estimates, priorities, and goals to inspect, clean, rejuvenate, or reproduce these films as warranted;"

NARS has developed a 10-year plan for preservation needs of the audio-visual records in its custody. The proposal includes the establishment of priorities and cost estimates for the preservation of both nitrate and safety film, still pictures, and sound recordings. The goal of NARS has always been the complete preservation of all records entrusted to its care.

Integral to the 10-year program is an effort to ensure that Federal agencies schedule their records in accordance with General Records Schedule 21 and that they manage and transfer audiovisual records to NARS in accordance with the provisions of GSA regulations. Current regulations require that agencies transmit original negatives, master positives, and projection prints as well as unedited out-takes to the National Archives. If NARS can receive in the original accession what it is now paying to produce itself, that is, enough copies of a film to provide efficient reference and reproduction service while also preserving

the film, then we anticipate a substantial decrease in preservation costs after completion of the 10-year program.

Part of the 10-year plan is regular inspection of all film. Inspection of nitrate film has the highest priority, and a more comprehensive program than the one in effect at the time of the GAO study has already been implemented. We recognize the importance of inspecting the safety film as well. However, there are other more immediate preservation needs for which the limited staff and funds available must be allocated. These other preservation needs include copying both the nitrate film and the very valuable glass and nitrate negatives in our still picture holdings, and inspection of sound recording discs. Cost estimates for a comprehensive film inspection program have been submitted in the 10-year plan and if the funds can be obtained, the program will be promptly implemented.

"upgrade the 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."

In order to properly maintain the film holdings within NARS, proper environmental conditions must be met in the film storage areas. The Commissioner, PBS, has directed the Regional Commissioner, PBS, Region 3, to upgrade the environmental conditions in the National Archives Building. In doing so, the Regional Commissioner will work directly with the staff of the Archivist of the United States so that specific problem areas are identified and resolved.

Joint efforts between occupant agencies and regional PBS staff have been initiated to achieve adequate environmental conditions for film storage in Government-owned and leased space. Regional and Central Office PBS staff have the expertise to address and correct environmental conditions for all types of space under our control, including film storage. Such assistance is available upon request and conscientious efforts have and will continue to be made to respond to our client agencies' problems.

ARCHIVAL SECURITY NEWSLETTER

The theft of valuable archival materials is an international problem. In fact, security has become a topic of some debate among archivists in Britain, France and Canada. Recent issues of the Archives Bulletin, the bimonthly publication of the Association of Canadian Archivists, have included interesting comments on the topic. The following is an abbreviated version of the most recent contribution. The author is SAA President Hugh A. Taylor and he focuses not only on the tragedy of loss but also on the difficulty of recovery.

Some time during the past ten years, the Public Archives of Nova Scotia, the New Brunswick Museum and the University of New Brunswick were robbed of about 600 rare stampless covers, worth hundreds of thousands of dollars. This is probably the most serious theft in the history of Canadian archives.

A stampless cover is that part of a letter which bears the cancellation by the post office prior to the introduction of the adhesive postage stamp. These cancellations usually appear close to the address of the recipient either on the dorse of a letter which has been folded, or on a separate wrapper. In the latter case it is the wrapper which is of value to the postal historian and the letter itself is often absent.

The theft was reported to the police and in December 1977, the investigation led to a person who was charged on three counts of unlawful possession of fourteen documents missing from the Public Archives of Nova Scotia. The suspect stood trial on June 21, 1978, and was found guilty on one count and sentenced to one year in a correctional center. His sentence is being appealed.

Meanwhile the larger problem remains of trying to recover hundreds of covers now in the hands of reputable dealers and collectors who purchased them in good faith, often several times removed from the person who stole them. To date, three covers have been withdrawn from public auction and about fifty originals or photocopies have been received by the Public Archives of Nova Scotia.

This may sound rather disappointing but the difficulties in the way of recovery should be understood. The stolen letters have now been well publicized in the stamp world but we do not know who has them. Voluntary surrender would involve considerable financial loss unless recourse could be made to the dealer or fellow collector from which they were purchased. As archivists we are perhaps

more concerned with the contents of the letter and could be partially satisfied with a good photocopy but we cannot give clear title to a letter in return for a photocopy. That would be condoning a felony. Two dealers have returned letters to us because they felt that their conscience and good name would not allow them to do otherwise. It is particularly vexing that they must suffer financially for their honesty when hundreds of stolen covers still remain in the hands of dealers and philatelists alike and that the trade still goes on. There are even reports of covers being sent to Switzerland where sale by auction conveys clear title. We have invited those who hold stolen letters at least to send us photocopies anonymously but there has been little response to this plea. Perhaps this, in the long run, will be our best approach if the information in the letters is to be recovered at all.

INTERNATIONAL SYMPOSIUM ON ART SECURITY

The University of Delaware, Newark, will sponsor an international symposium on art security, February 12-15, 1979. The program includes sessions on investigative techniques, museum security, archival security, insurance, and the law. Among those giving presentations will be William Alderson, University of Delaware; Hilton Kramer, *New York Times*; Thomas Hoving, Hoving Associates; Timothy Walch, Society of American Archivists; and Huntington Block, Huntington Block Insurance. The conference fee is \$395. For more information, write to Jacob Haber, University of Delaware, John M. Clayton Hall, Division of Continuing Education, Newark, Delaware 19711.

EDITORIAL NOTE

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

NHPRC, NEH, & AFI AWARD ARCHIVAL GRANTS

The National Historical Publications and Records Commission, the National Endowment for the Humanities, and the American Film Institute have recently awarded grants to a wide variety of institutions for projects involving the care and preservation of historical records.

At its November 16-17 meeting, NHPRC approved grants totaling \$1,347,713. It recommended \$802,410 in grants for continuing publication projects, \$38,367 for two new projects, and up to \$79,618 in publication subvention grants. 21 grants, totaling \$427,318, were recommended for the preservation and use of historical records in 14 states. The next meeting of the NHPRC will be February 8-9, 1979. The next records grant application deadline is February 1, for proposals to be considered during the June 1979 meeting. A list of the 21 grants for the preservation and use of historical records follows:

The Museum and History Department, Sacramento, California: \$28,200 for arrangement and description of records of the City and County of Sacramento, for survey and accessioning of additional records, and for refinement of policies and procedures for the future development of the Department's archival program.

City of San German, Puerto Rico: \$4,200 in support of preservation, arrangement and description of the records of San German, and for additional planning for a continuing municipal archives program.

Baltimore Bureau of Records Management, Baltimore, Maryland: \$24,624 to arrange and describe the records of the mayor and city council of Baltimore from 1797-1971, and to identify conservation needs for these records.

Town of Islip, New York: \$1,365 for microfilming of selected town records from 1721 to 1950.

County of Franklin, Massachusetts: \$14,456 in support of the survey, description, and conservation of municipal records throughout Franklin County.

Village of Medina, New York: \$750 in support of the microfilming of 19th and early 20th century minutes of the village council.

California Historical Records Advisory Board, Sacramento, California: \$73,396 in support of the Board's historical records educational and consultant service to develop improved archival and manuscript programs throughout the state and to prepare detailed recommendations to meet future needs of the archival community in California.

Delaware Division of Historical and Cultural Affairs, Dover, Delaware: \$1,285 supplemental grant for preparation of a general guide to

Delaware public records.

Tennessee Historical Records Advisory Board, Nashville, Tennessee: \$1,500 in support of a field test for a survey of Tennessee institutional records.

Archives and Records Division of the Oklahoma State Library, Oklahoma City: An offer of up to \$10,000 for employment of consultants for the development of historical records survey and planning projects in Oklahoma.

Peabody Institute of Johns Hopkins University, Baltimore, Maryland: \$1,800 for consultation for the development of programs for conservation, arrangement, and description of the archival and manuscript holdings of the Institute relating to musical and cultural activities.

Western Washington University, Bellingham, Washington: \$39,780 for survey of the records of 47 municipal utilities in Washington, Oregon, and Idaho.

St. Cloud University, St. Cloud, Minnesota: \$3,600 for the development of an automated data base for its archival program.

University of Arkansas, Fayetteville, Arkansas: \$25,276 for arrangement and description of the personal papers and office files of Orval Faubus, former Governor of Arkansas.

The YIVO Institute, New York, New York: \$87,675 to survey, collect, and process the records of the Landsmanshaftn organizations in the New York City area.

New Haven Colony Historical Society, New Haven, Connecticut: \$9,835 to provide copy prints and descriptive access to selected glass plate photograph negatives in the Society's collections.

GRANTS, CONT.

Library Council of Metropolitan Milwaukee, Wisconsin: \$29,067 for a historical records assistance and awareness project, a program whereby established Milwaukee area repositories assist other records custodians in the preservation and administration of historical records.

