

The Society of American Archivists

# SAA Newsletter

September 1981

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## Archival Legislation in the States

The July 1981 *SAA Newsletter* carried extensive coverage of 1981 legislative activity at the state level. Information recently received from additional locations follows.

★A new records management law in Georgia mandates that each of the state's 159 counties must have a records management program in place by 1984. The Department of Archives and History, directed by A. Carroll Hart, expects to assist the counties in surveying their holdings and preparing schedules. Each county will be required to designate a records officer.

★In Minnesota, the Minnesota Historical Society and its Division of Archives and Manuscripts got good/bad news from the legislature for the fiscal biennium beginning July 1981. MHS funds were reduced by about 3.5% from the preceeding biennium. In addition, in order to provide contingency funds should state revenues continue to fall below projections, another 7-8% will be withheld, with allocations to be made back to the "spendable" category if possible. However, an inflation factor was built in, so actual dollars granted exceed the last two-year budget.

The major change for the Division of Archives and Manuscripts, directed by Sue E. Holbert, was elimination of central funding for the eight regional research centers. This will have a severe impact on the ability of the centers to operate during the next two years. MHS is working with the host universities to develop alternative plans.

On the plus side, the division was allotted two new permanent positions--assistant government records archivist and another records analyst in technical services.

★In Nevada, State Librarian Joseph J. Anderson reports that his department is working with legislators to improve both the security and physical environment for the state's archives and records. Records retention schedules and microfilming were addressed in several pieces of legislation. Interested persons from state, county, and municipal governments met twice during the legislative sessions to set guidelines for minimum retention schedules.

## NARS Independence Efforts Organized

A Select Committee of former SAA presidents has been appointed by 1980-81 President Ruth W. Helmuth to lead the Society's efforts to restore independent status to the National Archives. The Committee will be chaired by Walter Rundell, Jr., and its membership includes Helmuth, H.G. Jones, Charles Lee, and James B. Rhoads. SAA Executive Director Ann Morgan Campbell will serve as an ex officio member of the group.

NARS independence legislation (S. 1421) was introduced in the Senate in late June by Senators Charles Mathias (R-MD) and Thomas Eagleton (D-MO). This goal was articulated in an SAA Council resolution passed in October 1976.

The lead editorial in the *Washington Post* on July 4 called on Congress to free the National Archives from the control of the General Service Administration. "As matters now stand, the public interests itself in conditions at the National Archives mainly on the infrequent occasions that the Archives becomes tarnished by political controversy. For example, the agreement between President Nixon and GSA administrator Arthur Sampson--an agreement arrived at, it should be remembered, without the awareness or approval of the National Archives staff--brought the roof down on GSA, once Mr. Nixon's questionable deed of gift for his vice-presidential papers and the massive tax deduction it 'allowed' became news. . . .Not every president, of course, will try to exploit GSA's control of the Archives as shamelessly as Mr. Nixon. Nor will every GSA administrator have the belligerent insensitivity of President Carter's appointee, Admiral Rowland Freeman, whose order to 'decentralize' many of the Archives' records to regional repositories based in part on how frequently they were used, was blocked finally by the White House after scholars protested. Still, the dangers of political abuse remain inherent in the shotgun marriage between GSA and the Archives, and an early divorce--for that and many other reasons--would benefit both parties."

Responding to the *Post* editorial, former Archivist of the United States James B. Rhoads wrote: "When I became Archivist of the United States in 1968, in the midst of the first concerted effort to reestablish the Archives' independence, I favored

(cont. on p. 3)

## AACR 2 Supplement for Manuscript Items Planned

The Library of Congress is developing a manual to supplement chapter 4 of the second edition of the *Anglo-American Cataloguing Rules* (AACR 2), which describes procedures for cataloging manuscripts. Chapter 4, which emphasizes both generally and in its examples a library-oriented approach to cataloging, does not address many of the needs of modern archives and manuscript repositories in the cataloging of their collections.

The first draft of the manual to supplement chapter 4 is being written by staff members of the Library's Manuscript Division and the Manuscripts Section of the Descriptive Cataloging Division, which compiles the *National Union Catalog of Manuscript Collections*. Advice and comment from experienced persons and professional organizations are being coordinated through the Joint Committee on Specialized Cataloging of the Council of National Library and Information Associations, which has also obtained a grant from the National Endowment for the Humanities to enable a committee to meet in Washington, DC, to prepare a final version of the manual. The Library hopes to have the first draft available for distribution soon. The revision committee will probably meet in December.

The cataloging of manuscript and archival materials is in many respects fundamentally different from the cataloging of books and other printed items. Cataloging rules that fail to reflect this difference will not adequately serve the needs of either manuscript repositories or their research clientele. For example, unlike book processing in which the catalog record is the primary form of access to the material, manuscript catalogs are often only one part of an institution's total array of finding aids, which might also include descriptive registers, indexes, shelf and container lists, or series descriptions. Therefore, the catalog record is as much a form of access to the other finding aids as it is to the material itself.

In addition, book cataloging is based on transcribing data on author, title, edition, publication, and so forth, from the published item into the format of a catalog record. Manuscript and archival materials, on the other hand, being essentially unique and unpublished, lack this sort of explicit identifying publication information. As a result, cataloging and the extraction of cataloging information is an entirely different sort of process. The definitions of sources of information, statements of responsibility, title, and other cataloging data need to be revised to reflect the fact that this information does not usually exist in manuscripts in a form that lends itself to easy or literal transcription.

Moreover, since most manuscript repositories today are struggling to control their holdings of relatively large collections of personal papers and corporate archives (which usually form the bulk of their collections), most of the cataloging is being done at a collection level rather than on an item-by-item basis. Even if the latter approach could be justified in terms of usefulness, the realities of cataloging hundreds of thousands or even millions of items this way are simply too overwhelming for serious consideration. Beyond this, it should also be recognized that the individual item within a larger collection of papers only rarely has any significant importance beyond its context within the collective whole. This fact, plus the physical limitations of single-item cataloging, makes it clear that cataloging of manuscript and archival materials becomes more meaningful when it primarily addresses the entire collection rather than its individual components.

