

The Society of American Archivists

SA Newsletter

July, 1979

ISSN 0091-5971

NARS: The Press of the Press

"Priceless Records Allowed to Rot," read the headline of Jack Anderson's April 21st column concerning the National Archives. The piece went on to charge that the "gradual destruction of our written and graphic history is one of the most closely hushed-up secrets in Washington."

Archivist of the United States James B. Rhoads called Anderson's story "factually inaccurate." NARS' response to the columnist's general charge that "gross mismanagement and negligence by the National Archives brass are destroying vital parts of our American heritage," follows.

"Preservation of the records in their care has been a vital concern of officials of the National Archives ever since it was established in 1934 and took custody of the papers of this nation's official life--records which had suffered from 150 years of neglect. The preservation problem was, and is, enormous. There are now more than three billion items in the National Archives. They range from textual records to films, from sound recordings to computer tapes. There are even museum objects. Like all finite things, these records began deteriorating the day they were created. Some need work now, some will need it in 10 years, some in 100 years. Costs are astronomical. For instance, to deacidify all the paper records in the National Archives by the year 2000 would cost an estimated \$1 billion under present technology; to microfilm them would cost about \$374 million. Clearly, new technologies are required. Bulk deacidification of documents, instead of the current piece-by-piece immersion in a chemical bath, is one possibility. Microfilming requires laborious handling and methods must be found to cut costs by automation. The National Archives is pursuing research in this area in its own facilities as well as encouraging other organizations to explore new technologies. It has established its own basic research laboratory to conduct long-range studies on the permanence of papers, effects of various types of inks, and other preserva-

tion problems. It has, as well, supported records preservation research at the National Bureau of Standards periodically for many years, most recently in the years 1966-1976.

"In the last decade, there has been a series of in-depth studies undertaken at the direction of the current Archivist of the United States to keep abreast of preservation and technological problems, and to gauge the necessary priorities and funding needs. A major study in 1969 led to requests for increased funds to preserve nontextual materials--primarily nitrate conversion. This program has been supported at a rate in excess of some \$700,000 annually. A major study in 1976 again assessed total nontextual preservation needs, and the progress made since 1971. A study of deviations in temperature and humidity controls in the National Archives Building in 1978 led to further adjustments in monitoring techniques. A third major study, completed last fall, assessed total preservation needs against present and anticipated technologies. This study serves as a long-range planning tool and as the basis for increased funding requests for preservation. (cont. on p.2)

WASHINGTON UPDATE: NHPRC FUNDING, NARS OVERSIGHT HEARINGS

NHPRC The House extended the present authorizations for NHPRC for two years at the current level of \$4 million by voice vote on May 21. Rep. Thomas Kindness (R-OH) noted on the floor, "There was considerable sentiment in the Government Information and Individual Rights Subcommittee to increase the amount authorized for the Commission. In light of the current efforts of restraint in government spending in this time of inflation, I believe the committee correctly decided not to change the program authorization amount. The period of authorization, however, was reduced to 2 years instead of 4 years so that the committee could conduct an early review of the Commission's needs." On May 24, Walter Rundell, Jr., rep-

NARS (CONT. FROM P.1)

"The National Archives has spent over \$1 million annually since 1971 to conserve and reproduce records, and in 1978 was able to increase this figure to \$1.8 million. This year it will spend about \$2 million on these preservation measures. Add another million when you include other preservation costs such as flattening document cases and maintaining round-the-clock temperature and humidity controls.

"Additionally, the National Archives has installed major heating, cooling and fire prevention systems in its main building over the past 8 years at a cost of some \$5 million to maintain a proper environment for the nation's records. And it has installed--and constantly monitors--hygrothermographs at 44 locations in the National Archives building and at all of its storage facilities nation-wide.

"The National Archives managers have diligently, aggressively, and openly pursued preservation goals in the past and will continue to do so in the future."

An extensive series of articles critical of the National Archives began appearing in April in *Federal Times*, a weekly newspaper. These pieces attacked NARS' record in preservation as well as the administration of the National Archives Trust Fund.

The journalist who prepared both the Anderson column and the *Federal Times* articles was furnished information by disaffected former Archives employees. However, many archivists still working at the National Archives believe that the needs of the Office of the National Archives, both for preservation funding and support for other archival activities, should have a higher priority.

Responses to the charges came quickly from outside the National Archives. Archivist Vernon Nelson of the Moravian Church, Bethlehem, Pennsylvania, suggested in a letter to the editor of *The Globe Times*, "All of Anderson's examples can be traced to a simple cause: lack of money. The archivists know what is needed; their hands are tied due to financial limitations. . . If disasters have happened and some records are deteriorating, it is due to the unwillingness of Congress and the nation to finance the archival program of the government as required."

The National Archives Advisory Council approved a statement which commended "the Archivist of the United States and his staff for their long time awareness of the problem, for their efforts to explain the seriousness of the problem to the General Services Administration and to the Congress, and for their effective operations within the budgetary restraints placed upon them." SAA is represented on NAAC by Herbert Finch, Cornell University. Another NAAC member, George M. Elsey, President of the American Red Cross, wrote to the *Washington Post* that the Anderson column was "one-sided, incomplete and a gross distortion of the attitudes, interests and concerns of the professional staff of the National Archives and Records Service. For years, the Archives, inappropriately placed in an uncaring General Services Administration, has been starved by the Congress. Such criticisms as are deserved must be directed at those responsible for underfunding the Archives."

WASHINGTON UPDATE (CONT.)

resenting SAA, testified before the Senate Subcommittee for Treasury, Postal Service and General Governmental Appropriations, recommending increased support for the Commission. Final action on NHPRC appropriation and reauthorization legislation was pending in both Houses in late June.

NARS OVERSIGHT HEARINGS The House Government Information and Individual Rights Subcommittee, chaired by Rep. Richardson Preyer (D-NC), conducted hearings in June regarding the National Archives. Focus of the hearings was preservation at NARS, with an emphasis on film preservation, and the administration of the NARS Trust Fund. Additional hearings are anticipated later in the summer.

The June hearings were scheduled prior to the spate of press coverage reported on page 1.

SAA STAFF

Ann Morgan Campbell	Executive Director
Sandra Crockett	Publications Assistant
Ellen Fogle	Membership Assistant
Joyce E. Gianatasio	Director, Administrative Services
Andrea Giannattasio	Bookkeeper
Deborah Risteen	Newsletter Editor and Program Officer
Timothy Walch	Director, Special Programs

Chicago Program Plans Completed

Program plans for SAA's 1979 annual meeting in Chicago, September 25-28, have been completed. The program committee, co-chaired by Maynard Brichford and Doug Bakken, decided against having a theme for this year's meeting; consequently, program sessions cover a wide range of topics.

In addition to formal sessions, the meeting will feature limited-enrollment seminars, conservation demonstrations and drop-in rooms. Seminars will cover such topics as automated access to archives; conservation of bound volumes; exhibit techniques for archives and libraries; appraisal of machine-readable records; and the archival code of ethics. Six drop-in rooms have been scheduled: *The American Archivist*, Virginia C. Purdy, editor; Starting a College or University Archives, Martha Slotten, Dickinson College; Standards for Public Records, Charles Lesser, South Carolina Department of Archives and History; Standards for College and University Archives, Jon Reynolds, Georgetown University; Starting a Religious Archives, William B. Miller, Presbyterian Historical Society; Legal Issues, Alex Ladenson, Legal Counsel, Society of American Archivists. There will also be two preservation demonstrations, each of which will be repeated twice: Cleaning and Mending Paper Records, Pamela Najar, Indiana Historical Society; and Encapsulation of Brittle Paper Records, Ann Russell, New England Document Conservation Center.

Although the meeting officially begins on Tuesday, September 25, several activities are scheduled for Monday. Two seminars begin Monday morning: Seminar on Historic Photographs, which begins at 9:00 a.m. and concludes at 5:00 p.m., and Archives: An Introduction, which also begins Monday at 9:00 a.m. but runs until Wednesday at noon. (See March 1979 *SAA Newsletter* for more details.) From 2:00-5:00 p.m. the Archives Committee of the Council on Archives and Research Libraries in Jewish Studies will meet at Spertus College, 618 S. Michigan, Chicago. From 12:30-6:00 p.m., a tour of three Chicago paper and book conservation facilities has been scheduled, followed by a conservation film festival Monday evening.

On Tuesday, Professional Affinity Groups, Standing Committees and Task Forces will meet. An explanation of how the new committee system will be implemented is on page 5 of this *Newsletter*. Tuesday evening, meeting partici-

pants are invited to an opening reception at Chicago's newly-restored Cultural Center.

Wednesday is the first day for regular program sessions. Topics to be covered in sessions on Wednesday, Thursday and Friday include American sports history; funding for religious archives; developments in Catholic archives; "Archivists and Indians: An Alliance of Interests;" sound and music archives; issues in archival education; the consultant in the archives; archival administration; SAA and the regionals; privacy and private papers; reference issues, and many more. The following events are also scheduled for Wednesday: briefing for new SAA members; officers and Council open forum; NHPRC question and answer session on grant applications; National Endowment for the Humanities' office hours; and the annual business meeting. Wednesday evening's schedule includes ChicagoFeast, a chance for meeting participants to dine at one of Chicago's fine ethnic restaurants, followed by a performance by the renowned improvisational troupe, Second City.

On Thursday, in addition to the regular sessions, seminars, and drop-in rooms, several special meetings have been scheduled. These include NHPRC office hours; Nominating Committee Open Forum; SPINDEX users meeting; Institutional Evaluation Committee open forum; women's caucus; and an open house at SAA's headquarters. At 7:30 a.m., Catholic archivists will hold a get-together breakfast meeting. The location will be announced in the pocket program. Thursday evening will feature the Presidential Reception and Banquet, where SAA President Hugh Taylor will speak on "Documentary Art and the Role of the Archivist."

Sessions and seminars continue Friday morning, followed by the Closing Luncheon, with remarks by incoming President Maynard Brichford. Several tours of local archival repositories as well as many of Chicago's famous sites have been scheduled on Friday afternoon and Saturday. (See March 1979 *SAA Newsletter*.) Complete program information, including registration forms for pre-conference seminars and all tours, will be mailed to SAA members in July.

It doesn't snow in Chicago in September (at least it never has), so plan on spending an exciting and eventful week in the Windy City!

What's Happening in Chicago?

Late September promises to be an exciting time in Chicago, and annual meeting participants will want to take advantage of some of the cultural events scheduled during the week of the meeting.

MUSIC

The Lyric Opera of Chicago--

Faust, by Charles Gounod. Includes a complete staging of the "Walpurgisnacht." Ticket prices range from \$30.50-\$7.50. September 25, 28.

The Love for Three Oranges, by Sergei Prokofiev. Ticket prices range from \$30.50-\$7.50. September 29.

Mail orders accepted mid-July through early August; early ordering strongly recommended. Send check and self-addressed, stamped envelope to Lyric Opera of Chicago, 20 N. Wacker Dr., Chicago, IL 60606.

THEATER

Shubert Theater--

Annie--award-winning musical inspired by Howard Gray's popular comic strip, through September 30. Ticket prices range from \$22.50-\$10.00.

Mail order accepted until 15 days before performance. Send check and self-addressed, stamped envelope to Shubert Organization, Inc., 22 W. Monroe, Chicago, IL 60603.

Blackstone Theater--

A Chorus Line--Pulitzer Prize-winning musical about dancers auditioning for a Broadway play. Ticket prices tentatively set at \$20.00-\$10.00.

