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The Society of American Archivists

**SAA Newsletter**

September 1979

ISSN 0091-5971

**ARCHIVIST OF THE UNITED STATES RESIGNS**

Archivist of the United States James B. Rhoads resigned in August. Rhoads's entire career had been spent at the National Archives. He joined the NARS staff in 1952 and was named fifth Archivist of the United States in 1968. Rhoads, 50, was eligible for an early retirement plan.

During Rhoads's tenure as Archivist, the National Archives and Records Service grew substantially. Over 2,500 persons are employed by NARS in 28 separate facilities.

Among the challenges faced by the Archives under Rhoads's leadership were the enormous increase in reference demands occasioned by *Roots* and the Bicentennial, two declassification orders which added greatly to the workload, the controversy over the treatment of Richard Nixon's papers and tapes, and the ever-increasing creation of government paperwork.

Notable accomplishments in the period included the creation of a nationwide system of regional archives branches, passage of legislation establishing public ownership of presidential records, a greatly expanded outreach program, and the creation of the National Archives Advisory Council.

Rhoads's contributions to the archival profession have been of great significance. He was elected to SAA's Council in 1970 and served as the Society's president in 1974-75. He directed the International Congress on Archives in Washington in 1976 and was serving as ICA's president at the time of his resignation.

As reported in July's *SAA Newsletter*, this summer has been a long, hot one for NARS administrators. A number of critical articles in the Washington press and spots on local television news programs focused attention on problem areas. Congressional hearings con-

ducted by Rep. Richardson Preyer's House Subcommittee on Government Information and Individual Rights, investigations by the General Accounting Office and, most recently, additional investigations by a special group appointed by the Administrator of General Services, added to the pressure. Among the problem areas addressed have been preservation of textual records, the two film fires at the Suitland National Records Center, the NARS Trust Fund, personnel practices, the use of Lansburgh's department store building for records storage, and security of documents from theft.

(continued on p. 2)

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

Ruth W. Helmuth was elected Vice President of SAA in the Society's 1979 election. Helmuth, university archivist at Case Western Reserve University in Cleveland, will succeed to the presidency at the 1980 annual meeting in Cincinnati. Mary Lynn McCree, University of Illinois-Chicago Circle, was re-elected treasurer. Lynn Bonfield Donovan, archival and oral history consultant, and Meyer H. Fishbein, National Archives and Records Service, were elected to four-year Council terms, replacing retiring Council members Andrea Hinding and Edward Weldon.

Joining Council members David B. Gracy II and Frank Burke on the 1980 Nominating Committee are Sue E. Holbert, Minnesota Historical Society; Philip Mooney, Coca-Cola Company; and Patrick Nolan, Wright State University. Vice president-elect Helmuth appointed Mooney to chair the committee, which will hold an open forum on Thursday of the annual meeting, from 11:15-12:15. Members are encouraged to attend the open forum and to offer their suggestions for possible candidates for the 1980 election.

## RHOADS (CONT. FROM P. 1)

A number of observers believe that some of these issues were blown out of proportion by the press--a peril often encountered when the popular media attempts to interpret archival matters. However, it has been suggested repeatedly that NARS, particularly the Office of the National Archives, the section devoted to archival activities per se, has not grown sufficiently in relation to the demands on the institution. In an ironic twist, congressional sources have criticized NARS management for being too reticent in pressing for budget increases while for several years Congress has ignored pleas from SAA and other professional organizations to establish the National Archives once again as an independent agency, thus permitting the institution to make its own budget arguments. This prerogative is now reserved for the General Services Administration which generally has neither understood nor been sympathetic to the needs of the basic archival program.

In a statement to the *SAA Newsletter*, Rhoads said that it had been "a real privilege to be associated with the National Archives and Records Service for the past 27 years. I was proud to serve as Archivist of the United States for eleven years. I particularly treasure the opportunity I have had to work with an excellent staff in the Archives and to associate with fine archival colleagues at home and abroad." At this time, Rhoads has no specific plans for the future.

GSA Administrator R.G. Freeman III appointed Deputy Archivist of the United States James E. O'Neill acting Archivist. Walter Stender, Assistant Archivist for Federal Records Centers, is acting Deputy Archivist. Freeman, a retired Naval aviator who was confirmed recently as GSA Administrator, will appoint the next Archivist. He stated that he wants to appoint the most competent person who can be found for the position and intends to make the widest search possible, both in and out of the federal government. Knowledgeable persons outside the government will be asked for recommendations. Rhoads has also been requested to provide a list of recommended candidates. SAA has called for continuing the unbroken tradition of appointing an experienced archival administrator to the post. Admiral Freeman said he has the highest regard for Rhoads and accepted his resignation with deepest regret. "He was universally respected in the profession and by the public. He has brought substance, growth and improvements to the National Archives. He will be sorely missed."

Several days after Rhoads's announcement, Assistant Archivist for the Office of the National Archives Mabel Deutrich announced her intention to retire in October. Deutrich has headed NARS archival operations for almost four years, a period characterized by greatly intensified challenges in the areas of preservation and reference services.

A Fellow of the Society, Deutrich directed SAA's landmark survey of the status of women in the archival profession in the early 1970's.

With the departure of Rhoads and Deutrich, NARS loses two top officials who had moved up from the building's stacks to "Mahogany Row."

Forest L. Williams, who now heads NARS's records management activity, is the sole remaining office head who began his career as a National Archives archivist.

## SAA COUNCIL AGENDA

9:00 a.m. September 24, 1979

Palmer House  
Chicago, Illinois

- I. Adoption of the Agenda
- II. President's Report
- III. Vice President's Report
- IV. Treasurer's Report
- V. Executive Director's Report
- VI. Editor's Report
- VII. Unfinished Business
  - A. Committee Reorganization
  - B. College and University Archives Guidelines
  - C. Institutional Evaluation
- VIII. New Business
  - A. Awards
  - B. Council Structure
  - C. Placement Service Policies
  - D. Institutional Sponsorship of Grant Projects