Dallas Public Library, Dallas, Texas: \$13,934 (matching) to preserve and make accessible to researchers selected photographs in the Library's Rogers and Hayes photo collections, which document the history of Dallas from 1917 to 1955.

Archdiocese of Boston, Massachusetts: \$24,620 (mostly matching) for the second year of a project to arrange and describe the archives of the Archdiocese, to publish a guide to its holdings, and to refine policies and procedures for an ongoing archival program.

United Methodist Church Archives, Lake Junaluska, North Carolina: \$16,750 for arrangement and description of the records and papers of John McKendree Springer, American Methodist mission administrator and Missionary Bishop for Africa.

Old Christ Church, Philadelphia, Pennsylvania: \$15,205 (partial matching) to inventory, arrange, and microfilm early church archives and to develop an ongoing archival program.

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The National Endowment for the Humanities awarded a total of \$5.6 million in grants to 50 libraries in 24 states during the fiscal year that ended September 30, 1978. Following is a list of grants for archival projects:

National Association of State Archives and Records Administrators, Atlanta, Georgia: \$12,121 to develop common terminology and performance standards for state archives and records agencies.

American Jewish Historical Society, Waltham, Massachusetts: \$27,000 to catalog archival and library collections dating back to 1572.

St. John's University, Collegeville, Minnesota: \$18,231 to catalog and microfilm medieval manuscripts from European libraries.

Pierpont Morgan Library, New York, New York: \$80,377 to catalog 25,000 English literary manuscripts and letters in the Library's collection.

YIVO Institute for Jewish Research, New York,

New York: \$117,398 to develop finding aids and improve access and use of the Institute's extensive archives.

Leo Baeck Institute, New York, New York: \$52,467 to catalog and preserve the library and archival collections of the Institute.

Moravian Music Foundation, Winston-Salem, North Carolina: \$91,652 to catalog the Foundation's collection of 18th century American Moravian music manuscripts.

Knoxville-Knox County Public Library, Knoxville, Tennessee: \$9,175 to plan an exhibit on the history of Knoxville based on the collections of the city and county archives and the holdings of the Public Library.

Memphis State University, Memphis, Tennessee: \$40,000 to organize the University's collection of 20,000 rare books and manuscripts dealing with the history, literature and culture of the lower Mississippi Valley.

University of Utah, Salt Lake City, Utah: \$107,825 to develop finding aids to improve access and use of the microfilm collections of the Genealogical Society of Utah.

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The American Film Institute/Arts Endowment Film Archival Program has awarded archival grants totaling \$467,500 to ten organizations currently engaged in film preservation activities. Recipients of this cycle of awards are:

Academy of Motion Picture Arts and Sciences, Beverly Hills, California: \$8,000 to clean and restore photographic stills of Paramount feature films from the teens and twenties.

Anthology Film Archives, New York, New York: \$15,000 to complete the five year survey of independent/avant garde film.

American Jewish Historical Society, Waltham, Massachusetts: \$30,000 to rehabilitate and retitle seven Yiddish language films from the thirties.

Center for Southern Folklore, Memphis, Tennessee: \$20,000 to copy and organize the footage in the Rev. L.O. Taylor Collection which provides a social record of the black community in the Memphis area from the mid-twenties through the sixties.

GRANTS, CONT.

International Museum of Photography, Rochester, New York: \$100,000 in support of an ongoing nitrate film preservation program.

Museum of Modern Art, New York, New York: \$150,000 in support of an ongoing nitrate film preservation program.

New York University, New York, New York: \$14,500 to augment the ongoing project to assemble, collect, and make available to scholarly study the entire body of D.W. Griffith's films made during his formative years at the Biograph Studio (1908-13).

Oregon Historical Society, Portland, Oregon: \$25,000 to preserve nitrate footage of regional and local origin.

Pacific Film Archive, Berkeley, California: \$20,000 to catalog the Shochiku collection of Japanese films.

UCLA Film Archive, Los Angeles, California: \$85,000 in support of the ongoing nitrate film preservation program.

For information regarding this program, contact The American Film Institute, John F. Kennedy Center, Washington, DC 20566.

NHPRC INVITES PROPOSALS

NHPRC has approved a list of historical records proposals invited during 1979. The list describes types of projects which the Commission wishes to particularly encourage because of the lack of applications in these areas of need. For information about proposals in the categories listed below, write to Records Program, NHPRC, National Archives, Washington, DC 20408 or call (202) 724-1616.

Conservation The development of national, regional, statewide, or intra-state conservation programs providing training, consulting, and other services for the conservation of historical records.

Appraisal The development of guidelines for appraisal of the archival value of records, especially for the records of types of institutions which play a major continuing role in American life. The development of general schedules is particularly encouraged.

Institutional Models The development of archival programs, especially those linked to ongoing records management programs, which may serve as models for similar institutions, particularly the following types: hospitals; religious bodies; local governments; social service, voluntary, trade, labor, business, professional, cultural, and nonprofit organizations. Projects which demonstrate substantial interest by national, regional, or other levels above the custodial level are strongly encouraged.

Training Workshops, manuals, consultation, and other approaches directed toward custodians of records of archival value who are not themselves archivists. This includes programs directed at upper level administrators of organizations which create or hold records of archival value as well as those directly in charge of the records.

Repository Cooperation Cooperative programs among repositories in a geographic area, special subject field, or in similar institutional settings. Such projects might be designed to share information; provide or obtain special training; develop state-of-the-art methods; establish working agreements or more formal relationships; adopt cooperative acquisition policies; undertake joint surveys; or other cooperative approaches which are more effective than is possible by repositories acting individually.

Note: In these and in other types of projects supported by the records program, the NHPRC encourages increased involvement by national, regional and state professional organizations, particularly archival groups. This may include direct sponsorship, guidance, evaluation, or endorsement for a project administered by an institution or institutions working with the professional organization.



YALE ARCHIVES AND MANUSCRIPTS DEPARTMENT RECEIVES TWO GRANTS

The Department of Manuscripts and Archives of the Yale University Library has received two grants totalling over \$340,000 for archival projects. A two-year grant, totalling approximately \$240,000, was awarded to the Library under Title II-C of the Higher Education Act, "Strengthening Academic Research Libraries." The grant will enable the project staff to survey 18,000 feet of manuscripts, photocopy or microfilm deteriorating documents, catalog collections, and ultimately produce a series of subject guides to be made available to scholars nationwide.

Yale's Archives and Manuscripts Department also received a grant of \$101,000 from the National Library of Medicine. These funds will be used to process 1200 linear feet of manuscript materials in Yale's Contemporary Medical Care Collection. The goal of the project is an efficiently organized medical care and health policy archive to be used by students, scholars, medical administrators, and planners.

ASSOCIATION FOR DOCUMENTARY EDITING ESTABLISHED

At a meeting held in St. Louis during the Southern Historical Association convention, over 60 persons unanimously voted to establish an Association for Documentary Editing. The association's object is "to encourage excellence in documentary editing by providing means of cooperation and exchange of information among those concerned with documentary editing and by promoting broader understanding of the principles and values underlying the practice of documentary editing." A constitution for the new organization was adopted and the following officers elected: Arthur S. Link, *The Papers of Woodrow Wilson*, President; Lester J. Cappon, *The Newberry Library*, President-elect; Robert A. Rutland, *The Papers of James Madison*, Director of Publications; and Charlene N. Bickford, *Documentary History of the First Federal Congress*, Secretary-Treasurer.

Annual dues were set at \$15.00 (regular) and \$7.50 (students, retired, unemployed) and may be sent to Charlene N. Bickford, First Federal Congress Project, George Washington University, Washington, DC 20052. All persons with an interest in documentary editing are encouraged to join.

INFORMATION CENTRAL FILES NOW AVAILABLE

SAA's Information Central files are again available for circulation. Current files include job descriptions and salary information; building plans; freedom of information/privacy; procedural guides and manuals; guides to public records; guides to manuscript collections; religious archives-brochures and guides; annual reports; orientation guides for researchers; institutional newsletters; brief descriptive brochures-public records; brief descriptive brochures-college and university archives; special events and exhibits-brochures, pamphlets, etc.

The national office welcomes additional material for these files and encourages individuals and institutions to submit material in the following other categories: brief descriptive brochures-manuscript collections; guides to college and university archives; business archives-brochures and guides; and forms used in processing and reference.

To request one or more circulating files, write Deborah Risteen at SAA headquarters. Files may be kept for up to 10 days and any material of particular interest may be photocopied.

NEW PHOTOGRAPHIC ARCHIVES

The University of South Alabama has recently opened a photographic archives which documents life in southern Alabama between 1876 and 1963. The Archives consists of approximately 65,000 negatives--both glass and film--produced by William A. Ree, T.E. Armitstead, and Erik Overbey, three of south Alabama's earliest commercial photographers. Two-thirds of the photographs are studio portraits, while the remainder consists of port scenes, images of notable landmarks and buildings, industrial photographs, and landscapes.

