

The Society of American Archivists

SAA Newsletter

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Federal Cuts: Uneven, Unsettling

The budget blues was a more common refrain than "Jingle Bells" and "Auld Lang Syne" in Washington as 1981 ended.

It appears, however, that the impact of the Reagan Administration's "genuine attempt at spending restraint" will be quite uneven in agencies of particular interest to the archival profession.

The FY82 budget process for the Library of Congress has been completed. An appropriation of \$111,989,000 for salaries and expenses was approved, \$6,900,000 more than fiscal year 1981. In recognition of the Library's growing workload, 32 additional positions were slated for a three year project to inventory collections.

Appropriation legislation for the Smithsonian Institution established a salaries and expenses allowance for FY82 at \$128,470,000, up from \$122,478,000 in FY81. Minor staff reductions may be necessary, but SI officials anticipate that attrition will take care of the problem.

Many Executive Branch agencies, on the other hand, face the prospect of massive layoffs, with the National Archives and Records Service likely to be one of the hardest hit of all. Due to what some have termed "technical problems" in the continuing resolution which the President signed on December 15, all of the General Services Administration, of which NARS is a component, was slashed a surprise 16%. Most agencies were cut only 4% in the same legislation.

While there is some prospect that the problem may be corrected, NARS officials were alerted by GSA to make plans for FY82 spending of \$75 million, down from \$89 million in FY81.

Budget uncertainties, which have prevailed at NARS since January 1981, continue to cause high anxiety. For many employees, morale reached a new low in December--a number may lose their jobs, others will be displaced, but no one knows for certain and the rumor mill is running overtime. (cont. on p. 2)

Nominating Committee Selects Candidates

SAA's 1982 Nominating Committee has selected the following candidates for office:

Vice President (becomes President fall 1983)

David B. Gracy II, Texas State Archives

Mary Lynn McCree, University of Illinois-Chicago
Circle

Treasurer (3-year term)

Paul H. McCarthy, Jr., University of Alaska

Peter J. Parker, Historical Society of Pennsylvania

Council (2 seats; 4-year terms)

Larry J. Hackman, New York State Archives

Edie Hedlin, National Historical Publications
and Records Commission

Linda M. Matthews, Emory University

Helen W. Slotkin, Massachusetts Institute of
Technology

Nominating Committee (3 seats; 1-year terms)

Anne Caiger, University of California-Los Angeles

Susan Davis, New York Public Library

M. Liisa Fagerlund, Portland Archives and Records
Center

H. Thomas Hickerson, Cornell University

Victoria Irons Walch, National Archives and
Records Service

William K. Wallach, University of Michigan

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

Additional nominees may be placed on the ballot by a petition signed by 50 members of the Society. Anyone who plans to initiate a petition should contact the Society's office by February 5, 1982, in order to assure all candidates of equivalent exposure on the printed ballot. Deadline for receipt of petitions in the executive director's office is February 22, 1982. Ballots will be mailed March 24; members who haven't received them by April 19 should contact SAA. Nominating Committee members for 1981 are Charles B. Elston, Marquette University; Shonnie Finnegan, State University of New York, Buffalo; Linda Henry, American Psychiatric Association, chair; Richard H. Lytle, Smithsonian Institution; and Nancy A. Sahli.

FBI Appraisal Submitted

A report filed by the National Archives with Judge Harold H. Greene in November 1981 recommended that the FBI be required to keep, and ultimately turn over to the Archives, about 20 to 25 percent of its records.

The 14,000 page, 2 volume document filed by NARS was the product of a 17-member staff headed by James E. O'Neill and Charles M. Dollar. Intensive work began in March 1981 (see May 1981 *SAA Newsletter*, p. 4) after the U.S. District Court ordered the \$500,000 effort to determine the adequacy of NARS' appraisal of FBI field files.

Findings appear to bear out NARS' earlier contention that headquarters files are more valuable than field files, but the report does recommend the retention of some field files, a revision of previous practice.

Marshall Perlin, attorney for the plaintiffs in the FBI suit, told the *SAA Newsletter* that he found a lot of duplication and repetitiveness in the report. He said that "NARS had labored mightily and hard and came forth with a mouse--a large mouse." Perlin is seeking the opinions of historians and other archivists on the report and anticipates no rapid resolution of the case, which began in 1979.

Commenting on the NARS report, F. Gerald Ham, State Historical Society of Wisconsin, characterized it as "the most important records appraisal ever undertaken in this country." The work of the O'Neill-Dollar team will be addressed in a session at SAA's 1982 annual meeting in Boston and in a forthcoming article in the *American Archivist*. NARS will make copies available for a modest fee. Contact James E. O'Neill, NL, National Archives, Washington, DC 20408.

Guidelines for Archivist Position Proposed

The Office of Personnel Management has issued tentative standards for the archivist series (GS-1420) and archivist assistant series (GS-1421) in federal service based on a study which has extended over a year, updating standards issued in 1968.

