

The Society of American Archivists

SAA Newsletter

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Archives in Austerity

"How Do We Do What We Can't Afford to Do?" is the title of a session proposed for the next meeting of the Tennessee Archivists. A National Archives official calls for "creative retrenchment." North Carolina's Archivist asks senior staff members to make theoretical plans for absorbing a 10% budget cut. Yale University sells its Brasher Doubloon, one of the world's most valuable coins, for \$650,000 to "help alleviate the financial stringency which has come to Yale and to assist in building our new library." At Wayne State University, the Reuther Library's search room hours are cut.

From the National Archives to SAA's proverbial Cupcake Corners Historical Society, archival managers are facing serious challenges in this period of economic austerity. During the preparation of this article, the *Newsletter* learned of various approaches to combatting the budget blues and highlighted a continuing debate over program priorities. One administrator argued that "Reference is eating us up. Archives exist to preserve and make available the records, NOT to make available and preserve them when possible." However, another manager stated that "in a democracy, the whole game rests on the approbation of the user. We must look very carefully at where we cut public service."

Authorized positions in the Office of the National Archives, the NARS unit which includes the custodial divisions in Washington and regional archives branches, grew 1% between 1976 and 1981. In the same period, reference activity increased 79%. When the 1910 Census is opened in 1982, reference is expected to grow even more dramatically in the period when anticipated Reagan Administration budget cuts will become effective. When the hiring freeze was imposed on Inauguration Day, the Office was without a head, and 4 of 9 division directors' slots were vacant. NARS is concluding a major analysis of reference demands with a goal of developing more efficient services.

Kentucky State Archivist Lewis Bellardo's staff was cut 5% in 1980. Bellardo is seeking assistance from other state agencies in an effort to maintain present services. For example, the Department of Human Resources, one of his major depositors, now transports its own records to the Archives and Records Center and is erecting shelving which will house 25,000 cubic feet of records--not all of which will be its own.

Thornton Mitchell reports that the North Carolina State Archives is working on arrangement and finding (cont. on p. 2)

Candidates for Office Selected

SAA's 1981 Nominating Committee has selected the following candidates for office:

Vice President (becomes President September 1982)
J. Frank Cook, University of Wisconsin, Madison
Andrea Hinding, University of Minnesota

Treasurer
Charles Dollar, National Archives and Records Service
Paul H. McCarthy, Jr., University of Alaska

Council (2 seats; 4 year terms)
John A. Fleckner, State Historical Society of Wisconsin
Sue E. Holbert, Minnesota Historical Society
William L. Joyce, American Antiquarian Society
Philip F. Mooney, Coca-Cola Company

Nominating Committee (3 seats; 1 year terms)
Paul I. Chestnut, Virginia State Library
Charles B. Elston, Marquette University
Linda Henry, National Council of Negro Women
Nancy B. Parker, Rice University
Nancy A. Sahli, National Historical Publications and Records Commission
Alice M. Vestal, University of Cincinnati

Candidates for Council and Nominating Committee *will not be paired* on the ballot.

Additional nominees may be placed on the ballot by a petition signed by 50 members of the Society. Anyone who plans to initiate a petition should contact the Society's office by April 3, 1981, in order to assure all candidates of equivalent exposure on the written ballot. Deadline for receipt of petitions in the executive director's office is April 20, 1981.

Nominating Committee members are Patricia Bartkowski, Wayne State University; Edmund Berkeley, Jr., University of Virginia; Kenneth Duckett, University of Oregon; Richard Lytle, Smithsonian Institution; Eva Moseley, Schlesinger Library, Radcliffe College.

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AND MORE!!!!

Archives in Austerity, cont.

aids to increase the efficiency of reference service. The \$9,000 raised last year from \$20 out-of-state search fees is being used to fund temporary help in the search room.

At the University of Wisconsin, Madison, J. Frank Cook's University Archives has had to absorb a 4.4% institution-wide cut. As an economy measure, he is using cubic foot records cartons instead of document boxes when possible.

Streamlined form letters, self-service microfilm, and the use of volunteer help are strategies being employed by the Tennessee State Archives to cut costs, according to Jean B. Waggener. Additionally, non-confidential records supplied by Records Management are used to generate heat in the institution's thermal plant.

At the Utah State Historical Society, appropriated funds have been cut 12% over the past three years. Jay Haymond reports the Society has developed a new source of income--the preparation of environmental impact statements for federal and state contractors.

As part of an overall University of Michigan economy drive, the Bentley Library's budget was cut 3% in the current fiscal year. Richard Doolen reports that funds contributed by the Bentley's friends group have been used as seed money to support the employment of new work-study assistants.

At the Ohio Historical Society, a cut of 7% in appropriated funds has been absorbed since July 1. Dennis East's Library-Archives Division is operating with 9 positions vacant out of 60 authorized. A proposed \$5 fee for out-of-state genealogical reference requests is under consideration.

According to Harold W. Perry, South Carolina Department of Archives and History, even though his budget has not been cut, the effects of inflation have dictated belt-tightening in the areas of travel and the acquisition of equipment and supplies.

One manager contacted admitted frankly that budget cuts offered him an opportunity to reevaluate marginal programs which should have been questioned years ago.

Three new Problems in Archives Kits (PAKs) announced in this *Newsletter* (back page) address problems associated with limited resources.

Additionally, SAA is developing management seminars for archival administrators under the direction of Society Treasurer Mary Lynn McCree and Executive Director Ann Morgan Campbell. According to Campbell, "Meeting the problems of the 1980s will require creative leadership. In this period when competition for every dollar in public budgets is fierce, we must do a more effective job of defining our mission and communicating why it is a critical necessity."

What Council Did

At its meetings in Airlie, Virginia, January 24-26, SAA Council:

- ✓ Endorsed the concept of a Native American archives project and commended Herman Viola for his efforts to foster it.
- ✓ Authorized the formation of a committee charged to recommend to Council external fund-raising possibilities for the Society.
- ✓ Heard that David B. Gracy II was appointed as an SAA representative to the National Historical Publications and Records Commission and that Shonnie Finnegan is SAA's new representative to the National Archives Advisory Council.
- ✓ Authorized the creation of a working group to explore the establishment of a planning process for the profession.
- ✓ Approved a proposal for a museum archives manual to be written by William Deiss, Smithsonian Institution.
- ✓ Authorized a search for a General Editor for non-periodical publications of the Society (see the "Professional Opportunities" section of this *SAA Newsletter*).
- ✓ Received the report of the Constitutional Revision Task Force, chair by J. Frank Cook, and referred it to a conference committee composed of members of the Task Force and Council.
- ✓ Authorized the formation of a Task Force on Museum Archives chaired by Alan Bain and Carole Schwartz.
- ✓ Adopted a position paper submitted by the National Information Systems Task Force, chaired by Richard Lytle (to be published in May *Newsletter*).
- ✓ Authorized the submission of an SAA response to the *Staff Report: NHPRC Data Base*.
- ✓ Authorized the preparation of a new *SAA Forms Manual* by a Task Force chaired by Patrick Quinn.