Send check and self-addressed, stamped envelope to Shubert Organization, Inc., 22 W. Monroe, Chicago, IL 60603.

SPORTS

Chicago Cubs at Wrigley Field--

Pittsburgh Pirates, Sept. 21-23;
New York Mets, Sept. 24-26. Ticket prices range from \$6.00-\$1.50.

Order tickets from Director of Ticket Services, Wrigley Field, Chicago, IL 60613. (Add 50¢ postage and handling.) Only \$6.00 and \$4.50 tickets available in advance.

Chicago White Sox at Comiskey Park--

Seattle Mariners, September 28-30. Tickets \$6.00, \$5.00, and \$3.50.

Order tickets from White Sox Ticket Office, 324 W. 35th St., Chicago, IL 60616. (Add 50¢ postage and handling.) \$2.00 general admission tickets available on game day.

Chicago Bears at Soldier Field--

Tampa Bay Buccaneers, September 30. Tickets \$9.50, \$7.50. Mail orders accepted after June 1.

Order from Chicago Bears Ticket Office, 55 E. Jackson, Chicago, IL 60604. (Add 50¢ postage and handling.)

ART

Art Institute of Chicago--

Tapestries from the Permanent Collection, through September 30.

American Institute of Architects Awards, through October 7.

"Vienna Moderne" (Art Nouveau), September 27-October 29.

Greek Vase Paintings, September 29-November 4.

Admission price is \$2.00; free to members.



New Committee Structure Takes Effect in Chicago

SAA's new committee system, recommended by the Committee on Committees and approved by the Council and the membership, will go into effect this fall at the annual meeting in Chicago. (The complete report of the Committee on Committees is printed in the July 1978 *SAA Newsletter*.) Three types of groups will be formed: Professional Affinity Groups, Task Forces, and Standing Committees. 1978-79 committees will disband, although some committee chairs may schedule a final meeting in Chicago to conclude unfinished business. '78-'79 committee chairs desiring to hold a final meeting will make arrangements for such a meeting with SAA headquarters and current committee members will be notified by mail of the meeting time and location. Committee members who receive no such communication should assume their committee will not meet.

Membership on Task Forces and Standing Committees is by appointment and will be announced prior to the annual meeting. Time has been allocated on Tuesday, September 25 from 3:30-5:30 p.m. for any Task Forces or Standing Committees wishing to meet.

Professional Affinity Groups (PAGs) will convene for the first time on Tuesday also. PAGs are designed to provide a forum for members to meet and work with other professionals with similar backgrounds and interests. In July, all SAA members will receive an application for membership in the PAGs. Each member may join as many as two PAGs; it is recommended that persons joining two PAGs choose one based on function and one based on institutional affiliation. PAGs based on function are Acquisition; Aural and Graphic Records; Contemporary Theme Collections; Description of Records and Manuscripts; Preservation Methods; and Reference, Access and Outreach. PAGs by institutional affiliation are Business Archives; College and University Archives; Public Records; and Religious Archives. PAGs by function will meet from 9:00-11:30 a.m.; PAGs by institutional affiliation will meet from 1:00-3:30 p.m.

All members will be assigned to the PAG or PAGs they request. In the event that an individual requests membership on a PAG which does not attain the Committee on Committees' recommended membership of 50, he or she will be given the opportunity to join another in its place.

The initial PAG meeting will be conducted by a convener appointed by SAA's President. While it is not required that members of a PAG attend

the September 25 meeting, important decisions, including the election of a chairman, will be made at that time.

Locations and times of Professional Affinity Group, Task Force, and Standing Committee meetings, and well as meetings of some '78-'79 committees, will be printed in the pocket program which will be distributed in Chicago at the time of registration.

SAA'S WALCH TO NHPRC:

PARDO JOINS SOCIETY'S STAFF

Timothy Walch, who joined SAA's staff in 1975 to conduct the archival security program, will join the staff of the National Historical Publications and Records Commission on August 1. Walch's service to SAA included the coordination of the first phase of a basic workshop program and liaison work with program planners for the Nashville and Chicago annual meetings. He is the author of *Archives and Manuscripts: Security*, one volume in SAA's basic manual series.

Thomas C. Pardo, associate editor with Microfilming Corporation of America, will join the Society's staff. In recent years, Pardo has worked with collections such as the National Woman's Party Papers, Socialist collections from the Tamiment Library at New York University, and the Records of the American Association of University Women. He was the Fenn Fellow in Archival Studies at the Western Reserve Historical Society while doing graduate work at Case Western Reserve University.

ANNUAL MEETING SPORTS SHORTS

The Midwest Archives Conference (MAC) and the Mid-Atlantic Regional Archives Conference (MARAC) will fight it out on the softball field on Monday, September 24, just prior to the start of the annual meeting in Chicago. Time and location will be announced at a later date. All meeting participants are invited to cheer for their favorites in the "Battle of the Regional Stars."

SAA President Hugh Taylor invites annual meeting participants to join him every morning of the meeting for the President's Mile, either jogging or walking along a pre-determined route. It will be an opportunity to clear the mind and get some exercise before the sessions begin. Details will be in the pocket program.

NEH & NHPRC Grants Awarded

The following is a list of grants not already reported by the *Newsletter* for archival projects from the National Endowment for the Humanities in 1978, and a listing of the records grants awarded by the National Historical Publications and Records Commission in its June 1979 meeting.

NEH Grants (awarded in 1978)

Western Carolina University, Cullowhee, NC:
\$46,745 to collect and preserve Cherokee historical materials in foreign archives.

Illinois State Historical Society, Springfield, IL: \$21,855 for organization of a photograph collection.

Yale University, New Haven, CT: \$50,574 for the architectural archival collection.

Ohio Historical Society, Columbus, OH: \$24,000 outright (conversion from gifts and matching) for the Ohio Labor History Project.

University of Massachusetts, Amherst, MA:
\$58,581 for the Du Bois Papers Archive.

Museum of Modern Art, New York, NY: \$33,320 (gifts and matching) for Mies van der Rohe Archives.

University of Missouri, Columbia, MO: \$3,000 for work on the University's India Records.

Georgia Historical Society, Atlanta, GA:
\$32,450 for a manuscript cataloging project.

Utah Historical Society, Salt Lake City, UT:
\$15,195 to prepare finding aids for water project records.

University of Minnesota, Minneapolis, MN:
\$30,400 for the Women's History Sources Survey.

Mariners Museum, Newport News, VA: \$1,000 to hire a consultant for restoration and preservation of library materials.

California Historical Society, San Francisco, CA: \$53,223 for work on the urban development and women in California collections.

University of Missouri, Kansas City, MO:
\$21,435 for work on architectural records.

Washington State Archives, Olympia, WA: \$15,767 to prepare an inventory and guide to the pre-1945 holdings of the State Archives.

Allegheny College, Meadville, PA: \$10,400 for the Western Pennsylvania Conference of the United Methodist Church Archives.

University of North Carolina, Chapel Hill, NC: \$15,029 for work on the Annabel Morris Buchanan Collection and related folklore manuscripts and music.

Museum of Modern Art, New York, NY: \$24,103 for a Latin American Archives.

Society for the Preservation of New England Antiquities, Boston, MA: \$42,742 for work on the Codman House Archives.

Teachers College, Columbia University, New York, NY: \$10,000 for National Council of Social Studies Archives.

University of Arkansas, Fayetteville, AR:
\$23,194 for work on the Joseph Taylor Robinson Papers.

Massachusetts Institute of Technology, Cambridge, MA: \$83,743 for a manuscript processing project.

Pennsylvania Academy of Fine Arts, Philadelphia, PA: \$16,100 (gifts and matching) for organizing the archives of the Academy.

Indiana University, Bloomington, IN: \$89,016 for work on the Howard Ship Yards collection.

University of Minnesota, Minneapolis, MN:
\$122,000 outright, \$79,000 gifts and matching for a program to survey and preserve the records of American ethnic voluntary associations.

University of Pittsburgh, Pittsburgh, PA:
\$44,703 for survey and acquisition of source materials relating to immigrant and ethnic life in southwestern Pennsylvania.

NHPRC Grants (awarded June 1979)

Western Council of State Libraries, Carson City, NV: \$49,450 to survey and report on conservation issues, problems and projected solutions.

Minnesota Historical Society, St. Paul, MN:
\$21,545 (matching) to microfilm the papers of

GRANTS (CONT.)

John Ireland, first archbishop of the Catholic Archdiocese of St. Paul.

Illinois State Historical Society, Springfield, IL: up to \$10,000 to survey and accession records dealing with the history of coal mining in Illinois.

Social Law Library, Boston, MA: \$72,869 (partial matching) for conservation of additional records of the Suffolk Inferior Court of Common Pleas.

Bureau of Archives and History, New Jersey State Library, Trenton, NJ: \$9,932 to continue survey of New Jersey county records of historical value.

Morrison County Historical Society, Little Falls, MT: \$12,506 to locate and accession historical records in the county.

Cincinnati Museum Association, Cincinnati, OH: \$11,777 to process the records of the Association, including records of the Cincinnati Art Museum and the Art Academy of Cincinnati.

Sioux City Public Museum, Sioux City, IA: \$15,664 to preserve, arrange, and describe manuscript collections in the museum relating to the history of the area and the state.

Johns Hopkins University School of Medicine, Baltimore, MD: \$32,739 for the final year of a project to arrange, describe and prepare a guide to the records of Johns Hopkins Medical Institutions.

Missouri Botanical Garden, St. Louis, MO: \$13,378 (partial matching) to process the papers of George Engelman and Henry Shaw.

New Harmony Workingmen's Institute, New Harmony, IN: \$13,707 (partial matching) for the final phase of a project to process the Institute's special collections.

New York Zoological Society and Botanical Gardens, New York, NY: \$27,086 for a joint project to establish archives programs for the two institutions.

City of Rochester, NY: a supplemental grant of \$2,800 in support of its Rochester city historical photo project.

National Council of Negro Women, Washington, DC: a supplemental grant of \$13,852 to process ad-

ditional records of the NCNW.

Massachusetts Judicial Records Committee, Cambridge, MA: a supplemental grant of \$1,985 for completion of its project to establish criteria for the selective retention of records of the Massachusetts Superior Court and its predecessors.

Jewish Federation of Nashville and Middle Tennessee, Nashville, TN: \$19,523 to locate, identify, preserve and make available historical records of the Nashville Jewish community.

California State College-Stanislaus, Turlock, CA: \$4,341 to process and analyze the research materials and transcripts in the Ralph L. Milliken Collection.

Long Beach Consortium for Local and Community History, Long Beach, CA: up to \$1,500 for a consultant study of approaches to processing and preserving photo negatives providing visual documentation for the history of Long Beach.

Cornell University, Ithaca, NY: \$50,269 (partial matching) for a collection/record group level survey of manuscript and archival resources in repositories in nine New York counties.

University of Wisconsin, Madison, WI: \$34,595 for a pilot program to develop strategies for the scheduling, accessioning, and retrieval of information from machine-readable records of Wisconsin state agencies.

American Institute of Architects Foundation, Washington, DC: \$29,767 (partial matching) to preserve, arrange, describe and make available for use the architectural drawings of Richard Morris Hunt.

University of Mississippi, University, MS: \$11,210 to arrange and describe the university's lumber archives.

New York Public Library, Performing Arts Research Center, Dance Collection, New York, NY: a \$19,654 conditional grant to arrange, preserve, and describe the papers of Ruth St. Denis and Jose Limon.