The supplementary rules in the planned manual will represent an attempt to integrate these and other principles into the framework of AACR 2 and will apply to all forms of manuscript material, including personal papers, corporate and governmental archives, and specially constituted collections, as well as individual letters, diaries, journals, account books, literary manuscripts, and other papers that may lack a collective context for cataloging purposes. They will not specifically address the problems of cataloging ancient, medieval, Renaissance, or Oriental manuscripts and codices, which present special cataloging difficulties of a different nature.

Anyone wishing to contribute to this project or to receive a draft of the manual for review and comment should write or call Steven Hensen, the Library of Congress, Manuscript Division, Washington, DC 20540. (202) 287-5389. Hensen is SAA's representative to the Joint Committee on Specialized Cataloging.

### SAA Staff

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## NARS Independence, cont.

retaining the existing relationship between the National Archives and GSA. During the eleven years that I served as Archivist my position on that issue changed by 180 degrees. The unilateral and politically motivated actions of one GSA Administrator, mentioned in your editorial, alone provided sufficient grounds for divorce. But there are other compelling reasons.

"During much of the past decade, when budgets for other cultural agencies--the Library of Congress, the Smithsonian Institution and the National Endowments for the Arts and Humanities--were growing rapidly, the Archives budget was nearly stagnant. In spite of huge workload increases and a steadily growing volume of records needing preservation, our budget often failed even to keep pace with inflation. A major reason was that the OMB budget examiners who handled the GSA budget were concerned with building construction and maintenance, procurement, and other house-keeping matters, and were not attuned to the requirements of a cultural agency like the National Archives. There were examiners at OMB who were sensitive to such matters, and carried out the mandates of three Presidential administrations to increase spending for cultural matters. But because the Archives was a part of GSA, we were unable to make a case for our needs in an appropriate forum.

"My principal associates and I had to spend hundreds of hours every year attending GSA meetings that had little or no relevance to the National Archives, and in fending off GSA proposals that, if implemented, would have damaged the institution. We didn't always succeed. Those hours, had they been available for making our case to OMB, and for developing good Congressional relations, might have enabled us to create a healthy awareness of our objectives and our needs. As a matter of fact, the National Archives, as a subordinate element of GSA, is prohibited from having independent contacts with either body.

"The most recent disaster, implemented since my retirement, is the almost complete loss of control of National Archives' field institutions and operations. The eleven GSA Regional Administrators are now in charge--not the Archivist of the United States.

"Senators Mathias and Eagleton have performed a singularly useful service in introducing a bill (S. 1421) to create an independent National Archives and Records Administration."

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The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. Copy deadline for the November 1981 issue is October 15.

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## 1982 American Archivist Editors Named

A special SAA committee created by President Ruth W. Helmuth to make comprehensive plans for the future of the *American Archivist* has chosen four issue editors who will have responsibility for the 1982 issues of the journal. The committee hopes that a permanent home for the journal can be found by 1983. The issue editors are: Frank Mackaman, Dirksen Center (winter); Eva Moseley, Schlesinger Library, Radcliffe College (spring); Harold P. Anderson, Wells Fargo Bank (summer); and J.R.K. Kantor, University of California-Berkeley (fall).

The selection committee was composed of Helmuth, Vice President Edward Weldon, Treasurer Mary Lynn McCree, former *American Archivist* editor C.F.W. Coker, *American Archivist* book reviews editor Mary Elizabeth Ruwell, and SAA Executive Director Ann Morgan Campbell.

Issue editors will send out articles for review, select articles for their issues, and work with authors on rewrites and revisions. Deborah Risteen, managing editor of SAA publications, will establish schedules for each issue, keep records on the status of articles, and coordinate production.

The gathering of information for various departments will proceed as it has in the past. Department editors for 1982 will be: Ben DeWhitt, Technical Notes; Thomas E. Weir, Jr., and F.L. Eaton, New Notes; Brenda Beasley Kepley and Mary Elizabeth Ruwell, Reviews; Ronald L. Plavchan, International Scene; and Christopher Beam, Shorter Features. Paul Guite will be unable to continue as editor of the bibliography.

Articles for the journal should be submitted to Risteen at SAA headquarters. She will forward them to the appropriate issue editor who will initiate the review process.

## Abraham Appointed Special Editor

Terry Abraham, Manuscripts-Archives Librarian at Washington State University, has been appointed SAA's Special Editor by the Society's Council. As Special Editor, Abraham will work with SAA's elected officials, editorial board, and staff to establish priorities for non-periodical publications. He will also evaluate unsolicited manuscripts and recommend which should be considered for publication.

Abraham has an MFA degree from Washington State and an MLS from the University of Oregon as well as a certificate from the Institute in Archival Librarianship at the University of Oregon. He has been on the staff of the WSU Library since 1970. While at Washington State, he has served as editor of *The Record*, a publication of the Friends of the Library, as well as several other Library publications.

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## Nixon Library to Duke?

Duke University is negotiating with Richard Nixon to have his presidential library on its campus, but opposition to the project is being expressed by faculty members in the history department. Prior to the discussions with Duke, it had been assumed that the Nixon facility would be located at the University of Southern California, an institution which had expressed interest years ago.

A Nixon spokesman, Stan Mortenson, confirmed that Duke now has what amounts to a right of first refusal on the location of the facility on or adjacent to the campus. Mortenson has visited the campus on behalf of Nixon, who graduated in 1937 from Duke Law School, and discussed with school officials the outline of a proposal to build a library in Durham.

Under the plan, land for a site would be donated to the federal government and construction of the library would be supported by private contributions. The facility would then be administered by the National Archives and Records Service.