SAA Staff

Ann Morgan Campbell	Executive Director
Bernice Brack	Membership Assistant
Joyce E. Gianatasio	Director, Administrative Services
Andrea Giannattasio	Bookkeeper
Kathleen Kelly Hajek	Publications Assistant
Thomas C. Pardo	Program Officer
Deborah Risteen	Newsletter Editor and Program Officer
Mary Lynn Ritzenhaler	Program Officer
Linda Ziemer	Program Assistant

Senate Committee Hears Warner

Archivist of the United States Robert M. Warner made his debut before the Senate Foreign Relations Committee in January. His testimony received front page attention in the nation's press and prime time coverage by the television networks. At issue was the Committee's request for logs of tapes of 1973 White House conversations between President Nixon and Alexander M. Haig, Jr., then White House chief of staff. Haig's nomination by President Reagan to be Secretary of State was under consideration by the panel.

The logs of the estimated 100 hours of Haig-Nixon meetings are part of a complete listing produced by archivists in the course of their continuing preparation of the Nixon tapes for public access. The 338 taped conversations involving the two men spanned the period between May 4, 1973 and July 12, 1973. After that, there were no more tape-recorded conversations prior to the dismantling of the White House taping system on July 18, 1973. The log of the Haig-Nixon conversations is 680 pages in length.

Under the regulations which govern the National Archives' administration of Nixon White House materials, the former President is given five days in which to object to any request for access. Nixon did object and Warner, based on the advice of his legal advisors, accepted the objection.

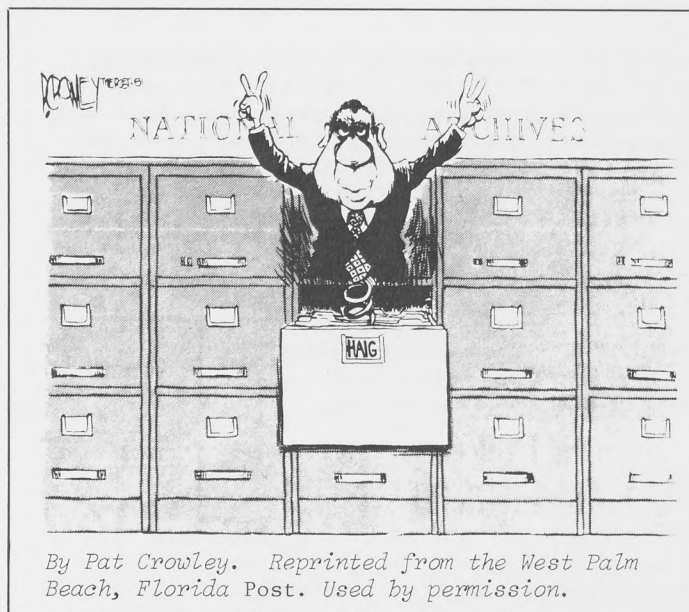
In a statement released a week after his decision, Warner summarized his reasons for declining to release any of the documents duplicated or derived from Nixon materials:

--Questions of the legal validity of a congressional subpoena vs. claims of presidential privilege, particularly after the Committee had exercised its Constitutional role by voting on General Haig's nomination.

--The nature of the subpoenaed material--derivative, unclear, possibly misleading and not susceptible of any valid conclusions regarding anyone's conduct or performance.

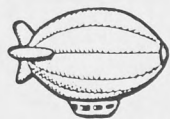
--The virtual certainty that an effort to release the logs would result in years of litigation, thus making it impossible to produce information for the Committee's purposes--and the possibility that litigation would threaten eventual public access to the Nixon materials.

Said Warner, "I agonized over this decision. I hope never again to be presented with such a difficult choice. Yet, I am quite confident that the correct decision was made."



Training, Travel, Tours, & Talent:

SAA's 45th Annual Meeting on the campus of the University of California-Berkeley, September 1-4, 1981, will present meeting participants with many interesting opportunities. In addition to the more than 70 sessions, seminars, and workshops planned under the direction of Program Committee co-chairs John Fleckner and William Joyce, and the meetings of Professional Affinity Groups, standing committees, and task forces, the meeting will feature a wide variety of tours, three pre-conference workshops, and an evening showcasing the non-archival talents of meeting participants. The Local Arrangements Committee for the meeting is chaired by Helene Whitson.



Air Travel

In an effort to help meeting participants find the most economical air fares to the Berkeley meeting, SAA has set up a network of archivists across the country who will be acting as air travel consultants. These individuals will have up-to-date, comprehensive information on air travel from their respective cities to San Francisco. They will be in frequent contact with the airlines to keep abreast of special fares, group rates, and package deals. Consultants will not make reservations; however, they may arrange for group travel if the demand is great and the fare economical. Persons seeking information on air travel should contact the consultant in the city nearest them.

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Salt Lake City, UT 84114
(801) 533-6700



Tours

The beauty of Northern California and the Bay Area will serve as a backdrop for a variety of exciting tours being planned for meeting participants.

Monday afternoon, August 31, a Dashiell Hammett walking tour is planned, as well as an unusual tour of San Francisco conducted by geography professor Richard Hough. On Tuesday morning, September 1, there will be a tour of archival conservation facilities.

On Thursday afternoon, September 3, many local repositories will hold open houses for meeting participants who want an up-close view of what their California colleagues are doing.

Following the closing luncheon on Friday, September 4, three more tours are scheduled. For persons anxious to return home, there will be a "Bay Area Highlights Tour," visiting many of San Francisco's "must-see" attractions. For those with more time, two tours will leave Berkeley Friday afternoon and return via San Francisco airport Saturday afternoon. The "Wine Country Tour" will travel through scenic Northern California with plenty of time for wine-tasting along the way.

Berkeley Annual Meeting

Tour members will spend the night in Sacramento, where a tour of the State Archives has been arranged for Saturday morning.

The second tour will travel south to Monterey, and may include a visit to John Steinbeck's home in Salinas. The tour will travel along the beautiful 17-Mile Drive, past Pebble Beach, and along some of the most spectacular coastline in the nation.

Preregistration is required for all tours mentioned above except the Thursday open houses. Registration materials will be included in the program packet mailed to all members in June.

For those wishing to journey to even more exotic locales, there are two options. Travel to Hawaii from San Francisco is remarkably inexpensive. While plans for an organized study tour have been dropped because of limited interest, persons wishing to make their own plans to travel to Hawaii may obtain an annotated list of archival repositories in the islands from Debbie Risteen at SAA headquarters.

Karyl Winn, University of Washington, is interested in organizing a 4-day or longer backpacking expedition into the Sierras following the meeting. Sturdy and experienced backpackers interested in such a trip should contact her at the University of Washington Libraries, FM-25, Seattle, WA 98195. Her phone number is (206) 543-1879.

SAA AMATEUR HOUR OFFICIAL ENTRY FORM

I/we wish to enter SAA's Amateur Hour at the Annual Meeting in Berkeley in an effort to achieve fame and fortune in the glamorous world of show biz.

