

The Society of American Archivists

SAA Newsletter

July 1981

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Archival Legislation in the States

Spring 1981 has been a period of substantial legislative activity relating to archives at the state level. From Tallahassee to Olympia, lawmakers have considered the whys and wherefores of everything from the appropriate placement of an archival agency to the retention period for tax rolls.

★A bill introduced in Nebraska's legislature which would have ended the independent status of the State Historical Society and made that agency a department of state government, responsible to the governor, was defeated in Lincoln. The Society administers the state's archival program. Persons interested in the future of the Historical Society pointed out that it had operated in its present form for 98 years and that the proposal, which originated with the governor's Task Force for Government Improvement, was not

based on criticism of the agency but only on the desire to "straighten up" what some saw as an unstreamlined situation in government. The *Seward County Independent* editorialized that "History is too important to be left to the politicians." SAA was active in support of the Historical Society's independence and received a Certificate of Appreciation when the proposed legislation was defeated.

★In Kansas, members of the Kansas History Teachers Association and the Kansas State Historical Society have been working since 1978 to improve state laws pertaining to official records. A new law, approved by Governor John Carlin in May, signifies some progress. SAA Fellow Donald R. McCoy, University of Kansas, was instrumental in the effort to improve the records statute. The Government Records Preservation Act of 1981 gathers together in one law many previously scattered statutory references to official records; it enunciates a records policy for the State of Kansas; it clarifies and strengthens the operations of the State Archivist, the

(cont. on p. 2)



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1981 Election Results

J. Frank Cook, University of Wisconsin, Madison, was elected Vice President of SAA in the 1981 election. He will become President at the 1982 annual meeting in Boston. Cook is an SAA Fellow and former Council member.

Paul H. McCarthy, Jr., University of Alaska, was elected to a one-year term as the Society's Treasurer. McCarthy will retire from Council with one year of his four year term remaining to assume the responsibilities of Treasurer. McCarthy succeeds Mary Lynn McCree, University of Illinois at Chicago Circle, who has served as Treasurer for the past five years.

Sue E. Holbert, Minnesota Historical Society, and William Joyce, American Antiquarian Society, were elected to four year terms on the Council. They succeed retiring Council members Edmund Berkeley, Jr., and Richard H. Lytle.

Charles B. Elston, Marquette University, Linda Henry, American Psychiatric Association, and Nancy Sahli, National Historical Publications and Records Commission, were elected to the 1982 Nominating Committee.

Kansas State Historical Society, and the State Records Board, particularly relating to definitions, records manuals, retention and disposition schedules, transfers of records, guidelines for local records, and microfilming standards.

★Florida's legislature has approved a bill which permits an internal reorganization of the Division of Archives, History, and Records Management which is headed by L. Ross Morrell. It is anticipated that the authority and stature of the state archival program and of its staff will be considerably enhanced as a result of a new organizational structure which will be announced in the near future. The legislation also gives the Division authority to house a Florida State Photographic Archives and to create an oral history collection.

★In Utah, a Central Administrative Services Act, approved by the legislature this spring, creates an agency comparable to the U.S. General Services Administration. The State Archives will be one of seven divisions of the new department. Despite contacts from the Society of American Archivists and the Conference of Intermountain Archivists encouraging lawmakers to support the premise that state archival programs should be insulated from political influence, the head of the archival agency will become a political appointee. John Sillito, chairperson of CIA, was on the floor of the House when the bill was considered and worked effectively to improve its language relating to the person who will head the agency. It now reads "the executive director of the department of administrative services, with the approval of the governor, shall appoint an archivist and records administrator who is qualified by archival education, training, and experience to direct the division of archives and records."

★Washington's Division of Archives and Records Management, headed by Sidney F. McAlpin, will become an agency of the Secretary of State effective in July. The legislation which provided for the transfer had bipartisan sponsorship and was supported by the governor and the heads of both agencies involved. Under the direction of Washington's new Secretary of State, Ralph Munro, the Division expects to realize enhanced attention to its needs and an improved ability to accomplish its goals on a statewide basis. McAlpin was the primary architect of the plan and of the strategy for its adoption by the legislature.

★In Harrisburg, the Land Office, the custodian of all land records of the Commonwealth of Pennsylvania, is becoming part of the Bureau of Archives and History, which is directed by Harry E. Whipkey. The move later this summer will consolidate the permanently valuable records of the state for the first time. Additionally, the state legislature is considering a library/archives security law, based on SAA's model legislation. The House has approved the measure and it will be considered by the Senate in July.

★On April 15, the Mississippi state legislature passed the Mississippi Archives and Records Management Act of 1981. This legislation, which took effect on July 1, establishes a comprehensive archives and records management program for the state, empowers a state records committee to approve record control schedules for state agencies, authorizes the Department of Archives and History to conduct the records management program, provides penalties to the unlawful destruction of public records, and creates new guidelines for the destruction of records by state agencies and for the storage and microfilming of public records. Ron Tomlin has been named Director of the Records Management Division. The law also provides for the creation of six new positions in the Records Management Division--more than double the current staff size. In the future, it is hoped that this legislation will be extended to include county and municipal governments as well as state agencies.

★The Rhode Island state legislature approved the Rhode Island Public Records Administration Act on May 15. This comprehensive legislation includes the following major provisions: establishment of an advisory council which is authorized to provide professional and technical assistance to state, municipal, and other governmental agencies; creation of a Public Records Administrator position to supervise the archival and records management activities of the state; development of a records management program and records center; establishment of an "essential" or vital records program; preparation of record control schedules; development of an archival program for the purpose of preserving, administering, and servicing records of historical value. Unlike the Mississippi legislation, this new law applies to all state and municipal agencies as well as other governmental bodies such as water and fire districts. The primary aim of the legislation is to streamline existing archival and records management practices and to consolidate various recordkeeping activities into one operation.

Copies of the Mississippi, Kansas, Florida, and Rhode Island statutes are available from SAA for a copying and handling charge of \$5.00 per set, prepaid.

SAA Staff

Ann Morgan Campbell	Executive Director
David Bearman	Program Officer
Bernice Brack	Membership Assistant
Suzanne Fulton	Publications Assistant
Joyce E. Gianatasio	Director, Administrative Services
Andrea Giannattasio	Bookkeeper
Thomas C. Pardo	Program Officer
Deborah Risteen	Managing Editor
Mary Lynn Ritzenthaler	Program Officer
Linda Ziemer	Program Assistant

More on the Federal Budget

The archival profession was stunned by the funding cutbacks proposed in the FY82 budget for the National Endowment for the Humanities, the National Historical Publications and Records Commission, and the National Archives and Records Service.

The Office of Management and Budget slated a 50% cut in appropriations for NEH. Grant funding for NHPRC was abolished, and the National Archives suffered major cuts in the current fiscal year and in FY82. A special mailing in the spring provided SAA members with details on the reductions.

Although Congressional hearings on appropriations for FY82 have been held, the budget situation is still fluid. SAA encourages continued contacts on Capitol Hill as a follow-up to the hundreds of letters already sent. Excerpts from some SAA members to their legislators follow:

Connecticut's Members of Congress heard from Randall C. Jimerson: "The budget cuts recommended by the Reagan Administration will have a disastrous effect on the ability of historical and archival agencies to preserve and interpret the documentary heritage of our nation. It is inconceivable that Congress would wish to undermine significant archival programs which, with such a modest outlay in appropriated funds, accomplish so much for the preservation and understanding of the American past. Knowledge and access to historical records are critical if our nation is to remain free and strong. . . I sincerely hope that you will lend your support to the efforts of the National Archives and Records Service, the National Historical Publications and Records Commission, and the National Endowment for the Humanities to preserve and interpret this country's irreplaceable historical documents."

Writing to Senator William Proxmire, Jr., J. Frank Cook said, "Because I am involved, I know the value of continuing research on the nation's history if we are to understand ourselves as people. Eliminating research--whether in the humanities or the physical sciences--is no way to prepare the American people for the stresses of the future our country must face. Budget restrictions in these areas will reduce the cost of government in the next fiscal year, but at what cost in the years to come? I see no sign that either state or local government or private enterprise will or can carry on this research. Rather, the work will just stop unless you stop these inappropriate cuts."

Patricia Hudson, representing the Michigan Archival Association, addressed the Michigan congressional delegation on behalf of NARS, NHPRC, and NEH: "From an already small budget base, these reductions will: (1) erode the capacity to provide access to the historical records--a basic right in a free land, (2) undermine the ability to preserve the unique record of institutions and in-

dividuals which represent the strength and achievement of this country, and (3) erode critically the essential gathering, ordering, and retrieving of the records of our own time for study by future generations."

In a communication to the Montana congressional delegation, Robert Archibald argued, "We do not agree that these programs should suffer such high proportional cuts when other programs have not suffered to that extent. These programs are such a small part of the national budget that such cuts seems entirely unjustified in light of other expenditures made by the Federal government. . . NEH and NHPRC, as well as NEA, have been of great benefit to our region, bringing support for a variety of projects which would not otherwise have been possible."

NARS/NHPRC Funding

Although the reference may date back to the Renaissance when a British king sold off the lands surrounding one cathedral to finance the building of another, the principle of robbing Peter to pay Paul is alive and well on Capitol Hill.

In a mark-up session in late June, the House Appropriations Subcommittee on Treasury, Postal Service, and General Government "found" \$3 million for NHPRC in FY82. The amount was deducted from the appropriation for the National Archives--which had already been slashed below previous funding levels by the administration. In reporting to the NHPRC meeting immediately after the Capitol Hill action, a NARS official estimated that the additional \$3 million cut would result in over 130 National Archives positions being abolished and probable cutbacks in research room operations.

Writing to the presidents of AHA, OAH, AASLH, SAA, and NASARA, former Society President Charles Lee reacted to the House move: "This action, similar to actions in earlier years, shows how effective we have been in making Congress aware of the nation's need for a nationally coordinated, nationwide historical records program. Ironically, it also shows how much the federal government has lost its understanding of how essential the keeping and preservation of its own records are to the operations and continued existence of the Republic. We cannot tolerate a decision which saves NHPRC at the expense of the National Archives. . . The crisis before us, it seems to me, is not simply a crisis for NARS and NHPRC. It is a crisis for history itself." Lee called on AHA President Bernard Bailyn to take the lead in organizing a meeting with President Reagan, asking him to revise his budgetary recommendations for NARS and NHPRC by requesting that Congress provide greater support, rather than less.

Archivists and others interested in the welfare of(p.4

both the National Archives and NHPRC are working to encourage Congress to find NHPRC funding elsewhere in the federal budget and restore the NARS budget to at least the level put forward by the administration--a level which of itself is likely to lead to staffing cuts. SAA has suggested that the \$100 million increase in GSA funds for purchase of new vehicles be tapped as a source of NHPRC funds. That \$100 million figure is far more than the total federal budget appropriation for all of the activities of the National Archives, including the National Historical Publications and Records Commission, in FY81.

The Senate has approved legislation sponsored by Sen. Charles Mathias (R-MD), for the reauthorization of NHPRC.

NEH Funding

It appears that NEH's FY82 allocation recommended by OMB will be increased by congressional action. By late June, the House Appropriations Subcommittee on Interior and Related Agencies had recommended a \$144.1 million level instead of the administration's request for \$85 million. In the authorization process, the House has recommended a \$121 million figure and the Senate has favored \$113.7 million. Appropriations subcommittee action in the Senate is likely to take place in early July. The members of Congress, led by Rep. Sidney Yates (D-IL), who supported NEH are receiving the thanks of grateful archivists.

SAA's NHPRC Testimony

On April 27, SAA's Executive Director Ann Morgan Campbell delivered testimony on behalf of the Society before the Government Information and Individual Rights Subcommittee of the House Committee on Government Operations. Her testimony urged the reauthorization and appropriation of grant funding for the National Historical Publications and Records Commission. Campbell told the lawmakers that "records grants have proven to be a most effective and productive use of the federal dollar. A recent analysis indicates that every federal dollar given in records grants is more than matched by a non-federal cost-sharing dollar expended directly on funded projects. Additionally, the 'seed money' effect of records grants has been one of the most impressive aspects of the program. From small NHPRC records grants, sizable archival programs have developed throughout this country. . . The Society of American Archivists believes that the Office of Management and Budget was incorrect in stating 'these (NHPRC) grants should be eliminated. They are a low priority program that does not need Federal funding.' There is no other federal grants program like the NHPRC--one mandated to meet the overall needs of America's permanently valuable, non-federal records, records that are truly a national resource of the highest priority."

The subcommittee and the full committee acted favorably on HR2979, which provides reauthorization for NHPRC. A floor vote in the House has not been taken, but a procedural vote in May indicated that the administration may actively oppose the legislation. Prior to the vote, every member of the House received a letter from William Dannemeyer (R-CA) urging opposition to NHPRC reauthorization, and the procedural vote failed.

BAMBAM! !

Since 1976, SAA has published the *National Register of Lost or Stolen Archival Materials* as part of its NEH-funded Archival Security Program. The *Register* was distributed to archival institutions and book and manuscript dealers throughout the country to assist in the identification and recovery of missing documents.

Funds for the project were exhausted last year, but SAA continued to publish the *Register* and distribute it free of charge because it was the only listing of its type.

Recently, a new service has started that will handle the registration of missing items with an online data base. SAA's Council has recommended that the Society discontinue publication of the *Register* and, instead, refer institutions with lost or stolen documents to BAMBAM (Bookline Alert: Missing Books and Manuscripts).

BAMBAM is being mounted on a not-for-profit basis on the computer facilities of American Book Prices Current and will begin operating in September 1981. It can be reached by anyone with almost any type of computer terminal that can be hooked up to a telephone line.

Institutions and individuals will be able to register up to 20 books and manuscripts for inclusion in the data base without charge before August 31, 1981. There will be a \$1.00 per record charge for more than 20 entries and for entries submitted after August 31. Missing items included in the data base must be worth at least \$50.