The initiative for locating a library at Duke came from the University's president, Terry Sanford, a former North Carolina governor. Sanford, a Democrat and early supporter of John F. Kennedy in his 1960 campaign against Nixon, met with Nixon this summer in New York to discuss the matter. In mid-August, Sanford met with 14 members of the university's history department who criticized the speed with which a decision was being reached, as well as the implication that a Nixon library would have for the image of Duke.

The relationship between Nixon and Duke's faculty

has a long and stormy history. In 1954, a general meeting of the Duke faculty voted 61 to 42 to rescind the offer of an honorary doctor of laws degree to Nixon who was then Vice President. Nixon reportedly rejected the offer of another honorary degree from Duke in 1961, and in 1971 an administrative attempt to renew the offer was again blocked by the faculty, fearing student reaction.

Nixon's presidential materials are now controlled by the National Archives and, under a statute passed by Congress in 1974, may not be removed from the Washington area without a change of the law. In addition, the matter of who shall have access to what Nixon materials is still the subject of three lawsuits in the District of Columbia. A large volume of Nixon pre-presidential materials is housed in a NARS' facility in Southern California and open for research.

An August 16th editorial in the *Washington Post* asked the rhetorical question, "Should there be a Nixon Library?" Suggesting that the present "administrative limbo" for Nixon materials may be thought by some to be preferable to the "commemorative function" of a Nixon Library, the paper, however, gave a positive response to its question and noted that the "integrity of stewardship" which would be assured by a location such as Duke would best serve the interests of the public. The editorial commented favorably on the National Archives' system of presidential libraries which served 7,000 researchers last year. The budget allocation for presidential libraries, which includes museum aspects of the facilities, was \$6.25 million for that period.

### '82 and '83 Annual Meetings

SAA's 1982 Annual Meeting will be held October 19-22 in Boston, Massachusetts. The theme of the meeting is "Boston--and Beyond!" which reflects the meeting's emphasis on important issues archivists will face in the future. Long-range planning for archival programs will be one specific area of concentration, with several seminars and workshops planned. Larry Hackman, NHPRC, is chair of the '82 Program Committee; James O'Toole, Archdiocese of Boston, is chair of the Local Arrangements Committee.

Linda Henry, American Psychiatric Association, has been appointed chair of SAA's 1983 Program Committee. The '83 Local Arrangements Committee will be chaired by James Fogerty, Minnesota Historical Society. The '83 meeting will take place October 5-8, 1983, in Minneapolis.

Arrangements for both meetings will be coordinated from SAA's Chicago office by Joyce E. Gianatasio, Annual Meeting Director.

### Conservation Consultant Service

The SAA conservation consultant service, part of the NEH-funded Basic Archival Conservation Program, is now available on a cost-sharing basis. Conservation consultants will assist archival institutions in evaluating conservation needs and establishing conservation programs through one-day site visits and written follow-up reports.

Qualifying institutions will have at least one full-time staff member working in an archival capacity and the written support of the chief administrative officer of the institution. Due to the limited number of consultant visits available, preference will be given to institutions holding unique archival collections and demonstrating a commitment to implementing or upgrading conservation practices.

For more detailed information, see the July, 1981 *SAA Newsletter* or contact Mary Lynn Ritzenthaler at SAA headquarters.



## Federal Budget Update

While final action had not been taken on FY82 funding for federal activities of special interest to archivists when the *Newsletter* went to press, the following information was available in mid-August.

National Endowment for the Humanities Actions taken by Congress late in July were positive. The House of Representatives passed an appropriations bill allotting \$144.1 million to NEH in FY82, up from the Reagan Administration's request for \$85 million. A conference committee, in the meantime, recommended an authorization level of \$113.7 million for the same period. Although there is still uncertainty regarding the final result of the appropriations process, it does look as if the threat of a 50% cut in the NEH budget, the level of funding recommended by the Administration, has been beaten back.

National Archives and Records Service As part of the revision of the FY81 budget, NARS funding was reduced by \$1.8 million. For FY82, an additional budget reduction of \$7.6 million was applied to the Carter approved budget. Of this reduction, \$3 million eliminated all NHPRC grants and the remaining \$4.6 million seriously reduced other NARS program support. Nearly 35% of NARS' budget consists of required payments for the Federal Building Fund for space, heat, air-conditioning, and cleaning

services. Thus, all reductions must be taken from a much smaller "program base." This base was \$57 million after the 1981 reductions, and is \$51 million in FY82. However, monies which Congress may restore to NHPRC are likely to be taken from NARS, resulting in additional cuts in program funds.

National Historical Publications and Records Commission In the Senate, NHPRC reauthorization has been passed. The Senate Appropriations Subcommittee has written in a \$3 million appropriation for NHPRC, \$2 million of which was taken from NARS program budget. Final Senate appropriations action is expected by mid-September. If the \$3 million figure remains in the Senate bill, a Conference Committee will determine the NHPRC appropriations figure because the House has passed an appropriations bill which provides only \$1 million for NHPRC.

While much activity and attention was directed toward reauthorization for NHPRC earlier in the legislative session, and reauthorization has passed the Senate, efforts to pass this legislation in the House have not gone smoothly. The *Newsletter* has learned that efforts to pursue reauthorization for FY82 in the House will be dropped. Officials involved believe that if appropriations legislation specifically calls for expenditures on behalf of NHPRC, authorization is not necessary.

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# NHPRC, NEH Award Archival Grants

## NHPRC

At its June 18-19 meeting, the National Historical Publications and Records Commission voted \$540,117 for 20 historical records projects. Projects receiving funding are:

Arizona Historical Society, Tucson, AZ: \$31,572 (partial match) to arrange and describe selected manuscript collections held by the Society.

Arizona State Museum, Tucson, AZ: \$2,100 for a consultant to make recommendations on the development of an archival program for the Museum's anthropological collections.

Chicago Historical Society, Chicago, IL: \$43,025 (partial match) to arrange and describe the records of Holabird and Root, a major Chicago architectural firm, 1880-1940.