Name(s) of entrants: _____

Name & phone of contact person: _____

My (our) talent falls into the following category:

<input type="checkbox"/> vocal music	<input type="checkbox"/> magic
<input type="checkbox"/> instrumental music	<input type="checkbox"/> dramatic reading
<input type="checkbox"/> dance	<input type="checkbox"/> comedy routine
<input type="checkbox"/> juggling	<input type="checkbox"/> creative use of
<input type="checkbox"/> ventriloquism	<input type="checkbox"/> archives boxes
<input type="checkbox"/> other: please describe _____	

Enter now! Individual or group entrants are welcome. Animal acts prohibited. Send this form to Debbie Risteen at SAA headquarters by May 1.



San Francisco Bay as seen from the Berkeley campus, with the Campanile in the foreground.

Nominations for Fellows Solicited

The SAA Committee on Professional Standards urges the Society's membership to nominate persons for election as Fellows in 1981.

Election of Fellows is by majority vote of the Committee on Professional Standards, composed of the five most recent past presidents of the Society. The 1980-81 Committee will be chaired by Maynard Brichford, University of Illinois.

According to the constitution, candidates for Fellow must have been individual members of the Society in good standing for the past five years. The Committee on Professional Standards is also guided by the following criteria:

- A. Appropriate academic education and professional and technical training in any of the fields of the Society's interest.
- B. Professional experience in any of the fields of the Society's objectives, of a minimum of five years, which shall include evidence of professional responsibility. Contributions to the profession which demonstrate the possession of initiative, resourcefulness and professional morale.
- C. Writing of superior quality and usefulness in contributing toward the realization of the Society's objectives.
- D. Contributions to the archival profession through active participation in the Society of American Archivists and innovative or other outstanding work on behalf of the Society.

Any SAA member is eligible to nominate another member for Fellow of the Society. For a nomination form, write to Joyce Gianatasio at SAA headquarters.

Completed forms must be received by Maynard Brichford, University of Illinois, Archives--19 Library, Urbana, IL 61801, by June 1, 1981.

New Forms Manual Planned

An SAA Task Force, chaired by Patrick Quinn, Northwestern University, is preparing a new version of SAA's *Forms Manual*, containing sample forms from all types of repositories. The Task Force requests that all archives using forms in their day-to-day operations send samples of each form to SAA headquarters by April 1. The Task Force will review all forms submitted and a representative selection will be included in the new *Forms Manual*.

Suggestions Sought for '82 Program

The Program Committee for SAA's 1982 annual meeting in Boston encourages early submission of proposals for program sessions. The committee will give preference to early suggestions, especially when they are submitted on the formal suggestion sheets available from the committee. Proposals for sessions likely to interest a broad segment of meeting attendees are particularly encouraged.

The committee intends to offer a variety of sessions, seminars, and workshops emphasizing planning in archival settings. Committee members are anxious to learn of archivists trained or experienced in planning.

Later this spring, the Boston program committee will designate individual members to provide liaison with particular SAA Professional Affinity Groups, committees, and task forces and to lead the program committee in its review of program proposals in particular subject and activity areas. Watch the *Newsletter* for further information. Copies of the session proposal form may be obtained from the SAA office or from Larry Hackman, 1982 Program Chair, NHPRC, National Archives, Washington, DC 20408. Other members of the 1982 Program Committee are Francis Blouin, University of Michigan; Larry Dowler, Yale University; Bruce Dearstyne, New York State Archives; Max Evans, State Historical Society of Wisconsin; Liisa Fagerlund, City of Portland, Oregon; David B. Gracy II, Texas State Archives; Linda Henry, National Council of Negro Women; Linda Matthews, Emory University; Helen Slotkin, Massachusetts Institute of Technology; and Victoria Irons Walch, National Archives.



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notable quotables

"How Quickly We Forget"

Several months ago, I was summoned to give a deposition in a commercial case. "That will be easy," I told the lawyer, thinking that since I knew nothing about the case, my deposition would not take more than five minutes. Her response was a noncommittal smile. One the designated day, I learned why: the proceedings lasted almost three hours.

I quickly came to understand that I was a bit player in a small, improvisational drama directed by two lawyers who were looking for a little excitement. They seemed to assume that I knew nothing of value about the matter. In fact, during the first hour or so, I was not even asked about the case. They were hoping that I would lead them to a surprise or two, not necessarily about the case, but from the records, the memoranda, or the minutes with which I was familiar, something that would become a useful lever in their case. The aim of my counsel was to guide the deposition to an uneventful conclusion with no surprises.

In the law, this sporting process is called "discovery." In business, it is surely yet another reason why institutional memory is becoming so frail--facing the ever-present possibility of discovery proceedings, a firm makes and keeps informative records about its expectations and its decision-making processes at its own peril. On advice of counsel, minutes and memoranda have become increasing formal documents revealing what was decided but very little about why the decision was made or what was expected of it. For similar reasons, as academic administrators know, letters of recommendation also have become guarded statements. A consultant in a major antitrust proceeding tells me that, after a proceeding that "discovered" his background memoranda, his client told him to communicate only by telephone or in person. He no longer writes memoranda to his New York client; he commutes.

Liberal discovery procedure is, of course, not the only reason institutional memory is fading. As firms grow older, the founding generations depart and with them their store of knowledge. Memory is lost through executive turnover, a growing phenomenon caused by mergers, acquisitions, and boards increasingly controlled by outside directors. Use of the telephone has reduced the amount of letter writing. Inter-office communication through video display terminals is cutting down memo writing.

Since most firms are flooded with paper and burdened with requirements for financial reports, business archivists are unlikely to find many volunteers eager to improve and keep the 1 or 2 percent of company records that are of archival quality. Nor are professional records managers

likely to do it. According to corporate archivist James D. Henn, formerly of International Harvester Co., records managers are better at determining what should be destroyed than they are at suggesting what should be prepared and maintained.

The ironic result is that at a time when all American institutions are becoming sensitive to the need to think beyond the short-run, the very store of knowledge that could contribute most to the development of a longer-term point of view is being weakened.

In his recent book, *Managing in Turbulent Times*, Peter Drucker stresses that the ability to manage tomorrow depends on an adequate record for evaluation of past management performance in four areas. First is performance in appropriating capital. Drucker points out that organizations spend a great deal of time on capital appropriation decisions, but relatively little attention to what happens after the capital investment has been approved. Moreover, in most companies there is no way of finding out, because there was no commitment to expectations when the decision was made thereby weakening the ability to face up to its consequences.

The same problem, Drucker says, occurs in three other key areas: performance on decisions about people; performance in innovation (what was expected from a research effort or a development effort, a new business or a new product); and finally, what Drucker calls strategies versus performance. Can the organization determine whether the things that the strategy expected to happen did in fact take place? Drucker expects that most organizations cannot. A weak institutional memory makes evaluation in each of these areas increasingly difficult.

Thus, at a time when financial records, controls and reporting are the best they have ever been, basic institutional memory is becoming weaker. This means that while current financial operations and accountability are becoming easier to evaluate, evaluation of management is more difficult.