Cherokee National Historical Society, Tahlequah, OK: \$19,950 to preserve, arrange, and describe important records relating to the Cherokee Nation.

GRANTS (CONT.)

Detroit Public Library, Detroit, MI: \$33,075 to develop an archival program for the records of the City of Detroit.

Torrington Historical Society, Torrington, CT: \$4,425 to preserve and make available photos on glass plate negatives in the Torrington, Goshen, and Winchester historical societies.

Kansas State Historical Society, Topeka, KS: \$12,621 to preserve, arrange, and describe the Kansas Town and Land Company Collection.

The Merrill-Palmer Institute, Detroit, MI: a matching grant of \$24,623 to organize and make available for use the records of the Institute.

Missouri Supreme Court and Missouri Judicial Records Committee, Jefferson City, MO: up to \$5,000 for a consultant to study the records of the Court to develop a comprehensive plan for their preservation, arrangement and description.

New Jersey Historical Society, Newark, NJ: \$14,390 in support of the second year of a project to survey and accession or otherwise promote the preservation and use of historical records of Newark's business and labor organizations.

DeWitt Historical Society of Tompkins County, Ithaca, NY: \$2,486 to prepare reference prints of glass plate negatives.

Staten Island Institute of Arts and Sciences, Staten Island, NY: \$22,550 to arrange and describe the manuscript and cartographic collections of the Institute.

Mountain Heritage Center, Western Carolina University, Cullowhee, NC: \$14,238 for arrangement and description of records acquired in its Historical Records Project.

East Carolina University, Greenville, NC: \$10,931 to arrange, describe, and make available the papers of three North Carolina women authors and journalists.

Meredith College, Raleigh, NC: up to \$1,000 for a consultant to survey the records of the College and make recommendations.

School Sisters of St. Francis, Milwaukee, WI: \$8,240 to accession and process the general

administrative records of the order.

Yale-China Association, Inc., New Haven, CT: \$12,337 to preserve and make available for use photographs and films from its collection.

PEOPLE and PAPERS

New York, New York At a reception given by *The New York Times* Corporate Secretary and the Publisher, SAA member Chester M. Lewis was named the first Historian Emeritus in the newspaper's history. Lewis worked for *The Times* for 45 years, serving as chief librarian, manager of general services, curator of The Museum of the Printed Word, developer of *The New York Times* Oral History Program, and, until his recent retirement, Director of Archives. Lewis is now working as an independent consultant. He is succeeded at *The Times* by Alice M. Klingsberg, Director of Archives and Corporate Records.

Paterson, New Jersey Historians in Paterson are bracing for a legal battle over custody of the papers of John Phillip Holland, the school teacher who invented the submarine in 1878. Edward Graf, who retired as Passaic County historian in 1977, claims that some of Holland's submarine designs and papers are his. The Passaic County Historical Society says the documents belong to the public. The 82-year-old Graf retired as curator of the county museum and took some of the Holland papers with him, according to the president of the historical society. Graf contends that the documents were given to him by Holland's daughter. Historical Society members have urged the Passaic County Board of Freeholders to help them finance a lawsuit to recover the papers.

Rochester, New York The first annual meeting of the Friends of the Archbishop Fulton John Sheen Archives was held on May 8 at St. Bernard's Seminary where the Archives are housed. Rev. Jasper Pennington, Director of the Archives, addressed the group, which also saw a display of archival materials covering sixty years of the Archbishop's public life and ministry.

PEOPLE



PAPERS

Cairo, Egypt A recent story on NBC News reported that the U.S. embassy in Cairo puts paper through a disintegrator and then uses it as fertilizer in the Embassy's flower beds. This process, which is so secret that NBC was not allowed to photograph it, saves the embassy several hundred dollars on camel and donkey manure.

Washington, DC At a recent seminar on the topic of negotiating decrees with the Securities and Exchange Commission, the lawyer of a major accounting firm advised against turning over original papers to the SEC, the *New York Times* reported. The lawyer's reason: "The SEC is notorious for losing documents."

Oklahoma City Governor George Nigh of Oklahoma signed a measure June 5 protecting legislative records from public disclosure. The law protects from public view all legislative records--that are not specifically made public elsewhere in the state code--in the custody of the administrative officer of the legislative bodies. The law is intended to protect the confidentiality of the legislative process, according to Senator Roy Boatner, one of its sponsors. The need for protection arose when a reporter requested a detailed breakdown of calls placed by every member of the legislature, according to Boatner. The reporter asked for a listing of the calls showing the party called and the duration of the call. Newspapers in the state opposed the bill.

Tallahassee, Florida Florida's Governor Robert Graham stepped in at the last minute to work out a compromise that saved a bill on availability of police records from foundering. On June 1, the last day of the legislative session, Graham persuaded warring factions to allow police investigatory records in inactive files to be open to public inspection. An aide to the governor told the press that the police wanted the records "closed forever" and that they simply did not want the burden of cleaning out the files to prevent informant and agent identities and other sensitive data from being revealed.

Chicago, Illinois The archives of International Harvester has been renamed the James D. Henn Archives/Reading Room after the man who established the archives and served as first Corporate Archivist until his retirement in 1976. Henn also served as chair of SAA's business archives committee. He is now working as a private consultant.

New York, New York Women who want to live longer should become archivists, librarians, museum directors or curators, according to a recent longevity study of prominent women conducted by Metropolitan Life Insurance Co. Women in these professions have an annual death rate 54% below the general rate.

Honolulu, Hawaii Agnes C. Conrad, Hawaii State Archivist and SAA Fellow, was presented the "Distinguished Librarian Award" by the Hawaii Library Association at its recent spring conference in Honolulu. The award was presented to Ms. Conrad "in recognition for her extraordinary accomplishments and her exemplary personal service to the people of Hawaii," where she has been State Archivist since 1955.

Norfolk, Virginia Richard Cox, Baltimore City Archivist and Records Management Officer of the Baltimore City Department of Legislative Reference, has received the Arline Custer Memorial Award of the Mid-Atlantic Regional Archives Conference. The award was established in 1976 and is given for the best publishable thesis about archives submitted to the organization. Cox received the award at the spring, 1979 MARAC meeting in Norfolk.

5TH ANNIVERSARY FOR SAA'S CHICAGO OFFICE

In the summer of 1974, Joyce Gianatasio, Ann Morgan Campbell and a part time student assistant opened the Society's headquarters office in Chicago.

SAA's subsequent growth has been significant. Offices were initially located on the campus of the University of Illinois at Chicago Circle--700 square feet was generous room indeed for the activities on behalf of the membership five years ago.

SAA now leases 2000 square feet of space in the Loop for its Chicago staff of eight. Greatly increased membership services are supported by a budget which has increased over three-fold in the five year period. The new headquarters offices will be open for members' inspection on Thursday, September 27 from 11:30 a.m.-12:30 p.m. during the week of the annual meeting.

PLAN AHEAD--

SAA IS COMING YOUR WAY!

In the next year, SAA will sponsor several activities in various parts of the country-- and the world.

August 23-24, 1979: Arrangement and Description Seminar, Atlanta, Georgia. Application deadline is July 15. Persons interested in attending should send a resume, accompanied by a letter explaining their experience in the topic area and what they hope to gain from the seminar, to SAA headquarters.

September 24, 1979: Seminar on Historic Photographs, Chicago, Illinois. Details in the May 1979 *SAA Newsletter*. Registration information will be in the program packet mailed to all individual and institutional members around July 11.

September 24-26, 1979: Archives: An Introduction, Chicago, Illinois. Introductory archival seminar in conjunction with annual meeting. Details in May 1979 *SAA Newsletter*. Registration information will be in the program packet mailed to all individual and institutional members around July 11.

September 25-28, 1979: SAA '79--43rd Annual Meeting of the Society of American Archivists, Palmer House, Chicago, Illinois.

November 5-9, 1979: Business Archives: The Basics and Beyond, San Francisco, California. This 5-day workshop will cover basic archival procedures in the first 3 days and selected topics in business archives in the last 2. For more detailed information and an application form, write Debbie Risteen at SAA headquarters.

September, 1980: International Congress on Archives, London, England. SAA is organizing a trip to Great Britain for the 1980 International Congress on Archives. SAA's group will leave the United States approximately September 5, ten days prior to the opening of the London conference. A pre-conference study tour will include significant archival and manuscript institutions in Scotland and England. Watch the *Newsletter* for more details.

September 30-October 3: SAA '80, the 44th Annual Meeting of the Society of American Archivists, Netherland Hilton, Cincinnati, Ohio.

HOLMES TRAVEL AWARD ESTABLISHED

A supplementary travel award, established by the Society of American Archivists and named for past SAA president Oliver Wendell Holmes, will allow foreign archivists, already in the United States or Canada for training, to augment their training by traveling to other archives institutions, national or regional archival meetings, or archival institutes. The award, established as part of International Archives Weeks in 1979, will be funded from the interest on \$5000 set aside by SAA specifically for the travel award (approximately \$400 per year).

Recipients of the award will be selected by a committee made up of SAA's President and Executive Director and the Chair of SAA's International Archival Affairs Committee. Eligible persons are archivists from outside North America who will be in the United States or Canada for training in archival administration. Archivists should have some previous professional training and at least two years of archives experience.

Letters of application, including the proposed itinerary for travel, should be addressed to the SAA Executive Director. Applications should be accompanied by a full education and employment resume, and at least 2 letters of recommendation from employers, instructors, directors of national archival systems, and/or officers of the International Council on Archives (ICA) or members of the ICA Committee on Archival Development. Applications will be accepted throughout the calendar year; a maximum of two awards will be granted during the year.

The Society will encourage an exchange of information between the grantees and North American archivists during the supplementary travel with either formal presentations at meetings or in discussions with staffs at the hosting institutions.

The proposal for the award was submitted to Council by the International Archival Affairs Committee for consideration at Council's April meeting. Council approved both the name of the award and the Committee's plan for administering it.

A Code of Ethics for Archivists

Following is the text of the proposed "Code of Ethics for Archivists" drafted by SAA's Ethics Committee. The committee is chaired by David Horn, DePauw University and includes Edmund Berkeley, Jr., University of Virginia; David E. Kyvig, University of Akron; Linda Edgerly, Chase Manhattan Bank; Meyer H. Fishbein, National Archives; William B. Miller, Presbyterian Historical Society; John D. Wickman, Eisenhower Library; William S. Price, Jr., North Carolina Department of Cultural Resources; and Carolyn Wallace, University of North Carolina. SAA's Council seeks comments on the proposed code of ethics and asks that they be directed to the office of the Executive Director. The annual meeting will also provide archivists with opportunities to discuss the code. An informal session entitled "More on Ethics" has been scheduled for September 27 from 4:30-5:30 and a seminar on implementation of the code, "Our Code of Ethics: What Happens Now?" will take place the same day from 1:00-2:30.

Archivists select, preserve, and make available records and papers that have lasting value to the organization or public that the archivist serves. Archivists perform their responsibilities in accordance with statutory authorization of institutional policy. They subscribe to a code of ethics based on sound archival principles and promote institutional and professional observance of these ethical and archival standards.

Archivists arrange transfers of records and acquire papers in accordance with their institutions' purposes and resources. They avoid wasteful competition, cooperating to maintain the integrity of records and papers and to insure the preservation of these materials in appropriate repositories where they will be adequately processed and effectively utilized.