Mennonite Library, North Newton, KS: \$9,860 (partial match) to duplicate, store, and catalog selected images from six photograph collections pertaining to Mennonite history.

Merrimack Valley Textile Museum, North Andover, MA: \$16,860 for the second and final year of its project to arrange and describe its collections, which relate to the American textile industry.

St. Louis Art Museum, St. Louis, MO: \$32,493 (matching grant) to establish an archives/records program for the Museum.

Nevada State Library, Carson City, NV: \$46,132 in support of the State Archives' Local Government Records project.

Historical Records of the New York County Clerk, Inc., New York, NY: \$29,500 to inventory, appraise, and describe court records under the jurisdiction of the New York County Clerk and to develop appraisal guidelines for similar New York Court records. Included are records of civil and criminal courts, 1674-1925.

Cornell University, Ithaca, NY: \$88,846 for the fourth phase of its comprehensive survey of archives and manuscript repositories in New York. During this stage repositories will be surveyed in the Albany-Troy-Schenectady area and in the Adirondack-St. Lawrence-Lake Champlain region.

Ohio Historical Society, Columbus, OH: up to \$65,330 in partial support of a project to microfilm for preservation and research selected historically valuable records series from each of Ohio's counties.

Ohio Department of Administrative Services, Columbus, OH: \$5,290 to conduct a study, in cooperation with the Ohio Historical Society, of

the Ohio Archives and Records Management Program and to make recommendations for necessary improvements.

Ohio Historical Society, Columbus, OH: \$3,750 to complete the preparation of a municipal records manual and to conduct a series of records management workshops for municipal officials and employees.

Cincinnati Historical Society, Cincinnati, OH: \$35,000 to organize and make available for research a collection of more than 40,000 architectural drawings and supporting documents relating to the City of Cincinnati and its architectural firms.

Rhode Island Historical Records Advisory Board, Providence, RI: \$2,840 for consultant services for the new Rhode Island Public Records Administration Program.

Sioux Falls College, Sioux Falls, SD: \$20,103 (partial match) to establish an archives/records management program for the College and to prepare a report on the feasibility of establishing similar or cooperative archival programs on the other nine campuses of the Colleges of Mid-America.

Fairfax County Government, VA: \$10,000 in partial support of its project to develop a comprehensive archives and records management program for Fairfax County through records survey and scheduling, development of a manual, and treatment of archival records.

Historical Society of Seattle and Kings County, WA: \$19,100 to preserve and make available photographs, 1930-1960, in the *Seattle Post Intelligencer* collection.

State Historical Society of Wisconsin, Madison, WI: \$33,360 for the second and final phase of a project to develop an archival program for machine-readable public records in the state.

United Negro College Fund, Inc., New York, NY: \$26,400 to conduct a five-day basic archival workshop and a follow-up consultant service to assist in the development of archival programs for the 41 member institutions of the UNCF.

American Association for State and Local History, Nashville, TN: \$18,556 to study and report on the management, preservation, and use of local government records.



## NEH

The Research Resources Program of the National Endowment for the Humanities recently awarded the following grants for archives projects:

Detroit Institute of Arts, Detroit, MI: \$9,946 to conduct oral history interviews to supplement the written documents in the Museum Archives.

Swarthmore College Peace Collection, Swarthmore, PA: \$86,464 to process the records of major peace organizations, e.g., SANE, Clergy and Laity Concerned, and the War Resisters League.

Research Libraries Group, Stanford, CA: \$17,416 to sponsor a task force which will author a document suggesting standards and procedures for entering into the Research Libraries Information Network (RLIN) data pertaining to archival and manuscript collections held by RLG members.

Marquette University, Milwaukee, WI: \$56,774 to identify, describe, and collect, when appropriate, Catholic Indian mission records in America; to hire a project archivist for two years and to support travel to 65 Indian missions, dioceses, provinces, abbeys, motherhouses, historical agencies, and other repositories of mission records.

Holyoke Center, Harvard University, Cambridge, MA: \$117,255 for the preservation of historical and ethnographic photographs of China's minority peoples. This project will incorporate into the archives of the Harvard-Yenching Library photographic collections of ethnographic merit, taken in the early 1900s.

New York Public Library, New York, NY: \$275,273 T.M. \$825,812 G&M to survey the pre-"LP" commercial disc sound recordings held in five of the principal public access sound archives in the U.S. These five are the Library of Congress, New York Public Library, Stanford University, Syracuse University, and Yale University.

University of Illinois, Champaign-Urbana, IL: \$70,420 for the Carl Sandburg Collection Development Project which will bring together the remaining large bodies of Carl Sandburg research material. These are: (1) the research papers being transferred to the Library by the Carl Sandburg Home National Historical Site; (2) the material still held by the Sandburg Family Trust; and (3) the recollections of Sandburg's many professional and personal friends, to be recorded in an oral history project.

Episcopal Diocese of Pennsylvania, Philadelphia, PA: \$27,500 to continue to process the records of the Diocese of Pennsylvania and to establish an archives that is useful and available to the members of the Diocese and to other researchers and scholars.

Berea College, Berea, KY: \$98,640 to organize and preserve the original records of the settlement institutions of Appalachia and to create a central research collection on microfilm of those records of enduring value.

Tennessee Technological University, Cookeville, TN: \$8,877 to survey the music and papers of Charles Faulkner Bryan and prepare an accurate inventory; to clean, preserve, and develop a filing system for his papers and music; to reproduce and preserve all tapes and records; to microfilm all materials and make them available to selected institutions; and to develop a collection of the Bryan materials to be stored at Tennessee Technological University.

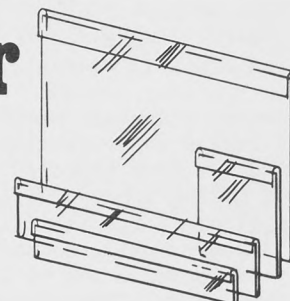
## Pardo Joins Standard Oil

Thomas C. Pardo, who came to SAA's staff in 1979, will be joining the staff of the Records Planning Division of the Standard Oil Company of Indiana in late September. Pardo will be employed as a Records Specialist.