Earl Cheit, Dean of the School of Business at the University of California, Berkeley, writing in the San Francisco Sunday Examiner & Chronicle, November 23, 1980.

The SAA Newsletter is a bimonthly publication of the Society of American Archivists. Copy deadline for the May issue is April 15. For information on display ads in the Newsletter, contact Deborah Risteen at SAA headquarters.

The Documentation of Science and Technology:

In May 1978 the National Science Foundation (NSF) convened a one-day meeting to discuss the documentation of science and technology in modern America. The archivists, historians and representatives of federal funding agencies who met to assess the archival problems created by the phenomenal growth of research and development in the United States since World War II expressed three overriding concerns: 1) That the dimensions of the unpublished documentation generated by science and technology in the U.S. was not known and could not be estimated from other measures of science and technology, 2) That an absence of professional consensus on guidelines for the appraisal and description of archival records of science and technology was contributing to a backlog in processing this documentation, and, 3) That little was known about the users or uses of science and technology documentation or about how adequately contemporary practices met their needs.

Participants in the NSF meeting felt that there was cause to pursue these and other issues raised by the workshop. As a result, in the fall of 1978, the History of Science Society (HSS), the Society of American Archivists (SAA), and the Society for the History of Technology (SHOT) appointed a joint committee to evaluate the current state of documentation of modern science and technology in America and recommend approaches to encourage the preservation and use of the records of scientific research and development. This Joint Committee on Archives of Science and Technology (JCAST) was awarded a feasibility planning grant by the National Historical Publications and Records Commission in March 1979 which enabled it to meet three times in 1979-80.

A report, reflecting the group's shared experience and some exploratory research, was prepared to provide a summary of the preliminary conclusions reached by the JCAST and its recommendations. The report was presented to the staffs of the NHPRC, the NEH and the NSF in September and was discussed at the annual meeting of SAA in fall 1980. The final report, edited with attention to comments, has been issued and is available upon request from SAA.

The report covers such topics as the concerns and objectives of the JCAST, the current state of sci-tech documentation in the U.S., science and technology records and archival practices, needs and opportunities for research, and recommendations for future actions. The following statements are, for the most part, excerpts from the report.

In the absence of hard figures the Committee was forced to assume that the volume of science and technology documentation being created in the U.S. was growing at roughly the same rate as the vol-

umes of published documentation, the number of practicing scientists and engineers and the size of U.S. research and development expenditures. We believe that the vast majority of records are destroyed, without attention to their historical value, before they come to the attention of records managers and archivists and that even a large portion of the records which does pass through records management control is not systematically appraised. The Committee sought to discover more precisely where documentation was being created and what practices governed its arbitrary destruction or guided its appraisal. In the process we discovered a good deal about the current state of science and technology documentation in modern America--most of it quite discouraging.

We found that the U.S. government research and development since World War II is virtually undocumented in official archives and that there is an overall backlog of over 4 million cubic feet in federal records centers and many times that volume still in agency hands. We determined that many industrial research records are deliberately scheduled for short retention periods to minimize litigation exposure from government, regulatory agencies, consumers, stockholders and others. We were given the impression that the records of disseminating organizations, from professional associations to journals, were destroyed virtually as soon as they ceased to have value for their primary purpose. And we were discouraged to learn of the numbers of universities which did not collect faculty papers and of many more which collected the papers of great scientists but were unable to systematically document the range of scientific and technical activities conducted on their campuses. Finally we established that funding agencies supporting archives and users alike have emphasized access to the tiny volume of preserved materials above planning how better to cope with the vast quantities of documentation being generated.

Our national failure to preserve the documentation of modern science and technology results not simply from an absence of archives in organizations which generate science and technology records--although it seems probable from our survey that fewer than half such organizations do have archives--but also from inadequacies of archival practice. Professional practices which affect science and technology documentation directly are characterized by an absence of consensus, disagreement over guidelines, and few, if any, model programs. This Committee examined contemporary practice to identify some areas in which professional guidelines might be valuable and in which the peculiar characteristics of science and technology as an activity might affect practice. We were not always able to agree even in our identification of potential sources of concern, which in itself highlights

Needs and Opportunities

the problems we face, but we have nonetheless chosen to discuss these issues in order to open them to a broader audience. Topics covered in this part of the report include the roles of scientists and engineers in bureaucratic organizations, the technical content of science and technology records, and the dissemination of information on science and technology documentation.

The Committee identified two principal areas in which further research would clarify documentation needs and help shape guidelines for the appraisal and description of science and technology records. First, the Committee found that information about the extent and nature of scientific and technological documentation existing and being created in the United States today is critically required for both planning at the national level and for appraisal at the institutional level. Secondly, the Committee believes that research into the use and users of science and technology documentation is required both for planning and appraisal/description purposes. The report includes description of specific studies, research proposals and reviews of current practices that the JCAST believes should receive priority attention on the part of federal funding agencies, the National Archives and Records Service, and the discipline-oriented history and archival centers.

The Committee has also identified a number of possible concrete actions on the part of the SAA, HSS, and SHOT, which we feel would contribute to the better documentation of science and technology in the United States. We feel that the Professional Affinity Groups of the SAA can each consider for themselves how science and technology records affect their interests and better define the issues posed by such records. We believe that the SAA Council should bear in mind science and technology records appraisal as an issue which should be addressed in a special manual and incorporated into archival training programs, because of the widely felt discomfort evidenced in archival practice. We suggest that the HSS consider how best to train graduate students to use archives and to obtain practical experience as archivists. We further encourage them to identify a single source to which archivists can report holdings of interest to historians of science, be it a newsletter, ISIS or the Critical Bibliography, or some entirely new resource service, and we suggest that the SHOT do likewise, or join with HSS.

The Joint Committee on the Archives of Science and Technology has been awarded a supplemental grant by NHPRC which will support a continuation of its work. SAA members of the JCAST are Maynard Brichford, Helen Slotkin, and Joan Warnow.

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Estimating Sizes of Collections

The Task Force on Standard Reporting Practices is seeking formulas that repositories use for estimating the physical volume of accessions and holdings. Although some ratios may seem to be simple arithmetic, in practice they are treated differently in different repositories. The Task Force would

appreciate receiving any rules of thumb that are in actual use, even if taken from another repository. The following have been suggested, but other estimates would also be welcome, particularly metric conversions. Please clip out or copy this form and mail to Katherine Emerson, Archives, University of Massachusetts Library, Amherst, MA 01003.