### SAA STAFF

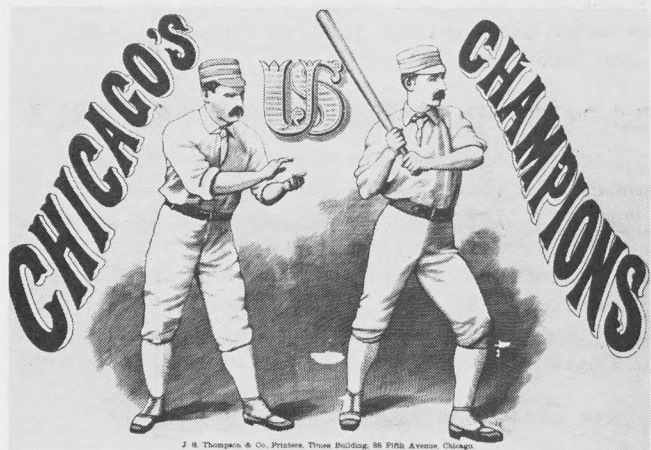
Ann Morgan Campbell	Executive Director
Bernice Brack	Secretary
Sandra Crockett	Publications Assistant
Ellen Fogle	Membership Assistant
Joyce E. Gianatasio	Director, Administrative Services
Andrea Giannattasio	Bookkeeper
Thomas C. Pardo	Program Officer
Deborah Risteen	Newsletter Editor and Program Officer

## ANNUAL MEETING POTPOURRI

- The SPINDEX Users Network (SUN) will hold its annual meeting in Chicago on Thursday, September 27, from 2:30-4:30 at the Palmer House. The meeting, in conjunction with SAA's annual convention, will include reports by several SPINDEX users on current applications. All SPINDEX users and others interested in the use of computers in archives are invited to attend.
- A combined publication exhibit, similar to the one inaugurated at the Nashville meeting last year, has been planned for SAA '79 in Chicago. Publications relating to archives and manuscripts will be on display, with order forms provided for those interested in making a purchase. The cost to exhibitors is \$25 for the first publication and \$20 for each additional publication. Interested persons should contact Deborah Risteen at SAA headquarters.
- What do Alan Arkin, Mike Nichols, Elaine May, John Belushi, Gilda Radner and Joan Rivers have in common, besides being funny? They are all alumni of Second City, the widely-acclaimed improvisational troupe from Chicago. Second City celebrates its 20th anniversary in 1979, and participants at SAA's annual meeting will have an opportunity to witness the zaniness first-hand. On Wednesday, September 26 at 8:30 p.m., the Second City touring company will perform at the Palmer House, especially for those attending the annual meeting. The touring company specializes in performing before conventions and generally bases some sketches on the conventioners areas of interest. Be sure and be there Wednesday evening when Second City proves that archives can be funny!
- Exhibitors already scheduled to have exhibit booths in Chicago are:  
Microfilming Corp. of America, Sanford, NC  
Hollinger International, McLean, VA  
Bankers Box, Itasca, IL  
Light Impressions Corp., Rochester, NY  
Perma Products, Dallas, TX  
The Hollinger Corp., Arlington, VA  
Pohlig Bros., Richmond, VA  
TALAS, New York, NY  
Gaylord Bros., Inc., Syracuse, NY  
Franklin Distributing Corp., Denville, NJ  
University Products, Holyoke, MA  
Photofile, Zion, IL  
National Archives and Records Service, Washington, DC  
Wei T'o Associates, Inc., Park Forest, IL  
National Historical Publications and Records Commission, Washington, DC

Reflector Hardware Corp., Melrose Park, IL  
Genealogical Society of Utah, Salt Lake City, UT  
Journal of Genealogy, Omaha, NE

- Religious archivists will have many opportunities for dialogue and discussion with colleagues during the week of the annual meeting. The Religious Archives Affinity Group will meet on Tuesday, September 25 from 1:00-3:30. On Wednesday from 9:00-11:00 a.m., a session entitled "Funding for Religious Archives" has been scheduled. On Thursday from 11:15-12:15, William B. Miller of the Presbyterian Historical Society will staff a drop-in room on starting a religious archives. Thursday afternoon, from 4:30-6:00, there will be a meeting of the alumni of the Bergamo Center archives workshops. Included in this meeting will be a showing of a 15-minute film, based on archives sources, about the life of Mother Joseph, who throughout the latter half of the 19th century served as architect, construction supervisor and fund raiser for many hospitals, schools, orphanages and other institutions in the Pacific Northwest. She is to be one of two persons from the State of Washington enshrined in Statuary Hall in Washington, DC. The location for the showing of the film will be printed in the pocket program. Finally, on Friday from 9:00-11:30 a.m., a session entitled "Catholic Archives: Expanding Dimensions" has been scheduled.



(courtesy of Chicago Historical Society)

- The eagerly-awaited softball game between the All-Stars from the Midwest Archives Conference and the Mid-Atlantic Regional Archives Conference has been scheduled for Monday, September 24 at 3:00 p.m. 2 softball diamonds in Grant Park, a short walk from the Palmer House, have been reserved. Players, coaches, cheerleaders and spectators should meet at 2:00 p.m. in the registration area.

# ARCHIVAL SECURITY NEWSLETTER

## LIBRARY STUDENT CHARGED IN BOOK THEFTS

Charles Barton, a library science student at Marycrest College in Davenport, Iowa, was charged with two counts of felony theft after police found 2,000 books, allegedly stolen from libraries in Iowa and Illinois, in his home.

Authorities spent more than nine hours sorting through the books and periodicals that Barton had accumulated. Police say that the books came from libraries at Marycrest, the University of Iowa, St. Ambrose College in Davenport, Augustana College in Rock Island, and public libraries in Bettendorf, Moline and Rock Island.

Five hundred books from the University of Iowa alone were valued at \$20,000. Police said the value of all the books will be high because some date back to the early 1800s and are considered rare.

University of Iowa spokesman Joseph Brisben said University officials have "no idea" how Barton removed the books from their library. He said also that the University had not decided if they would press charges against Barton.

Authorities said the books found in Barton's home were categorized just as they would be in any well-kept library.

## SECURITY CONSULTANTS AVAILABLE

The Society of American Archivists provides consultants to archival institutions in need of competent experts to advise them in the areas of security systems and internal archival procedures. Institutions wishing to use the service must fill out an application describing their security needs. Applications are available from the SAA headquarters office.

The SAA will suggest the name of several persons who have the necessary training and experience to do an effective job of consultation. Once an individual has been agreed upon, the SAA will contact the consultant and facilitate his or her visit. The SAA will also set standards for the written reports of consultants, review their findings and forward a copy of the report to the institution. The SAA has funds to pay the consultant's fee. The institution visited is asked to pay for travel and per diem.

## VALUABLE DOCUMENTS STOLEN AT BOOK FAIR

Letters signed by Louis XIV, Louis XV, Marquis de Lafayette, Johannes Brahms, Lord Byron, and Presidents John Adams, Thomas Jefferson and Abraham Lincoln were stolen during the Antiquarian Book Fair in New York City April 19-21, 1979. The documents, worth up to \$2,500 for a 6-by-9 inch page, are being sought by New York City detectives as well as by means of advertisements in nationally circulated publications including SAA's National Register of Lost or Stolen Manuscripts.