Beginning in September, 1981, anyone with a BAMBAM password can report a missing item instantly on line. The description of that item can be read by all other BAMBAM users from that minute on. Missing items will remain part of the data base until they are recovered.

To become a BAMBAM user, send \$10 to BAMBAM, c/o American Book Prices Current, 121 E. 78th St., New York, NY 10021. The \$10 fee is a one-time charge for the creation of a password. Use charges are \$1.00 per minute of connect time. For more information on the way BAMBAM works, contact Katherine Leab at American Book Prices Current, (212) RE7-2715.

SAA Receives Grant for NIS Task Force

The Society of American Archivists has been awarded a \$96,000 grant from the National Endowment for the Humanities to fund the work of SAA's National Information Systems Task Force. The grant will enable the Task Force to take a leading role in designing a professionally acceptable standard format for the exchange of archival and manuscript data and in defining the appropriate role for the Society to play in the evolution of multi-institutional information networks. Plans have been made for the Task Force to establish a working group, consisting of representatives of the National Archives, the Library of Congress, the Research Libraries Group and the institutions participating in the NHPRC Data Base. The working group will be charged with drafting a standard format for archival description and control data which will be submitted for broad review by the profession before a recommended standard is adopted by the Task Force.

During the year-long development of the format, the Task Force will explore possible roles which the profession might play in the development of national information systems and write a "white paper" concerning these options for SAA Council and membership.

SAA has named David Bearman as Project Director. Bearman, who was Project Director of the Survey of Sources for History of Biochemistry and Molecular Biology at the American Philosophical Society from 1975-1980, has been working with the Task Force as a consultant since February. In 1980-81 he consulted on archival automation in England and Europe while working on his dissertation in the history of science.

Bearman will guide the formal drafting process and conduct the background research for the position paper. Bearman and members of the Task Force will also be active during the grant period talking to local, regional, and national professional meetings about the purposes of the Task Force's activity and its implications for repositories and for the profession. SAA members and others interested in further information about the grant, or the Task Force's plans (which are based on the position paper adopted by Council in January 1981 and published in the May 1981 *SAA Newsletter*) should write or call David Bearman, Project Director, NISTF, Smithsonian Institution Archives, Arts and Industries Building, Room 2135, Washington, DC 20560, (202) 357-1420. Contacts may also be made with NIS Task Force members Maynard Brichford, John Daly, Charles Dollar, Larry Dowler, Max Evans, Steven Hensen, H. Thomas Hickerson, Richard Lytle (chairman), Charles Palm, and Nancy Sahli.

American Archivist to Move from NARS

At its May meeting, the Council of the Society authorized the creation and implementation of plans to end the cooperative arrangement which has existed for over 30 years between SAA and the National Archives for editorial support for *The American Archivist*.

Since 1949, the editor of the Society's journal has been an employee of the National Archives. In addition to the professional enrichment for NARS employees which this assignment has offered, the National Archives Library has been the annual beneficiary of almost 50 journal subscriptions received because of exchanges with *The American Archivist* and of a substantial number of review copies of books received by the journal's editors.

Early in 1980, Admiral Rowland Freeman, then Administrator of General Services, set in motion an investigation of the NARS/*American Archivist* relationship. Although no investigative report had been issued at the time of Council's action, it had become clear that the future of the journal would be best protected by decisive action.

President Ruth Helmuth has named a committee composed of herself, Vice President Edward Weldon, Treasurer Mary Lynn McCree, Council Member Edmund Berkeley Jr., former *American Archivist* Editor C.F.W. Coker, *American Archivist* Reviews Editor Mary Elizabeth Ruwell, and Executive Director Ann Morgan Campbell to make comprehensive plans for the future journal.

No interruption in publication will occur. Plans for the immediate future include a series of special issue editors. Production will be coordinated in SAA's Chicago office by Deborah Risteen, who will become the journal's managing editor. Future submissions of articles for the journal should be sent to Risteen at the Chicago office.

The dues structure approved by the membership at the 1980 annual meeting will make it possible for SAA to assume increased financial commitments for the journal.

Manuscripts submitted to the journal will continue to be sent to qualified readers for evaluation. The members of the *American Archivist* editorial board are Francis X. Blouin, University of Michigan; J. Frank Cook, University of Wisconsin; Mabel E. Deutrich, Aptos, California; Ruth W. Helmuth, Case Western Reserve University; J.R.K. Kantor, University of California; Trudy Huskamp Peterson, National Archives and Records Service; James B. Rhoads, Rhoads Associates International; and Hugh A. Taylor, Public Archives of Nova Scotia.

Annual Meeting Potpourri

SAA's 45th annual meeting in Berkeley, California, September 1-4, is just two months away. Program packets, containing the program booklet, housing and registration forms, and other meeting information, were mailed to all individual and institutional members of the Society on June 18. As an examination of the program will quickly indicate, this meeting offers participants a greater selection of activities to choose from than any previous meeting--92 program sessions, seven tours, five receptions, plus numerous committee, PAG, and task force meetings, 18 "Table Topic" discussions, three pre-conference workshops, and many meetings of special interest groups.

Persons planning to attend the meeting are urged to return their registration and housing forms, with payment, as soon as possible to allow SAA headquarters and the local arrangements committee plenty of time to process the forms and mail back confirmation copies.

Since the program went to press several additional meeting activities have been scheduled and are described below. Some suggestions on how to prepare for dormitory living, and a listing of special events scheduled in the Bay Area during the week of the meeting also follow.

☛ The following standing committees and task forces have scheduled meetings in Berkeley. (A complete list will appear in the pocket program.)

Monday, August 31

Task Force on Automated Records (10:00-4:00)
Education and Professional Development Committee (10:00-5:00)
Copyright Task Force (2:00-5:00)
Constitution Task Force (2:00-5:00)
Task Force on Standard Reporting Practice (2:00-5:00)
Status of Women Committee (2:30-4:30)
Regional Archival Activities Committee (3:00-4:30)
National Information Systems Task Force (3:00-5:00)
Museum Archives Task Force (3:00-5:00)
1982 Program Committee (3:00-5:30)
Forms Manual Task Force (4:30-5:30)
1981 Program Committee (4:30-5:30)

Tuesday, September 1

Institutional Evaluation Task Force (3:30-4:45)

Friday, September 4

1982 Program Committee (7:00-8:45 am)

☛ SAA Council has approved the formation of a new Professional Affinity Group, the Oral History PAG. It is a functional PAG and will meet Tuesday, September 1, from 1:15-3:15. All interested persons are invited to attend.

☛ As the program indicates, there will be a Finding Aids Fair on September 2 and 3 during the lunch hour, sponsored by the Description PAG. Sample registers, guides, inventories, and other types of finding aids will be on display. Persons who have finding aids that they would like included in the fair should send samples to either Eleanor McKay, Mississippi Valley Collection, Memphis State University, Memphis, TN 38152, or Terry Abraham, Manuscripts, Archives, and Special Collections, Washington State University, Pullman, WA 99164. Please indicate if you wish to have the samples returned.

☛ Two softball fields have been reserved on Monday, August 31, from 4:00 to dusk. To schedule a game and playing time, contact Jane Wolff, Building 90J, Room 102, Lawrence Berkeley Laboratory, University of California, Berkeley, CA 94720, (415) 486-6864.

☛ The Chancellor of the University of California, Berkeley, has graciously agreed to sponsor, in part, the Opening Reception on Monday, August 31, from 6:30-8:00. All meeting participants are invited to attend.

☛ Local Arrangements Committee member Vicki Davis thought all meeting participants should know about one of the Bay Area's best bargains: Bob Leech Rental Car. For \$4.00 per day and 10¢ per mile, meeting participants can rent Toyotas for the week of the meeting. Company personnel pick up arriving passengers at the airport and take them to their facilities. Reservations must be made ahead of time; be sure to request one of the inexpensive cars. The phone number is (415) 583-3844.

☛ Veterans of archival campus meetings have provided the *Newsletter* with suggestions of some special items those staying in the residence halls should remember to pack:

--bathrobe and slippers. Residence hall rooms do not have private baths, so these two items are necessary for trips down the hall.

--alarm clock. Rooms do not have clocks or telephones, so to avoid missing an important meeting or sleeping through breakfast, don't forget an alarm clock.

--radio. For those who can't bear the thought of a room without radio or television, a transistor radio might be the solution.

--coat hangers. Each double room has six hangers (three per person). The Local Arrangements Committee will also have a supply in the registration area, but you might want to bring a few extra of your own.

--The University will provide clean sheets and towels every day, soap, and Kleenex. There is a mirror in every room.

☼ Berkeley in early September will be cool, particularly in the evenings, so early fall clothes (light wools, corduroy) and an all-weather coat are appropriate.

☼ SAA's Placement Service will operate again at this year's annual meeting. Employers are urged to bring copies of job announcements, and candidates should bring multiple copies of their resumes to the placement booth. Job listings will be posted at the booth. The Placement Service will assist employers in setting up interviews with candidates during the week of the meeting.

☼ Although the annual meeting schedule will keep participants busy from morning until night, some might want to take the time to attend a local theater production, concert, or ball game. Here is a list, prepared by Teresa Hickey of the Bank of America, of some entertainment options in the Bay Area during the week of SAA's meeting.

Theater

Asparagus Valley Cultural Society--a delightful blend of magic, classical music, and comedy in its third year. Wednesday and Thursday at 8:30 (\$9.50); Friday at 8:30, Saturday at 7:00 and 10:00, Sunday at 7:30 (\$10.50); Sunday at 3:00 (\$9.50). Phoenix Theater, 430 Broadway, San Francisco, CA 94133, (415) 397-3700.

Beach Blanket Babylon Goes to the Stars--a wacky musical revue in its third year. Wednesday and Thursday at 8:00 (\$10.00); Friday and Saturday at 8:00 and 10:00 (\$11.00); Sunday at 3:00 (\$9.00) and 7:30 (\$10.00). Club Fugazi, 678 Green Street, San Francisco, CA 94133, (415) 421-4222.

Children of a Lesser God--Tony Award-winning play explores the world of the deaf through the courtship and marriage of a young teacher and his hearing-impaired student. Currently scheduled to close August 22, but may be extended until September 5. Show times and prices vary. Geary Theatre, Geary and Mason, San Francisco.

Love's Labor Won--new drama about the early life of William Shakespeare. Scheduled to open August 30 at the Berkeley Stage Company, 1333 University, Berkeley. All performances at 8:00. Thursday and Sunday (\$6.00); Friday and Saturday (\$7.00); (415) 548-4772.

Concerts

New York Philharmonic--conducted by Zubin Mehta. Concord Pavillion, Concord, California. September 1 at 6:30. Reserved seats \$17.50 and \$15.00; lawn admission, \$9.50. To order tickets by mail, send check and self-addressed, stamped envelope to Pavillion Box Office, PO Box 6166, Concord, CA 94524.

Baseball (provided, of course, the strike is over)

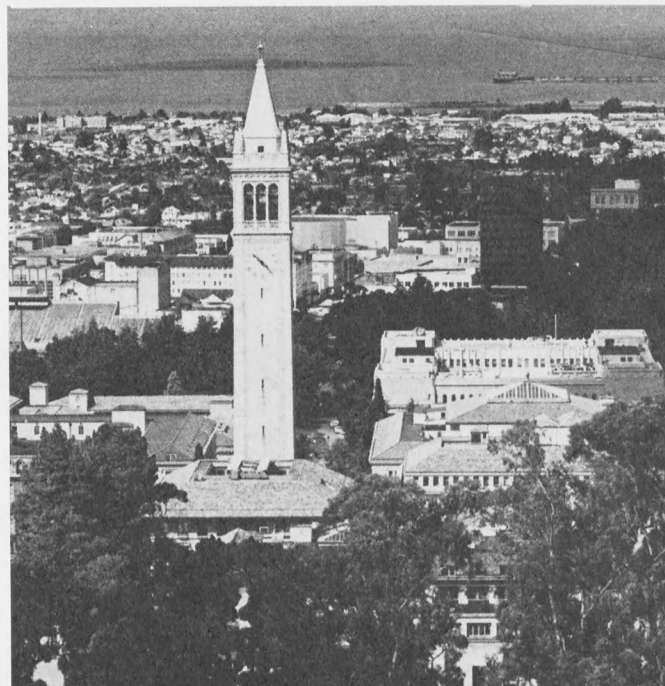
San Francisco Giants--vs. Pittsburgh Pirates:
August 28, 29, and 30.
--vs. St. Louis Cardinals:
September 1, 2
--vs. Chicago Cubs: September
4, 5, and 6

Tickets are \$5.00 and \$6.00, with bleacher seats on sale at the gate for \$1.00. Order tickets by mail with check or money order payable to San Francisco Giants, Candlestick Park, San Francisco, CA 94124.

Museums

California Palace of the Legion of Honor--Exhibit of French impressionist and post-impressionist art from the Phillips Collection of Washington, DC. Tickets are available at the door and cost \$3.50. Open Wednesday-Sunday from 10:00-5:00.

University Art Museum--This Berkeley museum will have an exhibit of movie posters from the Pacific Film Archives through August 31. Free admission; open 11:00-5:00.



The campus of the Univ. of California, Berkeley

What Council Did

At its meeting in Airlie, Virginia, May 17-19, SAA's Council:

- ✓ Authorized the President to appoint a committee to make plans for publishing the *American Archivist* with a non-NARS editor.
- ✓ Approved the formation of an Oral History Professional Affinity Group.
- ✓ Approved the request of the Theme Collections Professional Affinity Group to change from a functional PAG to an institutional PAG.
- ✓ Adopted a revised SAA constitution to be considered by the membership at the Berkeley meeting (see p.11).
- ✓ Approved a budget for the Society's 1982 fiscal year which anticipates general fund revenues of \$359,270 and general fund expenses of \$349,693.
- ✓ Heard that SAA will receive a grant of \$96,000 from the National Endowment for the Humanities to support the continuing work of its National Information Systems Task Force.
- ✓ Heard that SAA has received a \$1,000 grant from Nationwide Insurance to support, in part, the publication of a business archives bibliography.
- ✓ Received a report that the impact of the revised individual/institutional dues structure appears to be consistent with the Society's projections.
- ✓ Authorized SAA support for legislation sponsored by Senator Baucus and others which would reestablish tax incentives for donors of certain manuscripts to libraries and archives.