_____ linear ft. = _____ cubic ft.	_____ volumes = _____ linear ft. or _____ cubic ft.
1 linear ft. = _____ leaves or _____ pages, sides, exposures	_____ 5" boxes = _____ linear ft.
1 cubic ft. = _____ leaves or _____ pages, sides, exposures	_____ 5" boxes (letter size) or _____ 5" boxes (legal size) = _____ cubic ft.
1 item (format unspecified) = _____ leaves or _____ pages, sides, exposures	Repository name _____
_____ items = _____ linear ft. or _____ cubic ft.	Type of holdings: _____ basically archival _____ basically manuscripts _____ both
_____ folders = _____ linear ft. or _____ cubic ft. or _____ 5" boxes	Person responding _____
1 reel of microfilm = _____ leaves or _____ pages, sides, exposures (average, not maximum)	



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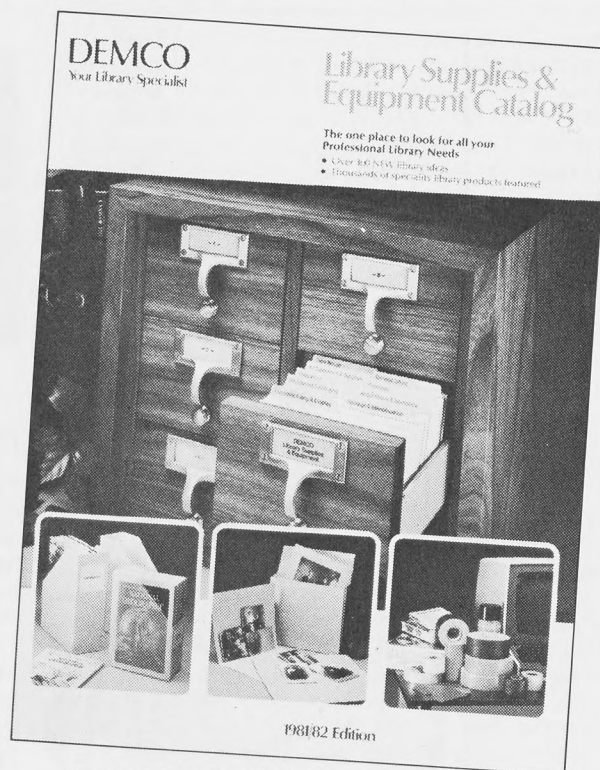
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Library _____

Address _____

City _____ State _____ Zip _____



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Conservators Needed in Italy

The tragic earthquake that struck southern Italy in November 1980 damaged or destroyed hundreds of historic buildings and objects. The full extent of the damage to cultural property has still not been determined.

The International Centre for the Study of the Preservation and the Restoration of Cultural Property (ICCROM) has issued a call for conservation specialists who wish to offer their services in the devastated area. Interested persons should contact Bernard Feilden, ICCROM, 13 Via di S. Michele, 00153 Rome, ITALY.

Conservation Training Needs Studied

The Conservation Training Planning Committee of the Smithsonian Institution recently mailed a questionnaire entitled "Conservation Training Needs & Job Market Analysis" to approximately 9,000 museums, libraries, archives, historical organizations and universities throughout the United States. The survey is intended to help identify the personnel needs and types of materials requiring conservation attention in art, history, natural history, and science and technology collections.

Those institutions which have been contacted are encouraged to respond to the questionnaire as quickly as possible. Institutions which did not receive a questionnaire and would like to participate in this nationwide assessment of collection needs should contact Jane R. Glaser, Chairperson, Conservation Training Planning Committee, Arts and Industries Building, Rm. 2235, Smithsonian Institution, Washington, DC 20560 (202) 357-3101.

Records Management in China

During a recent tour of the Far East, Harry Fujita, immediate past-president of the International Records Management Federation, conducted a one-day seminar on records management in Peking. Thirty members of the staff of the State Archives Bureau participated.

Topics of discussion included records management practices in the United States and in other countries and their relationship to archival practices. Fujita reports that although an officer has been designated to promote records management in the State Archives, it is obvious that the organization and processing of their archival collections must be given priority attention. The First and Second Historical Archives are now open to the public and a third archives is being developed. Fujita was told that his visit marked the first time that a records manager has met with the State Archives Bureau.

Archives Employment Outlook

A fall 1980 article in *The New York Times* entitled "The Ups and Downs of the Job Market" listed job prospects through the end of the 1980s for various occupational categories. Growth for librarians was projected at 8.6%, funeral directors stood at 0.0%, and a decrease of 6.8% was forecast for telephone operators.

Growth of 15.4% over the decade was predicted for "archivists and curators." According to the article, the compilation was based on unpublished data from the Bureau of Labor Statistics (BLS). The *Newsletter* has been in touch with BLS officials in an effort to determine the origin of the forecast. Apparently the data was actually developed by the Census Bureau in its annual occupational survey of 50,000 U.S. households. BLS experts feel that this sample is insufficient in size to provide accurate indications for an occupational outlook forecast for a profession the size of archives. However, a BLS source felt that the projection was a reasonable one based on his studies which are forecasting no growth whatsoever in the period for academic historians but increased opportunities in non-academic fields which are history related.

The considerable dependence of archival institutions on public funding was cited as a factor which makes forecasting difficult. But the most significant problem faced in projecting occupational outlook is the small size of the profession.

New Edition of NHPRC Directory

The National Historical Publications and Records Commission announces a final call for submission of repository information for the second edition of its *Directory of Archives and Manuscripts Repositories in the United States*. The new *Directory*, an update of the 1978 edition, promises to contain information on over 5,000 libraries, archives, museums, and similar institutions housing historical records. A nationwide survey of more than 12,000 institutions during late 1980 has yielded substantial returns, but greater participation is needed in order to make the publication truly comprehensive in scope. Institutions which have received repository information forms are urged to return them to the Commission by April 1, 1981, for inclusion in the second edition. Repositories holding documents, photographs, architectural drawings, oral history interviews, and similar source materials, which have not yet received a questionnaire should contact the Commission's Historical Records Inventory staff as soon as possible. The address is National Historical Publications and Records Commission (NP), National Archives, Washington, DC 20408. (202) 724-1630.

PEOPLE PAPERS

St. Paul, Minnesota Vice President Walter F. Mondale delivered the first installment of his papers to the Minnesota Historical Society on January 14, 1981. The papers arrived with the Vice President on Air Force Two, and were received by Society Director Russell W. Fridley and State Archivist Sue E. Holbert. The papers will be placed in the Society's Public Affairs Center, where they will join those of former Vice President Hubert H. Humphrey. The Mondale papers currently designated for the Center include more than 2500 cubic feet of material.

Trenton, New Jersey A fire on the ground floor of the State House Annex destroyed or damaged about 1100 cubic feet of late 19th and early 20th century Supreme Court and Chancery Court records in late 1980. More recent Supreme Court records suffered water damage. A salvage project was carried out under the direction of Karl J. Niederer of the State Bureau of Archives and History. The New Jersey National Guard and the State Police assisted. Because all local commercial ice houses and freezers were filled with holiday turkeys, it was necessary to locate freezer storage space at Fort Dix where ten truckloads of records were dispatched. The National Guard provided the manpower and trucks for the move. According to William C. Wright, head of the Bureau, if the records had been stored in the state records center now under construction they would have been saved. The new center, which will have a sprinkler system, is scheduled for completion in December 1981.