The publicity makes it unlikely that the thieves can sell the valuable documents to legitimate collectors or dealers, according to James Lowe, chairman of the Middle Atlantic Chapter of the Antiquarian Booksellers Association of America, who estimated their total worth at about \$15,000.

"Despite what we thought were adequate security precautions, the thief managed to take the letters from our binders during fair hours, and, quite literally, right from under our eyes," said Christopher C. Jaeckel, Vice President of Walter R. Benjamin, Autographs Inc., one of the concerns that was victimized. President Mary A. Benjamin said, "It just hasn't happened in the past, but all of a sudden, because of the high prices at auctions, and publicity about them, we are all being ripped off."

Both Benjamin and Lowe believe the thief was an expert in the field. In Benjamin's opinion, he may have sold the documents immediately before the loss was discovered or he may "sit tight and hold them for several years."

Barbara McCrimmon, president of the Manuscript Society, reports that Manuscript Society members are "very distressed, very frightened" by the theft. "It's something new," she added, "burglars who recognize the value and select with such sophistication."

"It had to be someone we know and trust," one dealer said, "someone who was in and out of all the booths and not watched."

## 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.

## ARCHIVES BUILDINGS AND ENERGY CONSERVATION

Final regulations governing emergency building temperature restrictions were published in the July 5 *Federal Register* (pp. 39354-69). In hearings held prior to the promulgation of the regulations, SAA was one of many organizations protesting the potential damage to archival, library and museum materials if exemptions were not provided for buildings in which such collections are housed. In response to these protests, the introduction to the final regulations states:

"Comments were received. . .strongly urging exemption from heating and cooling restrictions where necessary to protect museum collections, library and archival collections and historical collections and structures. An express exemption has not been included since Sec. 490.31(a)(4), which provides for exemptions where special environmental conditions are required to protect 'materials', is intended to make available exemptions when necessary to preserve such collections and structures."

To obtain an exemption, archivists should supply the following information to the owner or operator of the building in which the archives are housed: 1) the nature of the exemption and the section of the regulations claimed as the basis for the exemption; 2) the portion of the building for which the exemption is claimed; and 3) the required temperature levels in the exempt portion of the building consistent with maximum energy savings. The exemption is then deemed in effect immediately.

Conservation experts agree that archival materials should be preserved in an environment in which temperature and humidity levels are kept constant. Temperature should be kept around 70 degrees and relative humidity should be approximately 50%. Variations in temperature and humidity are particularly damaging to archival materials, therefore proper conditions must be maintained at all times.

Procedures now in effect at the National Archives entail regulating temperature and humidity in all areas in which archival materials are stored to maintain optimum conditions. However, in the areas of the building which do not house archival materials, if they can be isolated, temperatures conform to the energy regulations.

## 1980 PROGRAM COMMITTEE SEEKS SUGGESTIONS

SAA President-elect Maynard Brichford has appointed Kenneth Duckett of the University of Oregon and Trudy Peterson of the National Archives to chair the Society's 1980 Program Committee. The committee seeks program suggestions in the format shown below:

Session Title: \_\_\_\_\_

Chair: \_\_\_\_\_

Institution: \_\_\_\_\_

Participant: \_\_\_\_\_

Paper Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Participant: \_\_\_\_\_

Paper Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Participant: \_\_\_\_\_

Paper Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Commentator: \_\_\_\_\_

Institution: \_\_\_\_\_

Session Abstract:

Return form to Trudy Peterson, NARS (ND),  
Washington, DC 20408 by November 1, 1979.

## "COMMENTARY"

### RUTH W. HELMUTH

Case Western Reserve University

All college and university archivists know, as an article of faith, that our collections will be resources for scholars in generations to come. However, in this era of budgetary pressures in higher education, the university administration is more likely to respond to utilitarian considerations. We serve the administration as a source of dependable information, quickly provided, founded on the data base which we call the archives. An administrator's judgment is only as good as his information; in this time of mobile administrators and in institutions as complex and decentralized as universities, only the archives provides accurate documentation of decisions and events. The requirements of the government, and the increasing potential of litigation concerning university decisions only serve to emphasize the importance of such an organized corporate memory. Fund raising is a condition of existence in private universities, and the archives offers resources for development officers in recreating relationships with benefactors of the past, and in cultivating potential donors. Alumni quickly recognize the potential of the archives; the archivist may be the only person on campus who knows anything about that favorite professor. Students learn from archives exhibits and from use of original source materials. At the most basic level, the archives frees valuable office space by accessioning non-current records; the appraisal and destruction function of the archives reduces the bulk of university records and makes them easier to use.

How can a college or university afford not to have an archives?

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The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. The copy deadline for the November issue is October 15.

IN A TIME OF TIGHT BUDGETS AND RETRENCHMENT, WHAT WOULD YOU DO TO ENCOURAGE AN ADMINISTRATION TO ENDORSE AND SUPPORT THE DEVELOPMENT OF AN ARCHIVES?

*This question was raised in a letter to SAA from an individual trying to set up a college archives. The Newsletter staff thought the question was a good one and put it to several archivists with established programs. Their responses are printed here.*

### PATRICIA ARONSSON

Simmons College

One of the major purposes of a college or university archives is to document the history of its parent institution. In a time of tight budgets and retrenchment, administrators may belittle this function because they believe it does not produce tangible results. My advice to college and university archivists is to emphasize those aspects of an archival program that directly benefit the college or university such as records management, public relations, and education.

Records management is an effective administrative and archival tool. An established program ensures efficient file, form, and report management and allows

significant savings in clerical and managerial time, equipment purchases, and office file space. In addition, records retention schedules prepared as part of the program identify files having historical significance.

Public relations activities are an integral part of an archivist's role. During meetings with potential and actual donors of manuscript collections, the archivist is often in a position to publicize the school and to solicit funds.

Archives can also enhance the school's educational program. As well as providing primary source material for undergraduate, graduate, and faculty research, an archives can offer field experience to history students seeking a career alternative to teaching.

The archives is a vital unit within a college or university and should receive administrative support regardless of the financial climate. Because this backing is not always forthcoming, it may be necessary to sell the archives in new ways and this requires creativity and perseverance. Archivists must take initiative in this endeavor.