Prints made from the collection's negatives or more information on the Archives may be obtained by writing Michael Thomason, University of South Alabama Photographic Archives, History Department, HUMB 344, University of South Alabama, Mobile, AL 36688.

STANDARDS FOR COLLEGE & UNIVERSITY ARCHIVES PROPOSED

A subcommittee of SAA's College and University Archives Committee has prepared a set of guidelines for college and university archives. Comments on the report should be sent to the SAA office for publication in an upcoming issue of the SAA Newsletter; after which the report will be submitted to the Society's Council for consideration. The subcommittee on Standards for College & University Archives which prepared the report is chaired by Jon K. Reynolds, Georgetown University, and consists of Wilma Slaight, Wellesley College; John M. Clayton, Jr., University of Delaware; William E. Figglesstone, Oberlin College; Mary Ann Bamberger, University of Illinois-Chicago Circle; Harley P. Holden, Harvard University; Joseph G. Svoboda, University of Nebraska-Lincoln; William J. Morrison, University of Louisville; and Richard A. Cameron, University of Wisconsin-Eau Claire.

INTRODUCTION

In recent years, increasing numbers of colleges and universities have established archival agencies for the management of their non-current but permanently valuable records and papers. Indeed, the staff of academic archival and manuscripts agencies now constitutes the largest membership bloc in the Society of American Archivists. During this period of growth, many archivists have also adopted a wider view of their role in the academic community. College and university archives today are thus the scene of considerable change, growth and development. The Society of American Archivists' Committee on College and University Archives therefore sees the need for a statement outlining goals, guidelines, and standards for such archives, in order to channel these developments along such common lines.

A subcommittee composed of practicing college and university archivists drafted this document, which was approved by the full committee at the annual meeting in Nashville, October 3, 1978.

The statement of goals and guidelines is not a step-by-step guide to establishing an archives; nor should it be used as a yardstick by which existing programs might be measured. Nevertheless, it is an outline of a complete archival facility, and it is thus hoped that this document will provide some indication of the present orientation of archival management in American colleges and universities. These institutions vary widely in size, resources, and organizational structure. Each archives will therefore vary in degree depending upon the historical evolution of its parent institution and the burdens stemming from that evolution. This statement is intended to serve both college archives and university archives; both pursue the same goals, though universities will require larger staff and will often devote greater resources to their archives.

This report concludes with a discussion of records management. This section is included for the benefit of those archives that become actively involved in this field. All archives should develop a working relationship with the records managers of their institution; many will find it useful to undertake this function themselves.

The subcommittee acknowledges a very heavy debt to *Core Mission and Minimum Standards for University Archives* by the University of Wisconsin System Archives Council. Indeed, many passages in this document were adopted directly from their work. We hope that others will build upon our work as we have built upon the Wisconsin statement.

I. CORE MISSION

College and university archives share the following core mission:

- A. To appraise, collect, organize, describe, make available, and preserve records of historical, legal, fiscal, and/or administrative value to their institution.
- B. To provide adequate facilities for the retention and preservation of such records.
- C. To provide information services that will assist the operation of the institution.
- D. To serve as a resource and laboratory to stimulate and nourish creative teaching and learning.
- E. To serve research and scholarship by making available and encouraging the use of its collections by members of the institution and the community at large.
- F. To promote knowledge and understanding of the origins, aims, programs, and goals of

of its institution, and of the development of these aims, goals, and programs.

- G. To facilitate efficient records management.

II. ADMINISTRATION

- A. Administrative Relationships.

In order to fulfill its mission, each college and university archives should have a clearly defined status within the administrative structure of its institution. This status should be defined in a statement of rights and responsibilities approved by the appropriate governing board of the university. Successful archives presently exist that report to a variety of university officers, including the president, the chief academic officer, the chief administrative officer, and the chief librarian. Whatever the place of the archives in the administrative structure, the status of the archives should reflect the following considerations:

1. The administrative structure should

provide the archivist with sufficient authority to negotiate for the transfer of records from all university offices. It is especially important that the archivist be explicitly provided sufficient independence and authority to perform the duties outlined in this document, including the authority to accept custody of confidential university records.

2. The administrative structure should provide the archivist with financial and personnel resources that will enable the archives to fulfill its responsibility to the university.
3. The administrative status should facilitate service to the entire university.
4. The administrative status should permit easy access to services and equipment which support the operation of the archives.
5. The administrative status should allow for effective coordination with other university offices that may have related functions.
6. The administrative structure should promote resolution of the administrative difficulties presented by multi-campus institutions. Autonomous campuses should maintain separate archives; however, if there is a central administrative structure, one archives should be designed as the depository for its records. Colleges and universities with branches in the same town should usually maintain a single archives.

B. Acquisition of Archives.

1. Collection

Collection includes the procedures and activities required for acquiring records and papers for the university archives.

- a. A written collection policy should be developed by the archivist of every institution, though other operations should not be neglected pending completion of such a document. It should include:
 - i. An analysis of the current holdings of the archives with identification of particular areas of weakness in the documentation of the university's history, preferably by office or by chronological period. This analysis should include the official records of the university; the records and papers produced by university-related organizations, groups, and individuals while they are actively connected with the university such as the private papers of faculty produced while serving

on the university staff; and materials such as still photographs, motion picture film, audio and video tape, oral history interviews, artifacts, machine-readable records, and manuscript collections relating to the university.

- ii. A statement of the limits of the archives' collecting responsibility.
- iii. A statement defining acceptable donor restrictions and indicating circumstances under which restrictions may be imposed.
- iv. A statement defining policy on copyright and literary rights. If possible, copyright and literary rights should be assigned to the archives or to the institution.

- b. A written plan should also be developed for improving the documentation in the areas of weakness by targeting offices and groups for collection emphasis and establishing priorities in the acquisition of new holdings.
- c. The collection policy should be updated as needed.
- d. A contact file should be maintained containing information on every office, organization, or individual with which the archivist has discussed records transfer or donation. The information should include dates of contact, agreements on transfers or donations, current status of contact, and supporting correspondence or phone memoranda.
- e. An accession register should be maintained, recording the date title, office, bulk, condition of record, transferring officer or donor, and any restrictions on access.
- f. It is often useful to prepare a short brochure for university offices outlining archival services and records transfer procedures.

2. Appraisal

Appraisal is that process by which an archivist determines the administrative, legal, fiscal, historical and long-term research value of records and selects these records for retention in the archives. In selecting records, priority should be given to records that meet one of the following considerations:

- a. The record should document the development and growth of the university.

- b. Priority should usually be given to those records that reflect the development and activities of those university offices and committees that cut across departmental divisions and that formulate or approve university-wide or division-wide policy as well as faculty and administrative involvement in those activities.
- c. Archives may accept records in imminent danger of loss or destruction for temporary storage pending a decision on ultimate accession or disposal.

3. Check list

The following is a suggested checklist of the appropriate records for a college or university archives. The relative importance of these records will vary from institution to institution.

- a. Minutes, memoranda, correspondence, and reports of the governing board of the university.
- b. Records of the office of the chief executive including correspondence, administrative subject files and reports.
- c. Correspondence, subject files and reports of the office of the chief academic affairs officer.
- d. Correspondence, subject files, and reports of the chief administrative officer.
- e. Correspondence, subject files, and reports of the chief officer of units of the school operating with a high degree of independence, such as medical and law schools and major research institutes.
- f. Minutes, memoranda, and reports of all major academic and administrative committees, including the faculty senate and its committees.
- g. Correspondence, subject files, and reports of the office of the chief student affairs officer.
- h. Accreditation reports and supporting documentation.
- i. Annual budget and audit reports.
- j. Departmental records.
- k. Personnel records of retired, resigned or deceased faculty.
- l. Records of the registrar including timetables and class schedules, non-current student transcripts, enrollment reports, graduation rosters and other reports issued on a regular basis.
- m. Alumni records including minutes of the alumni association.
- n. Reports of the admissions office.
- o. Reports of the officer of institutional research.
- p. Reports of the university development office.
- q. Records of student organizations.
- r. All publications, newsletters, or booklets distributed in the name of the university, including: catalogs, special bulletins, yearbooks, student newspapers, university directories and faculty/staff rosters, faculty and university newsletters, alumni magazines, and ephemeral materials.
- s. Audio-visual materials documenting the development of the institution such as still photographs and negatives, motion picture films, oral history interviews, and audio and video tapes.
- t. Security copies of microfilm produced by any campus vital records program.

C. Processing

Processing encompasses the procedures undertaken for the arrangement, description and preservation of collections and records series to be maintained in the archives.