Planning Ahead: From Berkeley to Boston and Beyond!

SAA's 1982 Program Committee invites suggestions from the membership for the 1982 annual meeting program. The Committee also invites members to "plan ahead" by participating in events it is sponsoring at the 1981 annual meeting in Berkeley. These include a formal session on "Planning in an Archival Environment" and two seminars on planning techniques. Participants in the Berkeley planning seminars could become resource people for more fully developed and numerous planning workshops and seminars to be held at the '82 meeting in Boston.

Persons with suggestions for the Boston meeting program should use the suggestion form in the Berkeley program packets or request a copy of the form from Larry Hackman, Program Committee Chairman, NHPRC, National Archives, Washington, DC 20408.

New LC Manual for Graphic Materials Planned

The Library of Congress is currently undertaking a project to develop a manual to supplement chapter 8 of the second edition of *Anglo-American Cataloging Rules* (AACR 2), which describes procedures for constructing library catalogs for graphics. The chapter barely addresses the problems of handling original graphics, collections, and reproductions of previously existing graphic works. The rules provide little or no guidance for institutions with many original, historical, artistic, archival, and manuscript-like graphic material.

The first draft of the manual is being written at the Library of Congress, with advice and comment from experienced persons and professional organizations coordinated through the Joint Committee on Specialized Cataloging of the Council of National Library and Information Association. An NEH grant will allow the committee to meet in Washington, DC, to prepare the final version of the manual.

The supplementary rules in the planned manual will apply to individual original two-dimensional pictorial works such as a print, drawing, painting, poster, photograph, negative, transparency, or slide; groups of such objects issued in sets or portfolios; photographic or photomechanical reproductions of such works organized around a person, family group, or corporate body, or gathered together because of the creator or a thematic coherence.

Persons wishing to contribute to this project or to receive a draft of the manual for review and comment should write or call Elisabeth W. Betz, Picture Cataloging Specialist, Prints and Photographs Division, Library of Congress, Washington, DC, 20540, (202) 287-5836.

1981 Women's Roster

The Women's Caucus invites women who are interested in reviewing books or participating in the programs of SAA and regional meetings to fill out a Women's Roster. Completed rosters, subject lists, and geographical breakdown will be sent to program committees and book review editors. It is important to fill out a new roster every year. A copy of the roster will appear in the July issue of the *Women's Caucus Newsletter*. Blank forms or copies of the completed roster may be obtained by writing to Anne R. Kenney, Western Historical Manuscript Collection, Thomas Jefferson Library, University of Missouri-St. Louis, 8001 Natural Bridge Road, St. Louis, MO 63121. The deadline for completed rosters is August 31, 1981.

Outgoing Senators Deposit Papers

The national elections last November represented more than a landslide for Ronald Reagan and the Republican party. They also created a bonanza for archivists and researchers across the country as defeated candidates made decisions on the disposition of their public papers.

Jimmy Carter's presidential records, estimated at 30 million pages, were shipped to Atlanta where they will be processed and stored in an old Post Office annex until a Carter library can be built.

Former U.S. Representative John B. Anderson, an unsuccessful Independent candidate for President in 1980, has donated the records of his 20 years in Congress plus those of his presidential campaign to the Illinois State Historical Library in Springfield. The records total more than 500 cubic feet.

18 Senators left the Senate in December 1980. A few had already decided where their papers would be housed, but many made that decision during their last weeks in office. The outgoing Senators and the institutions that will house their papers are:

Birch Bayh (D-IN) Indiana University	Richard S. Schweiker (R-PA) Personal Custody
Henry L. Bellmon (R-OK) Oklahoma State Univ.	Adlai E. Stevenson (R-IL) Illinois State Historical Society
Frank Church (D-ID) Stanford University	Donald W. Stewart (D-AL) Personal Custody
John Culver (D-IA) University of Iowa	Richard Stone (D-FL) American Jewish Archives
John A. Durkin (D-NH) Univ. of New Hampshire	Herman E. Talmadge (D-GA) University of Georgia
Mike Gravel (D-AK) University of Alaska	Milton R. Young (R-ND) Univ. of North Dakota
Jacob K. Javits (R-NY) Personal Custody	
George S. McGovern (D-SD) Princeton University	
Warren G. Magnuson (D-WA) Univ. of Washington	
Robert Morgan (D-NC) East Carolina University	
Gaylord Nelson (D-WI) State Historical Society of Wisconsin	
Abraham A. Ribicoff (D-CT) Library of Congress	

Conservation Consultant Service Available

The Society of American Archivists has announced the availability of its conservation consultant service, instituted as part of its NEH-funded Basic Archival Conservation Program.

According to program director Mary Lynn Ritzenthaler, conservation can and should play a major role in the administration of any archival collection, regardless of repository size, budget, or number of staff. Consultants will be prepared to address the range of conservation problems posed by diverse repositories and collections, and will recommend solutions based upon unique institutional needs and resources. Institutions interested in developing conservation programs will be advised regarding: environmental standards, treatment needs of collections, proper storage and handling, disaster preparedness, and specific planning elements to be considered when developing a conservation program (equipment, supplies, staff, and funding). Institutions already having a conservation program may wish a consultant to review and evaluate current practices and advise on future program development. Through on-site surveys and discussions with administrators, curatorial staff, and engineers, consultants will review the following: building conditions, collections maintenance, security systems, access and use policies, and exhibition practices. Consultant visits will generally be of one-day duration. The on-site survey will be followed-up by a written report evaluating current conditions and giving priority recommendations for implementing or upgrading a conservation program.

The consultant service is available on a cost-sharing basis. Consultants' honoraria will be provided by the Basic Archival Conservation Program; the institutions visited will be required to support consultants' travel and per diem expenses. Institutions selected to receive this service will be provided with a list of designated consultants from which they may choose three in preferential order.

To qualify for a consultant visit, institutions must have at least one full-time paid staff member working in an archival capacity, and the chief administrative officer of the institution must submit a letter in support of the visit. Letters of application should include information regarding the nature and size of the archival collection, number and background of staff, budget, and perceived conservation needs. As the number of conservation consultations available is limited, preference will be given to institutions holding unique archival collections and demonstrating a commitment to implementing or upgrading conservation practices.

Inquiries and letters of application with supporting materials should be directed to Mary Lynn Ritzenthaler, Basic Archival Conservation Program, at the SAA office.

NEH, NHPRC Award Archival Grants

NEH

The Research Resources Program of the National Endowment for the Humanities recently made the following grants to archival projects:

Northwestern University, Evanston, IL: \$51,786 to bring together, organize, and describe 297 linear feet of Africana archival holdings held in seven prominent collections.

University of Washington, Seattle, WA: \$36,953 for collection development of the Seattle Jewish Archives.

New York University, New York, NY: \$72,177 for a two year project to arrange and describe New York City union collections.

Rochester Institute of Technology, Rochester, NY: \$31,478 for the development and evaluation of new preservation methods for 19th century photographic prints.

Philadelphia Museum of Art, Philadelphia, PA: \$16,210 to compile an inventory of Museum records.

Bowling Green State University, Bowling Green, OH: \$39,381 to develop an acquisition program of women's collections in a 19-county area in north-west Ohio.

University of Southern Mississippi, Hattiesburg, MS: \$1,500 to provide consultant advice on the proper arrangement and description of manuscript materials composing the de Grummond Collection.

Indiana University, Bloomington, IN: \$19,793 to propose a one-year conversion project which will create a substantial initial data base for a computer information system for the Folklore Institute Archives.

Radcliffe College, Cambridge, MA: \$50,000 for the Women in the Federal Government Oral History Project which will improve documentation on the lives and careers of the first three generations of women in the executive and judicial branches of the federal government.

University of Missouri, Kansas City, MO: \$1,000 to hire a consultant to review the processing procedures currently used for the architectural blueprints and drawings in the Western Historical Manuscript Collection.

Denver Public Library, Denver, CO: \$70,885 to process and film the drawings and business papers of the Fisher Architectural Collection and to published an inventory of the collection.

Chicago Historical Society, Chicago, IL: \$119,609 to hire three archivists and one typist to appraise, arrange, and describe the backlog of unprocessed collections, and one microfilm camera operator to microfilm some of the backlog designated for preservation on film.

Milwaukee Public Library, Milwaukee, WI: \$27,995 to process the papers of Carl F. and Frank P. Zeidler and to write a guide to the collection.

University of California, Los Angeles, CA: \$80,405 for the printing and conservation of the Los Angeles Daily News morgue photographic negatives.

Columbia University, New York, NY: \$150,000 (OR) and \$224,992 (TM) to initiate two related programs to train professional conservation personnel for libraries and archives.

Emory University, Atlanta, GA: \$36,664 to process the papers of six Atlantans whose careers span over 100 years.

Central Washington University, Ellensburg, WA: \$982 to hire a consultant to evaluate the University's plan to create a regional archives for rural central Washington.

University of Arizona, Tucson, AZ: \$1,500 to provide consultant advice on processing current holdings and establishing accession and processing policies for the nascent Arizona Architectural Archive.

Harvard Ukrainian Research Institute, Cambridge, MA: \$150,000 (OR) and \$74,499 (TM) to provide the first comprehensive directory of archival and other manuscript resources in the fifteen republics of the USSR, together with an annotated bibliography and correlated microfiche editions of published guides, catalogues, and other research aids.

Social Welfare History Archives, University of Minnesota, Minneapolis, MN: \$87,674 (OR) and \$15,400 (TM) to process nine collections on post-World War II urban America.

Bucknell University, Lewisburg, PA: \$50,035 to begin publishing a catalogue of the medieval and Renaissance manuscript holdings of the Beinecke Rare Book and Manuscript Library, Yale University.

Massachusetts Committee for the Preservation of Architectural Records, Cambridge, MA: \$17,185 to continue efforts to locate architectural resources in Boston and Cambridge.

NHPRC

University of Idaho Foundation, Inc., Moscow, ID: \$1,500 to assist in the preservation of a collection of photographic negatives in the archives section of the University of Idaho Library.

Pacifica Foundation, Los Angeles, CA: \$100,000 (OR) and \$22,990 (TM) for the processing and preservation of the Pacifica tape library.

Polish Institute of Arts & Sciences of America, New York, NY: \$17,000 for the preservation and processing of the Institute's archives.

Independence Community College, Independence, KS: \$2,000 to provide for consultants to advise on the best methods for cataloging, organizing, preserving, and publicizing the College's William Inge collection.

Bibliographical Center for Research, Denver, CO: \$3,185 for the initial planning phase of a regional disaster preparedness and recovery project.

Agudath Israel of America, New York, NY: \$34,172 to help fund the cataloging of 200 feet of unprocessed collections and to write inventories for these collections.

University of Texas, Austin, TX: \$1,500 to plan the microfilming of the records of the San Carlos Club, a Cuban/American collection now housed in Key West, Florida.

Stockbridge Library, Stockbridge, MA: \$36,494 to process and prepare an inventory to the arts-related collections of the Stockbridge Library and conduct a survey and prepare a guide to archival resources in the arts throughout Berkshire County.

Enoch Pratt Free Library, Baltimore, MD: \$642 to provide a consultant's advice in planning a local and regional television news archives.

Old Dartmouth Historical Society, New Bedford, MA: \$89,652 to hire a professional archivist and two full-time manuscript processors to sort, arrange, and describe 650 linear feet of maritime and local history records, spanning the period 1690-1940.

Iowa State Historical Society, Iowa City, IA: \$29,201 to preserve important sources of visual documentation by creating 1,200 new prints from glass plate and nitrate negatives and 5,000 archival copy negatives and reprints of existing prints.

During its June 18-19 meeting, the National Historical Publications and Records Commission considered 115 historical records grant proposals totalling \$4,120,556 from 47 states, the District of Columbia, Puerto Rico, and the Virgin Islands. The Commission voted \$596,033 for 27 historical records needs assessment projects and \$540,117 for 20 other historical records projects. In addition to these grants, the Commission also recommended 10 grants in nine states contingent on the availability of FY 1982 funding.

Through Historical Records Needs Assessment Projects, State Historical Records Advisory Boards will examine conditions in four broad areas, including programs for state government records, programs for local government records, historical records repositories in the state, and a variety of services and functions of state-wide importance.

The Commission is hopeful that the findings and recommendations from these needs assessment and reporting projects will provide a basis for planning and for action within the individual states toward more effective, efficient, and coordinated archives and records programs. The Commission encourages maximum cooperation and participation in these projects by all who are interested in improved archives and records programs.

States receiving initial assessment and reporting grants are listed below; all projects are to begin in January 1982. Further information on individual state projects is available from the NHPRC or appropriate state historical records coordinators. The Commission hopes to support additional state projects if funds are available in FY 1982.

In addition to the needs assessment projects, the Commission also recommended funding for a wide variety of historical records projects in 14 states. A complete list of these projects will be printed in a future issue of the *SAA Newsletter*.

States receiving initial assessment and reporting grants are: Alaska, Arizona, California, Colorado, Connecticut, Georgia, Hawaii, Illinois, Iowa, Kansas, Kentucky, Massachusetts, Minnesota, Mississippi, Montana, Nebraska, New Jersey, New York, North Carolina, North Dakota, Ohio, Pennsylvania, South Carolina, South Dakota, Texas, Virginia, Wisconsin.