Archivists negotiating with transferring officials or owners of papers seek fair decisions based on full consideration of authority to transfer, donate or sell; financial arrangements and benefits; copyright; plans for processing; and conditions of access. Archivists discourage unreasonable restrictions on access or use, but may accept as a condition of acquisition clearly-stated restrictions of limited duration, including reservation for exclusive use, and may occasionally suggest such restrictions to protect privacy.

Archivists observe faithfully all agreements made at the time of transfer or acquisition. With approval of copyright holders, archivists may give editorial projects protection from competitive publication for a reasonable length of time.

Archivists appraise records and papers with impartial judgment based on thorough knowledge of their institutions' administrative requirements or acquisitions policies. They arrange records and papers selected for retention in conformity with sound archival principles and as rapidly as their resources permit. Archivists protect the integrity of records and papers in their custody, guarding them against defacement, alteration, theft, and physical damage, and ensure that their evidentiary value is not impaired in the archival work

of restoration, arrangement, and use. They cooperate with other archivists and law enforcement agencies in the apprehension and prosecution of thieves.

Archivists respect the privacy of individuals who created or are the subject of records and papers, especially those who had no voice in the disposition of the materials. They neither reveal nor profit from information gained through work with restricted holdings.

Archivists answer courteously and with a spirit of helpfulness all reasonable inquiries about their holdings, and encourage use of them to the greatest extent compatible with institutional policies, preservation of holdings, legal considerations, individual rights, donor agreements, and judicious use of archival resources. They explain pertinent restrictions to potential users and apply them equitably.

Archivists endeavor to inform users of parallel research by others using the same materials, and, if the individuals concerned agree, supply each name to the other party. Archivists who learn that users of their holdings have misinterpreted texts, or distorted facts found in the holdings, try to correct the false impressions.

Archivists may use their institutions' holdings for personal research, publication, and profit if such practices are approved by their employers, do not cause any neglect of their professional responsibilities, and are made known to others using the same holdings.

Archivists avoid irresponsible criticism of other archivists or institutions and address complaints about professional or ethical conduct to the individual or institution concerned, or to a professional archival organization.

Archivists share knowledge and experience with other archivists through professional activities and assist the professional growth of others with less training and experience.

Archivists work for the best interests of their institutions and their profession and endeavor to reconcile any conflicts by encouraging adherence to archival standards and ethics.

Commentary on Code of Ethics

The committee charged with the responsibility to write a code of ethics for archivists decided that there should be a basic code that is short enough for easy reading - a summary of the guidelines in the principal areas of professional conduct. In addition there should be a longer COMMENTARY, to explain the reasons for some of the statements and to be a basis for discussion of all the points raised. The commentary contains general statements and some notes by members of the Ethics Committee.

I. The Purpose of a Code of Ethics

Codes of ethics in all professions have several purposes in common, including a statement of concern with the most serious problems of professional conduct, the resolution of problems arising from conflicts of interest, and the guarantee that the special expertise of the members of a profession will be used in the public interest.

The archival profession needs a code of ethics for several reasons: to inform new members of the profession of the need for high standards of conduct in the most sensitive areas of archival work; to remind experienced archivists of their responsibilities, challenging them to maintain high standards of conduct in their own work and to promulgate those standards to others; to educate people who have some contact with archivists such as donors of material, dealers, researchers, and administrators, about the work of archivists and to encourage them to expect high standards.

A code of ethics is not a moral or a legal statement, but it implies moral and legal responsibilities. It presumes that archivists obey the laws and are especially familiar with the laws that affect their special areas of knowledge; it also presumes that they act in accord with sound moral principles. In addition to the moral and legal responsibilities of archivists, there are special professional concerns, and it is the purpose of a code of ethics to state those concerns and give some guidelines for archivists. The code will identify areas where there are or may be conflicts of interest and indicate how those conflicting interests may be balanced; the code will urge the highest standards of professional conduct and excellence of work in every area of archives administration.

II. Introduction to the Code

The introduction states the principal functions of archivists. Because the code speaks to people in a variety of fields - archivists, curators of manuscripts, records managers - the reader should be aware that not every statement in the code will be pertinent to every worker. Because the code intends to inform and protect non-archivists, an explanation of the basic role of archivists is necessary.

This code is compiled for archivists, individually and collectively. We hope that

institutions' policies will not obstruct the archivists in their efforts to conduct themselves according to this code; indeed, we hope that institutions, with the assistance of their archivists, will deliberately adopt policies that comply with the principles of the code.

III. Collecting Policies

Among the members of the committee and among archivists generally there seems to be agreement that one of the most difficult areas is that of policies of collection and the resultant practices. This section of the code calls for cooperation rather than "wasteful competition," as an important element in the solution of this kind of problem. We realize that institutions are independent and there will always be room for legitimate competition. If a donor offers materials that are not within the scope of the collecting policies of an institution, the archivists should tell the donor of a more appropriate institution. When two or more institutions are competing for materials that are appropriate for any one of their collections, the archivists must not unjustly disparage the facilities or intentions of others. As stated later, legitimate complaints about an institution or archivist may be made through proper channels, but giving false information to potential donors or in any way casting aspersions on other institutions or other archivists is unprofessional conduct.

It is sometimes hard to determine whether competition is "wasteful." Because owners are free to offer collections to several institutions, there will be duplication of effort and bidding that artificially increases the price of some manuscripts. This kind of competition is an unavoidable result of the present market system. Archivists cannot always avoid the increased labor and expenses of such transactions.

William Price:

"While members of the committee realize that governmental archives operate under 'collecting policies' dictated by law, most of those archives also possess private, non-official collections as well. When such collections exist, this portion of the code should be applied to them.

Meyer Fishbein:

"My chief official interest in this section concerns the acquisition of institutional records (whether from public or non-public agencies) as "manuscripts" by an inappropriate repository. Replevin by public agencies is a difficult legal process."

ETHICS COMMENTARY (CONT.)

The phrase "appropriate repositories" is from a document entitled "Selected Changes to Draft B of "A Code of Ethics for Archivists," written by the Committee on Collecting Personal Papers and Manuscripts and discussed at the open forum during the SAA Convention in Nashville, October 4, 1978. The same document was used for some of the wording of the next section. The document was presented and explained by Charles Schultz on behalf of the committee.

IV. Relations with donors and restrictions

Many potential donors are not familiar with archival practices and do not have even a general knowledge of copyright, provision of access, tax laws and other factors that affect the donation and use of archival materials. Archivists have the responsibility for being informed on these matters and passing all pertinent and helpful information to potential donors. Archivists usually discourage donors from imposing conditions on gifts or restricting access to collections, but they are aware of sensitive material and do, when necessary, recommend that donors make provisions for protecting the privacy and other rights of the donors themselves, their families, their correspondents and associates.

It is especially important that archivists be aware of the provisions of the new copyright act (effective January 1, 1978) and that they inform potential donors of the possible effects of such changes as the limiting of protection of unpublished material (which was once perpetual but is now life of the author plus fifty years).

Archivists should be aware of problems of ownership and should not accept gifts without being certain that the donors have the right to make the transfer of ownership as well as of literary rights.

V. Appraisal, Protection and Arrangement

Archivists obtain material for use and must insure that their collections are carefully preserved and therefore available. They are concerned with not only the physical preservation of materials but even more with the retention of the information in the collections. Excessive delay in processing materials and making them available for use would cast doubt on the wisdom of the decision of a certain institution to acquire materials, though it sometimes happens that materials are acquired with the expectation that there soon will be resources for processing them.

Some archival institutions are required by law to accept materials even when they do not have the resources to process those materials or store them properly. In such cases archivists

must exercise their judgment as to the best use of scarce resources, while seeking changes in acquisitions policies or increases in support that will enable them to perform their professional duties according to accepted standards.

VI. Privacy and Privileged Information

In the ordinary course of work, archivists encounter sensitive materials and have access to restricted information. In accordance with their institution's policies, they should not reveal this privileged information, they should not give any researchers special access to it, and they should not use specifically restricted information in their own research.

VII. Use and Restrictions

The committee has recommended that archival materials be made available for use (whether administrative or research) as soon as possible. To facilitate such use, archivists should discourage the imposition of restrictions by donors.

Once conditions of use have been established, archivists should see that all researchers are informed of the materials that are available and are treated fairly. If some materials are reserved temporarily for use in a special project, other researchers should be informed of these special conditions.

VIII. Information on Researchers and Correction of Errors

The wording of the first sentence of this section is based on the "ALA-SAA Joint Statement on Access to Original Research Materials in Libraries, Archives, and Manuscript Repositories."

Archivists make materials available for research because they want the information in their collections to be known as much as possible. The same motive prompts them to inform researchers that other people are working in the same area; such information can avoid duplication and perhaps lead to cooperation among researchers. In many repositories public registers show who have been working on certain topics, so the archivist is not revealing restricted information. By using collections in archival repositories, whether public or private, researchers assume obligations and waive the right to complete secrecy. Archivists do not reveal all the details of one researcher's work to others, and they do not prevent a researcher from using the same materials that others have used.

Meyer Fishbein: "This section generated considerable discussion at our meetings. I have spoken to several researchers who prefer to

ETHICS COMMENTARY (CONT.)

deal with their subjects in a thorough, time-consuming manner. They may not wish to have their topics discussed in any detail until their product is near completion. I offered the suggestion that researchers be asked whether they wish to know about others working in similar areas and whether they would reciprocate. A form of agreement could be devised.

"Misinformation in scholarly works is corrected by other researchers. There have been rare instances when researchers have deliberately misused documentary materials for propaganda purposes. We should then inform the public of the objective facts. Archivists, in their official duties, should remain reasonably objective about the use of information in their holdings. Some have let their prejudices appear in the acquisition and use of records."

Since the purpose of making archives available for research is the promulgation of information, an erroneous or misleading publication goes contrary to the purpose of archival research. Concern for accuracy in scholarship should prompt archivists who are aware of such distortions to take the necessary steps to correct them. Such steps include any or all of the following: a note or call to the researchers; an open letter to an appropriate journal; or a review.

William Price: archivists should refrain from "publishing unsolicited reviews in publications issued by their institutions."

Carolyn Wallace: "Before publicly correcting the work of scholars, archivists should try to persuade the scholars themselves to do so. Even though archivists may doubt that the errors are simply mistakes the scholars would be glad to have corrected, archivists should courteously inform them and permit them to make the corrections themselves if they will do so, rather than rushing into print."

David Kyvig: "I would argue that archivists who wish to ought to be perfectly free to write reviews. Their knowledge of their own holdings puts them in an excellent position to evaluate the quality of work purporting to use such materials. Some may at first feel uncomfortable with the idea, but such reviewing ought to be regarded as no different than that done by any other scholar who has become familiar with a topic and relevant archival holdings. Researchers should be no more deterred by the thought of an archivist reviewing their work than by the prospect of any other serious, informed review."

IX. Research by Archivists

If archivists do research in their own institutions, there are possibilities of serious conflicts of interest - an archivists might be

reluctant to show to other researchers materials from which he or she hopes to write something for publication. On the other hand, the archivist might be the person best qualified to research in areas represented in institutional holdings. The best way to resolve these conflicts is to clarify and publicize the role of the archivist as researcher.

At the time of employment, or before undertaking research, archivists should have a clear understanding with their supervisors about the right to research and to publish. The fact that some archivists are involved in this kind of research should be made known to the patrons, and archivists should not reserve materials for their own use. This kind of research should make it possible for archivists to be more helpful to other researchers, because of their increased familiarity with their own collections. Archivists are not obliged, any more than other researchers are, to reveal the details of their work or the fruits of their research. The agreement reached with the employers should include in each instance a statement whether the archivists may or may not receive payment for research done as part of the duties of their positions.