## WILMA SLAIGHT

Wellesley College

Archives render an essential service. This should be the basic premise in any argument for the development of an archives regardless of what the economic climate is. While it would be much easier to formulate cogent reasons why a specific institution needed an archives, it is possible to note some general reasons for the establishment and support of an archives.

Every educational institution needs to permanently maintain a portion of its records. An archivist can segregate these essential records from the mass of records produced by the institution. He or she can ensure that the records are stored in such a way as to ensure their physical safety and arrange them so that information may be readily retrieved from them. Regular office staff cannot (and should not) be expected to efficiently carry out these tasks in addition to their regular work. They lack the training to do these specialized tasks well and rarely have the time to take from their normal duties to devote to managing these records.

In addition to regular administrative use of records in the archives, a trained archivist can be of real service to other elements of the college community. Imaginative use of archival materials often helps the college to cement stronger relationships with its alumni, and can foster a sense of community among current students. College development offices too can effectively utilize archival materials in carrying out their mission.

Finally, although it is senseless to ignore current fiscal stringencies when arguing for the development of an archives, I would caution against arguing that an archives will save your college money. While efficient management of the college's non-current records occasionally may reduce the cost of maintaining these records, this effect is unlikely to be consistent. If you sell an archival program as a money saving device you have placed it in severe jeopardy of being dropped or radically curtailed the moment it ceases to do so. An archival program is a service function and should be promoted as such.

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## RICHARD A. CAMERON

University of Wisconsin-Eau Claire

The art of archival persuasion, winning support for new and existing archival programs, is an ongoing process that all archivists must master, but it is particularly difficult to practice this art in a time of budget constraints. While no art is completely decipherable, archival persuasion primarily consists of designing and describing a well-balanced program, identifying those local needs that can be met by such a program, and convincing those most concerned with these needs that an archives is the answer.

The design and description of a well-balanced archival program for a college or university is a task made infinitely easier by the recent publication of two statements of standards or guidelines, one proposed by the SAA's College and University Archives Committee and the other adopted by the University of Wisconsin Systems Archives Council. These statements provide a good basis for developing a program proposal, although they do not set priorities for program development. This must be done in response to local needs, concerns and resources.

Several concerns are common to most institutions of higher education. First, educational ad-

ministrators should recognize the need for records management, especially the need to develop a systematic review and disposal of records. A report on the amount of money (space, staff and equipment) devoted to inactive records may convince the skeptics. Second, administrators should recognize the need to properly document university programs and activities. Both government supported programs and the professional accrediting agencies have increased the accountability of colleges and universities. At the same time these institutions themselves have implemented long range planning and programming which require documentation of historical development. A well-designed archival program can meet these administrative concerns and simultaneously contribute to the educational goals of the institutions by providing a laboratory to stimulate creative teaching and learning. Moreover, it can assist those alumni and information officers who must present the institution to the public. With this broad base of support, no board of a college or university can be totally insensitive to the need to preserve for posterity the history of the institution which they guide and direct.

## REPLEVIN COMMITTEE DRAFT STATEMENT

*Following is the text of a draft report of the SAA Ad Hoc Committee on Replevin. The Committee is chaired by Philip P. Mason, Wayne State University, and includes Sue E. Holbert, Minnesota Historical Society; Peter J. Parker, The Historical Society of Pennsylvania; Leonard A. Rapport, National Archives; Karyl Winn, University of Washington Libraries; and Alex Ladenson, SAA Legal Advisor. SAA's Council and the Committee seek comments on the report, and ask that they be directed to the office of the executive director.*

The decision in the case of North Carolina versus B.C. West issued by the Supreme Court of the State of North Carolina in June 1977 created a storm of controversy in the archival, manuscript and related professions. To deal specifically with this problem the President of the Society of American Archivists created an Ad Hoc Committee on Replevin to consider the broad range of professional issues involved and to recommend to the Council a course of action that will not only meet legal obligations and responsibilities of archivists and curators but will also address ethical considerations and serve the best interests of scholarship.

The Committee has gathered data from interested groups and has met together to consider the issues. Although the Committee has not completed its deliberations, it has agreed upon some findings and guidelines.

The Committee on Replevin is fully cognizant of the conflicting and seemingly irreconcilable issues involved in this controversy. The Committee is also aware that a variety of state and federal laws may preclude any "gentleman's agreement" or understanding involving the recovery of records once in private custody; the surrender of the right of replevin without explicit statutory authority; or the establishment of any time period beyond which replevin action could or would not be initiated by archivists.

The Committee recognizes that in previous decades archival repositories, both public and private, acquired public records by gift or by other means. Some of these records so acquired are now defined by current state laws as "public records." The Committee is also aware that collections of private papers often contain scattered items or files that are official public records but recognizes the difficulty of separating these without destroying the integrity of the total collection. It urges therefore, that whenever possible such items not be the object of replevin.

Although the Committee recognizes that the North Carolina replevin decision may have far

broader ramifications for archival repositories, including a direct relationship to the Society's security program, it has concentrated on the issue of the recovery of public records in its initial deliberations.

The Committee strongly supports the right of public access to public records. It urges those private and public manuscript repositories which have public records in their custody to make them available on the same terms as they would be if they were in a federal, state or municipal archives. This action should be undertaken even if such access requires liberalization of their user regulations. The Committee also recommends that those institutions which have acquired public documents by gift, bequest, purchase, or other means, such as transfer from a public archives, make available suitable photocopies of such public documents at a reasonable cost. If a public archival institution is concerned about the authenticity of a public document in a private repository, it should assume responsibility, and be given the opportunity of authenticating it.

The Committee recommends that archival repositories immediately cease to acquire public records if an appropriate public archival depository is available; in fact, it urges that archivists or curators of such institutions assist public archives in obtaining such public records.

The Committee recommends that federal, state and municipal archives, within the limitation of laws governing their conduct, consider designating private and other public agencies presently holding public records "repositories of record." To qualify for this status public and private archival agencies must administer public records according to the legal requirements and standards of the official public custodian of such records. The public agency delegating this responsibility should inform repositories of record about these requirements and assist with their implementation. If the repository should fail to maintain agreed upon custodial standards or if it should decide to de-accession the records, the public agency

## REPLEVIN, CONT.

could reclaim them.

If a designation of repository of record status proves unfeasible and a public archives feels compelled to replevin a collection of public documents the Committee recognizes the right of the former custodian to request reasonable fees for archival processing and storage of records so acquired. If a dispute arises regarding appropriate fees, the parties are encouraged to seek the services of a professional archivist, acceptable to both parties, to arbitrate the matter.