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PEOPLE PAPERS

New York, New York The Berg Collection at the New York Public Library has developed a significant collection of William Faulkner letters, thanks to a classic case of a person being in the right place at the right time. The Library's Faulkner collection started with the acquisition of the long-lost manuscript of Faulkner's first novel, *Soldier's Pay*, from a collector whose story is just now being told. Robert A. Wilson, proprietor of a book shop in Greenwich Village, was spending the summer on Fire Island. One afternoon he was having a drink with an elderly neighbor, whom he can only identify as "Louie." Louie, knowing that Wilson owned a book store, casually asked if Faulkner was "worth anything." It seemed that Faulkner and Louie were roommates after the war, and when Faulkner left to get married, he let Louie keep the manuscript for *Soldier's Pay*. Needless to say, Wilson was interested, and the next day Louis appeared with a large cardboard shirtbox under his arm, the original mailing carton addressed to Faulkner by his publisher. Inside was the complete manuscript of the novel plus 13 handwritten poems. Louie was hoping that by selling the manuscript he would have enough money for a trip to Portugal. Wilson arranged for the sale, and the curator of the Berg collection was the first to respond. The listed price was \$12,500. Louie not only got a trip to Portugal, he now lives there.

Asheville, North Carolina Rising to his feet at a luncheon meeting of the South Atlantic Archives and Records Conference, Charles Lee, South Carolina Department of Archives and History, made an unscheduled presentation. Noting that North Carolina's Secretary of Cultural Resources Sara Hodgkins had sought an \$80,000 appropriation for archeological exploration to locate (in North Carolina) the birthplace of Andrew Jackson, Lee presented Hodgkins with "incontrovertible proof" of the site of Jackson's birth--purchased with the \$2 allocation Lee received from the state of South Carolina for the project. The funds had been expended for a box of Sugar Pops which contained a "presidential medal" identifying South Carolina as Jackson's birthplace.

Washington, DC A federal appeals court ruled most of the 500,000 pages of secret documents generated by the Watergate Special Prosecutor's office must remain confidential, rejecting an appeal by the Fund for Constitutional Government. The court ruled that the Freedom of Information Act "protects from disclosure the names of individuals who are investigated for suspected criminal activity but are never subsequently charged or indicted." This affirmed a federal judge's decision denying access to papers that included investigations of the 18½-minute gap in the tape recording of one of former President Nixon's Oval Office conversations, and "investigations of corporate campaign contributions" to the 1972 Nixon reelection committee.

Washington, DC Reporting to SAA's elected leadership in late April, after she had delivered the Society's testimony in favor of reauthorization for NHPRC, Executive Director Ann Morgan Campbell remarked that Capitol Hill had been mobbed by people in Washington calling on their legislative representatives wearing this label on their chests:

I'M A REAGAN BPBR* SUPPORTER ARE YOU?

Failing to discover what the cryptic label actually meant, Campbell suggested "Barely Perceptible Budget for Records" as a likely possibility.

London, England A world auction price record for an illuminated manuscript was set recently when 18 richly decorated medieval religious works from the John Carter Brown Library at Brown University were purchased by a New York rare books dealer for \$2,458,885. H.P. Kraus paid the record sum for the Ottobeuren Sacramentary, 246 vellum leaves of sacred text and music, written about 1146. The library said it sold the manuscripts to finance long-term development.

San Clemente, California A privately operated Richard M. Nixon museum will close shortly for lack of cash and lack of customers. The museum and coffee shop, just outside the southern California town where Nixon once lived, opened just six months ago. It now has fewer than six visitors a day, down from the 1,000 per day that had been expected. Exhibits in the museum range from campaign buttons to color blowups of Pat Nixon's bedroom to empty vodka bottles from a Nixon trip to Russia. Prominent in the display is a collection of photographs, leased from former Nixon aide Col. Jack Brennan for \$1,800 a month.

Grand Rapids, Michigan A big celebration, including appearances by former President Gerald Ford and Bob Hope, is planned for the September 18 opening of the Gerald R. Ford Presidential Museum. The museum features exhibits and films dealing with Ford's boyhood in Grand Rapids, his college days at the University of Michigan and Yale, his 25 years in Congress, and his tenure in the White House. Among the exhibits will be the original of Richard Nixon's letter of resignation.

SAA Bookcase

July 1981

Basic Tools



SAA's *Basic Manual Series* provides a wealth of introductory and advanced "how to do it" information for anyone interested in the theory and practice of administering archives and manuscripts. Professional archivists and manuscripts curators, part-time and paraprofessional staff, and librarians will find these manuals invaluable for acquiring knowledge of the rudiments and substance of most basic archival functions.

Archives & Manuscripts: Appraisal and Accessioning, by Maynard Brichford. (1977) 24 pp., paper. \$4 members, \$5 others.

Archives & Manuscripts: Arrangement & Description, by David B. Gracy II. (1977) 49 pp., paper. \$4 members, \$5 others.

Archives & Manuscripts: Reference & Access, by Sue E. Holbert. (1977) 30 pp., paper. \$4 members, \$5 others.

Archives & Manuscripts: Security, by Timothy Walch. (1977) 30 pp., paper. \$4 members, \$5 others.

Archives & Manuscripts: Surveys, by John Fleckner. (1977) 28 pp., paper. \$4 members, \$5 others.

Set of 5 Manuals: \$16 members, \$20 others.

Archives & Manuscripts: Exhibits, by Gail Farr Casterline, is a practical, how-to manual for persons planning exhibits of archival materials. The manual contains chapters on planning and development, conservation, design and technique, program coordination, and administrative considerations. Over 30 drawings and photographs illustrate the text. The appendices include sample forms and a list of suppliers of exhibit equipment. (1980) 72 pp., paper. \$5 members, \$7 others.

- ❖ *Archives & Manuscripts: An Introduction to Automated Access*, by H. Thomas Hickerson, is SAA's newest publication in the Basic Manual Series. Archival use of automation is expanding and the manual seeks to stimulate the development of effective policies and practices for the use of computers by the archival profession. Chapters focus on how computers work, computer operation and archival objectives, archivists and computers at work, and implementing automated techniques. Suggested readings, illustrations, and a glossary are included. (1981) 60 pp., paper. \$5 members, \$7 others.

Developed by SAA's Committee on Terminology, the *Basic Glossary for Archivists, Manuscript Curators, and Records Managers* contains terms regarded as basic to the disciplines of these professions. Definitions are drawn from the basic literature and the policies and practices of leading North American institutions. (1974) 19 pp., paper. \$2 members, \$2 others (\$1 each for quantities of 10 or more delivered to one address)

A report of SAA's Finding Aids Committee, *Inventories and Registers: A Handbook of Techniques and Examples* distills the essence of current practice in North American archival repositories. Sample forms are included. (1976) 36 pp., paper. \$3 members, \$4 others.

Records Retention and Disposition Schedules, a survey report of SAA's State and Local Records Committee, includes forms now in use in various state archival and records management programs. (1977) 30 pp., paper. \$3 members, \$4 others.

American Archivist

The American Archivist, 35mm microfilm. Set of 12 rolls (1938-1979): \$250 members, \$325 others. Individual rolls: \$25 members, \$32 others.

The American Archivist

Index to Volumes 1-20 (1938-57): \$8 members, \$11 others.

Index to Volumes 21-30 (1958-67): \$8 members, \$11 others.

Both indexes will be supplied free of charge with the purchase of a complete set of microfilm.

Special Items

Preserve and protect copies of SAA publications in the *SAA Binder*. 2" vinyl, three-ring binder perfect for holding the *SAA Newsletter*, the *Membership Directory*, the basic manuals, and many other SAA publications. \$4 members, \$6 others.

A Code of Ethics for Archivists provides standards for archivists in the areas of acquisition, access, appraisal, arrangement, preservation, reference, and interaction with other archivists. 8½ x 14, parchment-like paper, suitable for framing. (1980) \$1.00 each.

❖ *New in 1981!*

Specialized Interests

Archivists and Machine-Readable Records, edited by Carolyn Geda, Eric W. Austin, and Francis X. Blouin, Jr., contains the proceedings of the Conference on Archival Management of Machine-Readable Records held in 1979. Papers address the following topic areas: Research Opportunities of Machine-Readable Records; Archival Programs for Machine-Readable Records; Management and Dissemination of Machine-Readable Data for Social Research; Developments in Computer Technology; and Confidentiality and Privacy. (1980) 248 pp., paper. \$7 members, \$10 others.

❖ *Basic Bibliography for Conservation Administrators* is a brief list of books, articles, and newsletters which will provide useful information for planning and administering a program for the conservation of archival and library materials. Over 100 sources cited. (1981) Available in multiples of 50. \$10 for 50, \$20 for 100, etc.

Business Archives: An Introduction, by Edie Hedlin, covers all aspects of establishing a business archives, from physical requirements and staffing to such procedures as appraisal standards, arrangement and description and conservation techniques. Unique to this publication are more than eighty business archives forms reproduced on microfiche. (1978) 28 pp., paper. \$4 members, \$6 others.

College and University Archives: Selected Readings is a collection of 17 articles by archivists, records managers and historians. Topics addressed include establishing a college archives, records management programs, reference use, and administration. Appendices include a sample records retention and disposition schedule and university filing system. (1979) 234 pp., paper. \$8 members, \$11 others.

A Donor's Guide to the Preservation of Personal and Family Papers and the Records of Organizations was prepared by SAA's Committee on Collecting Personal Papers and Manuscripts to help archival repositories in their relationships with prospective donors. The brochure covers access to donated papers; the distinction between gifts and loans; copyright of donated papers; and financial aspects of donations. Space is provided for the imprinting of a repository's name and address. (1980) Available only in multiples of 50. \$7.50 for 50; \$15.00 for 100, \$22.50 for 150, etc.

Fakes and Facsimiles: Problems of Identification, by Leonard Rapport, (offprint from *The American Archivist*, Vol. 42 #1) provides the reader with clues needed to distinguish original documents from copies. 36 of the most commonly reproduced historical documents are discussed. (1979) 46 pp., paper. \$2 members, \$3 others.

Management of Archives and Manuscript Collections for Librarians, edited by Richard Lytle, is directed toward librarians who have archival responsibilities but little archival training or experience. Chapters cover such topics as defining collections and collecting; aural and graphic archives; arrangement and description of manuscripts; and the law and the manuscripts curator. (Reprinted from the *Drexel Library Quarterly*, Vol. 11, #1 in 1980.) 124 pp., paper. \$5 members, \$7 others.

Photographs as Historical Evidence: Early Texas Oil, by Walter Rundell, Jr., (offprint from *The American Archivist*, Volume 41 #4) is based on the author's experiences in researching his book *Early Texas Oil: A Photographic History, 1866-1936*. (1978) 25 pp., paper. \$2 members, \$3 others.

Written by August Suelflow, a distinguished pioneer in North American religious archives, *Religious Archives: An Introduction* provides needed guidance in this period of unprecedented growth in the field. Topics addressed include the history and nature of religious archives, the place of the archives in religious organizations, collections policies, basic requirements for an archival program, acquisitions and processing, reference services, exhibits, publications, photoduplication, and microfilming. (1980) 56 pp., paper. \$5 members, \$7 others.

Problems in Archives Kits

Problems in Archives Kits (PAKs) are a new publications service in a flexible format which may include reports, manuals, forms, sound tapes, and other materials chosen for their usefulness. Each kit will address a specific archival problem area.

PAK I: Appraisal. 5 papers presented at SAA's 1979 Advanced Seminar on Appraisal plus two 90-minute cassette tapes of the discussions of appraisal at that 1½ day seminar. \$17 members, \$20 others.

PAK II: Security. 5 papers presented at SAA's 1979 Advanced Seminar on Archival Security are included, along with two 90-minute cassette tapes of the discussions by seminar participants. \$17 members, \$20 others.

PAK III: Starting an Archives. Materials developed for a session at the 1980 meeting of the Mid-Atlantic Regional Archives Conference, plus a cassette tape of the discussion by session participants. Also included are articles, pamphlets, and brochures dealing with various aspects of starting an archives. (1980) \$12 members, \$15 others.

❖ **PAK IV: Archival Processing Costs.** Includes four papers presented at SAA's 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. (1981) \$12 members, \$15 others.

❖ **PAK V: Can You Afford Records Management?** Includes papers presented at SAA's 1980 annual meeting in a session on records management for college and university archives. Also includes sample forms, records management manuals, and a cassette tape of the question-and-answer session. (1981) \$17 members, \$20 others.

❖ **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-sized lettering chart. Sample brochures for a number of repositories are also included. (1981) \$8 members, \$11 others.

❖ **PAK VII: Records Management for Religious Archivists.** Includes three papers presented at SAA's 1980 annual meeting in Cincinnati: "Records Management: Is It Necessary?"; "A Comprehensive Records Management Program for the Local Church;" and "The Presbyterian Historical Society: A Dream for the '80s." A cassette tape of the discussion by session participants, a *Records Management Manual* from the General Conference of Seventh-day Adventists, and sample forms from a variety of religious organizations are included. (1981) \$12 members, \$15 others.

❖ **PAK VIII: Local Government Records.** Includes *Local Government Records: An Introduction to Their Management, Preservation and Use*, by H.G. Jones; *Wisconsin Municipal Records Manual*, by Michael J. Fox and Kathleen A. McDonough; *Guidelines for the Preservation of Local Government Records*, prepared by Laren W. Metzger of the California Historical Records Education and Consultant Service; and brief information sheets on local records from the Minnesota Historical Society and the New York State Archives. (1981) \$11 members, \$14 others.

❖ **PAK IX: Finding an Archival Position: Resumes, Application Letters, and Interviews.** Includes a tape of a roundtable discussion among veteran archival administrators at the spring 1981 meeting of the Midwest Archives Conference. The useful dialogue includes tips on application letters, resumes, and preparing a skills inventory. The discussion discloses what administrators seek in prospective entry-level employees and what candidates should expect in the interview process. A role-playing exercise demonstrates interviewing for an entry-level position. A *Resume Writing Guide* is also included. (1981) \$8 members, \$11 others.