1. Arrangement

- a. Records should be organized according to the recognized archival principles of provenance and original order. Where no apparent order exists the order should be determined by the potential uses of the record.
- b. All folders and containers of records, papers, and materials should be clearly labeled in some appropriate manner. All materials now boxed or foldered should likewise be labeled.
- c. Arrangement of collections and series on the shelves in the archives may be arbitrary so long as records may be quickly retrieved and serviced.

2. Finding Aids

Finding aids are guides, catalogs, lists, inventories, registers and indexes designed to describe the holdings of the archives to potential users; to enable the archivist to retrieve information; and to enable the archivist to build on the work of the present generation.

- a. A minimum basic finding aid would consist of the information contained in

the accession register arranged by title of collection or record series and placed in a card catalog, loose-leaf notebook, or other device that permits easy access to the relevant information.

- b. When possible, a finding aid for each collection or record series should be available to researchers. The detail provided in this finding aid will vary depending on the staff available and the archivist's judgment of the importance of the series and the potential volume of use.
 - c. When possible, a university archives should make available to researchers an organizational chart or index showing the current administrative structure of the university and preferably detailing the historic changes in that structure.
3. The following minimal procedures should be carried out during processing to preserve records. Standards for the physical environment of the records are contained in Section V.
- a. Records should be inspected for the presence of vermin, mold, and mildew and steps taken to assure that records are free of these.
 - b. Especially brittle, damaged or torn documents should be repaired or copied in accordance with approved methods. Polyester encapsulation is recommended for any torn or brittle document whose intrinsic worth merits the cost. By itself, polyester encapsulation protects only from physical wear and tear. Thus documents should also be deacidified whenever possible. Non-rust-proof staples or fasteners, rubber bands, and paper clips should be removed and folded documents opened and flattened.
 - c. Unbound papers such as correspondence should be placed preferably in acid-free folders, and then boxed in document cases or covered boxes lined or constructed with acid-free materials.
- D. Access to archives
1. Access to unrestricted material in university archives should be on equal terms to all researchers who abide by the rules and regulations of the archives.
 2. Access to unpublished material in the university archives may be restricted by the office in which the material originated, or by the donor of personal papers.
 3. Restrictions on access should be

recorded in writing and copies filed in the archives and in the office making the restriction.

4. Restrictions on access should be for a fixed term and be determined at the time of transfer or donation. Archivists should avoid agreements to restrict access to material for the lifetime of any person or persons, as well as other agreements that appear difficult or impossible to administer.
 5. Only the originating office or other authority may grant access to restricted material. Such permission should be in writing and should be signed by the officer granting access or the donor and should be retained indefinitely in the archives.
 6. The archivist should encourage minimal access restrictions consistent with the legal rights of all concerned.
 7. Archivists must be informed of and base policy upon state and federal law affecting privacy and freedom of information.
- E. Security and Use Procedures for Archives.
- Every archivist should consider theft and damage prevention when planning all procedures and facilities for the use and storage of archives. See Section V for facility and equipment recommendations.
1. Archival material should be used in the reading area only.
 2. All users should be required to complete a standard registration form recording the user's name, address and a listing of the records series requested and used. This form should be retained indefinitely in the archives for use in the event of theft and for statistical purposes. Society of American Archivists' guidelines regarding access to circulation records should be observed.
 3. The reading area should be supervised at all times when records are in use.
 4. Records should be returned to the stacks or to a restricted temporary storage area immediately after use.
 5. If possible, the reading room attendant's desk should be located at the exit of the area.
 6. Readers should not be permitted to use ink in the archives, including ball point pens.
 7. If possible, readers should not be allowed to bring coats and brief cases to their work desk.

8. Eating, drinking, and smoking should not be permitted in the archives.
9. The archives stack area should be restricted to staff only.
10. Each archives should develop photocopying policies that insure the security of their material.
11. Patrons should be informed of the provisions of the copyright law.

F. Conservation and Restoration.

Few archives are able to afford the personnel and equipment to undertake more than the most simple restoration of their holdings. Staff should be trained in proper procedures for handling such basic conservation procedures. The emphasis in college and university archives must be to minimize further deterioration; however, all archivists should be cognizant of trends in conservation techniques.

1. Priorities for minimizing deterioration:
 - a. Minimize fluctuations of temperature and humidity (See section VB7 for temperature and humidity guidelines).
 - b. Minimize delay in applying procedures outlined in section IIC3.
 - c. Provide polyester encapsulation for more important and fragile documents as described in section IIC3b.
 - d. Only trained personnel should undertake restoration.
2. All archives should develop a plan of action to be followed in the event of fire, flood or other disaster.

G. Non-print Material.

College and university archives receive a variety of non-print materials as part of conventional record groups. In order to fully document the history of the school they serve, such materials should be actively sought as widely as possible.

1. Still photographs
 - a. Photographs received as part of a record series may be left in the series or moved to a central file if a record is made of their original location.
 - b. Still photographs should be stored in acid-free envelopes or folders, in metal filing cabinets or acid-free boxes, pending further testing and development of new materials.
 - c. Appropriate agencies should be solicited for donation of photo-

graphs such as yearbooks, student newspapers, athletic, alumni, and public relations offices.

- d. The archivist should attempt to identify deteriorating photographs and separate them from the main collection pending copying and/or treatment.
 - e. Unmounted transparencies should be treated in the same manner as still photographic negatives.
 - f. Mounted transparencies (slides) should be filed vertically in appropriate boxes.
2. Still photographic negatives
 - a. Nitrate base negatives should be identified, copied and disposed of.
 - b. Safety base negatives should be stored in acid-free envelopes of appropriate size pending testing and development of new materials and filed in metal file drawers or acid-free boxes.
 - c. Negative envelopes made of polyester or other inert plastic are acceptable if the humidity in the storage area is tightly controlled.
 - d. Glass plate negatives should be placed in acid-free envelopes, emulsion side away from the seam and stored vertically without pressure from other stored plates.
 3. Motion picture films
 - a. Nitrate film stock should be identified and copied and/or disposed of.
 - b. Safety base film may be stored in metal cans on appropriate shelving.
 4. Audio and video tapes
 - a. College and university archives should seek audio and video tape recordings relating to their institution.
 - b. Archives holding significant collections of audio and video tape recordings should be provided with easily accessible playback facilities, preferably within the archives.
 5. Machine-readable records
 - a. These records should be appraised in cooperation with the university's computer center and should be retained in the most convenient and usable format available.
 - b. Magnetic tapes should be inspected

by the computer center at least once every five years.

6. Oral history interviews

An institutional oral history program may provide a valuable supplement to any college or university archives. Participation in such a project should not be allowed to detract from efforts to collect a complete official record.

- a. University archives should cooperate with any institutional oral history program undertaken by their school by accepting deposit of tapes and transcripts and by assisting in the preparation of interviews.
- b. College and university archivists may undertake their own interviewing program, if resources permit, and the program does not interfere with the normal operation of the archives.
- c. Archivists should avoid agreement to transcribe tapes unless special funds are made available for the purpose.

III. SERVICE

The university archives serves both an administrative function and a research/education function.

A. Administrative Service.

The following are the basic service functions to university administrators and to faculty and student governance bodies:

1. Providing an informational service based on the holdings of the archives. From these holdings information may be provided to answer questions about the history of the university, the development of policies and procedures, the history of programs, organizations, and individuals connected with the university.
2. Providing reference service on all records in the archives' custody in the following ways:
 - a. Answering a request for a specific piece of information in a record whenever possible.
 - b. Copying a specific piece of information in a record.
 - c. Returning a particular segment of a records series to the office of origin when the cost of duplication is prohibitive. The archivist should attempt to avoid this alternative whenever possible.
3. In universities lacking a formal records management program the normal

operation of the archives will provide rudimentary service in this area.

4. University archives should prepare and distribute to all university offices a reference policy specifically outlining its reference services and the procedure for making a reference request.

B. Educational/Research service.

1. The archives should serve all interested persons as an information resource on the history, development and physical growth of the university, and its policies, programs and organization.
2. The amount of reference service provided to researchers will vary with the type and volume of requests, but should at a minimum provide detailed guidance on the possible sources of the information sought and an explanation of how to use the records involved.
3. The archives should serve as an educational laboratory where students may learn not only about a particular subject, but also about the resources available and the techniques for using them.
 - a. The archivist should provide, where interest justifies it, information sessions for students on researching archives and manuscripts.
 - b. The archivist may develop cooperative programs with individual departments or faculty members which will increase the use of archival resources while providing instructional guidance for the users.
- C. The archivist should encourage the use of the archives by all interested persons. In addition to providing the services discussed above the archivist should publicize services and collections by such means as the following:
 1. Developing and distributing an informational handout on the archives, its services, and collections.
 2. Reporting the holdings of the archives to appropriate national and regional guides.
 3. Arranging for exhibits or displays at least once a year.
 4. Publicizing services and holdings reporting any significant activity, event, or collection, to the campus newsletter, student newspaper and news service.