The Committee recommends that additional information on replevin be obtained from public archivists at the local, state, and national level. The survey of state archives as to the replevin issue conducted by the committee was most informative and helped place the views of state archivists in proper perspective. Additional data from administrators of local, municipal and regional public archives, as well as additional input from the National Archives, will also be desirable. Further studies of the alienation of public records prior to the establishment of national and state archival programs also may be justified and will be considered by the committee.

It is obvious to the committee that a number of groups have substantial justified interest in the replevin issue, including archivists, curators of manuscripts, librarians, manuscript and book dealers and collectors, to name a few. The organizations representing these groups also have legitimate concerns which should be clarified. The Replevin Committee recommends that these groups be encouraged to establish a meaningful dialogue, meet together to exchange views and attempt to work out solutions to the replevin issue whenever possible and in the best interests of scholarship and public interest.

## SAA ANNOUNCES 3RD BUSINESS ARCHIVES WORKSHOP

The Society has scheduled its 3rd workshop for business archivists, "Business Archives: The Basics and Beyond," for November 5-9, 1979, at the Bank of America World Headquarters in San Francisco. The 5-day workshop will be divided into two courses: Basic Archival Procedures, and Selected Topics in Business Archives.

The basic course will be taught by Doug Bakken, Ford Archives, and Edie Hedlin, NHPRC, who also taught the basic portion of the two previous business archives workshops in New York and Chicago. Topics covered in the basic course include starting an archives, appraisal, arrangement, description and budgeting. Tours of local business archives have also been scheduled. The Basic Archival Procedures course runs from November 5-7; the registration fee is \$150.

The 2-day Selected Topics course, slated for November 8-9, will cover four topics especially relevant to business archives: Marketing Your Archives, taught by Linda Edgerly, private consultant; Oral History, taught by Ann Morgan Campbell, Society of American Archivists; Museum Objects in the Business Archives, taught by David R. Smith, Walt Disney Archives; and Photographs in the Business Archives, taught by Brian Suen, Oakland Museum. The registration fee for the 2-day course is \$75.

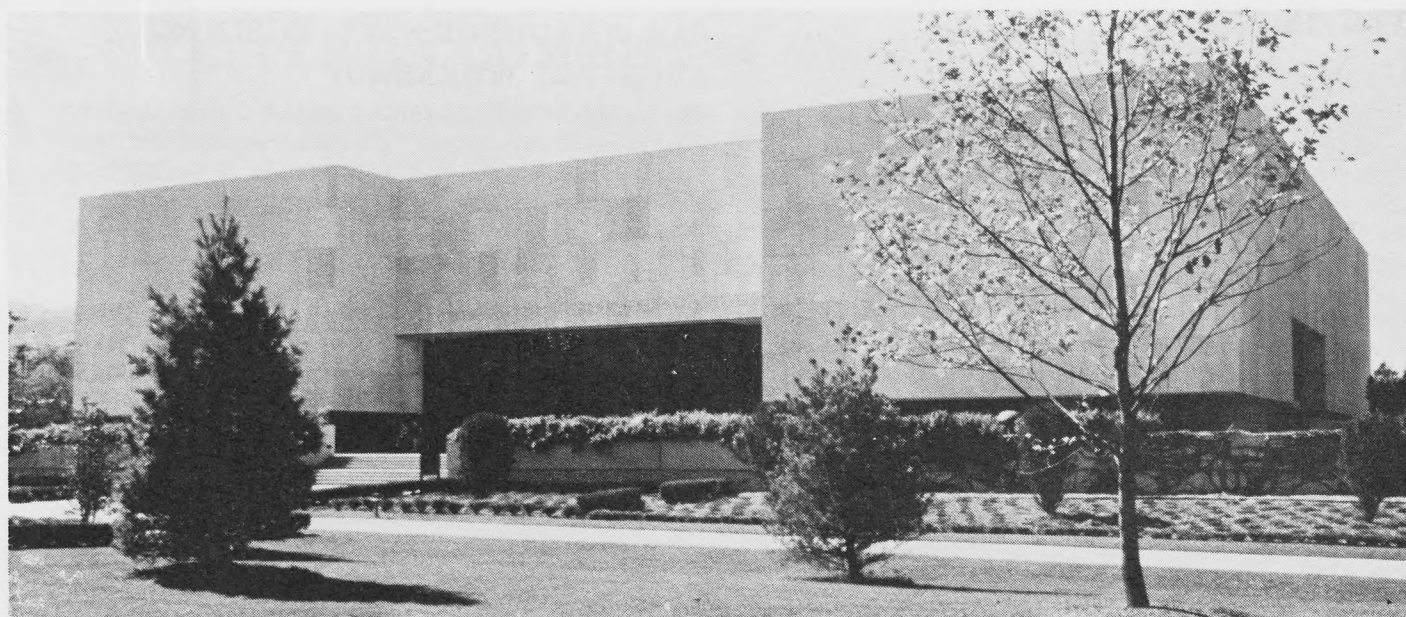
Interested persons may register for either the Basic or the Selected Topics course or they may register for the entire 5-day workshop for \$200. Write to Deborah Risteen at SAA headquarters for a workshop brochure and registration form.

Instructional materials are included in the registration fee; enrollment will be limited.

### SHOE / by Jeff MacNelly



Used by permission of Chicago Tribune-New York News Syndicate.



*The Cultural Center, Charleston, West Virginia*

## NEW FACILITIES FOR PUBLIC RECORDS IN THE SOUTH

Over the past few years, several public records facilities in the South have moved into new quarters. Others are making relocation plans. The *SAA Newsletter* spoke with officials at several of these repositories, asking questions about costs, size, staff, and special features and equipment. A brief description of each repository follows.

West Virginia State Archives West Virginia's state archives are housed in the Cultural Center, which opened to the public in 1976. The building is shared with the State Library Commission and other divisions of the Department of Culture and History. Facilities in the Archives include a public search room, a microfilm reading room, a microfilm storage room, a processing and laboratory room, and two stack levels. Each of the two stack levels contains 10,000 square feet of space and one has been developed for a shelving capacity of 23,000 linear feet. The search rooms covers a 3,000 square foot area, is two stories high, and is in part naturally lighted by large windows rising the full height of one wall. The processing and lab room, with an area of 2,500 square feet, contains a fumigation chamber, a deacidification lab and a humidification chamber.