Reference



Automation, Machine-Readable Records, and Administration: A Select Bibliography, by Richard M. Kesner, provides archivists with detailed information on specific aspects of computers as records producers, as research tools, and as administrative aids. Almost 300 annotated entries; author, journal, and subject indexes. (1980) 65 pp., paper. \$4 members, \$6 others.

The *Directory of Business Archives in the United States and Canada* is an updated version of the 1975 Directory of the same name. Compiled by SAA's Business Archives Committee, the Directory provides names and addresses of companies, names of individuals in charge of records, brief descriptions of holdings, and information on access. (1980) 56 pp., paper. \$3 members, \$6 others.

The *Directory of College and University Archives in the United States and Canada* contains nearly 1,000 listings compiled by SAA's College and University Archives Committee. Each listing gives the name of the institution, the type of records (archives, manuscripts, or both), the address and telephone number, and the names and responsibilities of staff members. Indexes to individuals and repositories are included. (1980) 80 pp., paper. \$6 members, \$10 others.

Directory of State Archives in the United States lists the chief archival and records management officials for each state; staff members; name, address, and telephone number for each agency; research facilities provided; and a brief summary of each agency's archival holdings. A compendium of comparative information on programs, staffs, budgets, and salaries is also included. (1980) 66 pp., paper. \$4 members, \$8 others.

❖ **SAA's 1981 Membership Directory** contains the names, institutional affiliations, preferred mailing addresses, and telephone numbers for SAA individual members. Also included is a membership roster for each of the Society's Professional Affinity Groups and a separate page listing the names of officers, Council members, PAG, standing committee, and task force chairs, representatives, and SAA staff. (1981) 104 pp., paper. \$7 members, \$20 others.

As the outgrowth of introductory courses in the administration of modern archives, *Modern Archives and Manuscripts: A Select Bibliography*, by Frank B. Evans, is a useful working tool for every practicing archivist. An effort was made to include all writings that have contributed to or which illustrate the development of archival principles and practices in the United States. (1975) 209 pp., paper. \$8 members, \$11 others.

The WPA Historical Records Survey: A Guide to the Unpublished Inventories, Indexes, and Transcripts lists repositories in the United States which hold HRS materials. The guide contains summaries of HRS activity in each state, separate entries for repositories in which HRS materials have been located, and lists of specific holdings in each repository. Detailed lists of counties, municipalities, and denominations that are covered by inventory forms in specific project areas are included on microfiche. (1980) 42 pp., paper. \$4 members, \$6 others.

SAA Publications in Progress

Archives & Manuscripts: Public Programs, Ann Pederson and Gail Farr Casterline

Archives & Manuscripts: Maps and Architectural Drawings, Ralph Ehrenberg

Archives & Manuscripts: Reprography, Carolyn Hoover Sung

Business Archives Bibliography, compiled by Karen Benedict

Forms Manual

Museum Archives: An Introduction, William Deiss

Classics



The Management of Archives, by T. R. Schellenberg, is the work of one of America's archival pioneers in arrangement principles and descriptive techniques. Chapters devoted to cartographic and pictorial records are included. An important addition to every archivist's library. (1965) 383 pp., hardcover. \$22 members, \$25 others.

Modern Archives: Principles and Techniques, by T. R. Schellenberg, outlines tested and proved plans and procedures for the adequate management of public records in all areas of federal, state, and local government. (1956) 248 pp., paper. \$8.50 members, \$9.50 others

Norton on Archives: The Writings of Margaret Cross Norton, edited by Thornton W. Mitchell, has been termed "the first American manual for archives administration." One archivist wrote: "Norton is BASIC! Archivists everywhere are indebted to Thornton W. Mitchell for skillfully editing and bringing together these articles and giving all the younger members of the profession the full benefit of her contributions to archival theory and practice . . ." (1975) 288 pp., paper. \$7 members, \$10 others.

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New GSA Administrator Appointed

President Reagan's nomination of Gerald P. Carmen to be Administrator of General Services has been approved by the Senate. Carmen replaces Admiral Rowland Freeman who served for less than two years as Administrator--a period of considerable turbulence in GSA/National Archives relationships.

At the time of his April confirmation hearings, Carmen had essentially no comment when asked a series of questions by Senator Thomas Eagleton (D-MO) about NARS, one of the agencies he will administer.

In a June telephone interview with the *Newsletter*, he emphasized that he has a substantial interest in history and that he views the position of Archivist of the United States as one which is professional and non-partisan in nature.

Carmen, recipient of the New Hampshire Brotherhood Award and the City of Manchester Mr. Republican Award, was owner of Carmen Automotive Stores, Inc. and Car-Go Home and Auto Centers. More recently he served as director of political programs and analysis for the Reagan-Bush Committee. He has pledged to work "to restore public confidence in the General Services Administration," and has conceded that "more than any other single entity, GSA has come to epitomize the bureaucracy at its worst--waste, fraud, and abuse of the public trust."

In the next six months, SAA will sponsor a variety of archival workshops across the country:

August 29-31: Basic Archival Conservation Workshop, Berkeley, California

Starting an Archives Workshop, Berkeley, California

August 31: Architectural Records Workshop, Berkeley, California

October 28-29: Basic Archival Conservation Workshop, St. Louis, Missouri

November 16-20: Business Archives Workshop, Atlanta, Georgia

Contact these SAA staff members for more information about these workshops: Mary Lynn Ritzenthaler (Basic Archival Conservation); Joyce Gianatasio (Starting an Archives); and Debbie Risteen (Architectural Records and Business Archives).

Preservation of Paper and Textiles of Historic and Artistic Value II



Advances in Chemistry
Series No. 193

John C. Williams, Editor
Library of Congress

Based on a symposium sponsored
by the Cellulose, Paper and Textile
Division of the American Chemical
Society.

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Wolfe Papers Controversy

The publication of an article in the *Yale Review* last fall concerning the posthumous novels of Thomas Wolfe has highlighted problems of access to manuscript collections. John Halberstadt suggested in the article, which was based on his doctoral dissertation, that the Wolfe works were creations of Wolfe's editor, put together from large amounts of disjointed material which was available after the author's death.

The controversy, which has been given substantial treatment in the *New York Times* and the *Chronicle of Higher Education*, arose because Halberstadt published his article without getting permission from the executors of the Wolfe estate. The piece relied on material deposited with Harvard University's Houghton Library. To use the papers, Halberstadt signed an agreement to obtain permission from both the executors and the library prior to publishing any books or articles based on the collection. After the estate had twice refused to give him permission to publish, he went ahead anyway.

As a result, the Houghton Library has barred him from its premises for one year. The Wolfe estate plans to take legal action.

Alan M. Dershowitz, a Harvard law professor, was quoted by the *Times* as saying "It's a tragedy there are still rules that would discourage or prevent the publication of a major piece of scholarship. . . If libraries refused to accept these restrictions, they could probably get the papers without much problem. And they should play a lot tougher, because it's a function of universities to encourage publication, not house secret material."

On the other hand, in a letter to the editor of the *Chronicle*, Eleanor McKay, Memphis State University, the chair of SAA's Description PAG, observed, "Researchers who violate their agreement on the use of a collection. . . damage the donor's trust and set us all back in our quest for public access to significant information. . . The John Halberstadts of this world will make it difficult for archivists to acquire papers that may contain restrictable material."

In another letter to the *Chronicle*, John Lancaster, Amherst College, charged that "John Halberstadt's position on access to a writer's papers is profoundly disturbing. He appears to feel that if a dead writer's unpublished papers have value to scholars, those scholars have a fundamental right to use the papers to their advantage. One wonders if Mr. Halberstadt believes that, say, John Updike should turn over the unpublished manuscript of his next book to a struggling academic who needs a publication to achieve tenure."

Fifth Business Archives Workshop Planned

Since 1978, SAA has sponsored four business archives workshops, "Business Archives: The Basics and Beyond." Over 125 people have participated in these workshops, which were held in Chicago, New York, San Francisco, and Dearborn, Michigan.

A fifth workshop has now been scheduled for November 16-20, 1981, at Coca-Cola's headquarters in Atlanta.

The workshop is divided into two courses: a 3-day Basic Archival Procedures course (November 16-18) and a 1½-day Selected Topics in Business Archives course (November 19-20). Individuals may register for the entire 4½-day course, or either the 3-day or 1½-day course only. The registration fee for the entire workshop is \$300; for the 3-day course only the fee is \$200, and for the 2-day course the fee is \$125. Room and board are extra.

The 3-day basic course will be taught by Douglas Bakken, Ford Archives, and Edie Hedlin, NHPRC, who have taught the four previous basic courses as well. They will use case studies, slide presentations, practica, and lectures to cover the basic archival functions from a business archives perspective. Philip Mooney, Coca-Cola Archives, will discuss access and legal issues during the 3-day workshop and will take workshop participants on a tour of Coca-Cola's archival facilities.

The 1½-day selected topics course deals with subjects of special interest to business archivists. Mooney will lead a discussion on "Marketing Your Business Archives" during this part of the workshop. Gail Miller and Sherry Konter, Georgia Department of Archives and History, will discuss "Photographs in the Business Archives." Their session will focus on acquisition, arrangement, description, conservation, and storage. August R. Giebelhaus, Georgia Institute of Technology, will lead a session on "Writing a Corporate History." He is the author of *Business and Government in the Oil Industry: A Case Study of Sun Oil, 1876-1945*. A fourth session on "Records Management and Business Archives" is also planned.

The workshop is open to all persons involved or interested in the care and preservation of business or institutional records. For a descriptive brochure and registration form, write Deborah Risteen, SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

The *SAA Newsletter* is a bi-monthly publication of the Society of American Archivists. Copy deadline for the September issue is August 10.

Membership to Vote on New Constitution

This proposed Constitution is presented to the membership by Council for consideration at the next annual business meeting in Berkeley. The Constitutional Revision Task Force, with J. Frank Cook as chair, submitted a draft to Council at its January 1981 meeting. After discussion, Council directed the President to appoint a conference committee consisting of three members of the Task Force and three members of Council to work out compromises in detail. The conference committee, also chaired by Cook, met all day on May 14. When Council considered the recommendations of the conference committee at its May 17-19 meeting, it was decided that it would be virtually impossible for an annual business meeting to make decisions on an article-by-article basis. The problem is that in line with a time-honored tradition of U.S. history, the Task Force did not just propose amendments to the old SAA constitution; it created an entirely new structure for the document.

Cook furnished the Newsletter with a review of the major recommended changes and the Task Force's rationale for making them:

1. Holding office in the SAA would be restricted to those paying the "full" dues rate. Given the concern over higher rates of dues, we attempted to provide an additional benefit but, more importantly, reserve leadership positions for those who are directly concerned with the archival profession.
2. Only five percent of the membership, rather than ten percent, would be eligible to be elected as Fellows of the Society. A nominee would have to be a member for seven years prior to election, and 75% of the members of the Professional Standards Committee would have to support the nomination. This change is designed to make election as a Fellow a rare honor.
3. The treasurer would be elected for a three year term and be ineligible for immediate reelection. Because the election of a treasurer is plagued by a lack of willing candidates sometimes, we hope that this change will provide the necessary continuity over a period of years while making sure the candidates could see an end point to their period of service.
4. One hundred rather than fifty members would be required for a quorum at the Annual Business Meeting. Given a membership of well over 2,000, we felt that only fifty members were not enough to conduct business.
5. Twenty-five, rather than five, members would be required for filing a petition to amend the constitution. Again, given the increased membership, we held that the larger figure would more nearly insure that a proposed amendment had widespread support in the Society.
6. The Professional Standards Committee would consist of the five most recent past presidents and two Fellows elected by the Council. This change is designed to provide greater input into the election of Fellows and the other work of the Committee.
7. Provision is made for a democratic and responsible method for making binding on Council and the Society resolutions passed by the Annual Business Meeting. Designed to remove tension created when controversial matters are under consideration without violating the prerogatives of Council.

Council expressed its unanimous approval of the improvements in the structure and wording of the proposed constitution, feeling that it is now better-organized and more easily understood than the present one.

Therefore, Council recommends that the members adopt the document presented below. (The present constitution is printed on p. 14.) It includes all the changes proposed by the Task Force that were accepted by the Council. Another major change proposed by the Task Force is listed at the end of the constitution. It can be submitted as an amendment to the new constitution at the 1982 annual business meeting in Boston. It should be clear that Council has neither approved nor disapproved this additional change. Council thinks that it should not be adopted in haste, and that considering it separately at a later date is a more orderly procedure.

In addition to Cook, members of the Task Force on the Revision of the Constitution were Paul I. Chestnut, Lynn Bonfield, Ralph Havener, Edie Hedlin, Linda Henry, David Horn, Cleo A. Hughes, James M. O'Toole, Gregory A. Stiverson, Robert M. Warner, Thomas Wilsted, and Karyl Winn. Cook, Chestnut, and Henry served on the Conference Committee with SAA Vice President Edward Weldon and Council members Edmund Berkeley, Jr. and Virginia C. Purdy.

Proposed Constitution

I. NAME: The name of this organization shall be The Society of American Archivists. The Society is incorporated as a nonprofit organization under the laws of the District of Columbia.

II. OBJECTIVES: The Society of American Archivists is a professional organization established to provide a means for effective cooperation among persons concerned with the documentation of human experience; to stimulate and to publish the results of research in archival administration and records management; to promote the adoption of sound principles and standards by all public and private agencies responsible for the preservation and administration of records; to foster a better public understanding of the nature and value of archival operations and holdings; to develop professional standards, particularly for the training of archivists, records managers, and custodians of private papers, and to improve the facilities and increase the opportunities for such training; to maintain and strengthen relations with historians, librarians, educators, public administrators, and others in allied disciplines; to cooperate with other professional organizations, cultural and educational institutions, and international organi-

zations having mutual interests in the preservation and use of recorded heritage.