Carolyn Wallace: "Many institutions, want, even expect, archivists to do research in the archives and sometimes even make ability and willingness to do so a qualification for employment. In such situations, archivists should try to balance performance of archival responsibilities and research, not neglect one for the other."

X. Complaints About Other Institutions

Disparagement of other institutions or of other archivists seems to be a problem particularly when two or more institutions are seeking the same materials, but it can also occur in other areas of archival work. If committees on ethics are set up by archival organizations, those committees should handle complaints about institutions or individual archivists. Perhaps the institutional evaluations now being considered by the SAA will help to correct some deficiencies. Distinctions must be made between defects resulting from lack of funds and improper handling of materials resulting from unprofessional conduct.

Meyer Fishbein: "Who handles complaints about institutions? I believe that institutions should note the facilities they have for processing and servicing their holdings. If rival institutions lack the facilities, the donors can infer criticisms."

XI. Professional Activities

Archivists may choose to join or not to join local, state, regional, and national profes-

ETHICS COMMENTARY (CONT.)

sional organizations, but they must be well informed about changes in archival functions and they must have some contact with their colleagues. They should share their expertise by participation in professional meetings, or by publishing. By such activities, in the field of archives, in related fields, and in their own special interests, they continue to grow professionally.

Carolyn Wallace: "Experienced archivists are often asked to assist beginners by giving advice, demonstrating techniques, and sharing information on procedures, and should do so as generously as time permits. There is still much on-the-job training and learning in the archival profession, and the aid given by experienced archivists to those of less experience is of great importance in professional development."

XII. Conclusion

The Code has stated the "best interest" of the archival profession - such as proper use of archives, exchange of information, careful use of scarce resources. The final statement urges archivists to pursue these goals. When there are apparent conflicts between such goals and either the policies of some institutions or the practices of some archivists, all interested parties should refer to this code of ethics and the judgment of experienced archivists.

OTHER COMMENTS

1. William Price: "This new code represents the extent to which the archival profession has evolved since Wayne C. Grover wrote his code. The old distinctions between archivists and manuscript curators are not so clear as they once were. The problems and concerns of the archival profession as a whole share a commonality that was not so evident in Grover's day. Indeed, most younger members of the archival profession do not distinguish between those working with public records and those working with non-public collections. Thus, this proposed code represents an effort to speak to the archival Profession in its entirety. If this effort at times seems to dwell more on the concerns of non-public as opposed to public archivists, that is because many non-public archivists lack the parameters defined by the statutes and regulations within which public archivists work.

This proposed code addresses the common concerns of the contemporary archival profession in ways Grover's Code simply does not. That is not a criticism on Grover; it is an observation on the evolution of the profession."

2. Carolyn Wallace: "Some archivists have said there is no need for a new code, that the one by Wayne C. Grover is admirable and should

not be replaced. However, Grover's code, written for government archivists, is in some ways inapplicable, and in others inadequate, for many archivists. We have tried to write a code broad enough to apply to all. Some areas have caused great problems. For example, the acquisition of private papers involves matters of great ethical concern to manuscripts curators but not at all applicable to government or corporation archivists. In the same way, at the request of business archivists, we omitted the emphasis on serving research needs that many of us stress for our own institutions. We tried to keep in mind the wide variety of repositories that archivists serve, and we hope that members of the Society will do the same as they read and criticize the code."

FOIA / PRIVACY SUMMARY PUBLISHED

Legislation in the states continues to proliferate in the areas of privacy and freedom of information. According to a recent publication, "A Summary of Freedom of Information and Privacy Laws of the 50 States," nearly all the states now recognize the principle that there should be a statutory basis for public access to records of government procedures. All 50 states now have some form of legal authorization for public attendance at policy-making meetings. Forty-nine states have now enacted state-wide open-records legislation. Mississippi became the only state without a law in May when Rhode Island adopted legislation which will open most records of state and local governmental bodies to public inspection. Rhode Island's statute goes into effect July 1.

In the area of privacy, twelve states now have laws that provide confidentiality for personal records held by state agencies. Two of these laws came within the past two years. One of the laws is in California and replaces an executive order issued by Gov. Edmund G. Brown, Jr., after he had twice vetoed similar legislation. Indiana passed its law at the recommendation of its Privacy Commission, which was appointed by the governor to study the problem of confidentiality of personal records. A third state, Maryland, rewrote its Public Information Act in 1978 to include certain fair information practices and standards.

Conflicts between FOI and privacy legislation are not unusual. In Virginia, a woman discovered that the state privacy act prevented her from seeing her own medical records even though the records would have been required to be disclosed under the state's FOIA. Similar conflicts exist in other states.

The 44-page summary of FOI and Privacy Laws is available for \$15.00 from Plus Publications, 2626 Pennsylvania Avenue, NW, Washington, DC 20037.

When archivists meet in Los Angeles, they make news!

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LOS ANGELES WELCOMES SOCIETY OF AMERICAN ARCHIVISTS FOR SEMINAR

A two-day seminar on the "Appraisal of Archives" today opened at the University of California at Los Angeles under the sponsorship of the Society of American Archivists.

Lectures on Federal and State Archives are scheduled as well as an in-depth discussion of appraisal in Business Archives by leading authority Edie Hedlin, former with Wells-Fargo Bank, San Francisco.

Individual participants come from varied backgrounds and areas. They are Meyer Fishbein, National Archives and Records Service, Washington, D.C.; Thornton W. Mitchell,

North Carolina Department of Archives and History; Kenneth W. Duckett, Southern Illinois University, and August R. Suelflow, Concordia Historical Institute. Maynard Brichford, University of Illinois-Urbana, will direct the seminar.

SAA Executive Director Ann Morgan Campbell and Special Programs Director Timothy Walch anticipate a good response from interested archivists. Mr. Walch was quoted as saying:

"Any group of Southern Californians who can understand Transcendental Meditation, Transactional

Analysis, est, Roling, LAX airport, pyramid power, Jerry Brown, and what it means to be "laid back," will surely find our presentations of great value.

Jim Mink, director of the Special Collections department of the University Research Library at UCLA, will host a wine and cheese reception for participants and guest members of the Society of California Archivists. SCA members, old hands at guzzling uh, sipping California wines, will greet and welcome each one "sharing the experience," as it were.

SUPREME COURT TO RULE ON KISSINGER PHONE MEMOS

The Supreme Court has agreed to decide whether the transcripts and notes of former Secretary of State Henry Kissinger's telephone conversations are government property subject to the disclosure provisions of the Freedom of Information Act. Decisions in two lower federal courts have ruled the materials to be government property. Plaintiffs in the case argue that the notes are subject to the Federal Records Act and the FOIA because they represent Kissinger's conversations on official business. Kissinger says the notes were kept in separate, personal files and were merely used by aides to make his appointments calendar and to see what matters required follow-up. (See *SAA Newsletter*, January, 1979, p.1.)

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. In order to insure delivery of the September *Newsletter* before the annual meeting, the copy deadline has been moved up to August 3.

STATE ARCHIVES LEGISLATION-- UPDATE

New Hampshire The legislature approved House Bill 540, providing for the transfer of the Division of Records Management and Archives from the Department of Administration to the Department of State and creating a professional state archivist position.

West Virginia The committee to examine the Archives and History Division as a part of recent sunset legislation has been appointed. It recently heard an explanation of the functions of the Division from Director Rodney Pyles. The fiscal and performance audit of the Division will take place in late summer or early fall.

Indiana As of July 1, the Indiana State Archives is no longer part of the State Library. The archives becomes part of a newly-created Commission on Public Records, along with the records management and forms departments. The Director of the Commission has yet to be appointed.

Archivists' Calendar

"Going to the Source: An Introduction to Research in Archives," the National Archives and Records Service's four-day course in the use of primary sources, will be given November 6-9 at the National Archives. The lecture-workshop is designed to fit the needs of the general researcher, social scientist, historian, museum or exhibits curator, secondary school or university instructor, or research librarian. Enrollment is limited to 25 persons. The cost is \$60. To register, write Elsie Freivogel, Education Division, National Archives and Records Service, Washington, DC 20408.

"The Tradition of Fine Bookbinding in the 20th Century: An Exhibition of Historical, Retrospective and Modern Design Bindings" will be held at the Hunt Institute, Carnegie-Mellon University, Pittsburgh, from November 12, 1979 to March 1980. The theme of the exhibition will be the role of the modern bookbinder as conservator and artist. During the first week of the exhibition, November 12-14, there will be a seminar dealing with practical aspects of the role of the bookbinder in the 20th century. Registration will be limited to 120, with the fee tentatively set at \$95. For further information, contact Jean Gunner, Bernadette Callery or Bettsy Mosimann, Hunt Institute, Carnegie-Mellon University, Pittsburgh, PA 15213. (412) 578-2436.

The Tennessee Archivists will conduct a basic archives workshop from August 13-17 in Nashville. Designed to provide assistance to records keepers who have had no archival training, the sessions will be divided between morning lectures and afternoon practice at an archives which specializes in the individual's own situation. Cost for the workshop is \$25, with dormitory housing available for \$9 per night for single rooms and \$16 per night for double rooms. Enrollment will be limited. Housing reservations must be made by July 20. Interested persons should contact Marice Wolfe, Special Collections and Vanderbilt Archives, Vanderbilt University Library, Nashville, TN 37203. (615) 322-2807.

The Historical Society of Pennsylvania will host the XIII Conference on American Prints, October 15-17, 1981. The Program Committee has issued a call for papers and has set few limits as to time or area; proposals for 17th to 20th century papers will be welcome. Papers should concentrate on maps as artifacts.

Proposals must be received by September 1, 1979. Papers should be scholarly and be completed for oral presentation and subsequent publication before the conference meets. Authors will receive honoraria of \$150. Send proposals and current vita to Peter J. Parker, Historical Society of Pennsylvania, 1300 Locust Street, Philadelphia, PA 19107.

On October 10-12, the College of Charleston will sponsor the Southeastern Workshop on the Preservation and Conservation of Library Materials. The workshop will be conducted by George M. Cunha, Director Emeritus of the New England Document Conservation Center. Participation will be limited to 100 persons. For further information, contact Ralph Melnick, Archivist, Robert Scott Small Library, College of Charleston, Charleston, SC 29401.

Sources for research on Indians in Oklahoma is the subject of a symposium to be held at Texas Christian University, Fort Worth, on September 21. The program is intended to provide researchers with information about the availability of records relating to Indian tribes in Oklahoma and to encourage the use of those records. For more information, write Chief, Archives Branch, FARC, PO Box 6216, Fort Worth, TX 76115.

The National Archives and Records Service's Modern Archives Institute will conduct its first advanced course on an archival topic on October 16-18. The course will examine problems of access and appraisal in case files and will cover such topics as personal privacy and business confidentiality, appraisal techniques for voluminous records, case files in a non-textual format, evidential value of case files from an administrator's point of view, and informational value of case files from a historian's point of view. Participants will also take part in a day-long workshop on scheduling case files. Enrollment will be limited to 20 persons who have either completed an introductory course in archives or who have been employed as archivists, manuscript curators or records managers for at least 3 years. For further information and application forms, write Modern Archives Institute (ND), National Archives and Records Service, Washington, DC 20408.

ARCHIVAL SECURITY NEWSLETTER

The following is a resolution on security and ethics adopted recently by the Antiquarian Booksellers Association of America. The ABAA has followed the lead of the SAA in establishing its own security program. At the present time the SAA's National Register of Lost or Stolen Archival Materials is distributed three times a year to all ABAA members free of charge. The SAA encourages full cooperation with the ABAA and other groups concerned about the security of our documentary heritage.