Louisiana State Archives The Louisiana state legislature recently appropriated \$10.7 million for a State Archives and Records Center. The site for the building, will be an outlying area of Baton Rouge. Architect's plans are not complete, but it is anticipated that the structure will triple the capacity of present facilities. The building will contain 100,000 cubic feet of storage for archives and 90,000 cubic feet of records storage. The efforts of Louisiana's Secretary of State Paul Hardy, Assistant Sec. of State Leonard Kleinpeter, Director of State Archives and Records Services Donald J. Lemieux, and Senior Consultant Edwin Davis were instrumental in acquiring funding for the building. An Archives spokesperson also credited the involvement of archival and genealogical associations in the successful appropriations effort.

Florida State Archives In October, 1976, the Florida State Archives moved into the R.A. Gray Building, a cultural resource center which also houses the Museum of Florida History, the State Library, and the administrative offices for the Historical Preservation and Records Management Departments. The archives occupies 51,140 square feet in the building and cost \$1.76 million to build and equip. The stack area is equipped with movable shelving; air temperature and humidity are carefully monitored. The State Archives also has a restoration lab with equipment for deacidification, fumigation, encapsulation, lamination, and bookbinding. Archives Administrator John Stewart supervises a staff of 10 full time people and 9 part time people working on specific projects.



*R.A. Gray Building, Tallahassee, Florida*

City of Charleston, South Carolina The City Archives was established in 1977 when the incoming city administration found records literally falling out of closets in some areas. City Archivist Margaretta P. Childs reports that the archives recently moved to an office building where 1½ floors are occupied. This is the archives' temporary quarters; in a year and a half it will move into a 121-year-old building that is being restored to house Charleston's records.

Arkansas History Commission On May 1, 1979, the Arkansas History Commission moved into 39,000 square feet, two entire floors, of a new state office building in Little Rock. The two floors are designed for separate temperature and humidity control from the rest of the building and are equipped with smoke detectors, fire doors and hygrometers. The Commission has a 3,000 square foot search room, equipped with 17 microfilm readers, a small exhibit area, and a conservation lab. The Commission employs 21 people, divided among administration, microfilm, archives and records management sections.

## ARCHIVISTS' CALENDAR

The National Council of Negro Women, Inc., with funding by the National Endowment for the Humanities, will sponsor the first national scholarly research conference on black women, November 12-13, 1979, at the Shoreham-Americana Hotel in Washington, DC. This conference, "Black Women: An Historical Perspective," will coincide with the National Council of Negro Women's 39th National Convention and the opening of the National Archives for Black Women's History and the Mary McLeod Bethune Memorial Museum. Persons interested in more information on the conference should contact Sheila Gardner, Conference Coordinator, NCNW Research Conference, 1318 Vermont Ave., NW, Washington, DC 20005. (202)332-9202.

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"Find It, File It, and Film It" is the title of a micrographics workshop to be held by the Society of Ohio Archivists, October 19-20 in Fremont, Ohio. The sessions, some of which will be held in the Rutherford B. Hayes Library, will deal with administering a microfilming program, choosing a vendor, processing for film-ing, standards, and quality control as well as equipment. The deadline for registration is October 8. For further information, contact Laura L. Chace, Cincinnati Historical Society, Eden Park, Cincinnati, OH 45202. (513)241-4622.

\*\*\*\*\*

The New England Archivists and the Mid-Atlantic Regional Archives Conference will hold a joint meeting in Albany, New York, October 19-20. The program for the first day includes a plenary talk by NARS acting Archivist James E. O'Neill, and sessions on collecting records in major subject areas such as business, ethnic studies, women, and others. The schedule for the second day includes an all-day conservation session by the New England Document Conservation Center and sessions on genealogy, automation, maps, archival data bases and others. For further information, contact Eva Moseley, Schlesinger Library, Radcliffe College, 10 Garden Street, Cambridge, MA 02138 or Mary Elizabeth Ruwell, Chairperson, MARAC Steering Committee, 107 Rockglen Rd., Overbrook Hills, PA 19151.

\*\*\*\*\*

NOTE: The dates for the National Archives course, "Going to the Source," announced in the July *Newsletter*, have been changed. The new dates are November 13-16, 1979.

"Organizing the Library's Support: Donors, Volunteers, and Friends" is the title of the Allerton Institute for Librarians, to be held November 11-14, 1979, at Allerton House, University of Illinois Conference Center. Topics to be discussed include development programs, volunteer and annual giving activities, and work with foundations and consultants. Other sessions will be devoted to library friends' publications, collection development, trustee relationships, and tax laws. For further information, contact Ed. C. Kalb, Conference Coordinator, 116 Illini Hall, 727 South Wright St., Champaign, IL 61820. (217)333-2881.

\*\*\*\*\*

The College of Charleston will sponsor the Southeastern Workshop on the Preservation and Conservation of Library Materials, October 10-12. The workshop will feature lectures, discussions, and demonstrations covering topics such as the history of paper and papermaking; enemies of library materials and their control; and repair and restoration practices. For further information, contact Ralph Melnick, Archivist, Robert Scott Small Library, The College of Charleston, Charleston, SC 29401.

\*\*\*\*\*

The Massachusetts Committee for the Preservation of Church Records, an ad hoc group founded last spring to promote the preservation and use of church records on an interdenominational level, will sponsor a day-long conference on Saturday, September 15, at Trinity Church in Boston. There will be two panel discussions, one on administration and finance and the other on arrangement and description. A registration fee of \$3.00 will be charged to cover the cost of a box lunch. For further information, contact Bettina A. Norton, Conference Registrar, Trinity Church, Copley Square, Boston, MA 02116.

PLAN AHEAD. . .

SAA '80 September 30-October 3  
Cincinnati

SAA '81 September 22-25  
San Francisco

SAA '82 October 19-22  
Boston

## TRANSITIONS...

JONATHAN SPERBER is the new associate archivist at the Leo Baeck Institute in New York. . . ROBERT BAILEY has been appointed director of the Mississippi Division of Historic Preservation; MADEL MORGAN will become new director of the Archives and Library Division. . . ELWOOD RONDEAU MAUNDER retired in May 1979 after 27 years with the Forest History Society. Maunder was an early proponent and practitioner of oral history research. Additionally, he directed FHS's extensive publications program which includes the winner of SAA's 1978 Leland Prize, *North American Forest History: A Guide to Archives and Manuscripts in the United States and Canada*. . . The Rhode Island Historical Records Advisory Board recently received a one year grant from NHPRC to conduct a survey of records located in state agencies and departments. ZOFIA SYWAK was named project archivist and CHRISTINE CHAPMAN LA FAUCI assistant archivist. . . LARAINÉ CORRELL has been appointed Director of Special Collections at George Mason University, Fairfax, Virginia. . . . CHESTER V. KIELMAN resigned in August as Archivist-Librarian of the Barker Texas History Center, University of Texas at Austin. . . FRANK C. MEVERS has been named State Archivist of New Hampshire. . . THOMAS SMITH, Director of the Ohio Historical Society, resigned in August. . . JAMES JULICH has been named to the position of Assistant State Archivist in Iowa.