III. MEMBERSHIP: There shall be several categories of memberships.

1. Full membership shall be open to those who are or have been engaged in the custody or control of records, archives, or private papers, or who wish to support the objectives of the Society. Full members are eligible to hold office in the Society; to vote for officers, members of the council, and members of the nominating committee; and to vote on all matters requiring a vote which come before the Society as a whole.

2. Associate membership shall be limited to those who wish to support the objectives of the Society but are not professionally responsible for custody or control of records, archives, or private papers. Associate members may vote for officers, members of council, members of the nominating committee, and on all matters requiring a vote which come before the Society as a whole.

3. Student membership shall be open to full time students for a two-year period only. Student members may vote for officers, members of the council, members of the nominating committee, and on all matters requiring a vote which come before the Society as a whole.

4. Institutional membership shall be open to institutions or agencies concerned with or substantially interested in the custody, control, or use of records, archives, and/or private papers.

5. Honorary membership may be extended to any person chosen by a two-thirds vote of the full membership of the council to any individual who has achieved eminent distinction in any of the fields of the Society's objectives, or who has rendered eminent and unusual services in those fields or to the Society. Honorary membership shall be for life, and honorary members shall not be required to pay dues or other assessments; they shall have all the privileges of full members and shall receive the publications of the Society. The number of honorary members shall not exceed five (5) at any one time.

IV. DUES: A member shall be enrolled upon the first payment of dues. All dues shall be payable in advance. Any member failing to pay dues for four months after they become payable may be dropped from membership in the Society, provided that notice of such arrearage shall have been sent to the member at least thirty (30) days in advance of such action. The schedule of membership dues shall be determined at the annual business meeting of the Society.

V. FELLOWS OF THE SOCIETY OF AMERICAN ARCHIVISTS: There shall be a special class of members, known as Fellows of the Society of American Archivists, which shall consist of members elected to that class by a seventy-five percent (75%) vote of the Committee on Professional Standards of the Society of American Archivists. Their number shall be no more than five percent (5%) of the total individual membership reported at the last annual business meeting of the Society. No member of the Society shall be elected a Fellow who has not been a full member of the Society in good standing for at least seven (7) years immediately preceding election. A duly elected Fellow shall retain this designation so long as membership in good standing is maintained in the Society.

The Committee on Professional Standards shall be guided by the following criteria:

1. appropriate academic education and professional and technical training in any of the fields of the Society's interest;

2. professional experience in any of the fields of the Society's objectives for a minimum of seven (7) years, which shall include evidence of professional responsibility;

3. contributions to the profession demonstrating initiative, resourcefulness, and commitment;

4. writings of superior quality and usefulness contributing to the realization of the Society's objectives;

5. contributions to the archival profession through active participation in the Society of American Archivists and innovative or outstanding work on behalf of the Society.

VI. OFFICERS: The officers of the Society shall be a president, a vice president, and a treasurer. The president and vice president shall serve terms of one (1) year each and shall take office at the conclusion of the annual meeting following the election. The vice president shall automatically become president at the conclusion of the following year's annual meeting. The treasurer shall be elected for a term of three (3) years and shall be ineligible for immediate reelection.

VII. GOVERNMENT: The government of the Society, the management of its affairs, and the regulation of its procedures, except as otherwise provided in this constitution, shall be vested in a council composed of the officers and eight (8) members elected by the Society. Two (2) council members shall be elected in each annual election for terms of four (4) years. The eight (8) elected members of council shall be ineligible for immediate reelection. If a vacancy shall occur in the council or in any of the offices except the presidency it may be filled by the council. The person designated shall hold the position until the next annual election at which time the position will be filled by election for the remainder of the term, if any.

Council shall meet at the annual meeting of the Society and shall hold such other meetings as it may determine. Special meetings of the council for any purpose shall be called by the executive director on written request of the president or of three (3) members of the council. Seven (7) members shall constitute a quorum for the transaction of business, but a smaller number may adjourn to another date.

Council shall be responsible for investment of funds and for care of other assets of the Society. To further the educational aims of the Society, there shall be an endowment fund, the principal and earnings of which shall remain unexpended until together they total \$75,000, and thereafter only the earnings may be expended. Fiscal control of the funds and assets shall be maintained by such records and accounting system as may be prescribed by the council. An annual audit of the financial affairs shall be made and a report of the audit published.

VIII. APPOINTMENTS: The council shall appoint an executive director who shall serve at its pleasure. Except when the Council is in executive session, the executive director shall attend council meetings but shall not vote. The council may make other appointments as needed.

IX. MEETINGS: The Society shall hold an annual meeting at such time and place as the council shall determine, and special meetings may be called by the council. Notice of each meeting of the Society shall be mailed by the executive director at least thirty (30) days before the date of the meeting. One hundred individual members shall constitute a quorum for the transaction of business, but a smaller number may adjourn to another date. Resolutions passed at the annual business meeting which request the council to take a specific action must be formally considered and voted upon by council in a timely fashion. The membership shall be notified of the results of that deliberation in the first mailing sent to the membership following the final council decision. If ten percent (10%) of the membership disagrees with council's decision, and files a petition to that effect with the executive office, a mail ballot shall be conducted through the next mailing to the membership and the results of this ballot shall be binding.

X. RECORDS: The records of the Society and of its committees shall be preserved by the officers and the executive director and shall be promptly turned over by them and by the chairs of committees to their successors. Non-current records shall, by direction of the Council, be appraised and those of continuing value shall be deposited for preservation in a repository selected by it, and council shall determine a policy of access to these records.

XI. PUBLICATIONS: When funds are available, the Society shall publish a quarterly journal, newsletter, and other such publications as the council may designate. Members shall be entitled to receive the serial publications, and subscriptions shall be accepted from others at such rates as may be directed by the council.

XII. BYLAWS: The council is authorized and directed to prepare, adopt, or amend such bylaws as may be desirable to regularize the administrative practices of the Society. A copy of the current bylaws shall be available to any member upon request to the executive director. Any part of the bylaws shall be subject to review by the membership at an annual business meeting of the Society and may be changed by a majority vote of those attending.

XIII AMENDMENTS: Amendments to this constitution must be proposed in writing by at least twenty-five (25) members and filed with the executive director at least four (4) months prior to the annual meeting. Copies of the proposed amendments shall be mailed by the executive director to all members at least thirty (30) days in advance of the meeting at which they are to be considered. If approved by the council, amendments may be adopted by a majority of the members present and voting at the annual business meeting(s) of the Society. If not approved by the council, amendments may be adopted by a two-thirds (2/3) vote of the members present and voting at the annual business meeting(s) of the Society.

XIV. DISSOLUTION: In the event of the dissolution of the Society, its property, funds, and other assets shall pass to whatever agency or agencies may be designated by the council in office at the time of dissolution.

Bylaws

1. DUTIES OF OFFICERS: The president shall direct and coordinate the affairs of the Society, preside at all business meetings of the Society and of the council, and shall perform such duties as may be directed by the council.

The vice president shall perform the duties of the president in case the president is absent or incapacitated and, in case of a vacancy in the presidency, shall assume that office and hold it for the remainder of the term.

The treasurer shall be responsible for: planning and formulating financial policy; recommending such policies to council; reviewing the annual budget before its submission to council; internal auditing of all Society financial operations; and investing special funds and endowments on the advice and consent of the council. In the absence of the president and the vice president, the treasurer shall preside at business meetings of the Society and meetings of the council.

2. DUTIES OF THE EXECUTIVE DIRECTOR: The executive director shall keep the minutes of the Society and of the council, prepare and mail notices, present at each annual business meeting a report of the activities of the Society, and perform such other duties as may be directed by the council. The executive director shall have custody of and preserve the corporate seal of the Society and shall affix the seal under the direction of the president and the council. The executive director shall, in consultation with the treasurer, prepare the Society's annual budget for submission to council. The executive director shall receive and disburse all funds in the general operating budget of the Society and the funds in the various Society budgets supported by external grants under guidelines established by council. Quarterly reports of all receipts and disbursements for all budgets shall be made to the council by the executive director.

3. EDITOR AND EDITORIAL BOARD: Council shall appoint the editor of the Society's quarterly journal.

The editor shall have the advice and cooperation of an editorial board consisting of eight (8) members. The council annually shall appoint two (2) members, each for a term of four (4) years. The president annually shall select the chair of the editorial board from among its members. The editor, the executive director, and the treasurer shall be ex officio members of the board.

4. EXECUTIVE COMMITTEE: There shall be an executive committee comprised of the president, the vice president, the treasurer, and one member from the council who shall be elected annually by the eight (8) council members for a term of one (1) year. The president shall serve as chair of the executive committee and shall call the committee into session. The executive committee shall act for the council in conducting the affairs of the Society between meetings of the council. The executive committee shall approve all investments and shall approve a budget for submission to the council. The executive committee shall report its actions and decisions to council promptly.

5. ELECTION OF OFFICERS AND COUNCIL: There shall be a nominating committee composed of five (5) members, two (2) of whom are retiring members of the council and three (3) of whom have been elected by the membership. The president shall appoint the chair from among the three (3) elected members of the committee.

The nominating committee shall canvass the membership for suggested nominations. The tabulated results of the canvass shall be made available to any member of the Society upon request.

The nominating committee shall try to achieve a broadly based governing body by considering such factors as area of archival interest, age, sex, race, and geographical location in its selection of nominees.

The nominating committee shall put forth a minimum of two (2) nominees from the eligible membership for each vacancy, including a minimum of two (2) nominees for each vacancy on the nominating committee. The nominating committee shall notify the membership of the names of the nominees through the SAA Newsletter. An eligible member may also be placed on the ballot by submission of a petition signed by fifty (50) individual members. Such petitions must be received in the executive office by the petition deadline announced in the Newsletter.

The nominating committee shall issue an official ballot containing names of the candidates whom it has named, the candidates who have been nominated by petition, and blank spaces for write-in candidates. The ballot shall be accompanied by brief biographical sketches of the nominees and responses to questions posed by the nominating committee. Candidates may add a brief statement of the issues facing the Society and how they intend to deal with those issues.

Ballots shall be mailed to all individual members according to a schedule approved by council. If no candidate for vacancy receives a plurality of at least forty percent (40%) of the membership voting, the nominating committee will conduct a runoff election mail ballot under terms determined by council.

All votes shall be tallied by at least three (3) members of the Society appointed by the president, one of whom shall be designated the chair. The ballots and the tabulated results shall then be given to the executive director who shall immediately notify all candidates of election results. The names of the new officers, council members, and members of the nominating committee shall be announced publicly at the annual business meeting. A member may obtain the vote count from the executive office of the Society.

6. COMMITTEES: Members and chairs of the standing committees and task forces of the Society shall be appointed by the president for terms of one (1) year, except for the executive committee and the committee on professional standards. Standing committees, task forces, and other groups shall be created and terminated by the president with advice and approval of the council.

The committee on professional standards shall consist of the five (5) most recent former presidents of the Society and two (2) Fellows elected to this committee by council. The immediate past president shall be the chair.

7. SPECIAL PROJECTS FUNDS: In addition to the general operating account of the Society, the council may establish such special projects funds as may serve to further the aims and purposes of the profession. Such funds shall be set apart from the operating account and may be used only for the purposes for which they are or were established.

8. PARLIAMENTARY PROCEDURE: Robert's Rules of Order Newly Revised (1970) shall govern the proceedings of the Society, except as otherwise provided for in the constitution, bylaws, and special rules of the Society.

Further Amendment Proposed by Constitution Revision Task Force

The following amendment proposal was not acted upon by Council:

Article VII. GOVERNMENT

The government of the Society. . . shall be vested in a council of nine (9) members elected by the Society. Three (3) council members shall be elected in each annual election for terms of three years. The nine (9) members. . .

This change in the size of the Council affects some by-laws where specific numbers of members is mentioned.

Present Constitution (Adopted October, 1977)

1. NAME The name of this organization shall be The Society of American Archivists. The Society is incorporated as a nonprofit organization under the laws of the District of Columbia.
2. OBJECTIVES The Society of American Archivists is a professional organization established to provide a means for effective cooperation among persons concerned with the documentation of human experience; to stimulate, and to publish the results of, research in archival administration and records management; to promote the adoption of sound principles and standards by all agencies, public and private, that have responsibility for the preservation and administration of records; to foster a better public understanding of the nature and value of archival operations and collections; to develop professional standards, particularly for the training of archivists, records managers, and custodians of private papers, and to improve the facilities and increase the opportunities for such training; to maintain and strengthen relations with historians, librarians, educators, public administrators, and others in allied disciplines; and to cooperate with other professional organizations, cultural and educational institutions, and international organizations having mutual interests in the preservation and use of man's recorded heritage.
3. MEMBERSHIP Individual membership shall be open to those who are or have been engaged in the custody or control of records, archives, or private papers, or who wish to support the objectives of the Society. Only individual members may vote for officers, members of council, and members of the nominating committee.
4. Institutional membership shall be open to institutions or agencies that are concerned with or substantially interested in the custody or control of records, archives, or private papers.
5. A member shall be enrolled upon the receipt of the first payment of dues.
6. The schedule of membership dues shall be determined at the next annual business meeting of the Society.
7. Honorary membership may be extended to any person chosen by a two-thirds vote of the full membership of the council who has achieved eminent distinction in any of the fields of the Society's objectives, or who has rendered eminent and unusual services in those fields or to the Society. Honorary membership shall be for life, and honorary members shall not be required to pay dues or other assessments; they shall have all the privileges of regular members and shall receive the publications of the Society. The number of honorary members shall not exceed five at any one time.
8. All dues shall be payable in advance. Any member failing to pay his dues for four months after they become payable may be dropped from membership in the Society, provided that notice of such arrearage shall have been sent to him at least thirty days in advance of such action.
9. FELLOWS OF THE SOCIETY There shall be a special class of members of the Society known as Fellows of the Society of American Archivists, which shall consist of members elected to that class by majority vote of the committee on professional standards of the Society of American Archivists. Their number shall be not more than ten percent of the total individual membership reported at the last general meeting of the Society. No member of the Society shall be elected a Fellow who has not been an individual member of the Society in good standing for at least five years immediately preceding his election.
10. The committee on professional standards shall be guided by the following criteria:
 - a) Appropriate academic education and professional 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) Writings 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.
11. A member of the Society of American Archivists duly elected a Fellow shall retain this designation as long as he is a member of the Society in good standing.
12. OFFICERS AND GOVERNMENT The officers of the Society shall be a president, a vice president, a secretary who shall also serve as the executive director, and a treasurer. All officers, except the secretary, shall be elected for terms of one year each and shall serve until their successors are elected. The person elected vice president shall without further election automatically become president the following year. The executive director shall be appointed by the council and shall serve at its pleasure. The executive director shall be a nonvoting, ex officio member of the council. The treasurer's term shall run from January 1 to December 31 of the year following his election.
13. The government of the Society, the management of its affairs, and the regulation of its procedure, except as otherwise provided in this constitution, shall be vested in a council composed of the officers and eight members elected by the Society, two in each annual election for a term of four years. The eight elected members of the council shall be ineligible for immediate reelection. There shall be an editor of the Society who shall be chosen by the council for a three-year term. The editor shall sit with the council except when it is in executive session.
14. If a vacancy shall occur in the council or in any of the offices except the presidency, it may be filled by the council, and the person designated shall hold the position for the unexpired term of the person vacating it.