Whereas the Antiquarian Booksellers' Association of America, Inc. (ABAA) is desirous of assisting all efforts to prevent the theft of antiquarian books and related materials, and whereas the Members of ABAA are in a position to render such assistance, and whereas the ABAA is cognizant of increasing numbers of thefts of such materials, the Association now confirms long-standing ethics and security policies and expands them as follows:

1. Members will make all reasonable efforts to ascertain that materials offered to them are the bona fide property of the offeror.
2. In those cases where the stamp, perforation, or other identifying mark of a currently existing library or other repository is visible on offered materials, or no de-accession mark or notation is visible, members will make appropriate inquiries to determine the current ownership status of the materials.
3. Members will not knowingly purchase, hold, or attempt to re-sell stolen materials, or items which they suspect have been illegally or improperly removed from the possession and control of any rightful owner.
4. Members will cooperate fully with law enforcement authorities in their efforts to recover and return to rightful ownership any materials that may have been illegally or improperly removed from public or private collections, and will cooperate in efforts to apprehend persons responsible for any thefts of antiquarian books and related materials.
5. To assist the public and its members in identifying and recovering stolen materials, the Association has instituted these measures:
(a) the Association will distribute immediately to its membership any list of missing or stolen rare book and related materials that is provided to it by the owner or police authori-

ties, providing that the monetary value of each item shall exceed \$100 U.S., and that the aggregate of each loss shall not be less than \$1,000 U.S.; (b) in cooperation with *AB-Bookman's Weekly*, space has been made available in *AB* at modest rates to any individual or library for rapid circulation of descriptions of missing items to the approximately 7,000 *AB* readers. In addition, any member who is offered materials he recognizes as having appeared in lists of stolen or missing properties, or who suspects that materials offered to him may have been illegally or improperly removed from a public or private collection or another dealer's premises, will immediately notify law enforcement agencies and rightful owners, if known; will attempt to gain possession of and hold such materials pending determination of ownership; and will appear as a witness in actions against suspected thieves.

6. The Association will offer its expert services in the effort to resolve disputes in the determination of ownership of materials alleged to have been stolen.

The Association voices its concern that libraries and others have not consistently been forthcoming in promptly identifying to ABAA and booksellers in general materials missing from collections. The Association believes that, in order to further cooperation from booksellers, prevent thefts, and assist in the apprehension and conviction of those responsible for thefts, libraries and other owners of antiquarian books and related materials could:

- a. clearly identify the property;
- b. clearly mark all de-accessioned items in a manner easy to identify and difficult to forge;
- c. promptly notify police and other authorities of missing items, and foster or permit publication of list of such materials;
- d. immediately notify ABAA and *AB-Bookman's Weekly* of any missing materials; and
- e. press charges and assist in every possible way to obtain convictions of identified and/or admitted thieves of antiquarian books and related materials.

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.

Proposed Program Standard for Archival Education: The Practicum

INTRODUCTION

This curriculum standard for the practicum is an amplification of, and supplement to, the "Laboratory Elements" section of the basic "Guidelines for Graduate Archival Education Programs" adopted by the Society of American Archivists in 1977 and printed in SAA's *Education Directory*. Recognizing that the practicum is central to any archival education program, the first priority of the 1977-78 Committee on Education and Professional Development was to draft a document that would set forth the nature and content of a course in applied archival work. This task was assigned to a Subcommittee on Laboratory Course Design which examined current graduate programs using a survey of 16 American universities that offer a laboratory course. The survey data was used as a basis for this report which sets forth minimum standards for practicum courses and makes recommendations for course structure, staffing, content, and evaluation as well as for the archival resources required to support a practicum course. The SAA Council seeks comments on the proposed practicum standard. They should be sent to the Executive Director at SAA headquarters in Chicago.

I. DEFINITION

In graduate programs, the application of archival techniques and methodology has been organized into courses variously labeled Practicum, Laboratory, and Internship, or has been incorporated as an integral part of a lecture-discussion-seminar course. While no single term has any priority in popularity, the concept of a practicum--"an academic exercise consisting of practical work, as in a laboratory," --or a laboratory--a place "devoted to experimental study" and "where something is prepared or some operation is performed" --are more appropriate than the concept of internship or apprenticeship. The latter terms strongly imply extended on-the-job training, often for pay, and should be reserved for such situations. The key elements in the practicum (the preferred term) are that it be project oriented and that the projects be of limited duration, carried out under close supervision, and selected with a view to their instructional value rather than any immediate benefit to the archives.

II. COURSE STRUCTURE AND STAFFING

The structure of the practicum should be flexible. Prerequisites, duration, frequency of offering, class size and so forth may vary in relationship to local resources and other program elements. Though most practicums are separate courses within a sequence of archival courses with a basic lecture-discussion course as the prerequisite, the integrated lecture-practicum offering is also an approach of considerable merit. Indeed, in specialized areas, such as audio-visual archives, the integrated course may be preferable.

A. Prerequisites. Instruction in the five theory elements outlined in the "Guidelines for Graduate Archival Education Programs" must be a prerequisite for practicum work.

B. Class Size. Both staff size and facilities of most archival repositories as well as the intensive nature of practicum supervision place severe limits on the number of students that can be accommodated. Class size must not exceed the repository's capabilities for supervision and instruction.

C. Frequency of Practicum Offering. Practicum offerings must be frequent enough to hold class size at an optimum for the close supervision indicated above and still meet student demand.

D. Duration. The "Guidelines for Graduate Archival Education Programs" require a minimum of 140 hours of project work. These hours should be devoted to work in four basic archival elements: acquisition, processing, preservation, and reference. Specialization, particularly in nontextual materials, oral history, automation and data archives, and preservation techniques, will require additional hours or even a second or advanced practicum.

E. Staffing. The principal instructor must have overall charge and direction of the practicum. The instructor cannot delegate this responsibility. The instructor must insure the effective integration of the practicum with the rest of the program.

There must be a supporting staff for the practicum with expertise in all major program areas. Staff members supervising practicums should have appropriate professional training and experience.

F. Evaluation of Student Performance. A formal procedure must exist for frequent evaluation by the instructor and/or supervisory staff of student progress and projects.

PRACTICUM (CONT.)

III. CONTENT

It is essential that the practicum provide the student with experience in all major facets of an archival program. There must be required projects in four areas: acquisition, processing, preservation, and reference. The projects listed under each of these areas are for purposes of suggestion and example only.

A. The Acquisition of Archives. Records appraisal is a critical decision-making element in archival work and should be studied in as many contexts as possible. Examples of suitable projects are:

1. On-site inventory and appraisal of a body of public, corporate or institutional records.
2. Selective retention and sampling of a records unit.
3. Preparation for and follow-up to a field trip involving contact with private donors.
4. Development of a policy statement for a special collecting area.
5. Appraisal of a body of photographic records both as a part of a small collection and as graphic records as such.

B. The Processing of Archives. The student should be introduced to the full range of archival materials and record types and gain experience in arrangement and description. Examples of suitable projects are:

1. Arrange and describe a small collection of private papers including the preparation of a descriptive inventory and NUCMC entry.
2. Arrange a small body of public, corporate, or institutional records including the preparation of series descriptions and a partial inventory.
3. Prepare a plan of organization, including probable series breakdown for a large body of records and papers.
4. Prepare a small manuscript collection as a microfilm publication.

5. Prepare a small guide to a number of collections and/or record units.
6. Identify, research and caption individual photographs in terms of physical type and informational content.

C. Preservation. The practicum should provide an introduction to simple preservation techniques. Examples of suitable projects include:

1. Cleaning, washing and mending of paper.
2. Nonaqueous-spray or conventional aqueous deacidification of paper.
3. Polyester encapsulation of documents.
4. Familiarization with microfilm and photocopy equipment, supplies, techniques, and requirements.
5. Survey of holdings to determine preservation needs and priorities.
6. Evaluate the condition of various physical types of photographs such as nitrate film. Separate fragile or decaying forms for copying and/or duplication.

D. Reference Service. The student should become familiar with finding aids systems and reference tools, and copyright restrictions and security problems; be introduced to the wide range of reference requests; and develop skills in assisting researchers. Suitable projects include:

1. Staff the reception point in the search area with responsibility for registration and orientation of researchers, retrieval of collections, and enforcement of security regulations.
2. Handle simple reference requests that are made in person, by telephone, and by correspondence. This will include practice in use of the reference tools available to the archivist, and promote familiarity with copyright law and institutional reproduction policies.

PRACTICUM (CONT.)

3. Prepare a general statement of access including hours, facilities, guides, and general nature of holdings.
4. Assist patrons in locating pictorial materials especially those being selected on the basis of visual interest rather than substantive content.

IV. RESOURCES

Institutions offering archives education must have access to archival agencies with adequate physical facilities, a variety of archival materials and well-developed internal programs in the basic archival functions of acquisition, processing, preservation, and use. Though in-house facilities offer the students much greater convenience, and, usually provide the principal instructor with much greater control over practicum instruction, experience suggests that external facilities can meet required standards under proper administrative and instructional control.

Minimum resources are:

- A. An active acquisitions/records inventory program which can insure the availability of a sufficient variety of archival materials both textual and nontextual for the required student work in appraisal, arrangement and description. These materials must be suitable for practicum instruction and be of such a composition as to provide models for archival arrangement and description.
- B. Adequate physical facilities for all phases of processing.
- C. Sufficiently large and varied reference services to permit adequate experience with finding aids systems, reference tools, and special problems.
- D. Laboratory facilities for simple conservation of textual records and for the care and preservation of non-textual material.
- E. Reprography facilities.
- F. Holdings of nontextual material which include sound recordings, motion pictures, and pictorial and other graphics.

V. EVALUATION OF PROGRAM EFFECTIVENESS

There must be a mechanism for the systematic and periodic review of the program by practicum instructor and students. This review should include the following factors: a) student progress--how much did the student learn; b) project accomplishment--how successful was the student in handling various operations; c) degree of project difficulty--was there a good match between the student's skills and project selection; d) demands on supervisory time.

There should be student critiques of the instruction and content of the practicum at the end of the course. In addition, it is desirable to have followup evaluations by practicing graduates of the program and by their initial employers as further indicators of program effectiveness.

TRANSITIONS. . .

R. NICHOLAS OLSBERG, Archivist of the Commonwealth of Massachusetts, has resigned that position to do consulting work in archives... DENNIS WALLE, formerly State Archivist of South Dakota, has taken a position as archivist at the University of Alaska, Anchorage... ARLINE SCHNEIDER is now Corporate Archivist for the J. Walter Thompson Company in New York... ROY H. TRYON has recently assumed the position of Library Director at the Balch Institute in Philadelphia... ROBERT MORRIS has been appointed Head of Special Collections at the Teachers College Library, Columbia University... SUE E. HOLBERT has been named State Archivist of Minnesota, succeeding Lucile Kane, who has been appointed Senior Research Fellow for the Minnesota Historical Society... STEVEN GELSTON is now Archivist for Consumer's Union of U.S., Inc., in Mt. Vernon, New York... VICTORIA IRONS WALCH, formerly Assistant Curator of Manuscripts at the Chicago Historical Society, has taken a position as Archivist with the Machine-Readable Records Division of the National Archives... GORDON OLSON has been named to the newly-created position of City-Historian/Archivist in Grand Rapids, Michigan.



notable quotables: hints from heite

At the (admittedly minor) risk of becoming the Dale Carnegie of the archives business, I shall be glad to share my techniques. You may reveal these profound insights if you wish. My slogan is: "Be alert - The world needs more lerts."