## WANTED

The Center for Study of the Consumer Movement is compiling a catalog of source materials documenting the consumer movement. The CSCM is seeking information on the location and accessibility of records of consumer organizations and individuals involved with the consumer movement for inclusion in this catalog. Contact Steven Gelston, CSCM, 256 Washington St., Mt. Vernon, NY 10550.

## PROFESSIONAL OPPORTUNITIES

*Two positions, Maryland Hall of Records*

ARCHIVIST I. Qualifications: BA, preferably with a major in history or political science (work experience may be substituted for course work on a year-by-year basis). Salary: \$10,231-\$13,340.

ARCHIVIST II. Qualifications: BA, preferably in history or political science (work experience may be substituted for course

## TAYLOR APPOINTS RESOLUTIONS COMMITTEE FOR BUSINESS MEETING

In order to give SAA members attending the annual business meeting an opportunity for the fullest possible participation this September, President Hugh Taylor has appointed a Resolutions Committee to help expedite the business members wish to have considered. Named to chair the committee was Herbert Finch, Cornell University.

The committee will receive and compile resolutions, will consolidate duplicate ones, make the resolutions available in advance for member review, and assure that copies of the resolutions are distributed to those attending the business meeting. Resolutions submitted may, of course, be amended from the floor. While members are strongly encouraged to submit resolutions in advance, new motions will be accepted at the meeting unless the assembled members decide to impose other rules at the outset of the business meeting.

Resolutions may be submitted to the committee through the Executive Director's office before the annual meeting or at the SAA booth in the exhibit area until 4 hours before the start of the business meeting.

## COMMITTEE ON MINORITY RECRUITMENT ANNOUNCED

Three national organizations, the American Association of Museums, the American Association for State and Local History, and the Society of American Archivists, have formed a joint committee to address the problem of minority recruitment into the historical agency and archival fields. Philip P. Mason, Wayne State University, will chair the committee. Mason and Elsie F. Freivogel, NARS, are SAA's representatives. The group's first meeting will be held the first week of September at SAA's headquarters office.

work on a year-by-year basis). One year full time, or its equivalent, professional archival experience. Salary: \$10,903-\$14,265.

Send resumes to Edward C. Papenfuse, State Archivist, Maryland Hall of Records, PO Box 828, Annapolis, MD 21404.

## PROFESSIONAL OPPORTUNITIES

**ASSISTANT ARCHIVIST**, Cincinnati Museum Association. One year, NHPRC-funded position. Responsibilities include arranging and describing art museum and art academy records. Qualifications: Graduation from archival program required. MA in history and art history background preferred. Salary \$10,500. Position begins November 1. Send resume and three references with current telephone numbers by October 1 to Carole Schwartz, Archivist, Cincinnati Art Museum, Eden Park, Cincinnati, OH 45202.

**CURATOR OF MANUSCRIPTS**, Washington Univ. in St. Louis. Responsible for bibliographic control and for administering policy on access and use of a manuscript collection consisting primarily of contemporary literary papers. Other duties include library collection development assignments, preparation of exhibits, bibliographic instruction. Qualifications: accredited MLS, experience in manuscript cataloging, familiarity with modern English and American literature required. Second masters degree, archival training preferred. Preference given for foreign language facility; evidence of research orientation and scholarship; experience with rare historical materials; knowledge of or training in conservation practices. Salary range \$11,900-14,500 depending on qualifications. Available immediately. Send letter of application and names of references to Holly Hall, Chief, Rare Books and Special Collections, Washington University, St. Louis, MO 63130 by October 30.

**RARE BOOKS AND MANUSCRIPTS CONSERVATOR**, Librarian I or II, Princeton Univ. Responsible for all matters concerning physical care of rare books and manuscripts, including the development of written standards for storage and evaluation of present practices; performs conservation tasks; assists with the mounting of exhibitions including making mats and props; maintains detailed records of all work in progress; participates in establishing general conservation policies for whole library system. Qualifications: Advanced degree or equivalent experience in rare book and manuscript conservation. Extensive knowledge of library conservation in general and rare book/manuscript conservation in particular, both current and past practices. Ability to deal effectively with curators, faculty, and students. Salary in a range having a base of \$11,900 (L-I) or \$13,400 (L-II) but without a ceiling. Applications, including resume, academic transcripts, and three letters of recommendation should be sent by October 15 to Rare Books and Manuscripts Conservator Search Committee, c/o Maria Larson,

Personnel Librarian, Princeton University Library, Princeton, NJ 08544.

**UNIVERSITY ARCHIVIST/CURATOR OF SPECIAL COLLECTIONS**, Southern Illinois University. Responsible for administration and development of rare book and manuscript collections. Appraises university records; participates in library policy-making and planning committees; has responsibility for division's budget and expenditures. Qualifications: MA in humanities, social sciences, or library science; seven years experience in special collections; knowledge of grant processes and donor relations; a record of scholarly and professional activities, including published research. Prefer additional graduate work, administrative experience, and knowledge of conservation. 12 month appointment. Minimum salary: \$20,000 for assistant professor, \$25,000 for associate or full professor. Send resume and references by September 30 to Mary E. Janzen, Search Committee, Special Collections, Morrice Library, Southern Illinois University at Carbondale, Carbondale, IL 62901. (618) 453-2516.

**SENIOR ARCHIVIST**, The Cherokee National Historical Society. One year federally funded program, beginning November 1, to survey, appraise, arrange and describe, and preserve records relating to Cherokee Indian history. MA or equivalent with appropriate emphasis in archival subjects. Five years professional experience, including rare documents repair, background in records management. Demonstrated ability to work with and train inexperienced persons. Salary negotiable. Send resume and letter of application to M. A. Hagerstrand, Cherokee National Historical Society, Box 515, Tahlequah, OK 74464.

*Two positions, South Carolina Department of Archives and History.*

**ARCHIVIST II** to supervise and work on the preparation of a detailed descriptive guide to the department's colonial and state records. The guide, using Spindex III, will be printed on computer output microfilm.

**ARCHIVIST II** to be responsible for and supervise department's legislative papers project, 1783-1865. Some record series will be document indexed with computer assistance.