5. Devising attractive and clear directional signs to guide potential users to the archives.
6. Including the archives in all descriptions of campus resources such as a library handbook or campus catalog.

IV. PERSONNEL

A. Archivist: Director or Curator

Every college and university archives should have a full time professional archivist as director. This person should have strong professional credentials including archival training and experience, and familiarity with research methodology. He or she should be able to deal forcefully but cooperatively with administrators, alumni, faculty, students and the public.

B. Support personnel

1. Smaller archives: In addition to the director, smaller archives require at least one assistant. This person need not be a professional archivist, but should be capable and willing to act as secretary, typist, processor, and reference person. The assistant should be able to answer questions and supervise the archives in the absence of the archivist.
2. Larger archives: Once the archives is fully operational, even smaller colleges and universities will need additional staff. These might be:
 - a. Assistant or Associate Archivist(s). Professional archivists(s) who can accept responsibility and act in most areas for the archivist when he or she is absent. This person may specialize in certain areas and may be required to process collections.
 - b. Full-time secretary typist. Types correspondence and finding aids; may maintain the archives' administrative files and payroll records, and may tend the reading room, among other duties.
 - c. Reading room attendant. If the volume of use requires it, a full time para-professional may be employed for this purpose. This person must be able to respond to the public in a friendly manner and be able with training to answer routine reference questions received by telephone or personal visit.
 - d. Processors. Persons to prepare for administrative and research use the archival and ephemeral

material of the archives. They may also answer basic reference questions that do not involve policy decisions and may assist in the planning and preparation of exhibits, among other duties.

- e. Student help. Student workers may be employed in a variety of tasks in the archives. At a minimum, they may transport accessions to the archives. If adequate supervision is provided, students should be assigned tasks commensurate with their abilities, including processing non-sensitive accessions.
- f. Volunteers. If adequate supervision is provided, volunteers may be used as receptionists, typists, processors, and in planning and mounting exhibits.

C. Justification for Staff Increases:

Staff needs should be reviewed in the light of the following:

1. Number of reference requests and/or daily registrations.
2. Volume and nature of accessions.
3. Number of requests from campus departments for records management assistance (records inventory, analysis, and scheduling).
4. Volume of unprocessed collections.
5. Additional assignments.

V. FACILITIES AND EQUIPMENT

While the space requirements and facilities will vary with the size of the institution and the development of the archives program, the following facilities and equipment are minimal for the proper functioning of the archives:

- A. A reading room for researchers where access and use may be supervised and restricted.
 1. The reading room should be easily accessible to the stacks.
 2. The reading room should accommodate several users.
 3. The reading room should be well-lighted and furnished with appropriate furniture. This furniture should not provide the opportunity for the concealment of archival material.
 4. The reading room should also contain:
 - a. Guides to the collection.

- b. A desk and chair for supervisory personnel.
 - c. An area for checking book bags, briefcases, and coats, and for registering users.
- B. A stack area where access can be limited to archives personnel. The size of the stack area will be determined by the present size of the holdings and the volume of annual accessions. Shelving should be provided for present holdings plus five years' annual accessions.
- 1. Preferably, the shelving should be metal with adjustable metal shelves of adequate width and load bearing capacity.
 - 2. If fluorescent lighting is used in the archives it should be covered with ultra-violet filter screens.
 - 3. If there are windows in the archives, they should be covered with ultra-violet screening and heavily curtained.
 - 4. The archives should be located in a fire-resistant or fire-proof building and equipped with fire extinguishers.
 - 5. The stack area should be equipped with a heat and smoke detector system.
 - 6. The stack area should be protected by a security alarm system.
 - 7. All archives areas should be provided with locks; access to keys to these locks should be strictly limited.
 - 8. Temperature and humidity conditions should be maintained as constant as possible. Since most university archives store many different types of material together, each with different optimum storage conditions, it will be impossible to provide ideal conditions for all material.
- Suggested ranges:
- Temperature: 60° - 70°F (16°-21°C)
- Relative humidity: 40% - 50%
- Fluctuations within the suggested ranges should be minimized.
- 9. The archives should not be located in an area prone to water damage from pipes or flooding.
 - 10. The archives should be located in an area with convenient access to a loading dock.
 - 11. The archives should have convenient access to running water.
 - 12. Special storage equipment for oversize items such as large photographs, maps, and blueprints should be provided, as well as appropriate filing cabinets as needed.
- C. An area physically separated from the reading room and stack area, but easily accessible to both should be provided for the processing of unorganized collections. A regular office can serve this function. It should be provided with shelving, a large flat table, chair, and enough space to accommodate the staff and supplies used in processing.
- D. Additional supplies and equipment
- 1. Acid-free covered document cases.
 - 2. Acid-free file folders, both legal and letter size.
 - 3. Records storage or transfer cartons.
 - 4. Catalog cards.
 - 5. Typewriters.
 - 6. Clerical supplies.
- VI. SUPPORTING SERVICES
- The following supporting services or equipment are required for proper functioning of archives:
- A. A dry process copying machine or easy access to copying facilities that accepts archival quality paper. If possible, archival material should not be left at a central copying facility.
 - B. Easy access to a microfilm reader. If volume of microform use is high, the archives should be provided with its own reader.
 - C. Easy access to audio-visual equipment.
 - D. Access to photo and sound duplicating facilities.
 - E. Access to microfilming and processing facilities or services.
 - F. Access to preservation facilities or services, especially fumigation and document repair.
- VII. RECORDS MANAGEMENT
- The archives should play a key role in the development and implementation of a campus records management program. The following recommendations outline procedures for archives involved in records management.
- A. A records management/archives policy and program should insure:
 - 1. Improvement in the quality of records

- by evaluating and controlling creation of records, forms, and filing systems.
2. Improvement in the flow of paper and records currently in use in the organization.
 3. Improvement in the control of and access to needed information.
 4. Compliance with federal and state statutes if they govern the disposition of the university records.
 5. Identification and protection of those records series which are vital to the continuance of the institution.
 6. Preservation of materials essential to understanding the organization's purposes and operations or having other permanent value.
 7. Elimination of noncurrent records not needed for the continuing operation of the organization.
- B. Development, implementation and operation of the campus records management policy and program is the responsibility of:
1. The archivist and the designated records manager (where one exists), with division and coordination of responsibilities as delineated below.
 2. On campuses where no designated records manager exists, the archivist may serve as the records manager.
- C. The records management/archives policy should provide for the following procedures:
1. Creation of forms, records, and microfilm should be evaluated and approved by a designated officer.
 - a. On campuses where no designated forms control officer exists, the archivist or records manager may serve as forms control officer.
 - b. The archivist should be consulted on a regular basis regarding creation of records and control of forms.
 2. Formal advising on:
 - a. The control and maintenance of university records.
 - b. The designation of material as public record as defined by state and federal statutes, if applicable.
 3. Inventorying, scheduling, and orderly disposition of all university records as described in D-F below.
- D. Inventorying includes the identification, description, and information gathering for each record series which will serve as the basis for a records retention schedule.
1. The archivist or the records manager may inventory the records of any office or department of the university.
 - a. At the department's or office's request, or
 - b. At the initiation of the archivist or records manager and in cooperation with the department or administrative office.
 2. All completed inventories should be reported to the archivist and the records manager, and a list of completed inventories should be maintained in both offices.
 3. A list should be developed by the archivist and records manager to set priorities for future inventories to equitably accommodate departments and sufficiently protect important university records.
- E. Establishing records retention schedules and submitting records disposition authorizations for review by appropriate university or state bodies. Records retention schedules are forms which specify for each record series the time period, the format, and the location in which the record is to be retained. Public institutions may fall within the guidelines of their state's public records board or commission. Therefore, the records retention and disposition schedules for those institutions should have the approval of that body.
1. Following the inventory of an office's or department's records, a meeting should be called to discuss the proper retention periods for the records inventoried. The meeting should include the records manager, the archivist, the office or department head or a designated representative.
 2. A retention schedule should be prepared by the office performing the inventory and copies sent for approval to the archivist, the records manager, the office or department head, and the legal counsel for the university. The archivist has the responsibility and authority to designate those records which shall be retained permanently in the archives.
- The archivist or records manager may recommend to the campus administration the establishment of a representative body to review records retention schedules and recommend records policy and procedural statements. This body

should include, but not be limited to: legal counsel, a business office representative, the archivist, and the records manager. If this body is established, approval of retention schedules would require approval by all members of this review body.

3. Copies of the approved retention schedule should be filed in the offices of the records manager, the archivist and in the office of origin.
 4. If required by state law, the records manager should prepare from the approved retention schedule a records disposition authorization and submit it to the state public records board for approval. The records manager and the university archivist must review, approve, and sign disposal authorizations before submission.
 5. Review or revision of existing and approved retention schedules may be initiated by the archivist, the records manager, the office of origin; or at the direction of the public records board. Revision of the schedule should follow the same procedures as the initial schedule.
- F. Additional responsibilities of the records manager.
1. Microfilming records as required by approved retention schedules.