If a program manager will analyze his constituency, he will soon realize that his constituent's pocket is the best funding source.

For example, I discovered that our coastal zone management office needed early land records in order to enforce claims over certain never-granted land. For years, I have agonized over the fact that our early land records are in Albany and Harrisburg. Instead of saying "we don't have them," I offered to get them. Result: Coastal zone management has given us a grant to send an archivist to buy microfilm copies.

Kent County is building a new office annex. In the past, a move has meant that the archives was called, at the last minute, to haul away disorganized old records. It just happened that the county will celebrate its tercentenary shortly after the move. Result: the county gave us a grant to hire five people; by the end of a year, we will have conducted an orderly transfer of older material and will have produced a detailed finding aid for all Kent County records. We will have comprehensive input for our guide project, and the county will have a worthwhile tercentenary souvenir.

The manager of another agency complained that his step-and-repeat camera-processor was required only for a one-a-month federally-mandated microfiche report. Because it was little used, the camera was gummed up when the time came to use it. We were issuing several hundred fiche a month by the labor-intensive jacket method. Result: The camera was transferred to our shop, free of charge, and the other agency even supplied a service contract.

Through the state geologist, I learned that the National Cartographic Information Center has money, but federal hiring policies dictate that the work be contracted. Our agency and other heavy map users were concerned about the need to provide a Delaware map-information resource file. Result: We are working hand in glove with the state mapping advisory board toward contracting the archival part of the program.

No government official wants to be branded a waster. Therefore his store room is his soft underbelly. Unused equipment is a prima facie evidence of waste. I am always alert for stashed equipment. While interviewing for clerical personnel, I learned that a certain agency had two microfilm processors, two reader-printers, and three rotary cameras in storage. I struck. We have the processors; I used the money we had appropriated for one processor to buy double-speed kits for the two, and quintupled our processing capacity. Two of the cameras and a reader-printer went to another agency, where they are helping to reduce our workload.

When I went to pick up some security microfilm, I got the film cabinets, another brand new cabinet, and a credenza for my office. Another agency found me five IBM typewriters, just because I helped them take some old papers out of their vault. On another occasion, I went to look at some maps and came away with a dozen plastic floor protectors and a carrel. Another fellow wanted me to take a 128K computer; it helps to know when to stop.

I haunt the surplus warehouse. By making friends with the surplus manager, I get reader-printers, fiche readers, cameras, and other accessories. We pay only a service charge. Thus we got a brand-new dual-lens fiche reader for \$40 and six Recordak MPE readers for a total of \$10. I use federal surplus to stock our agencies with first-class, often new, microfilm user equipment. Since the cost of readers is the biggest stumbling block to a new microfilm application, the impact of this equipment is significant.

"Scrounging by analogy" is another technique that we have used to advantage. Never, but never, do we shop orthodox sources only. Library poster displayers, for example, cost about \$300 for ten-sheet units that are, admittedly, quite handsome. But wall-paper dealers, who must be more frugal than librarians, use an equally sturdy steel display unit that costs \$109 for 105-sheet capacity. We display copies of our 210 most-consulted maps on a handsome steel wallpaper displayer, to the delight of both staff and patrons.

When our microfilm staff needed workbenches, I found a building-material dealer who was stuck with four mustard-yellow twelve-foot

notable quotables

lengths of countertop. I bought them for \$40 apiece and trimmed the room with dark blue paint. The color scheme wouldn't work in a kitchen, but we have a handsome micro-film laboratory for a fraction of the cost of a single processor stand.

If this letter seems smug, it is. All things are possible. The world is my flea market. Archives have a reputation for conservatism and timidity; thus an aggressive archivist catches everyone off guard. "Passive" and "moribund" were the most appropriate adjectives for most state archives (including ours) until quite recently.

Edward F. Heite, chief of Delaware's Bureau of Archives and Records, writing to Larry J. Hackman, author of SAA's forthcoming manual on external funding.

If we stop thinking of ourselves as repositories (as in "repose"), and start functioning for a change, the possibilities become limitless. In Delaware, the tax revolt has been a godsend, because we are the most effective cost-cutters in government. By promising to cut costs, we were able to schedule and inventory all the state and county records in nine months. We discovered redundant records were using \$90,000 worth of floor space yearly, but the scheduling effort cost only a third that much.

Austerity in government is ushering in a golden age for the archives.

New & Noteworthy Publications

The National Archives and Records Service has published a unique, illustrated *Wall Almanac of American History*. Designed to be hung on the wall, the handsome 24-page almanac, which has 26-by-40 inch pages, has 257 illustrations and lists 2,731 historical events. The almanac was produced by Albert Meisel, assistant archivist for educational programs at NARS. The price of the almanac is \$15, plus \$3.50 postage and handling. Mail orders, with checks payable to "National Archives Trust Fund," to Cashier (NEPS), National Archives, Washington, DC 20408.

The NHPRC records grant program has compiled a list of all records grants to date. The list briefly describes each grant, indicates completed projects, and notes "products," such as manuals, reports, and finding aids. The list, updated after each grant cycle, is available on request from NHPRC, National Archives Building, Washington, DC 20408.

A complete set of seven preliminary guides to the locations of former senators' papers is now available free of charge from the Senate Historical Office. Citations are limited to the principal collections of each senator and have been gathered in the course of a comprehensive survey of all former senators' papers expected to be published in 1980. To obtain a copy, write Senate Historical Office, Office of the Secretary, United States Senate, Washington, DC 20510.

The Society of American Archivists has published a revised *Pocket Directory of State and Provincial Archivists*. The directory, compiled by Richard J. Wright, Director, Center for Archival Collections, Bowling Green State University, and member of SAA's State and Local Records Committee, contains names, addresses, and phone numbers of state and provincial archivists. This 1979 edition also contains a brief listing of county and municipal archivists. Single copies of the *Pocket Directory* are available free of charge from SAA headquarters, 330 S. Wells, Suite 810, Chicago, IL 60606.

The January-February-March 1979 issue of *Media Library Services Journal*, published by the Sunday School Board of the Southern Baptist Convention, contains several articles about preserving church history. Articles cover such topics as selection of material for the church's archives, records preservation, writing the story of your church, using your church records fruitfully, and using photography for church history. A limited number of copies are available, free of charge, from SAA's headquarters office.

The Salvation Army Archives and Research Center has produced a newsletter entitled "The Salvation Army Historical News-View." For information on how to obtain a copy, write The Salvation Army Archives and Research Center, 145 W. 15th St., New York, NY 10011.

PROFESSIONAL OPPORTUNITIES

ARCHIVIST (2 positions), Columbia University. 2 full time, 1-year positions to research papers and records by and about Whitney M. Young, Jr. Responsibilities include reviewing pertinent literature, participating in the preparation of a list of sources to be researched, and preparing descriptive inventories of collections and other documents. MLS from accredited library school and/or archival experience highly desirable. Strong background in social work or relevant social science such as sociology or black history (preference will be given to candidates with relevant subject masters). Excellent writing and editing skills a must; should be able to work independently. Must be willing to travel. Submit resume listing 3 references and salary requirements to Box 35, Butler Library, Columbia University, 535 W. 114th St., New York, NY 10027. Deadline for applications is August 1.

LIBRARIAN FOR SPECIAL COLLECTIONS, Southern Methodist University. Responsible for collection development, conservation of material, personnel management and public relations. Qualifications: ALA-accredited MLS and at least an academic master's degree, preferably in history. Applicants must have experience in special and archival collections with emphasis on reference work and collection development; knowledge of foreign languages, conservation practices and antiquarian book trade. Salary range: \$18,000-20,000. Applications, including resume and list of references, should be submitted by August 1 to Robert Oram, Director, Central University Libraries, Southern Methodist University, Dallas, TX 75275.

ASSISTANT STATE ARCHIVIST, Iowa. 1-year, NHPRC-funded position with second year funding possible. Duties include assisting in development of state archives programs, inventorying, accessioning, appraising, evaluating security procedures and patron usage, establishing retention schedules, developing finding aids, and microfilming. Qualifications: MA in history, political science or library science with archives courses required. Minimum of 1 year professional experience required. Subject to all regulations relating to a regular Iowa State Merit Employee. Salary: \$11,500 to \$12,500 depending on experience, plus all state benefits. Apply to Edward McConnell, State Archivist, Historical Museum, East 12th and Grand, Des Moines, IA 50319.

MANUSCRIPT LIBRARIAN, Maryland Historical Society, to oversee collection of manuscripts from the colonial period through the 19th century. Supervise staff of 1½. Qualifications: MA in American history, 2 years experience required. Salary: \$10,500 minimum. Available October 1. Apply by August 15 to Larry Sullivan, Head Librarian, Maryland Historical Society, 201 W. Monument Street, Baltimore, MD 21201.

LIBRARIAN, Rhode Island Historical Society, to direct a staff of 10 professionals and non-professionals, administer a departmental budget, and a major historical research collection comprising printed materials, manuscripts, and graphics. Qualifications: MLS with an MA in history preferred. Salary: \$13,000 to \$14,000, medical and pension benefits. Direct inquiries to Search Committee, 52 Power Street, Providence, RI 02906.

MUSIC/ORAL HISTORY CATALOGER, West Virginia University Library. 2 year, NEH-funded position available September 1. Responsibilities include subject and descriptive cataloging of folk music and oral history collections of the West Virginia University Library and preparation of a guide. Qualifications: Bachelors or higher degree in musicology, folklore, or a related field. Ability to transcribe music is a prerequisite. Salary: \$12,000 plus benefits. Apply by August 1 to Curator, West Virginia University Library, West Virginia University, Morgantown, WV 26506.

BUSINESS ARCHIVIST, New York Stock Exchange. Initial 3-year, full time position with responsibility for establishing an archive for the Exchange. Duties include organizing collections, preparing finding aids and exhibits and supervising small staff. Qualifications: Archival training with previous experience in organizing an archives, and a graduate degree in American history; background in business or economic history useful. Salary: based on qualifications and experience. Send resume to Deborah S. Gardner, Consulting Archivist, Office of the Secretary, Room 609, New York Stock Exchange, 11 Wall Street, New York, NY 10005.

ARCHIVIST, Robert F. Wagner Labor Archives. 1 year, funded position to appraise, process and produce finding aids for archival materials; give reference assistance and assist in producing forms and operations manual. Qualifications: MA in history with emphasis on 20th

PROFESSIONAL OPPORTUNITIES

century U.S., preferably with background in labor history. Completion of graduate archival program and authorized certificate required. Salary: \$11,000. Available immediately. Send resume to Connie Colter, Personnel Officer, New York University, Elmer Holmes Bobst Library 70 Washington Square South, New York, NY 10012.

ASSOCIATE DIRECTOR, Western Historical Manuscript Collection, University of Missouri-Kansas City and Rolla. Position heading a new university branch of a 4-campus manuscript collection. Expected to acquire research primary source materials of various disciplines and direct divisional university manuscript library. Qualifications: Master's degree in history, political science, library science or related area. Must have familiarity with historical methodology and 4 years experience in manuscript processing and reference work as well as ability to obtain new acquisitions in many research areas. Send resume by July 29 to Richard S. Brownlee, Director, Western Historical Manuscript Collection, 2 Elmer Ellis Library, University of Missouri, Columbia, MO 65201.