While with SAA, Pardo directed the second phase of the basic archival workshop program, supervised the publication sales program, and served as a committee liaison. He is the author of *Planning, Conducting, and Evaluating Basic Archival Workshops*, which will be published by the Society later this year.

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# PEOPLE PAPERS

Westbrook, Maine Some of the most closely guarded secrets of businesses are being converted into paper towels, matches, and egg cartons. Tons of bank statements, medical records, and other confidential documents pass through the shredder at Confidential Destruction, where they are baled for recycling into household paper products. "As far as we know, we're the only commercial operation set up specifically to shred confidential paper," says Richard B. Anderson, vice president of the company. The company has already processed more than 300,000 pounds of paper this year, most of it from the Portland area. The biggest customers include banks, insurance companies, hospitals, and lawyers.

Jerusalem, Israel Survivors of the Holocaust gathered in Jerusalem recently to remember the slain, rejoice in the survivors and transfer the legacy of the Holocaust to the children of those who survived. Many at the gathering stood in line at the Yad va-Shem archives to deposit tape recordings of their experiences under the Nazis. A workshop was conducted for children of survivors who will collect such tapes from those who did not make their own and from those unable to attend the gathering.

New York, New York Is a Humphrey Bogart letter worth more than one from Abraham Lincoln? Charles Hamilton, the autograph dealer, thinks it is--or soon will be. In fact, Hamilton predicted in the *New York Times* that the autographs of many of the top movie stars will soon command more than those of U.S. presidents. "In 500 years there will be countless millions who will watch Charlie Chaplin perform. . .and regard him as a cultural symbol. These same people will never have heard of all the politicians in the long line of presidents, then comprising hundreds of names. Insignificant persons like John Tyler and Franklin Pierce will be long forgotten."

In early August, Hamilton tested his theory by offering in an auction one letter from Bogart and one from Lincoln. The actor's communication to Miriam Schary, wife of a film producer, apologizes for insulting a guest at a party: "I would rather do anything in the world that hurt your feelings and if I have I am extremely sorry. . . blame the incident on a little too much of the Wine of the Country." Lincoln's four-line note recommended a woman for employment. The pre-sale estimate for the Bogart letter was \$250-\$350 but it sold for \$750. The Lincoln note was expected to bring \$800 to \$1,000, and sold for \$800.

In the same sale, a movie-still photograph from "Gone With the Wind" autographed by Clark Gable and Vivien Leigh sold for \$900, while a signed photograph of Harry Truman was purchased for \$180. Even Hamilton expressed surprise when a Bela Lugosi signed photograph brought \$525.

Washington, DC A long-lost symphony by 9-year-old Wolfgang Amadeus Mozart had its American premiere at the White House recently, over two hundred years after it was written. Written in 1765, all that was known of *Symphony in F, K. 19a* was the first 15 measures of the first violin part. Last year a complete set of parts in the handwriting of Mozart's father, Leopold, was discovered among some private papers in Bavaria and sold to the Bavarian State Library.

Atlanta, Georgia The Johnny Mercer Collection, including the scores of 1,500 published songs, hundreds of pictures and awards, and the autobiography that the lyricist was working on at the time of his death, has been donated to Georgia State University by Mercer's wife, Ginger. The collection will be housed in a special section of the rare books collection of the University library, awaiting completion of the "Johnny Mercer Room." Mercer, who was from Savannah, wrote the lyrics for over 70 hit songs, including "Moon River," "The Days of Wine and Roses," and "The Atchison, Topeka and the Santa Fe."

Vatican City 236 documents from the Vatican's secret archives were recently put on display to the public for the first time. The documents on exhibit were culled from thousands of leather-bound volumes that occupy 25 miles of library shelves and contain 1,000 years of papal correspondence. "Clearly our biggest problem was choosing which letters to use among the rich selection we had," said Vatican archivist Cardinal Antonio Samore. Included in the exhibit are letters from Napoleon, Voltaire, Queen Elizabeth I, Louis XIV, and Galileo. There is a letter dated 1535 from Pope Paul III engaging Michelangelo to finish St. Peter's Basilica. And there is a papal decree from Pope Gregory XIII establishing the Gregorian calendar by adding 11 days to the Julian calendar of 1582.

Washington, DC Reporting preliminary findings of a survey of public history programs conducted by a subcommittee of the Society for History in the Federal Government in the spring issue of the Society's newsletter, *The Federalist*, Ron Spector suggested, "the best thing about these programs appears to be the internships, some of which are very well-managed and imaginative. . .The weakest aspects of the programs include the faculty, who have little professional work experience outside the academy and that at a relatively low level, and the relative scarcity of training in the use of modern government records, 'live files,' etc." Spector also observed that graduates of these programs have not staked out vast new areas of employment. "They have not made historians welcome and accepted where they were not before. Perhaps they will do so in the future, but so far what they have done looks unimpressive."



## 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.

## Publications

"Planning and Organizing a Joint Archives and Records Management Program," the final report of the Yale University records survey to the NHPRC, is available at cost to interested institutions and individuals. The report discusses the planning and implementation of the Yale records survey, survey findings, and the organization and design of a joint archives-records management program. The price, including postage and handling, is \$3.00. Orders can be prepaid. Make checks payable to Yale University Library. Send orders to John Dojka, Manuscript and Archives, Yale University Library, Box 1603A Yale Station, New Haven, CT 06520.

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

## Fair

1st all Civil War book, paper, image fair. Thousands of items from leading dealers. Largest display ever assembled for public sale. Saturday, October 31, 1981, at Elks Lodge, 8421 Arlington Blvd. (U.S. 50), Fairfax, VA (Washington). Information: Essential, 10453A Medina, Richmond, VA 23235. (804) 272-5558.