Full time. Qualifications: MA in archives administration, American history, or related field with two years experience in archives or manuscript repository; or BA in American history or related field with three years experience as

## PROFESSIONAL OPPORTUNITIES

Archivist I or equivalent. Knowledge of archival theory and principles; good research, writing, and supervisory skills required. Salary \$12,077-17,117. Send resume to Inventory and Arrangement Division, South Carolina Department of Archives and History, PO Box 11669, Capitol Station, Columbia, SC 29211 by October 15.

DIRECTOR, Archives and Records Division, Los Angeles Center of Architectural Records, to design full archives and records program, prepare budgets, select and supervise staff, prepare grants, index and catalog materials for creative use in publications and public awareness programs. Division will survey and index public and private archives and collections for related material for computer data indexing systems, computer graphic read-out systems and microfilm library. Advanced degrees in library science and archival administration required; knowledge or experience in computer data programming with background in American architecture, history and related arts. Begin with feasibility planning in late 1979 for full operations early 1980. Salary open pending credentials, experience and creative background. Contact James H. Thompkins, Executive Director, 7112 Delco Avenue, Canoga Park, CA 91306.

ARCHIVIST, Kansas State Historical Society. One year, NHPRC-funded position to process, arrange and describe the Kansas Town and Land Company records (land sales division of the Chicago, Rock Island, and Pacific Railroad). Qualifications: MA in American history with knowledge of Kansas or railroad history; graduate archival course work or internship required; archival experience (at least one year) preferred. Salary \$12,000. Position begins October 1. Send resume, transcripts, and two letters of recommendation to Jack W. Traylor, Curator, Manuscript Department, Kansas State Historical Society, 120 W. 10th, Topeka, KS 66612 by September 14.

ASSISTANT PROFESSOR, INFORMATION MANAGEMENT, University of California, Berkeley. Expertise required in one or more of the following areas: data processing, information storage and retrieval techniques, systems analysis, records management, data base 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.

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

ARCHIVIST, University of Akron. Works with Director of Archival Services in identification and acquisition of materials from an 8-county region in northeastern Ohio. Other duties include assisting with the records management functions of the archives, microfilming and preservation operations, reference, preparation of finding aids, and training and supervision of graduate assistants. Qualifications: Master's, preferably in history, or MLS with archival training. At least two years of archival experience highly desirable. Salary: \$12,900, liberal fringe benefits. Send resume and 3 letters of reference by September 15 to Pauline Franks, Associate University Librarian, Bierce Library, University of Akron, Akron, OH 44325.

*Two positions, Municipal Archives of the City of New York*

ARCHIVIST/DIRECTOR OF SPECIAL COLLECTION. 1 year, NEH-funded position, beginning part time, subsequently full time. Responsible for arrangement and description, microfilming and conservation of the Brooklyn Bridge Collection, consisting of original drawings, blueprints, photographs and books. Qualifications: Archival training with experience in special collections. Some knowledge of engineering and architectural practices, and computer information systems preferred. Salary: part time based on \$17,500 yearly. Send application, resume and list of references by September 17 to Robert Gerometta, Deputy Commissioner, Dept. of Records and Information Services, 31 Chambers St., New York, NY 10007.

ASSISTANT ARCHIVIST. 1 year, NEH funded position, beginning part time, subsequently full time. Duties include assisting in organizing collections and preparing finding aids for the Brooklyn Bridge Collection. Qualifications: Archival training with some experience in special collections. Some background in architecture or engineering preferred. Salary: part time based on \$13,500 yearly. Send application, resume and list of references by September 17 to the address above.

★ *SAA's Placement Service will operate again at this year's annual meeting. Employers are urged to bring at least two copies of job announcements and candidates should bring at least two copies of their resumes to the placement booth in the Lower Exhibition area of the Palmer House. The Placement Service will assist employers in setting up interviews with candidates during the course of the week.* ★

# **SAA** Newsletter

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

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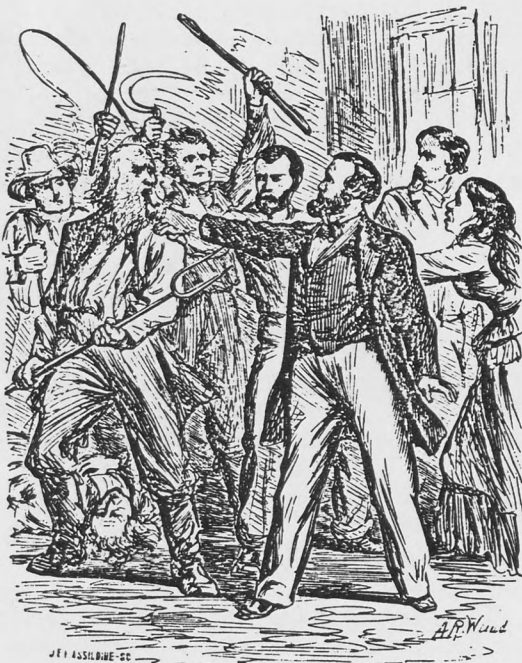
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AND MORE!!!

TIME VALUE MAIL

## **SAA FOLLIES**

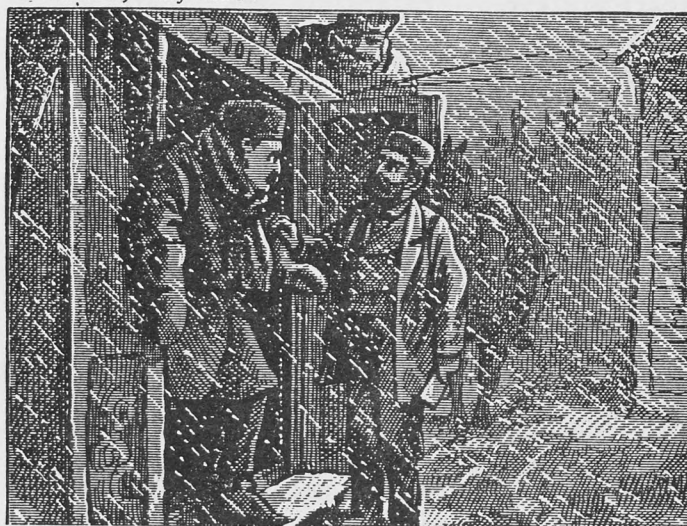
Opening soon in Chicago. . .



We'll take another look at the dues structure if you insist!



How long should we wait for the rest of the Council, Maynard?



This is where the SAA is meeting? This is Chicago?

Illustrations courtesy of  
Holly Ginger Woodruff.