HEAD, George Arents Research Library for Special Collections, Syracuse University. Responsible for management of collection development, public services and technical services activities in the areas of rare books, manuscripts and archives. Qualifications: ALA-accredited MLS and considerable experience in special collections, with expertise in either rare books, manuscripts or archives required. Advanced subject degree or an equivalent combination of education and experience is also necessary. Salary: \$18,558+, depending on qualifications. Send resume by August 1 to Molly A. Ostwald, Personnel and Budget Librarian, Syracuse University, 100 Bird Library, Syracuse, NY 13210.

ARCHIVIST, Sioux City Public Museum. Responsible for developing and implementing archival program under an NHPRC grant. Qualifications: MA in history or library science and one year professional experience OR BA and 2 years professional experience. Salary: \$12,500 plus fringe benefits. 1 year appointment begins September 1 with possibility of a second year. Send resume to B.R. Diamond, Director, Sioux City Public Museum, 2901 Jackson Street, Sioux City, IA 51104.

ARCHIVIST, Jewish Federation of Nashville and Middle Tennessee, to serve for 1 year, NHPRC-

funded project to locate, arrange, identify and prepare for microfilming the historical records of the Nashville Jewish community. Qualifications: experience in surveying, arranging and describing records. BA in American history preferred. Salary: \$12,000 plus fringe benefits. To start August 1. Apply to Annette R. Levy, Project Director, Jewish Federation of Nashville and Middle Tennessee, 3500 West End Ave., Nashville, TN 37205. Application deadline is July 15.

MANUSCRIPT PROCESSER, Chicago Jewish Archives. Duties include arrangement and description of collections, reference assistance, assisting in accessioning new material, helping to conduct on-site records surveys. Salary range: \$9,000-\$10,000, depending on education and experience. Qualifications: MA in history, either Jewish or American; background in Jewish studies highly desirable; archival training from a recognized archival training program, training and/or experience in conducting records surveys. Send resume to Richard W. Marcus, Director, Asher Library, Spertus College of Judaica, 618 S. Michigan Ave., Chicago, IL 60605.

LIBRARIAN/ARCHIVIST, The Center for History of Physics of the American Institute of Physics. Responsible for acquiring, classifying, cataloging, and maintaining monographs, journals, vertical file, and audio-visual materials and providing reference service to the AIP staff and patrons. In addition, the candidate will help to maintain an archives, process archival records and papers, and assist scholars in their use of these resources. Qualifications: MLS plus a minimum of 2 years experience, preferably in a research library, required. Background in history or physical sciences desirable and some knowledge of computer production of library aids would be helpful. Apply to Joan Warnow, American Institute of Physics, 335 East 45th St., New York, NY 10017.

ASSISTANT PROFESSOR, INFORMATION MANAGEMENT, University of California, Berkeley. Qualifications: expertise in one or more of: data processing, information storage and retrieval techniques, systems analysis, records management, database management; doctorate or comparable evidence of research ability. To begin July 1, 1980 or by arrangement. Apply by November 1, 1979 to Patrick Wilson, Chairperson, Search Committee, School of Library and Information Science, University of California, Berkeley, CA 94720.

PROFESSIONAL OPPORTUNITIES

ASSOCIATE or ASSISTANT ARCHIVIST, Leo Baeck Institute. Responsibilities include accessioning collections, arranging materials, preparing finding aids, and assisting in preparation of a guide to the collections of the archives; reference service. Qualifications: Fluent reading knowledge of German language and German script essential; familiarity with German and German-Jewish history and literature important. Knowledge of Hebrew and Yiddish, and at least one year of experience in an archives desirable. Salary commensurate with qualifications. Send resume to Fred Grubel, Leo Baeck Institute, Inc., 129 E. 73rd St., New York, NY 10021, by July 20.

ARCHIVIST, Roman Catholic Diocese of Cleveland, to arrange and prepare preliminary set-up of archives and finding aids, some records management work. Possible set-up of a diocesan museum. Qualifications: 2 years of archival experience, academic credits and a knowledge of church history and administration. 1 year position. Salary: \$13,000. Send applications to Rev. Edward F. Weist, Chancellor, Diocese of Cleveland, 1027 Superior Ave., Cleveland, OH 44114.

ARCHIVES-SPECIAL COLLECTIONS LIBRARIAN, University of Illinois Medical Center, Library of the Health Sciences. Primary duties will include organization and collection of archival material, cataloging of books, exhibit preparation, writing of quarterly newsletter. Experience in archives management and organization, rare book handling and cataloging desirable. Position could be filled at beginning level by professional wishing to learn archives management and rare book skills. Candidate must be able to work independently. Salary: \$11,200-\$18,000 depending on qualifications and experience. Send resume and the names of 3 references to Irwin H. Pizer, University Librarian, Library of the Health Sciences, PO Box 7509, Chicago, IL 60680.

LIBRARIAN, SPECIAL COLLECTIONS, Virginia Commonwealth University, to head a new department. Present strength is in archives and manuscripts. Qualifications: accredited MLS; public service orientation; ability to organize archives and special collections with practical inclination to developing a full service department; public relations ability; 3 to 4 years experience. Salary competitive, usual fringe benefits, administrative faculty rank. Send resume including the names and addresses of 3 references to Bruce M. Hurlburt, Assistant Director of

University Libraries for the Academic Campus, Virginia Commonwealth University Libraries, 901 Park Ave., Richmond, VA 23284.

CONSULTANT, Oklahoma Department of Libraries/Oklahoma Historical Records Advisory Board (OHRAB), to develop and test the appropriate goals, techniques, and plan of work to be used in a pilot survey of non-deposited records in three Oklahoma counties. Qualifications: advanced degrees in library science and/or history and strong experience in planning, developing, and administering historical records programs. Base salary of up to \$5,000 plus per diem and travel expenses. Apply to Robert L. Clark, Jr., Director, Oklahoma Dept. of Libraries, 200 NE 18th St., Oklahoma City, OK 73034.

DIRECTOR, ARCHIVES AND LIBRARY DIVISION, Mississippi Dept. of Archives and History. Responsible for full archives and library program, including budgeting and supervision of a staff of 27. Need archival or library experience. Qualifications: BA plus five years experience, three of which must have included supervision. MLS preferred. Salary: \$14,500 plus fringe benefits. Send resume to Bruce Bryant, Personnel Officer, Mississippi Dept. of Archives and History, PO Box 571, Jackson, MS 39205.

ARCHIVIST, The Town of Plymouth, MA, to be responsible for the preservation, filing, and cataloging of the vital records of the Town on an on-going basis. This work will be done in conjunction with day-to-day handling of current vital statistics, any meeting records, etc. Also involved will be preparing and furnishing requested copies of said records to the general public when necessary. In view of this aspect of the job, it will be necessary to function within the framework of the regular office routine and a high degree of skill in typing will be a high priority requirement for this position. Salary: \$5,820 for 1 year's service on a contractual part time basis. Apply to Andrew J. Collas, Town Clerk and Treasurer, Town of Plymouth, Lincoln St., Plymouth, MA 02360.

3 positions, Bureau of Archives and History, New Jersey State Library.

RECORDS ANALYST I, 3 years of professional experience in records management for a large business establishment or government agency.

PROFESSIONAL OPPORTUNITIES

Bachelor's degree from an accredited college is required. (Master's degree in public administration, business administration, economics, finance, accounting, history or library science may be substituted for 1 year of experience.) Salary: \$15,992.

RECORDS ANALYST II, 2 years records management experience involving the review, analysis, and evaluation of records management programs, administrative practices and the recommendation of improved methods therein, in a large business, government agency or archives. Bachelor's degree from an accredited college required. (As in the position above, a Master's degree, as stated, may substitute for 1 year of experience.) Salary: \$13,814.

SUPERVISOR, MICROFILM SERVICES, EDUCATION, 5 years experience including 3 years in a supervisory capacity in work involving large-scale selection, processing and micro-filming of financial, historical, legal and/or other documents. Proven ability to supervise work program and large micro-film staff, and to maintain accurate cost and production records required. Salary: \$12,529.

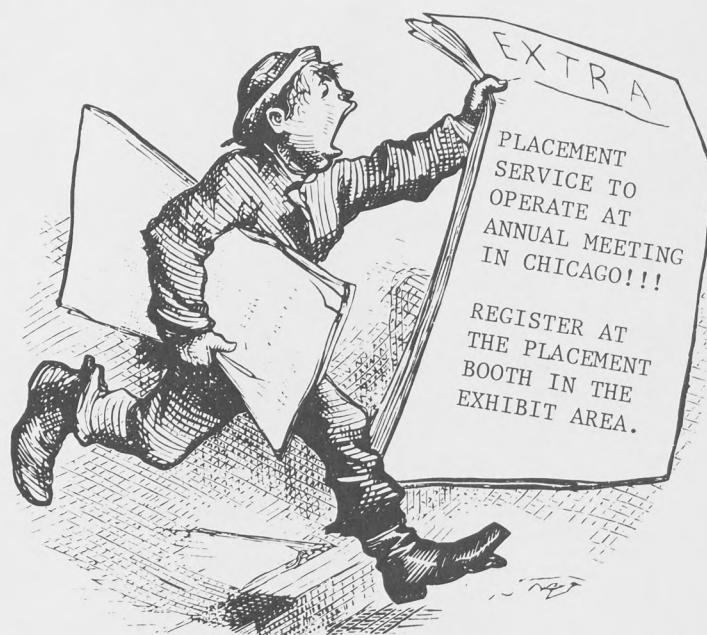
Send resumes to John G. Richter, Supervisor, Records Management, N.J. State Library, PO Box 1898, Trenton, NJ 08625. (609)292-4756.

ASSISTANT ARCHIVIST, Arnold Schoenberg Institute. Major responsibility will be the implementation of the computer indexing project to provide access to the materials in the Archives. The Assistant will also provide reference service, supervise the reading room, and assume responsibility for the archives in the archivist's absence. Qualifications: graduate degree from ALA-accredited library school and professional library experience. Background in information science with hands-on computer experience. Degree(s) in music with emphasis on 20th century history and theory. Strong German language proficiency. Salary: \$10,000-\$12,000 plus fringe benefits. Available August 1. Send resume to Clara Steuermann, Archivist, Arnold Schoenberg Institute, University of Southern California, Los Angeles, CA 90007.

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

ARCHIVIST, Washington University School of Medicine Library, St. Louis. Duties include organizing the manuscript and archival collections; preparing inventories and finding aids; overseeing microfilming program; providing for preservation; conducting oral history program and preparing computer indexes of the interviews. Qualifications: college degree, preferably in history or science, plus higher degree in history, science, archival administration, history of science, or librarianship. At least 1 year of archival experience. Salary: \$13,000-\$17,000 depending on experience. Send resume to Estelle Brodman, Librarian and Professor of Medical History, Washington University School of Medicine, 4580 Scott Ave., St. Louis, MO 63110. Applications must be received before September 15.

LIBRARIAN, Franciscan Institute of St. Bonaventure University. Responsible for care, cataloging and development of an important collection of manuscripts and rare books. Qualifications: knowledge of Latin and of principal European languages adequate for cataloging; of philosophical and theological literature; LC cataloging system; techniques of cataloging manuscripts; and a degree in library science. Interviews to be scheduled in July and employment to begin September 1, 1979. Apply to John Macik, Librarian, Friedsam Memorial Library and Resource Center, St. Bonaventure University, St. Bonaventure, NY 14778.



SAA Newsletter

The Society of American Archivists, 330 S. Wells St.
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Ann Morgan Campbell, Executive Director (312) 922-0140

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