## Wanted

Information on the history of Federal badges in the Treasury Department. Contact Virginia Doser, 611½ Narcissus Ave., Corona del Mar, CA 92625.

## Archivists' Calendar

The Mid-Atlantic Regional Archives Conference (MARAC) will meet in New York City on October 23-24, 1981. For registration information, contact Robert Sink, Brooklyn Rediscovery, 57 Willoughby St., Brooklyn, NY 11201.

\*\*\*\*\*

The Fall Meeting of the New England Archivists will be held on Saturday, October 17, 1981, in Concord, New Hampshire. For further information, contact R. Stuart Wallace, New Hampshire Historical Society, 30 Park St., Concord, NH 03301.

\*\*\*\*\*

The Oral Historical Association will hold its Seventeenth National Colloquium in San Antonio, Texas, October 8-10, 1981. For further information, contact John J. Fox, Dept. of History, Salem State College, Salem, MA 01970.

\*\*\*\*\*

A course in paper conservation is being offered at the University of Victoria, British Columbia, November 12-20, 1981. For more information, contact Doug Franklin, Advanced Studies in Cultural Conservation, University Extension, University of Victoria, Victoria, BC. (604) 477-6911.

\*\*\*\*\*

Archivist of the United State Robert M. Warner will deliver a lecture at the Graduate School of Library and Information Science, University of Texas at Austin, on November 12, 1981. For further information, contact David B. Gracy II, Graduate School of Library and Information Science, University of Texas at Austin, Box 7576, Austin, TX 78712. (512) 475-2445.

\*\*\*\*\*

"Going to the Source: An Introduction to Research in Archives," will be given November 17-20, 1981, at the National Archives in Washington, DC. For further information, write Elsie Freivogel, Education Division, National Archives and Records Service, Washington, DC 20408. (202) 523-3298.

\*\*\*\*\*

The American Association for State and Local History will sponsor a conference entitled "Collecting the Twentieth Century" September 11-13, 1981, in Williamsburg, VA. The conference will immediately precede AASLH's annual meeting, September 14-17, also in Williamsburg. For further information, contact, Education Division, AASLH, 1400 Eighth Ave. South, Nashville, TN 37203.

The Association for Documentary Editing will hold its third annual meeting October 8-10, 1981, in Madison, Wisconsin. For further information, contact Raymond W. Smock, History Department, University of Maryland, College Park, MD 20742.

\*\*\*\*\*

The National Historic Communal Societies Association will sponsor its eighth annual conference at the Ephrata Cloister in Ephrata, Pennsylvania, October 15-17, 1981. For further information, contact Donald E. Pitzer, Center for Communal Studies, Indiana State University-Evansville, Evansville, IN 47712.

\*\*\*\*\*

The next SAA conservation workshop, part of the NEH-funded Basic Archival Conservation Program, will be held October 27-29 at the Missouri Botanical Garden, St. Louis, in conjunction with the Midwest Archives Conference. Contact Mary Lynn Ritzenthaler at the SAA office for an application and information on future workshops.

## Transitions...

DONALD P. SCHEWE, assistant Director of the Franklin D. Roosevelt Library, has been named director of the Jimmy Carter presidential materials project. . . DON W. WILSON has been appointed director of the Gerald R. Ford Library. He was formerly associate director of the State Historical Society of Wisconsin. . . RUTH SIMMONS has joined Rutgers University Libraries as Senior Archivist. . . MICHAEL C. ROBINSON is the new executive secretary of the Public Works Historical Society. . . RICHARD KESNER will leave his position at East Tennessee State University to join the F.W. Faxon Company. . . Three NHPRC staff members will be moving to new positions soon. TIMOTHY WALCH will join the Nixon Presidential Materials Project at the National Archives. NANCY SAHLI is leaving to work on an NEH-funded bibliography project. SUSIE GOUGH will join Central Office GSA in the Office of Data Systems. . . DAVID KLAASEN has been named Curator of the Social Welfare History Archives, University of Minnesota. . . ANNE SIMS was recently named Assistant University Archivist at Southern Illinois University. . . MICHAEL F. KOHL is Project Archivist for the NHPRC-funded City of Milwaukee Sound Recordings Project. . . MARTIN ELZY has left the Johnson Library to join the Carter records declassification staff.

# Professional Opportunities

*Two positions, Western Reserve Historical Society:*

**ASSISTANT REFERENCE LIBRARIAN.** To provide a full range of reference services on U.S. history and genealogy for collections consisting of 250,000 volumes, 5 million manuscripts, and voluminous special collections. Responsibilities include the preparation of bibliographic tools, collections development recommendations, and some staff supervision. Minimum qualifications: M.L.S. from an accredited university and academic or work experience in reference service (2 years desirable). Salary range: \$13,500-\$15,500.

**MANUSCRIPT PROCESSOR.** A one year position to arrange the voluminous papers of industrialist and financier Cyrus S. Eaton (1883-1979), and to prepare finding aids to the collection. Minimum qualifications: B.A. in American history and some archival training and experience. Salary range: \$10,000-\$12,000.

Send resumes and 3 references to Kermit J. Pike, Deputy Executive Director, The Western Reserve Historical Society, 10825 East Boulevard, Cleveland, OH 44106. Application deadline: September 15, 1981.

**ARCHIVIST,** Sioux Falls College. Will develop a new archival program and direct the day-to-day work of organizing and processing the College's archival materials. Will supervise a part-time archives assistant and secretary with the help of a consultant. Will also conduct a study of the resources, needs and interests for archival program development on the nine other campuses of the College of Mid-America Consortium. Qualifications: Master's degree or experience in lieu of education. Prefer at least one year's experience in a college archive. This position is part of a 1-year project jointly funded by the College and NHPRC. Salary: \$13,000-\$14,500. Send letter of application and resume by October 1, 1981 to: Jane Kolbe, Norman B. Mears Library, Sioux Falls College, Sioux Falls, SD 57101.