2. Destroying records as required by approved retention schedules.
 3. Retaining inactive records in the records center as required by approved retention schedules, if such a facility for inactive records storage exists or is created.
 4. Maintaining control of and providing reference service for records stored in the records center.
 5. Acting in an advisory capacity on records-related problems.
 6. Compiling and distributing an archives-records management manual to all offices within the institution.
- G. Additional responsibilities of the archivist regarding records management.
1. Transferring materials to the archives according to approved retention schedules.
 2. Preserving a security copy of microfilm produced by any vital records program.
 3. Acting in an advisory capacity on records-related problems, especially by interpreting and communicating archival requirements to those involved in the generation and maintenance of records.

PEOPLE and PAPERS

New York, New York Richard Wagner's first draft of *Tannhauser* was sold at auction for \$242,000, setting a new record price for an opera manuscript. The first draft, which Wagner wrote between 1843 and 1847, was purchased by a New York dealer. The total auction of about 145 autographed letters and manuscripts by the 19th century German composer brought \$1.3 million. Besides the *Tannhauser* draft, items sold included the manuscripts of *Lohengrin* and *Die Meistersinger*, love letters from Wagner to his first wife, and philosophical letters to friends.

Concord, New Hampshire Priceless parchment originals of the Bill of Rights and the 11th Amendment and a valuable copy of the Declaration of Independence were discovered in a vault in the New Hampshire statehouse. Office workers in the Secretary of State's office came across the documents while cleaning out the offices to accommodate an expanded staff. The copies of the Bill of Rights and 11th Amendment were among the ones sent to the original 13 states in 1789 and 1793. The Declaration of Independence was an engraved copy made in 1823, according to George Cunha, director emeritus of the New England Document Conservation Center. Robert A. Lauze, Director of the New Hampshire Division of Records Management and Archives told the *SAA Newsletter* that the documents are being kept in a vault while an attempt is made to appropriate money from the New Hampshire state legislature for their restoration.

Philadelphia, Pennsylvania A letter from Edgar Allan Poe to a friend in which Poe lamented his wife's battle with tuberculosis, was sold for \$17,000 at a Sotheby Parke Bernet Galleries' auction. The letter was purchased by the rare book department of the Philadelphia Free Library with private funds provided by the Simon Gratz Endowment for the purchase of rare books and manuscripts. The acquisition is the latest addition to the Library's Edgar Allan Poe collection and was described by Library director Keith Doms as "the greatest Poe letter to have become available at public auction in the past 50 years." The letter was written to Poe's close friend, Frederick William Thomas. In it, Poe describes his shock at the onset of the tuberculosis that eventually killed his wife, Virginia Clem. "You may imagine the agony I have suffered," Poe wrote, "for you know how devotedly I loved her..." His wife died three years later.

Fayetteville, Arkansas Several participants in the Conference on the Research Use and Disposition of Senators' Papers conducted by the U.S. Senate Historical Office, September 14-15, commented in their presentations on the significance of the discovery of the papers of the late Senator Joseph Taylor Robinson. Robinson was U.S. Senator from Arkansas from 1913 and Senate Majority Leader from 1933 until his death in 1937. His papers had finally been "found" in the dirt-floored garage of a private residence, and were now, after 10 years of negotiating for their acquisition, safely preserved in an archival repository.

Today's historians can be grateful to a lesser known historian who died in 1943. David Yancey Thomas was discouraged by the lack of historical material left by distinguished Arkansans. On December 28, 1932, Thomas, then chairman of the history department at the University of Arkansas, wrote to Senator Robinson. "You have been in Congress a good while and have taken part in shaping some very important history. I trust that you have preserved most of the letters received by you, copies of all written by you and papers relating to important assignments and missions...with which you have been connected and that you will make arrangements to turn them over to the University Library for permanent preservation."

Robinson replied on January 11, 1933. "Undoubtedly in this busy world many of us...ignore all thought of preserving personal records and but for your suggestion I probably would have pursued a similar course...I thank you for the suggestion." It still took a bit of doing, but Robinson's papers were finally accessioned, 39 years after his death.

Washington, DC James Earl Ray, serving a 99-year sentence for the murder of the Rev. Martin Luther King, Jr., filed suit Tuesday, December 12, seeking the public release of tapes the FBI made in the five years it kept tabs on the civil rights leader. Ray said that the tapes and transcripts of their contents, housed in the National Archives, "will assist in the exoneration of the plaintiff" in the King assassination. There was no elaboration. "The purpose of the National Archives is to preserve records and make them available to scholars and the general public, not to cover up political murders and perpetuate the blackmailing of politicians," Ray said in a complaint filed in federal court.

PEOPLE and PAPERS

New Brunswick, New Jersey The letters and manuscripts of scores of famous writers, including Jean-Paul Sartre, Saul Bellow, Norman Mailer, Susan Sontag, Hannah Arendt, Bernard Malamud, W.H. Auden, Philip Roth, Robert Lowell and George Orwell are at the center of a heated controversy involving Rutgers University and the *Partisan Review* literary and political magazine.

Rutgers has housed and subsidized the magazine since 1963, and provided its editor, William Phillips, with faculty status. In exchange, Phillips agreed to "deposit" the *Review's* records and files in the Rutgers library. Approaching Rutgers' mandatory retirement age of 70 and unable to negotiate a plan to keep the review at the New Jersey institution, Phillips began looking for a new home. Boston University offered him everything he had had at Rutgers. In return, he promised them the collection.

When it came time to move, Rutgers had the *Review's* offices surrounded with armed guards and all the material inside seized. It is the university's contention that when Phillips agreed to "deposit" the journal's files in the library, he intended to surrender their ownership completely. Phillips says he only intended to keep the files at Rutgers as long as the university continued to house and subsidize the magazine. Phillips has filed suit to have the papers in the library and the office returned to him.

MORRIS L. RADOFF, 1905 - 1978

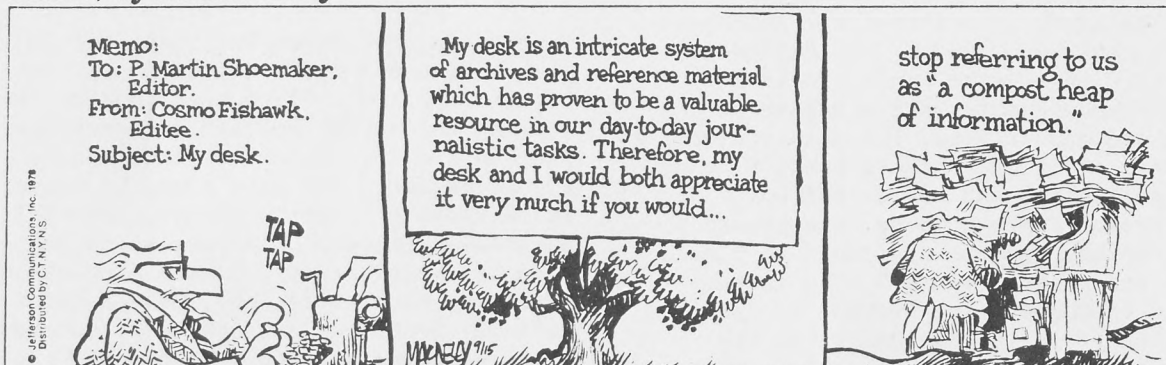
Morris L. Radoff, state archivist of Maryland from 1939 until his retirement in 1975, died December 2 at the age of 73. Radoff was a past president and Fellow of the Society of American Archivists, a trustee of the Maryland Historic Trust, and the author of three books on historical buildings in Maryland. Radoff received his doctorate in Romance languages from Johns Hopkins University in 1932 and was an instructor there from 1933 to 1936. He then served as an editor for the WPA Historical Records Survey project before being named state archivist.

NEITHER RAIN, NOR SLEET...

The Society is still receiving a great deal of mail at its old address in the Library of the University of Illinois-Chicago Circle. The mail is kept in the Library's mailroom and an SAA staff member picks it up periodically.

A few weeks ago, the library mailroom lost an entire box of SAA's mail. Persons who may have mailed something to the old address between December 4-12 should check with the SAA office to make sure it was received.

SHOE / by Jeff MacNelly



Reprinted courtesy of the Chicago Tribune-New York News Syndicate.

NEW & NOTEWORTHY PUBLICATIONS

The Consortium of Television Archivists (COVA) is publishing a bi-monthly newsletter devoted to aspects of video archiving. The *COVA Newsletter* is a spin-off from the Library of Congress Television Archives Conference held early in 1978. Those interested in receiving the *COVA Newsletter* should write to Don Zimmerman, PO Box 2306, CS, Pullman, WA 99163.