Rome, Italy In late 1980, Pope John Paul II dedicated the new quarters of the Secret Vatican Archives. The facilities, which were completed last summer, nearly triple the storage space available to the Archives. At the dedication ceremonies the Pope spoke of "the importance of archives as an instrument and source of government, law, and history; in other words, of knowledge, humanity and culture." Among the Pope's first official acts in 1978 was the opening of all records in the archives through the reign of Leo XIII (1903).

Las Vegas, Nevada The recent fire at the MGM Grand Hotel had one little-publicized effect--it almost destroyed the hotel's computer-stored business records, which were needed for insurance. But a California computer consultant, David A. Brown, who is making a business of helping victims of such disasters, salvaged virtually all of MGM's data. Brown specializes in recovering data from damaged computer memories. At the MGM Grand, smoke particles got into the computer's disk storage devices, contaminating the surface of the disk on which the information is magnetically stored. By modifying the disk drive, Brown recovered as much of the information as possible, then read the undamaged portions past the scratches caused by the particles as well.

Washington, DC "The Reagan-Nixon Letters," a *Washington Post* feature published in January, 1981, was based on Bruce Oudes' research for a forthcoming book on Richard Nixon's foreign policy. The Federal Archives and Records Center near San Clemente houses Nixon's pre-presidential papers which are now open to the public. On July 15, 1960, the earnest correspondent wrote to Nixon following the Democratic convention: "Kennedy leaves little doubt that his idea of the 'challenging new world' is one in which the Federal Government will grow bigger and do more and of course spend more. I know there must be some short-sighted people in the Republican Party who will advise that the Republicans should try to 'out liberal' him. To my opinion this would be fatal. . . . One last thought--shouldn't someone tag Mr. Kennedy's *bold new imaginative* program with its proper age? Under the tousled boyish hair cut it is still old Karl Marx--first launched a century ago. There is nothing new in this idea of a government being Big Brother to us all. Hitler called his 'State Socialism' and way before him it was 'benevolent monarchy.'" In a marginal note on the handwritten letter, Nixon instructed his staff to use Ronald Reagan "as a speaker whenever possible. He *used* to be a liberal!"



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The Classifieds

All ads in the "Classified" section must involve archives-related items or services. SAA reserves the right to refuse inappropriate ads. The minimum charge for a classified ad is \$5.00 for 25 words or less. Beyond 25 words, the charge is 20¢ per word. In calculating the number of words, dates, numbers such as zip codes and street addresses, abbreviations and titles should be counted as separate words. Ads must be submitted in writing and paid for in advance. Ads cannot be accepted over the telephone. Only SAA individual and institutional members may submit ads.

The copy deadline for ads appearing in the May, 1981, SAA Newsletter is April 15. Ad copy and payment should be sent to Deborah Risteen, SAA, 330 S. Wells St., Suite 810, Chicago, IL 60606.

Consultants

CONSULTANT: Professional archivist with experience in federal, state and local records, manuscripts, and business records. Harold Kemble, 188 Oak Hill Ave., Pawtucket, RI 02860.

Publications

Archival Management: Forms for the Eighties. Still available, and each pre-paid order will also receive our LITTLE WONDER MIRACLE PROVENANCE TESTER. Send \$3.00 to Pyramidion Press, Box 2863-C, Pullman, WA 99163.

SAA has single copies of the following three items available at no charge: *Scientific Sources Materials: A Note on Their Preservation*; *Pocket Directory of State and Provincial Archivists* (1979); and the "Directory of Regional Archival Organizations" (1980). To obtain copies, contact SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

The spring issue of *GEORGIA ARCHIVE* will be devoted to the proceedings of the June 1980 Conference of State Historical Records Advisory Boards of NHPRC, which met to review, evaluate and make recommendations regarding NHPRC's records program. Non-subscribers to the journal may purchase copies of the issue from SGA, Box 261, Georgia State Univ., Atlanta, GA 30303, for \$5.00 each.

Training

A basic training workshop for Catholic religious archivists will be held in Boston, Massachusetts, July 28-August 1, 1981. Staff: James O'Toole (Archdiocese of Boston); Norbert Brockman, S.M. For information, contact Marianist Training Network: PO Box 41317, Memphis, TN 38104. (901) 725-9114.

An introductory conservation workshop will be held in Boston, MA, August 4-6, 1981, primarily for staff of small archives. Speakers: Jacqueline Haring (Knox College); Andrew Raymond, Gary Albright, Millie O'Connell (Northeast Document Conservation Center). Brochure: Marianist Training Network, PO Box 41317, Memphis, TN 38104. (901) 725-9114.

Bergamo Center will offer its seventh annual training program for religious archivists, July 6-9, 1981. Program: Sister Noreen Sugrue on Records Management; Bro. Dennis Sennett on Photographs; Thomas Pardo (SAA) on Microforms. Brochure from Mrs. Mary Lou Dwyer, Bergamo, 4435 East Patterson Road, Dayton, OH 45430. (513) 426-2363.

Transitions...

ROBIN ROBERTS, formerly with the National Archives in Washington, has joined the staff of the Ford Museum in Grand Rapids, Michigan. . . MARY ELIZABETH RUWELL has been appointed Archivist, University Museum, University of Pennsylvania. She was formerly with the National Archives. . . GUY LOUIS ROCHA has been named State Archivist of Nevada. . . FREDERICK J. STIELOW has been appointed Curator of Archives and Special Collections at the University of Southwestern Louisiana, Lafayette. . . JOAN PLUNGIS, former Acting Curator of Manuscripts at the Cincinnati Historical Society, has been appointed Manuscripts Librarian at the

Indiana Historical Society Library. . . JACK MUSGROVE, director of the Division of Museum and Archives for the Iowa State Historical Department, died in December at the age of 66. . . CHARLES COLLEY has been named director of the Special Collections Department at the University of Texas, Arlington, Library. . . HELEN DAVIDSON has retired as Corporate Archivist for Eli Lilly & Co. in Indianapolis. . . SAA Council member Meyer Fishbein, a Fellow of the Society, retired from the National Archives in December. . . EDWARD P. NELSON has been appointed archivist for the Iron Range Research Center in Chisholm, Minnesota. . . SAA Fellow ALBERT H. LEISINGER, JR. retired

from the National Archives in January. . . JEROME FINSTER, Chief of NARS' Industrial and Social Records Branch retired recently. . . WILLIAM STEWART is heading the initial cadre of archivists working with Carter materials. He served in the same capacity at the Ford Library. . . LARRY E. TISE's resignation as director of North Carolina's Division of Archives and History was accepted in January. . . Two staff appointments at the George C. Marshall Research Foundation have been announced. ROYSTER LYLE, JR. has been named Curator of Collections and JOHN N. JACOB has been appointed Archivist.

Archivists' Calendar

The Association of Recorded Sound Collections will hold its annual meeting in Chapel Hill, North Carolina, April 23-25. For more information contact Kathryn Logan, Music Library, 106 Hill Hall, University of North Carolina, Chapel Hill, NC 27514 (919) 966-1113.