**PROCESSING ARCHIVIST,** (one position, possibly two), Yale University. Under the supervision of the Head of Processing, Manuscripts and Archives, arranges and describes manuscript collections. Supervises part-time support staff. Qualifications: M.A. (American history or studies preferred) and archival training or experience (processing experience highly desirable). Salary from \$15,000 depending on qualifications and experience. Send resume listing three references to Bella Berson, Yale University Library, Box 1603A Yale Station, New Haven, CT 06520. No closing date provided.

**UNIVERSITY ARCHIVIST,** California State University, Dominguez Hills. Responsible for overall management of the California State University and Colleges archives and the archival collections in the library of California State University, Dominguez Hills. Tenure-track position in the library; appointment as Academic Specialist (Assistant Professor, 12 month). Qualifications: M.L.S. with archival specialization from ALA-accredited school, equivalent degree in archival administration, or other evidence of relevant graduate education; familiarity with and theoretical knowledge of historical research methodology, and working knowledge of archival conservation techniques. Good communication skills and the ability to relate well with advisory committees, donors, students, faculty and staff are essential. Experience and skill in writing grant requests is highly desirable. Salary range: \$20,616-\$24,828. Submit complete resume, including education, experience, professional activities, and the names of three references to Philip Wesley, Dean, Educational Resources, California State University, Dominguez Hills, Carson, CA 90747. Application deadline: September 30, 1981.

**HISTORICAL COLLECTIONS/REFERENCE LIBRARIAN,** Claude Moore Health Sciences Library, University of Virginia Medical Center. Responsible half-time to Associate Director for developing, organizing and managing the Library's historical and archives collections and promoting their use. Responsible half-time to Head Reference Librarian for providing general reference services, user education, and computerized bibliographic searches. Qualifications: M.L.S. from ALA-accredited school, demonstrated interest in historical and archive collections and services, preferably in medical history, familiarity with computerized search services, and strong public services orientation with good organizational and communication skills. Internship, course work or experience in medical librarianship, knowledge of archival methods and principles of rare book management, and MLA certification desirable. Minimum salary: \$15,200. Faculty appointment and benefits. Send resume to: Carol Jenkins, Associate Director, The Claude Moore Health Sciences Library, University of Virginia Medical Center, Box 234, Charlottesville, VA 22908. No closing date provided.

**ARCHIVIST/RECORDS MANAGER,** Oklahoma Department of Libraries. To survey and appraise state governmental records and establish retention schedules; to accession and reference records. Qualifications: Master's in history or library science. Experience desired. Salary: \$16,716. Contact: Marietta Malzer, Chief Archivist, Oklahoma Department of Libraries, Archives and Records Division, 200 N.E. 18th, Oklahoma City, OK 73105. No closing date provided.

**PROJECT ARCHIVIST,** Bureau of Archives and History, New Jersey State Library. 1-year, NEH-funded project. Responsible for conducting statewide records program needs assessment and reporting project, focusing on archives in municipal government; private and public historical agencies; businesses; labor and religious organizations; and development of training programs and shared resources in archives, records management, and conservation. Qualifications: M.A. in American history. One year experience and formal archival training desired. Salary: \$15,500 + benefits. Starting date: January 1, 1982. Apply to: Karl J. Niederer, Bureau of Archives and History, New Jersey State Library, CN 520, Trenton, NJ 08625. Application deadline: September 30, 1981.

*Two positions, Berea College:*

**ARCHIVIST-DIRECTOR.** 2-year, NEH-funded position to organize and microfilm the records of Southern Appalachian settlement schools. Duties include overall supervision of project, appraisal, processing, and preparation of records for microfilming. Qualifications: M.L.S. or M.A., archival training, processing experience, and good research writing and supervisory skills. At least one year relevant experience desired, with some background in microfilming. Salary: \$14,000.

**ASSISTANT ARCHIVIST.** Duties include processing, arranging and describing records, preparing guides, and assisting the director in all aspects of the project. Qualifications: M.L.S. or M.A., archival training, strong background in processing, and good writing ability. Salary: \$13,000.

Send letter and resume with three references and transcript to Gerald Roberts, Special Collections, Berea College Library, Berea, KY 40404. Application deadline: September 15, 1981.

**ORAL HISTORIAN,** Museum Archives, The Detroit Institute of Arts. Consultant, 4-month or equivalent. NEH-funded position. Responsible for planning, conducting initial interviews, and preparing case indexes. Qualifications: A graduate degree in history, art history, library science, or related discipline. Experience in interviewing. Course work in oral history desirable. Salary: \$7,000 (based on anticipated funding). Position available immediately. Send resume and letter of application to: Marilyn Ghausi, Museum Archivist, The Detroit Institute of Arts, 5200 Woodward Avenue, Detroit, MI 48202. No closing date provided.



## Professional Opportunities

**PROJECT DIRECTOR** for historical records "needs assessment and reporting" project based at Connecticut State Library. 1-year project (January 1 to December 31, 1982) partially supported by an NHPRC grant and supervised by the State Historical Records Advisory Board. The project director, assisted by Advisory Board members, volunteers, and paid hourly workers, will collect data on historical records activity in the state and prepare a report assessing needs, problems and prospects and suggesting possible courses of action for the immediate and more distant future. Attention will be given to records activities of state and local government, historical societies and public libraries, and academic, religious, business and labor organizations, as well as to related special functions such as conservation and preservation, education and training, and technical assistance. Qualifications: Advanced degree in history or a related field and training and experience in management and/or research use of historical records. Ability to plan and coordinate the work of others and to draft and speak effectively are important. A car is necessary. Salary: \$18,000-\$20,000. Apply by October 1, 1981 to Robert Claus, State Archivist, Connecticut State Library, 231 Capitol Ave., Hartford, CT 06115.