The Society of Georgia Archivists, with a grant from the NHPRC, has produced an 18 minute slide/sound presentation depicting the ongoing work of archival institutions throughout Georgia to preserve that state's documentary heritage. Entitled *A Very Fragile Resource: Our Documentary Heritage*, the presentation is available for loan for a 1 week period or for purchase at cost. For a complete descriptive brochure, write SGA Slide/Sound Presentation, Society of Georgia Archivists, Box 261, Georgia State University, Atlanta, GA 30303.

The National Archives is offering a free catalog listing 1900 Population Census Schedules, with information on how to order individual schedules. To receive the catalog, write 1900 Census, National Archives and Records Service, General Services Administration, Washington, DC 20408.

The Washington University School of Medicine Library Archives in St. Louis has published a revised second edition (1978) of its *Archives Procedural Manual*. The manual describes how the archives meets its goals in acquiring, preserving, organizing, and making available for use its archival materials. The second edition contains a section on the Library's oral history program and Oral History Computer Index. The manual is available for \$7.25 from Archives Section, Washington University School of Medicine Library, 4580 Scott Ave., St. Louis, MO 63110.

An Archive Approach to Oral History may be obtained at \$4.50 surface mail or \$6.50 air mail from the Imperial War Museum, Sales Section, Lambeth Road, London, SE1 6HZ, England.

Access Report's new *Summary of Freedom of Information and Privacy Laws of the 50 States* is now available. This reference volume updates amendments and additions to each state's laws and bills concerning open records and open

meetings; information and criminal systems regulation; privacy study commissions; polygraphs; arrest record expungement; reporter's privilege; and financial and medical records. It may be purchased for \$15 (\$10 to subscribers of Access Reports) from PLUS Publications, Inc., 2626 Pennsylvania Ave. NW, Washington, DC 20037.

Preserving the Moving Image is the title of a pamphlet prepared by the Corporation for Public Broadcasting and the National Endowment for the Arts. To order, write Michelle King, Engineering Research, Corporation for Public Broadcasting, 1111 16th St. NW, Washington, DC 20036.

The University of Washington is publishing its *Manual for Accessioning, Arrangement and Description of Manuscripts and Archives*. It is divided into two parts, one on theory and the other on practice. Appendices include a "Corporate Entry Guide" and "Scope Notes for Subject Headings." The manual provides guidelines for achieving step-by-step intellectual control at successive record levels: the accession, subgroup, series, folder, and item levels. Available in February, the manual may be purchased for \$5.00. Write to University of Washington Libraries, FM-25, Publications Office, Seattle, WA 98195.

The American Institute for Conservation of Historic and Artistic Works offers two items of interest to archivists. *Readings List for Students in Conservation of Historic and Artistic Works on Paper*, by Anne Clapp, et al., is available for \$2.00. Iron-on smock patches which say "Preserving the Past is no Easy Matter" may be purchased for \$2.50 each. Both items can be obtained by writing AIC National Office, 1522 K St., NW, Suite 804, Washington, DC 20005.

The *SAA Newsletter* is a bi-monthly publication of the Society of American Archivists. The deadline for the March issue is February 15.

Dates to Remember



Capricornus School of Bookbinding and Restoration, Berkeley, California, has announced its 1979 courses and workshops in hand bookbinding and book restoration. Their special summer courses include a calligraphy/bookbinding workshop; basic bookbinding; basic book restoration, document and archive repair; and the in-house collection survey. For information on how to register, write Capricornus School of Bookbinding and Restoration, 2280 Fulton St., Berkeley, CA 94704.

The National Archives and Records Service has announced two upcoming conferences. On March 21-24, in conjunction with the Victorian Society in America, they will present a symposium entitled "Victorian Album: Aspects of American Life 1865-1900." The symposium will run for three days and include 42 sessions ranging across the themes of manners and mores, arts and culture, work and workers, and protest and reform. Registration will be limited to 200 persons; the fee for the three days is \$25. For information on registration, write Victorian Album, Education Division (NE), National Archives and Records Service, Washington, DC 20408. The National Archives 1979 annual conference, May 17-18, will focus on the interrelationship between the United States Army and the American people over the last 150 years. Topics to be examined include the social makeup of the Army community, military policy as a reflection of American society, and the lasting results of the Army presence in many U.S. localities. For further information, contact the public information staff at the National Archives, Washington, DC 20408. (202) 523-3099.

The Pennsylvania Historical and Museum Commission, in cooperation with Oral History in the Mid-Atlantic Region and the Pennsylvania Federation of Historical Societies, is sponsoring a workshop on oral history, March 17, 1979. The workshop will be held at West Chester State College, West Chester, PA. The workshop's theme is "Exploring the Consciousness of the Unrecorded," most emphatically the workers and less affluent people of Pennsylvania. Topics include basic training of interviewers, labor history, the urban neighborhood, and funding. For further information, write Carl Oblinger, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, PA 17120.

The Georgia Department of Archives and History has announced the dates for their 13th Annual Institute. The four-week Institute will be held July 23 - August 17, 1979 in Atlanta. The program focuses on an integrated archives/records management approach to records keeping and features lectures, seminars and supervised laboratory work. Enrollment is limited to 18 participants; registration fee is \$225 for non-credit participants and \$624 for six quarter hours graduate credit from Emory University. Application deadline is May 15, 1979. For further information, write Institute Coordinator, Georgia Department of Archives and History, 330 Capitol Ave., SE, Atlanta, GA 30334.

The Marianist Training Network is sponsoring an archives training program January 29-February 1 at the Yerba Buena Hotel in San Francisco. Session topics include access to collections, photographs in archival collections, funding, preservation, licensing and accreditation, and processing archival collections. Following the four day program, on February 2, will be a one day workshop on oral history conducted by Lynn Donovan. For information on both events, contact the Marianist Training Network, 4435 E. Patterson Rd., Dayton, OH 45430. (513) 426-2363.

The University of Denver is offering its 18th Summer Institute for Advanced Archival Studies, June 18 - July 20, 1979. The Institute presents a concentrated study of the theory, principles and applied methodology of archival administration and management of primary documentary resources and related manuscript materials. Projects in applied methodology and practice are arranged with area archival institutions. Tuition is \$495. For details write Dolores C. Renze, Institute for Archival Studies, Dept. of History-424 MRB, University of Denver, Denver, CO 80210.

American University's Continuing Education Division is offering from January to May, 1979, a course entitled "The History of Archives Administration." The course will cover everything from inscriptions on clay tablets to the present impact of automation. For further information, contact Meyer H. Fishbein, Director, Military Archives Division, NARS, Washington, DC 20408. (202) 523-3089.

Dates to Remember

The Urban Archives Center of Temple University, in conjunction with the Center for Philadelphia Studies, the Historical Society of Pennsylvania, the Philadelphia City Archives and Philadelphia Federal Archives and Records Center, will sponsor a symposium on April 20-21, 1979 entitled "Toward the Tercentenary: A Conference on Philadelphia History." For further information, contact Frederic Miller, Urban Archives Center, Temple University Library, Philadelphia, PA 19122.

The Society of Mississippi Archivists has scheduled its first annual meeting for April 10, 1978, in Hattiesburg, MS. Workshops on arrangement, documents exhibition, and micrographics are scheduled. The Society was incorporated on August 1, 1978 and has since experienced a 735% increase in membership, to the present total of 404. For further details on the meeting, contact Ronald E. Tomlin, Executive Director, Society of Mississippi Archivists, PO Box 571, Jackson, MS 39205.

The American Association for State and Local History is sponsoring a seminar on Techniques and Use of Oral History, March 4-8, 1979 at the Center for Southern Folklore, Memphis, Tennessee. Deadline for receipt of application is January 29. For further information, write AASLH Seminars, 1400 8th Ave., South, Nashville, TN 37203.

DUNAGIN'S PEOPLE



"Since the President ordered the chief to personally read every regulation that goes out, we've burned out three shredders."

DUNAGIN'S PEOPLE by Ralph Dunagin, as published in the Chicago Tribune. Courtesy of Field Newspaper Syndicate.

NHPRC PHOTOGRAPH POLICY

At its November 16-17 meeting, NHPRC adopted a policy statement regarding grants for historical photograph projects. The text of that statement follows:

The NHPRC will consider grant proposals for the preservation of historical photographs and for activities to make them available to researchers. The primary NHPRC criterion for support is the historical research value of photographs; aesthetic value and the reputation of the photographer are, in themselves, not the primary concern of the Commission in its funding decisions. Preference will be given to projects for the preparation of safety negatives or archival prints of photographs which are endangered because of their physical state. Highest priority will be given to nitrate and glass plate negative projects (assuming the images have high research value).