15. **BYLAWS** The council is authorized and directed to prepare, adopt, or amend such bylaws as may be desirable to regularize the administrative practices of the Society. An up-to-date copy of these bylaws shall be available to any member upon request to the secretary. Any part of the bylaws shall be subject to review by the membership at any annual business meeting of the Society and may be changed by a majority vote of those attending.
 16. **FINANCES** The council shall be responsible for investment of funds and care of other assets of the Society. To further the educational aims of the Society there shall be an Endowment Fund, the principal and earnings of which shall remain unexpended until together they total \$75,000, and thereafter only the earnings may be expended. Fiscal control of the funds and assets shall be maintained by such records and accounting system as may be prescribed by the council. An annual audit of the financial affairs shall be made and a report of the audit published.
 17. **MEETINGS** The Society shall hold an annual meeting at such time and place as the council shall determine, and special meetings may be called by the council. Notice of each meeting of the Society shall be mailed by the secretary at least thirty days before the date of the meeting. Fifty members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.
 18. The council shall meet in connection with the annual meeting of the Society and shall hold such other meetings as it may determine. Special meetings of the council for any purpose shall be called by the secretary on written request of the president or of three members of the council. Seven members shall constitute a quorum for the transaction of business but a small number may adjourn to another date.
 19. **PUBLICATIONS** When funds are available the Society shall publish a quarterly magazine, newsletter, and other such publications as the council may designate. Every member whose dues are not in arrears shall be entitled to receive the serials publication, and subscriptions shall be accepted from others at such rates as may be directed by the council.
 20. **RECORDS** The minute books, correspondence, and other records of the Society and its committees shall be preserved by the officers and chairmen of committees and shall be promptly turned over by them to the secretary when their term expires. Records that have ceased to be of use in conducting the current affairs of the Society may, by direction of the council, be turned over for preservation to a depository selected by it; and any records so deposited shall be available to the officers of the Society by request.
 21. **DISSOLUTION** In event of the dissolution of the Society, its property, funds, and other assets shall pass to whatever agency or agencies may be designated by the council in office at the time of dissolution.
 22. **AMENDMENTS** Amendments to this constitution must be proposed in writing by at least five members and filed with the secretary. Copies of the proposed amendments shall be mailed by the secretary to all members at least thirty days in advance of the meeting at which they are to be considered. If approved by the council they may be adopted by a majority of the members present and voting at any business meeting of the Society; if not so approved, a two-thirds vote will be required.
1. **DUTIES OF OFFICERS** The president shall direct and coordinate the affairs of the Society. He shall preside at all business meetings of the Society and of the council and shall perform such duties as may be directed by the council.
 2. The vice president shall perform the duties of the president in case the president is absent or incapacitated, and, in case of a vacancy in the presidency, he shall assume that office and hold it for the remainder of the term.
 3. The secretary (executive director) shall keep the minutes of the Society and of the council, prepare and mail notices, present at each annual meeting a report of the activities of the Society, and perform such other duties as may be directed by the council. In the absence of the president and vice president, the secretary shall preside. The secretary shall have custody of and preserve the corporate seal of the Society and shall affix the seal under the direction of the president and the council. The secretary shall also receive and disburse all funds in the general operating budget of the Society and the funds in the various Society budgets supported by external grants under guidelines established by council. Quarterly reports of all receipts and disbursements for all budgets shall be made to the council by the secretary.
 4. The treasurer shall be responsible for financial planning and policy formulation, the internal auditing of all Society financial operations, the preparation of the Society's annual budget for submission to the executive committee and council, and the investment of special funds and endowments on the advice and consent of the investments committee.
 5. There shall be an executive committee comprised of the president, the vice president, the secretary, the treasurer, and one member from the council who shall be elected annually by the eight council members for a term of one year. The president shall serve as chairman of the executive committee and shall call the committee into session. The executive committee shall act as the executive arm of the council in conducting the affairs of the Society between meetings of the council. The executive committee shall approve all investments and shall approve a budget for submission to the council. The executive committee shall circulate minutes of its meetings to the council and shall report all of its actions and recommendations at each council meeting.
 6. The editor shall edit the *American Archivist*, which shall be the official organ of the Society, and shall edit or supervise appropriate publications of the Society. He shall have the advice and cooperation of an editorial board consisting of eight members. The council annually shall appoint two members, each for a term of four years. On the initial expanded board, two members shall serve a term of one year, two shall serve a term of two years, and two shall serve a term of four years. The president annually shall select the chairman of the editorial from among its members. The editor, the executive director, and the treasurer shall be ex officio members of the board.
 7. **ELECTION OF OFFICERS AND COUNCIL** There shall be a nominating committee composed of five members, two of whom are the retiring members of the council and three of whom have been elected by the membership. The president shall appoint the chairman from among the three elected members.

The nominating committee shall canvass the membership for suggested nominations. The tabulated results of the canvass shall be made available to any member upon request.

The nominating committee shall try to ensure a broadly based governing body considering such factors as area of archival interest, age, sex, geographical location,

national origin, citizenship, and race in its selection of nominees.

The nominating committee shall put forth a minimum of two nominees for each vacancy, including a minimum of two nominees for each vacancy on the nominating committee itself. A member may also be placed on the ballot by submission of a petition signed by fifty individual members. Such petitions must be received in the SAA executive office no later than four months prior to the opening day of the annual meeting to be held that year.

The nominating committee shall issue an official ballot containing the candidates whom it has named, the candidates who have been nominated by petition, and blank spaces for write-in candidates. The ballot shall be accompanied by brief biographical sketches of the nominees, and candidates may add to them a brief statement of the issues facing the Society and how they intend to deal with those issues.

Ballots shall be mailed to all individual members two months before the annual meeting. The ballots shall be returned to the nominating committee no later than five weeks before the first day of the annual meeting. If no candidate for a vacancy receives a plurality of at least 40% of the membership voting, the nominating committee will conduct a runoff election by mail ballot. The candidates to be included in the runoff will be those two candidates receiving the largest number of votes in the general election. Runoff ballots will be mailed to the membership one month prior to the first day of the annual meeting. These ballots shall be returned to the nominating committee no later than one week before the opening of the annual meeting.

All votes shall be tallied by the chairman of the nominating committee assisted by two members of the Society, appointed by the president, who live in the vicinity of the chairman.

The ballots and the tabulated results shall then be sent to the executive director of the Society.

All candidates for office shall be notified immediately of the election results. The names of new officers, council members, and members of the nominating committee shall be announced publicly at the annual meeting. Any member may obtain the vote count from the executive office of the Society.

8. **COMMITTEES** The standing committees of the Society shall be appointed by the president for terms of one year, except for the executive committee and the committee on professional standards. The committee on professional standards shall consist of the five most recent living former presidents of the Society, with the immediate past president being chairman. The standing committees shall be created and terminated by the president with the advice and approval of the council.
9. **SPECIAL PROJECTS** In addition to the general operating account of the Society, the council may establish such Special Projects Funds as may serve to further the aims and purposes of the profession. Such funds shall be set apart from the operating account and may be used only for the purposes for which they are or were established. Special Projects Funds shall include, but are not restricted to, the following: Waldo Gifford Leland Prize and Life Membership Fund, only the earnings of which are subject to disbursement; Publications Revolving Fund, and Meeting Fund, both principal and earning of which may be expended upon direction of the council.
10. **PARLIAMENTARY PROCEDURE** *Robert's Rules of Order* shall govern the proceedings of the Society, except as otherwise provided for in the constitution, bylaws, and special rules of the Society.

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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 September, 1981, SAA Newsletter is August 10. Ad copy and payment should be sent to Deborah Risteen, SAA, 330 S. Wells Street, 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 Pyramyridion Press, Box 2863-C, Pullman, WA 99163.

Training

BERKELEY 1981--Are you concerned or even interested in what will happen to the material in your collection in the next 20, 50, 100, or 200 years?? If yes, consider attending our seminar on August 31st. Capricornus School of Bookbinding and Restoration, on the occasion of the SAA 1981 conference, is offering a one day seminar on "THE STATE OF CONSERVATION TODAY" to discuss and examine this vital subject. Write for brochure to CAPRICORNUS, PO Box 98, BERKELEY, CA 94701.

Position Sought

Available due to budget cut: SAA Fellow/CRM. 25 years experience. \$22,000 minimum. Write/call: Bruce C. Harding, N.E. 1105 Myrtle, Pullman, WA 99163. (509)332-7749.

Transitions...

ALLAN KOVAN has been appointed Archivist and Local Historian at the La Crosse, Wisconsin, Public Library. He was formerly with the State Historical Society of Wisconsin. . . ROY H. TRYON has been named Chief of the Bureau of Archives and Records for the State of Delaware. He comes to his new position from the Balch Institute where he was Library Director. . . JOHN STEWART, former Oklahoma State Archivist, is now Deputy State Archivist of Alaska. . . WILLIAM JOYCE has been named Assistant Director for Rare Books and Manuscripts at the New York Public Library, beginning August 1. He is currently with the American Antiquarian Society. . . SUSAN GRIGG has been appointed Curator of the Immigration History Research Center Collection at the University of Minnesota. . . SAA Fellow LESTER W. SMITH has retired as Associate Director of the Buffalo and Erie County Historical Society, where he worked for 24 years. Prior to coming to Buffalo, he worked at the National Archives for 16 years. . . DOROTHY R. SWIFT, an editor with the Carnegie Institution and the compiler of the index to volumes 11-20 of *The American Archivist*, died recently at the age of 90. . . BRUCE HENRY has been named to a position in the records management division of Hughes Aircraft Company. . . FRANCIS X. BLOUIN has been named Director of the Bentley Historical Library at the University of Michigan. . . SUELLEN M. HOY, Executive Secretary of the Public Works Historical Society, will become the Assistant Director of the North Carolina Department of Archives and History in August. . . VALERIE GERRARD BROWNE has been named Assistant University Archivist at Loyola University in Chicago. . . HOWARD GOODPASTER has retired from the Kentucky Department of Library and Archives. . . LAWRENCE HIBPSHMAN is the new State Archivist of South Dakota. He was formerly with the Sacramento History Center. . . DEAN DEBOLT has been appointed Special Collections Librarian at the University of West Florida in Pensacola. . . ANNE MILLBROOKE has joined United Technologies Corporation as Assistant Corporate Historian and Archivist.

Wanted

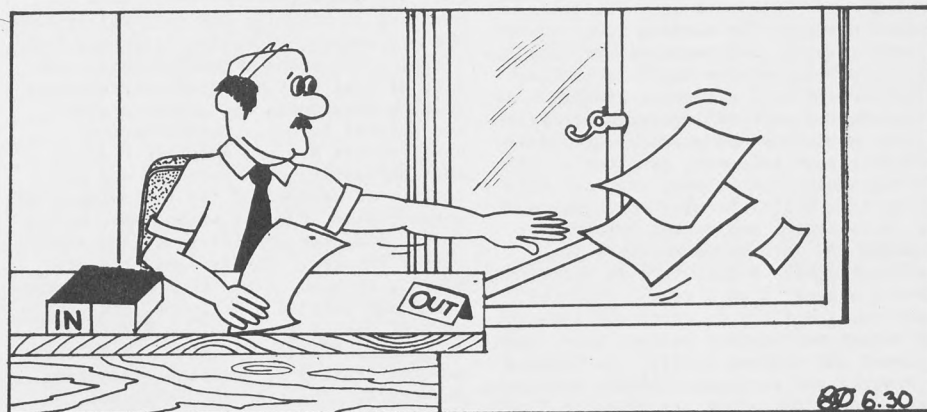
Papers of the following Kentucky governors: Charles S. Morehead (1855-59); Beriah Magoffin (1859-62); James F. Robinson (1862-62); Thomas Bramlette (1863-67); John LaRue Helm (1867); John W. Stevenson (1867-71); Preston H. Leslie (1871-75); and James B. McCreary (1875-79). These are being assembled for the Governors' Papers Project published by the State of Kentucky. Contact Richard G. Stone, Jr., Dept. of History, Western Kentucky University, Bowling Green, KY 42101.

Information about manuscripts and records relating to Norfolk, Virginia's, Confederate-period history (1861-1862). Contact Irwin M. Berent, 560 Roland Drive, Norfolk, VA 23509.

Information about repositories having correspondence and other papers pertaining to John Ireland (1838-1918), first Roman Catholic Archbishop of the Archdiocese of St. Paul. Send bibliographic information to Deborah K. Neubeck, Director, John Ireland Microfilm Project, Division of Archives and Manuscripts, Minnesota Historical Society, 1500 Mississippi St., St. Paul, NB 55101.