The Ephemera Society of America will present its second annual conference and fair, "Collecting, Collectors and Collectibles," March 27-29 in Rye, New York. For further information contact William Frost Mobley, PO Box 333, Wilbraham, MA 01095. (413) 596-9516.

The South Atlantic Archives and Records Conference (SAARC) will meet May 14-15 in Asheville, North Carolina. For further information, contact Thornton W. Mitchell, State Archivist, 109 E. Jones St., Raleigh, NC 27611. (919) 733-3952.

"Starting an Archives" is the title of an SAA-sponsored workshop to be held May 21-23, 1981 in Washington. Instructors for the workshop will be David B. Gracy II and Linda Henry. For further information, contact Joyce Gianatasio at SAA headquarters.

SAA has scheduled Basic Archival Conservation Workshops for March 26-27 at the South Carolina Dept. of Archives and History, Columbia, SC; and May 7-8 at the University of Pittsburgh in conjunction with the Mid-Atlantic Regional Archives Conference. Instructors for the first workshop will be Edward R. Gilbert and Mary Lynn Ritzenthaler; Howard Lowell will join the instructional team for the second workshop. For further information, contact Ritzenthaler at SAA headquarters.

A seminar on Lighting for Cultural Facilities will be held April 4-5 in Cambridge, Massachusetts. For more information contact Technology & Conservation, 1 Emerson Pl., Boston, MA 02114.

Professional Opportunities

DIRECTOR, Division of Archives & History, North Carolina Department of Cultural Resources. To serve as administrator of the agency's programs: at present more than 300 full time employees work in seven sections, including Archives & Records, Historic Sites, and Museum of History. In addition, the Director will serve as State Historic Preservation Officer for North Carolina. The Director should be a professional historian, preferably with some academic strength in southern history. Ph.D. in history and 5 years administrative experience in public history programs required. Salary range: \$28,452-\$41,676. Letters of application and resumes should be sent to: T. Harry Gattton, Chair, Search Committee, Office of the Secretary, Dept. of Cultural Resources, 109 E. Jones St., Raleigh, NC 27611. Application deadline: March 31, 1981.

LIBRARY SCIENCE FACULTY, University of Missouri, Columbia. Responsibilities include a 6-course archives education program as well as supervision of an archives internship program and normal research and service responsibilities. Qualifications: MLS from ALA-accredited library school, and a doctorate completed or near completion, M.A. in history, teaching experience, both library and archival experience. Salary range: \$16,000-\$18,000. Send resume to: Search Committee, School of Library and Information Science, 104 Stewart Hall, University of Missouri, Columbia, MO 65211. Application deadline: April 1, 1981.

DOCUMENTS LIBRARIAN/ARCHIVIST, I.D. Weeks Library, University of South Dakota. Faculty rank and status; tenure track position. Entry level position. Administration and supervision of a selective federal depository, and a state documents depository. Other duties include the administration and processing of manuscripts collections, university archives, and special collections. Qualifications: MLS from ALA-accredited library school. Second Master's preferable. Experience in government documents, archival management, and computer programming desirable. Salary: \$12,000 minimum. Send resumes with 3 references to: Bob Carmack, Dean of Library Services, I.D. Weeks Library, University of South Dakota, Vermillion, SD 57069. Application deadline: April 15, 1981.

ASSISTANT ARCHIVIST, Center for Creative Photography, University of Arizona Library. Organize and catalog medium- and large-sized photographic and manuscript collections; assist researchers; prepare bibliographic aids; and work with Curator and Registrar on other projects as needed. 3-year, non-renewable position funded by the Polaroid Corp. Applicants should be at or near entry level, possessing a demonstrable interest in specializing in photographic archival work. A broad knowledge of the history of photography is desirable. Minimum salary \$11,497. Send letter of application and resume to: James L. Enyeart, Director, Center for Creative Photography, University of Arizona Library, Tucson, AZ 85721. Application deadline: March 31, 1981.

HEAD LIBRARIAN, Indiana Historical Society Library. Responsible for the development and administration of a rare books and manuscripts library specializing in the history of Indiana and the Old Northwest. Qualifications: MLS from ALA-accredited library school, or commensurate library experience; MA in history and background in American history; background in rare books and manuscripts; at least 5 years' experience in historical library administration. Experience in applying for and administering grants desirable. Salary from \$22,000 depending upon education and experience. Send applications to: Ms. Gayle Thornbrough, Executive Secretary, Indiana Historical Society, 315 W. Ohio St., Indianapolis, IN 46202. Application deadline: April 15, 1981.

ADMINISTRATIVE ASSISTANT TO EXECUTIVE DIRECTOR, Colorado Historical Society. For administration of local grant program; development of archival needs assessment of statewide records repositories; administration of traveling exhibits/education programs. Qualifications: archival or museum experience; records management; history. Salary range: \$12,000-\$14,000. Send resumes to: Executive Director, Colorado Historical Society, 1300 Broadway, Denver, CO 80203. Application deadline: May 15, 1981.

ARCHIVIST, Swenson Swedish Immigration Research Center, Augustana College, to direct the research center. The position may also include part-time teaching of history or language courses. Applications should be sent to: Glen E. Brolander, Vice President for Financial Affairs, Augustana College, Rock Island, IL 61201. No closing date provided.

LIBRARY & INFORMATION STUDIES FACULTY, University of California, Berkeley. Assistant Professor to begin by July 1981 or arrangement. Qualifications: historical expertise in one of the following: printing, publishing, book-selling, reading, bibliography, organization of knowledge, scholarly and scientific communication, information in society; ability to teach; Ph.D. or comparable evidence of research ability; relevant practical experience. Send inquiries by April 1, 1981 to: Robert Harlan, Search Committee, School of Library and Information Studies, University of California, Berkeley, CA 94720.

SPECIAL COLLECTIONS LIBRARIAN, University of Nevada, Reno. Responsible for operation of Special Collections Department of 35,000 volumes, extensive manuscript, photography, and map collections emphasizing Nevada and the Great Basin; includes supervision of the University Archives. Qualifications: MLS from ALA-accredited library school and appropriate experience in specialized library or library department. Desirable: second graduate degree in subject areas pertinent to the department's specializations; administrative, historical research, or reference experience; knowledge of library preservation techniques and descriptive bibliography. Faculty status requires that librarian meet faculty standards for appointment, promotion, and tenure. Salary \$20,000-\$28,000 depending on qualifications. Send resume and names and addresses of three references to Ruth H. Donovan, Assistant Director, University of Nevada, Reno Library, Reno, NV 89557. Application deadline: April 1, 1981.

Professional Opportunities are listed in every SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA members at a cost of \$10 per year. The "Employment Bulletin" is issued in the months that the Newsletter is not published. Any SAA member may place his or her resume on file at SAA headquarters and be added to the "Candidate Register" free of charge. For information regarding the placement service, contact Linda Ziemer at SAA headquarters. Persons interested in being added to the "Candidate Register" should request a Qualification Summary Sheet.