The Commission is unlikely to fund projects which cannot demonstrate that careful appraisal of the collection has already taken place, such as through careful sampling of large collections. Although the Commission prefers that arrangement and description of photos be completed without NHPRC grant funds, it will consider requests for these activities if support for them cannot be provided by the applicant or by third-party matching funds. Description and finding aids above the item level are encouraged when they are possible. All proposals must outline the systems for appraisal, arrangement and description of the collection, the manner in which the photos will be stored, and how they will be made available to researchers. The Commission will not support mounting of original prints, or matting and framing of any print.

When collections have widespread research potential and have been described, the Commission encourages the preparation of microfilm or microfiche copies for sale, loan, and as an in-house reference tool. The Commission will consider requests for the preparation of reference prints where necessary for preservation of the master print or negative. Requests for consultants will be considered; in such cases it is expected that the consultant will evaluate the condition of the applicant's overall historical photo program. Requests will also be considered for research projects involving experimental and model techniques and approaches to historical photograph problems.

PROFESSIONAL OPPORTUNITIES

HEAD-ARCHIVES AND SPECIAL COLLECTIONS, Ohio University, to administer the Archives and Special Collections Division of the library. Responsibilities include overall planning, managing, and developing of programs and services; acquiring and organizing archives, local records, rare books, and manuscripts with primary emphasis on archives. Possibility of teaching archives management up to one-third time should Archives Management Program be created in History Department. Qualifications: ALA-accredited MLS (additional graduate study in history or archives management preferred), five years professional library experience, including two years in archives and/or special collections. Salary: \$15,000 minimum, 22 days vacation, state retirement and fringe benefits. Send resume and three letters of recommendation to W.F. Rogers, Chairman, Search Committee, Ohio University Library, Athens, OH 45701. Application deadline is January 31, 1979.

Two positions, YIVO Institute for Jewish Research, Landsmanshaftn Project. This is a two-year project to collect, accession, and process the extant records from the existing Landsmanshaftn in New York City for the Landsmanshaftn Archive at the YIVO Institute.

PROJECT ASSISTANT, to initiate and maintain contact with landsmanshaftn in the field in order to obtain donations of records and transfer them to YIVO's Landsmanshaftn Archive. Will aid in the preparation of the Institutional Records Survey and Landsmanshaftn Records Survey and Questionnaire. Qualifications: MA in history, social sciences, or related fields desirable. Background in Jewish studies important. Knowledge of surveying techniques useful; knowledge of Yiddish required. 2-year position to begin immediately. Salary: \$11,500.

PROCESSING ARCHIVIST, to accession the collection, arrange the materials, prepare finding aids, and upon completion of the project, prepare a guide to the collection. Qualifications: MA in history, social sciences, or related fields required. 2 years of professional archival experience desirable; background in Jewish studies important; knowledge of Yiddish required. 2-year position to begin immediately. Salary (half-time): \$5,500.

For the above positions (indicate which position you are applying for) send resume to Rosaline Schwartz, Director, Landsmanshaftn Project, YIVO Institute for Jewish Research, 1048 Fifth Avenue, New York, NY 10028.

LIBRARIAN/ARCHIVIST--ART, Adelphi University, to organize, catalogue, and maintain university and other archival material. Temporary, 6-month position. Other duties include ordering and cataloguing art slides, reference service in art and music. ALA-accredited MLS, undergraduate degree in art history and 1 year's experience with archives required. Graduate degree in art history and reference experience desirable. Position available March 1, 1979. Faculty status. Salary: minimum \$14,000, pro rated. Submit application to D. Nora Gallagher, Director, Adelphi University Library, Garden City, NY 11530. (516) 294-8700, ext. 7340.

PROJECT ARCHIVIST, NHPRC-funded "Metropolitan Milwaukee Historical Records Awareness and Assistance Project," administered by the Archives Committee of the Library Council of Metropolitan Milwaukee. To encourage the preservation of records created and maintained by local civic, cultural, religious and ethnic organizations, the project will extend assistance to these groups through an outreach program of seminars, on-site consultation, published literature and contact with established repositories. The project archivist, in cooperation with an Oversight Committee, will plan and implement this project. Qualifications: Master's degree with archival training and/or experience. Ability to deal effectively with a broad range of organizations and individuals. Skill in oral and written communication. Salary: \$16,000 plus benefits. 14-month appointment, beginning April 1, 1979. Submit vitae and 3 letters of reference by February 15, 1979 to Mary Cronin, Executive Director, LCOMM, 814 W. Wisconsin Ave., Milwaukee, WI 53233.

CATALOGER/LIBRARIAN, Mississippi Department of Archives and History, to classify and catalog (including original cataloging) books, recordings, audio tapes, films, filmstrips, tapes, theses, dissertations, and other resources to be included in Department's historical reference library. Qualifications: MLS from accredited school of library science required; experience preferred. Salary: \$9,660 plus fringe benefits. Apply to Robert J. Bailey, Director, Archives and Library Division, Mississippi Dept. of Archives and History, PO Box 571, Jackson, MS 39205.

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

PROFESSIONAL OPPORTUNITIES

BUSINESS RECORDS SPECIALIST, Discovery Hall Museum, to accession, arrange and prepare finding aids for the records of the Studebaker Corp., 1852-1967, and the Packard Motor Co., 1903-1962. Qualifications: graduate degree in history, library science, or related field with some knowledge and/or experience in archives or library work. Salary: \$11,000 plus benefits. One year appointment, beginning March 1, 1979 pending approval of NHPRC grant. Send resume to Richard Welch, Director, Discovery Hall Museum, 120 S. St. Joseph St., South Bend, IN 46601.

ARCHIVIST III, New York State Archives. Responsibilities include working at the direction of the State Archivist to supervise staff and plan and carry out activities in the areas of technical administrative services or appraisal/accessioning. Qualifications: master's degree in history, government, economics, public administration, American studies, or a closely related field, or a master's degree in library science or archives administration and at least 30 undergraduate hours in history, government, economics, public administration, American studies or a closely related field; and at least 4 years experience in an archives or manuscripts repository, including at least one year in an administrative or supervisory capacity. Preference will be given to applicants having experience working with public records. Salary: \$18,301 plus benefits. Apply to State Archivist, State Education Dept., Cultural Education Center, Room 10A46, Albany, NY 12230.

ASSISTANT TO THE CURATOR, Yale Collection of American Literature, Beinecke Rare Book and Manuscript Library. 2-year position available January, 1979. Responsibilities include preparing inventories and calendars of collections of manuscript materials; checking bookseller's and book auction catalogues and placing orders and bids; providing reference assistance; undertaking a program for disposal of duplicates; preparing occasional articles on important acquisitions. Qualifications: master's or higher degree in American literature, 2 years' library experience or MLS and working knowledge of one Western European language. Salary: \$11,700, higher depending on qualifications, plus benefits. Apply by January 15, 1979. Send resume listing three references to Bella Berson, Box 1603A Yale Station, Yale University, New Haven, CT 06520.

PRESERVATION INTERNSHIPS, Yale University Library. In July 1979, the Yale University Library is initiating a preservation program to investigate the extent of deterioration

of library and archival materials within its collections; to correct or ameliorate dangerous storage conditions and unacceptable binding and repair techniques; and to prepare plans for emergency situations. The project is being funded for one year with the hope of renewal by the National Endowment for the Humanities. Yale is seeking interns, Preservation Associates, who are already working in libraries or archives where they have or will have responsibility for preservation of the collections.

The interns will assist in organizing a survey, training personnel, tabulating and reporting survey results, developing preventative and remedial procedures, and designing of workshops and teaching aids to share these procedures.

Participants will receive stipends at the rate of \$900 per month. Qualifications: MLS or other advanced degree; two years experience in library or archival work; nomination by the director of the employing institution for a period of no less than six months and with the commitment to continue the participant's employment and to provide some financial support during the internship; U.S. citizenship or permanent residency; evidence of substantial interest in the field, of supervisory ability and of present or anticipated responsibility for the administration of a preservation program.

For further information, contact Bella Berson, Assistant Librarian for Personnel, Yale University Library, New Haven, CT 06520.

ASSISTANT ARCHIVIST, Brooklyn Rediscovery, to process manuscript collections for an urban research project in metropolitan New York. Archival experience and history background preferred. Full or part-time; available immediately. Contact Bob Sink, Senior Archivist, Brooklyn Rediscovery, 111 Livingston, Brooklyn, NY 11201. (212) 852-6200.

ARCHIVIST, Historical Soc. of Pennsylvania, 1 year position to process and describe the archives of Christ Church of Philadelphia; work will be done at HSP. Qualifications: at least undergraduate degree in American history, archival training or experience required. Background in church history preferred. Salary: \$10,500.

The Historical Society of Pennsylvania is also inviting applications for a possible entry level position in the manuscripts department. For both positions, contact Peter J. Parker, Chief of Manuscripts, Historical Society of Pennsylvania, 1300 Locust St., Philadelphia, PA 19107.

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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