Archivists' Calendar

An intermediate-level workshop on arrangement and description will be held August 17-18 at the Tennessee State Library and Archives. A basic archives workshop for volunteers will be held August 10 at the same location. Both workshops are sponsored by the Tennessee Archivists and the State Library and Archives. For further information, contact Cleo Hughes, State Library and Archives, 403 7th Avenue North, Nashville, TN 37219 (615) 741-2351.



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Professional Opportunities

Three positions: Massachusetts Institute of Technology:

RECORDS MANAGEMENT OFFICER. Responsible under the direction of the Institute Archivist for the records management program at M.I.T. The Records Management Officer directs the program and plans for its continuing development. Primary responsibilities include the surveying and scheduling of records, maintaining the records center, planning future services, and promoting the records management program at M.I.T. Archival responsibilities will be assigned as appropriate. Qualifications: At least 3 year's experience in records management work, preferably in a college or university. Archival experience also desirable. Master's level work in history or business administration plus training in records management and/or archives. The ability to supervise, organize and deal effectively with administrators, faculty, and staff is highly desirable. Send resumes including the names of 3 references, by July 15, 1981, to the Search Committee for Records Management Officer, at the address listed below.

ASSISTANT ARCHIVIST. Responsible with the Institute Archivist, for the day-to-day administration of the Institute Archives and Special Collections. Primary responsibilities include control of the manuscript and archival collections including accessioning, housing of collections, supervision of processing; assisting the Archivist in acquisition and appraisal of collections. In the absence of the Archivist assumes full responsibility for the department. Qualifications: Master's degree plus at least 3 years' archival experience with strong emphasis on processing and administration; good organizational and writing skills. Background in science and technology highly desirable. Send resumes including the names of 3 references, by July 15, 1981, to the Search Committee for Assistant Archivist, at the address listed below. Applicants are also requested to send a sample of their writing, preferably a finding aid.

REFERENCE ARCHIVIST (Librarian I). Responsible under the Institute Archivist for reference and outreach activities of the Institute Archives and Special Collections. Primary responsibilities include managing the reading room, assisting researchers, and training and scheduling the public service staff; answering telephone and mail reference inquiries or assigning the work as appropriate, carrying out publicity and outreach activities including news releases, preparation of bibliographies and guides, contacts with appropriate M.I.T. faculty members, teaching, orientation and tours; supervising students and interns as appropriate. Qualifications: M.L.S. from an accredited library school; 1 to 2 years' archival experience; ability to carry out research and absorb new subject matter; good organizational and writing skills. Background in science and technology highly desirable. Send resumes including the names of 3 references, by July 15, 1981, to the Search

Committee for Reference Archivist, at the address listed below. Applicants are also requested to send a sample of their writing, preferably a finding aid.

Send applications to the appropriate search committees at the following address:

The Libraries, Room 14S-216
Massachusetts Institute of Technology
Cambridge, MA 02139

STATE ARCHIVES AND RECORDS ADMINISTRATOR (North Carolina State Archivist), Division of Archives and History, North Carolina Department of Cultural Resources. Responsibilities include general supervision of all services and operations; liaison with state and local agencies and private organizations; program development; and development and dissemination of program information to potential users. Work also involves performing in-depth historical research in connection with the archival program of the state. Work requires considerable contact with state and local government agencies and the general public. The position requires a thorough knowledge of the principles and practices of archival and records management; thorough knowledge of North Carolina history and sources; thorough knowledge of methods and techniques used in historical research; and thorough knowledge of the laws and regulations pertaining to public records. Position requires a master's degree in history or related social sciences and three years of experience in archival or records management including two years in a supervisory capacity; or an equivalent combination of education and experience. Salary range: \$22,428-\$31,284. Application in the form of a resume to include detailed description of archival or records management experience and references should be directed to William S. Price, Jr., Director, Division of Archives and History, 109 E. Jones St., Raleigh, NC 27611. Application deadline: August 15.

CURATORIAL ASSOCIATE, Harvard University Library. Duties include solicitation and processing of archival collections including administrative files, professor's papers, publications and ephemera, and theses; partial supervision of support and student staff; assistance to curators in planning new archival systems and procedures; answering reference questions; preparation of exhibitions; service at reading room reception/reference desk; accessioning and acknowledging; and related duties. Qualifications: Required are M.A. in American history and familiarity with problems and procedures in several of the following areas: preservation, records management, microforms, computer applications, and audiovisual records. Highly desirable are M.L.S., archival training including practice and related experience, and knowledge of one or more western European languages. Salary \$14,600+. Send resumes to: Philip E. Leinbach, Assistant University Librarian for Personnel, Harvard University Library, Cambridge, MA 02138. No closing date provided.

LIBRARY DIRECTOR, The Balch Institute for Ethnic Studies. Responsible for administering a small research library and staff. Minimum requirements: M.A. in history or related field and 2 to 3 years experience in an archival agency or historical library that has included significant supervisory and administrative duties. Foreign language abilities, familiarity with OCLC automated cataloging system, and experience in applying for and administering grants desirable. Salary negotiable. Interested applicants should send resume and names and addresses of 3 references to: M. Mark Stolarik, Executive Director, The Balch Institute for Ethnic Studies, 18 S. 7th St., Philadelphia, PA 19106. No closing date provided.

ARCHIVIST, Chicago Jewish Archives. To work in acquisition and processing of archival materials and to work with a forthcoming NHPRC-funded survey project. Knowledge of Chicago history, particularly Chicago Jewish history desirable. Archival training or experience required. Salary: \$10,500 minimum. For information and to apply, write: Richard W. Marcus, Administrator, Chicago Jewish Archives, Spertus College of Judaica, 618 S. Michigan Ave., Chicago, IL 60605. No closing date provided.

ASSISTANT ARCHIVIST, University of Virginia. Requirements: M.L.S. or graduate degree, and training or experience in archives. Duties: This is a grant-funded position of 2 to 3 years duration. The Assistant Archivist will aid in the development and processing of archival, manuscript and other non-book collections relevant to the United Nations Law of the Sea Conferences and related oceans subjects. Salary: Dependent upon qualifications. Available: September 1, 1981. Contact: Larry B. Wenger, Law Librarian, University of Virginia Law Library, Charlottesville, VA 22901.

PROJECT ARCHIVIST (2 positions), Robert F. Wagner Labor Archives, New York University Libraries. 2-year appointment, NEH-funded project. Responsible for arrangement and description of labor union records. Qualifications: M.A. in American history, preferably with a concentration in labor history. Experience in archival arrangement and description, and formal archival training desired. Salary: \$14,000; excellent benefits. Starting date: September 1. Apply to: Connie Colter, Personnel Officer, New York University Libraries, 70 Washington Square South, New York, NY 10012. No closing date provided.

ARCHIVIST, Bronx County Historical Society. M.L.S. or Master's in history, others considered. Experience desirable. Salary: \$12,000. Send resumes to: Candace Kuhta, Librarian, The Bronx County Historical Society, 3266 Bainbridge Ave., Bronx, NY 10467. No closing date provided.

Professional Opportunities

DIRECTOR, Columbia University Oral History Research Office. The position has primary responsibility for establishing goals as well as directing the activities of the oral history program and raising funds for the support of the Office.

Requirements for the position include a proven commitment to the field of oral history, and a potential for leadership in the field; evidence of creativity in the planning and development of programs; relevant administrative experience; indication of writing, editing, speaking, and interviewing skills; and strengths in teaching and interpersonal relations. As the bulk of the Office's operating support comes from income raised by the Director and the staff, interest and motivation in the area of fund-raising is essential and experience is highly desirable. Preference will be given to candidates with a graduate or professional degree in a relevant field. Applications and recommendations should be submitted in writing to: Oral History Research Office Director Search Committee, Box 35, Butler Library, Columbia University, 535 W. 114th St., New York, NY 10027. Application deadline: November 13.

REFERENCE DIRECTOR, State Historical Society of North Dakota. To be responsible for planning, directing, and coordinating all activities of the Society's library, archives, photographic and microfilming functions. The individual will act as North Dakota State Archivist appointed by the Society superintendent. Qualifications: Advanced degree in history, library science, archives, or a related field and 3 years of experience, 2 of which must include experience in the archival profession. Salary range: \$16,000-\$24,000. Send applications to: Robert Schlobohm, Deputy Superintendent, State Historical Society of North Dakota, North Dakota Heritage Center, Bismarck, ND 58505. No closing date provided.

ARCHIVIST, Archives of Labor and Urban Affairs, Wayne State University. Responsibilities include supervising the processing of archival collections. This position will also process collections and assist researchers in the use of archival materials. Qualifications include a graduate degree in history, library science, or related discipline; archival training and experience, prefer supervisory experience. Salary from \$15,160, negotiable. Position available immediately. Contact Philip P. Mason, Director, Walter P. Reuther Library, Wayne State University, Detroit, MI 48202. No closing date provided.

Two positions, St. Louis Art Museum:

ARCHIVIST. To inventory, process, and create finding aids for museum records. A 1-year, NHPRC-funded position with possible 2nd year funding. Minimum qualifications: Graduate degree in archives, library science, or humanities, and 3 years experience in established archives or manuscript collection. Would consider bachelor's degree and additional relevant experience.

ARCHIVES TECHNICIAN. To assist project director and archivist. A 1-year, NHPRC-funded position with possible 2nd year funding. Qualifications: Bachelor's degree with major in art history or history preferred, previous work experience in archives or library desired.

Apply to: Ann B. Abid, Librarian, St. Louis Art Museum, Forest Park, St. Louis, MO 63110. No closing date provided.

ASSISTANT ARCHIVIST, Salvation Army Archives and Research Center. Responsibilities include the supervision of processing and reference room; preparation of finding aids and assisting with implementation of a records management program. Qualifications: Advanced degree with archival training and at least 2 years experience. M.L.S. desirable. Salary: \$15,500-\$16,500 plus benefits. Available September. Send resume by August 10 to: Thomas Wilsted, Archivist/Administrator, Salvation Army Archives and Research Center, 145 W. 15th St., New York, NY 10011.

ARCHIVIST/SPECIAL COLLECTIONS CURATOR, Rensselaer Polytechnic Institute. Will develop and maintain the Institute Archives, manuscripts, rare books, history of technology collections, and others as established. Required to work with faculty and Institute staff in the use and promotion of these special collections. Qualifications: Appropriate Master's degree awarded or in progress; one or more years of experience in archives work including demonstrated ability to handle technology and arts materials and artifacts. Salary from \$13,500 depending upon qualifications. A 12-month appointment beginning Summer 1981. Send letter and resume with 3 references and transcript to: James C. Andrews, Director of Libraries, Rensselaer Polytechnic Institute, Troy, NY 12181. No closing date provided.

ARCHIVIST/PROCESSOR, McLean Hospital. 12-month position on NHPRC-funded project. Responsible for organization, arrangement and description of pre-1900 archival materials, development of in-house conservation measures, preparation of appropriate finding aids. Will also work with Project Directors and Consulting Archivist on development of long-range policies and procedures for permanent archival facility and the ongoing accession of 19th and 20th century records. Qualifications: M.A. or M.L.S. degree with substantial archival training and at least one year's processing experience, including application of basic conservation techniques. Knowledge of history of medicine or psychiatry desirable. Ability to work cooperatively with hospital personnel essential. Salary: Up to \$15,500 plus benefits, depending upon qualifications. Send letter of application, resume, and 3 letters of reference to Frank O'Malley, Personnel Office, McLean Hospital, 115 Mill St., Belmont, MA 02178. Application deadline: September 15, 1981.

PROJECT COORDINATOR, Archival Outreach Program, Archives of Appalachia. A 1-year, NEH-funded position to develop study guides and related teaching materials for a series of slide-tape programs produced by the Archives of Appalachia, and the distribution of those materials throughout the immediate five-state region within one hundred miles of Johnson City, TN. Applicants should hold both a B.A. and M.A. with a major in a humanistic field. In addition, it is preferred that applicants have training and experience in archival administration, education, and public programming. A familiarity with Appalachian people and a willingness to travel throughout the region to present programs is also desirable. Salary: \$15,000 + benefits. Send letter of application, resume, and references to: The Director, Archives of Appalachia, East Tennessee State University, Johnson City, TN 37614. No closing date provided.

ARCHIVIST, Office of the County Clerk, New York County. A 1-year, NHPRC-funded position to survey court and county records, prepare descriptions of record groups for appraisal, participate in drafting appraisal guidelines and write a guide to the collection. Qualifications: A graduate degree from an accredited college or university in American history, political science, library science, or a related field, with either a certificate in archival training, and 1 year full-time experience in archives or 3 years of full-time experience. Experience in writing record descriptions preferred. Salary: \$14,500. Send resume to: The Honorable Norman Goodman, County Clerk and Clerk of the Supreme Court, New York County, New York County Courthouse, 60 Centre St., New York, NY 10007. Application deadline: September 15.

Professional opportunities are listed in every SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA individual members only, at a cost of \$10 per year. Members interested in receiving the "Employment Bulletin" may subscribe at the time of their annual dues renewal. The "Employment Bulletin" is issued in the months when the Newsletter is not published. SAA members may place their resumes 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.

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 FLASH!!

S. 1421, a bill providing for the independence of the National Archives from GSA, was introduced in the U.S. Senate on June 24 by Senators Eagleton and Mathias.

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Wine Museum of San Francisco **Lombard Street** **Chinatown**

Oakland Museum **The Campanile** **California State Archives**

September 1-4 September 1-4 September 1-4 September 1-4

Fisherman's Wharf **California Historical Society** **Alcatraz** *Nob Hill*

Twin Peaks **Wine Country** *Carmel* **Bancroft Library**

University of California, Berkeley **University of California, Berkeley**

Numano Sake Company **Salinas** **Ghirardelli Square**

Old Sacramento **Coit Tower** **Sather Gate** **Golden Gate Park**