**ASSISTANT DIRECTOR**, Bentley Historical Library. Duties: General administration, including budget, personnel, outreach activities, preparation and editing publications, special projects. Qualifications: Ph.D. or near completion in American history or American culture, substantive experience in or related to an archives or manuscript repository dealing with modern records. Salary: \$19,000-\$21,000. Send letter and complete resume with the names of 3 references to: Frances X. Blouin, Jr., Director, Bentley Historical Library, 1150 Beal Avenue, Ann Arbor, MI 48109. Application deadline: September 25, 1981.

**PROJECT ARCHIVIST**, Marquette University. 1-year, NEH-funded position. Primary responsibilities will be the arrangement, description, and microfilming of records relating to the activities of Catholic missionaries or organizations working with the American Indian. Qualifications: M.A. in history or related field and/or archival training, and at least one year of experience in arrangement and description. Experience with microfilming projects and knowledge of Native American and/or mission history desirable. Salary: \$15,000. Send letter and resume with the names of 3 references to Philip Bantin, Department of Special Collections and University Archives, Memorial Library Marquette University, Milwaukee, WI 53233. Application deadline: November 30, 1981.

**ASSISTANT ARCHIVIST**, Local Records Department, Texas State Archives (trainee position stationed at Fort Worth). To perform processing, reference, and acquisitions duties under close supervision, while receiving training necessary to perform duties of field archivist. Qualifications: M.A. with research experience in primary sources; 12 hours graduate credit or equivalent training in archives or records management, or one year professional archives or records management experience. Must be willing to relocate during term of employment and travel frequently in own car with state reimbursement. Salary: \$14,208-\$15,156. Upon satisfactory completion of one year's training, will be considered for promotion to field archivist (salary: \$16,164-\$19,704) and reassignment to another part of the state. Send resume and the names of three references to Mary Jo Donovan, Personnel Office, Texas State Library, Box 12927, Capitol Station, Austin, TX 78711. Application deadline: September 30, 1981.

**HEAD**, Conservation and Binding, University of Cincinnati. Responsible for the administration of the conservation and binding for the University of Cincinnati Libraries. The University Libraries have received an NEH grant to partially support the development of a conservation center and training program. Minimum professional rank: Assistant Librarian. Minimum salary: \$14,200. Qualifications: M.L.S. from ALA-accredited library school, or in a field appropriate to this position and completion of a substantial program of study in the theoretical and practical aspects of the conservation and preservation of library materials. Minimum of two years experience in the application of conservation techniques to library materials. Proven successful supervisory ability and ability to communicate clearly, both orally and in writing. Send resume with cover letter and three references postmarked by September 15, 1981, to: Sharon Tuffendsam, Libraries Personnel Officer, University of Cincinnati, M.L. #33, Cincinnati, OH 45221.

*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 that 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.*

**RECORDS MANAGEMENT OFFICER**, Harvard University Archives. Responsible for the establishment of a records management program at Harvard University. The initial project will include the study of the voluminous records produced at Harvard in various forms, their creation, use, storage and disposition, so that an effective and coherent program, continuing and expanding upon procedures already developed in the University Archives, can be augmented and implemented. Working closely with the Curators of the Archives, the Records Manager will inventory records of the University, create records retention and disposition schedules and assist with planning for a records center. Qualifications: At least two years experience in records management work, preferably in a college or university; master's level work in the humanities; familiarity with machine readable records; training in records management and/or archives; supervisory and organizational skills; tact and sensitivity. Salary: \$18,000-\$22,000. Send resumes to: Philip E. Leinbach, Assistant University Librarian for Personnel, Wadsworth House, Harvard University, Cambridge, MA 02138. No closing date provided.

**FIELD ARCHIVIST**, Nevada State Library. Subject to legislative approval, NHPRC-funded position. Duties include inventorying local government records; preparing general retention and disposition schedules and guidelines for inventorying, processing, and preserving county and municipal records for publication in records manuals; and assisting in workshops to publicize the need to inventory and preserve county and municipal records and explaining the techniques and methods for doing so. Qualifications: Master's degree in history, American studies, political science, library science and/or related field with graduate archival coursework or internship; formal training in archives, manuscript, and/or records management. Preference given to applicants with at least one year of work in an archives, manuscript repository, or records management program; participation in a government records survey; work with county and/or municipal records; and a knowledge of and interest in the State of Nevada and Intermountain West. The salary for the 18-month project is \$22,726 for 12 months and \$12,063 for the remaining 6 months. Apply to: Guy Louis Rocha, State, County, and Municipal Archives, Nevada State Library, 101 S. Fall St., Capitol Complex, Carson City, NV 89710. Application deadline: October 15, 1981.

*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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AND MORE!!

TIME VALUE MAIL

## Two Bibliographies Available from SAA

Two new bibliographies are available from SAA's Publications Service.

*A Selective Bibliography on the Conservation of Research Library Materials*, by Paul N. Banks, contains over 150 pages of sources that the compiler felt would be most useful to librarians and archivists concerned with conservation and to conservators of bibliothecal and archival materials. Entries are arranged by subject within such broad categories as "Protection and Care of Books and Manuscripts," "Materials, Structure and Technology of the Book," "Enemies of the Book," and "Physical Treatment of Books and Other Materials."

*A Select Bibliography on Business Archives and Records Management* is an annotated listing of over 400 articles and books dealing with aspects of business archives. The bibliography was compiled by Karen M. Benedict, Nationwide Insurance Company, and publication was funded, in part, by a gift from Nationwide. The 144-page volume also contains author, title, and classified subject indexes.

To order these publications, fill out the form below and return it to SAA headquarters.

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Quantity	Title
—	<i>Selective Bibliography on the Conservation of Research Library Materials</i> , \$8.50 members, \$10.00 others
—	<i>A Select Bibliography on Business Archives and Records Management</i> , \$6.00 members, \$9.00 others

Send your order to SAA, 330 S. Wells, Suite 810, Chicago, IL 60606. Makes checks payable to the Society of American Archivists. A postage and handling charge will be added to all non-prepaid orders.