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

Professional Opportunities

ARCHIVIST, Roman Catholic Archdiocese of Baltimore. Responsible for preserving existing archives, evaluating current records for retention and developing archival guides for Archdiocesan agencies. Reading knowledge of Latin, Italian, and French in old script required. Qualifications: B.A. in Library Science or Church history and minimum of 5 years archival experience. Salary range: \$14,500-\$16,300. Separate scale for religious and clergy. Send resume and writing sample to: Office of Chancery, 320 Cathedral St., Baltimore, MD 21201. Application deadline: April 1, 1981.

ASSISTANT PHOTOGRAPHIC ARCHIVES LIBRARIAN, University of Arizona. Duties include organizing and cataloging photographic archives and manuscript collections, preparing bibliographic aids and assisting researchers, and sharing reference duties in the internationally known Center for Creative Photography. Qualifications: ALA-accredited degree, broad knowledge of the history of photography and minimum of 1 year of experience in archival work or related area. Salary: \$14,400 minimum. Faculty status, 12-month appointment, 22 days annual vacation, fringe benefits. Send resume and list of 3 references to: W. David Laird, University Librarian, University of Arizona Library, Tucson, AZ 85721. Application deadline: May 15, 1981.

EDITOR, Society of American Archivists. To work with elected officials, editorial board, and staff of the Society to establish priorities for SAA's non-periodical publications program and to evaluate unsolicited manuscripts and recommend which should be considered for publication. Editor will work closely with each Society author to assist in preparing their manuscript for publication. Copyediting and production will not be included in editor's responsibilities. Candidates should have editing experience and significant experience in archival administration. Part-time position (estimated 100 hours annually) to begin July 1981. Editor will not be required to relocate. Applications, including resume and examples of editorial work, should be received in the office of the executive director no later than April 20, 1981.

COLLEGE ARCHIVIST/RECORDS MANAGER, Medgar Evers College, City University of New York. To organize, catalog, store and maintain in a centralized file all official documents and records of the College. Qualifications: Degree in history or library science as well as a special course in archival or records management; or relevant job experience in this area. Salary: \$15,800. Applications should be sent to: Robert B. Ford, Chief Librarian, Medgar Evers College, 1150 Carroll St., Brooklyn, NY 11225. No closing date provided.

ASSISTANT TO ARCHIVIST, Loyola University of Chicago. Individuals experienced in the systematic collecting, organizing, and preserving of archival materials are encouraged to apply. Responsibilities include assisting with processing of collections, preparation of finding aids, providing reference services, and direction of part-time staff. Qualifications: B.A. or equivalent, good writing and typing skills, and ability to do heavy lifting. Individual with college and university archives experience preferred. Salary range: \$11,000-\$13,000. Submit resumes to: Loyola University of Chicago, Personnel Office, 6525 N. Sheridan Road, Chicago, IL 60626. No closing date provided.

CURATOR of James J. Hill Papers, James J. Hill Reference Library. To prepare for the opening of the Hill papers and to encourage their use by scholars and others. To develop archival and historical programs relating to the papers and the economic and social development of the upper midwest. Ph.D. or M.L.S. by August 1981, preferred, and relevant professional archival and historical experience, skills, and/or publications. Salary dependent on qualifications. Send letter of application, curriculum vita and 3 letters reference to Virgil F. Massman, Executive Director J.J. Hill Reference Library, Fourth and Market Sts., St. Paul, MN 55102. Application deadline: May 1, 1981.

PROJECT ARCHIVIST, Survey of municipal records, Des Moines, Iowa. 1 year, NHPRC-funded position. Qualifications: B.A., preferably in history. Salary: \$15,600. To apply write to: Merit Employment Department, Grimes State Office Bldg., Capitol Complex, Des Moines, IA 50319. For additional information contact: Ed McConnell, State Archivist, (515) 281-3007. No closing date provided.

STATE FIELD ARCHIVIST/RECORDS MANAGER, Wyoming Archives and Records Division. To assist, advise, and work with county and municipal offices statewide in archival appraisal, accessioning, and conservation; in records management and analysis; in micrographic systems. Position requires a minimum of M.A. in social studies, public or business administration, training and experience in archival methodology, records management and micrographics. Position involves considerable travel. Salary range: \$15,456-\$17,880, depending upon qualifications and experience. Send resume to: Archives and Records Division, Archives, Museums, and Historical Department, Barrett Bldg., Cheyenne, WY 82002. Application deadline: May 1, 1981.

PROJECT MANAGER, SAA National Information Systems Task Force. To administer its Washington-based project, to design, and gain acceptance for a standard format for the exchange of machine readable data describing archives and manuscript collections. The purpose of this position is to assist the Task Force in working with the archival community to establish a national information system which serves archivists, archival institutions, and their users. Applicants should be acquainted with a wide range of archival and manuscript descriptive practices, with the design of multi-institutional data bases and bibliographic utilities, with data communications standards and with current uses of automation within archives and manuscripts repositories. The project manager is the sole professional staff of the NISTF and will advise the Task Force on long-term strategies and policies for archival information exchange; coordinate revisions of a number of formats; establish and conduct education and training sessions; provide liaison with other professional associations involved in national bibliographic activity; and communicate with the archival community to ensure that its interests are represented in system design. *This position is contingent upon NEH funding for the period July 1, 1981 through December 31, 1982.* Salary up to \$25,000 depending upon qualifications. For further information, or to apply, contact Richard H. Lytle, NISTF Chairman, Smithsonian Institution Archives, Washington, DC 20560. Application deadline: April 15, 1981.

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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Late Bulletin: The Reagan Budget

As the *Newsletter* went to press, SAA learned that the FY82 budget that President Reagan will release on February 18 cuts out all NHPRC grant funds. The fiscal year begins October 1981.

The National Archives must absorb a \$2 million cut in the current fiscal year, and its staffing level of approximately 2,900 must be cut by 113 positions. In the FY82 Reagan budget, NARS will lose an additional \$4.5 million, for a combined cut of approximately 7.5% in FY81 and FY82.

Firm information about the budget of the National Endowment for the Humanities was not available, but informed sources believed that the Reagan Administration will propose to cut it 50%.

New from SAA!

PAK V: .
Can You Afford
Records Management?

Includes papers presented at the 1980 annual meeting session on records management for college and university archives. Also includes sample forms, records management manuals, and cassette tape of question-and-answer session.

\$17.00 members
\$20.00 others

PAK IV:
Archival Processing
Costs

Includes four papers presented at the 1980 annual meeting, covering managing processing, statistical measurement, cost benefit calculations, and levels of collection control. Cassette tape of question-and-answer session also included.

\$12.00 members
\$15.00 others

Order from SAA, 330 S. Wells
Suite 810, Chicago, IL
60606. A postage and handling charge will be added to all non-prepaid orders.

PAK VI:
Developing a Brochure

Provides practical assistance to the institution which needs to develop or revise a basic information brochure, in the form of a graphic arts production handbook, articles illustrating simple design techniques, and a wall-size lettering chart. Sample brochures from a number of archival institutions are also included.

\$8.00 members
\$11.00 others