SAA's Committee on Education and Professional Development is preparing a response on behalf of the Society which will suggest that OPM's draft standards are seriously deficient in a number of areas. For example, the draft standard for archivist *excludes* positions that "evaluate records to establish their validity, utility, and importance as source material for use in historical study." SAA will also suggest that the proposed basic educational requirement for the position of archivist, a four year college course which includes six semester hours in U.S. history and an additional 18 hours in social sciences, is inadequate and inconsistent with current practice in the United States.

Federal Cuts, cont.

RIF notices were distributed to hundreds of National Archives employees in mid-December. RIF stands for reduction in force, the complex process of firing and demoting federal employees to trim agency budgets. The NARS RIF currently in progress was planned to accommodate a target budget figure higher than \$75 million. If the technical problem discussed above is not corrected, additional RIF notices may be issued.

However, first-year savings derived from RIFs are minimal. RIFed federal employees get severance pay (up to one year's salary) and their unemployment benefits also are charged to their agency budget.

Another budget-cutting measure under consideration, in addition to RIFs, is that of requiring all NARS employees to go on furloughs (leave without pay) for up to 22 days.

JCAST Designates Research Areas

With the support of the National Historical Publications and Records Commission, the Joint Committee on the Archives of Science and Technology, composed of the History of Science Society, the Society for the History of Technology, and SAA, is conducting a broad study of the problems associated with the appraisal and preservation of the essential record of postwar science and technology. The committee has designated three high priority research areas: the generation of scientific and technical records; the use of scientific and technical records; and problems posed by special kinds of scientific and technical records.

The committee has prepared a list of more specific questions and problems in each general area that it feels must be researched. That list can be obtained from Robert Friedel, IEEE Center for History of Electrical Engineering, 345 E. 47th St., New York, NY 10017; Joan Warnow, AIP Center for History of Physics, 335 E. 45th St., New York, NY 10017, or from SAA headquarters.

SAA Staff

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Mary Lynn Ritzenthaler	Program Officer
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SAA Is Coming Your Way!

Conservation

The following workshops have been scheduled as part of SAA's NEH-funded Basic Archival Conservation Program:

January 20-22, Salt Lake City, Utah--at the Utah State Historical Society in conjunction with the Conference of Intermountain Archivists. Instructors: Howard P. Lowell, Oklahoma Department of Libraries, Archives and Records Division; and Mary Lynn Ritzenthaler, SAA.

March 24-26, Detroit, Michigan--at the Archives of Labor and Urban Affairs, Reuther Library, Wayne State University. Instructors: Margery S. Long, Wayne State University; and Mary Lynn Ritzenthaler.

May 19-21, Des Moines, Iowa--at the State Library Commission of Iowa in conjunction with the Iowa Historical Materials Preservation Society. Instructors: Judith Fortson-Jones, Nebraska State Historical Society; and Mary Lynn Ritzenthaler.

June 21-23, Fairbanks, Alaska--at the University of Alaska, Fairbanks, with the assistance of the Alaska Historical Commission. Instructors: Judith-Fortson Jones and Mary Lynn Ritzenthaler.

Each two-and-one-half-day workshop will focus on conservation administration and philosophy, with emphasis placed on means of integrating conservation into archival processing and management. Basic hands-on conservation techniques will be taught using the conservation supply kit provided to each workshop participant. Limited enrollment; tuition: \$50.

Administration of Photographic Collections

A three day workshop on the administration of still photographic collections has been scheduled for February 8-10 in Chicago. Topics to be covered include: identification, appraisal, collecting policies, arrangement and description, subject analysis, access and user policies, reproduction, conservation, and copyright and related legal issues. Limited enrollment; open to individuals currently responsible for photographic collections with no previous training. Tuition: \$50. Instructors: Margery S. Long, Wayne State University; Gerald J. Munoff, Kentucky Department of Library and Archives; Mary Lynn Ritzenthaler.

Introduction to Microforms

This two-day workshop will be held February 11-12 in Chicago, and will cover microforms as a tool in archival management from administrative

and technical perspectives. Topics to be addressed include: introduction to micrographics, microformats and film types, filming for preservation and publication, finding aids, production standards, in-house filming vs. service bureaus, costs, funding sources, and specialized uses of microforms. Instruction will be directed both towards persons wishing to institute or evaluate in-house microform operations and those needing to contract with outside service bureaus. Limited enrollment; tuition: \$50. Instructor: George Vogt, National Historical Publications and Records Commission.

Interested individuals may register for both the photographic and microform workshops. Requests for applications and further information on all of the above workshops should be directed to Mary Lynn Ritzenthaler, SAA, 330 S. Wells St., Suite 810, Chicago, IL 60606.

Starting an Archives

What is an archival program and what can it do for you? These topics will be the focus of the Society of American Archivists' workshop, Starting an Archives. The workshop, supported in part by the scholarship fund of the Colonial Dames of America, Chpater III, will take place in Washington, DC. It is tentatively scheduled for April 15-17. Instructors for the workshop will be David B. Gracy II, Texas State Archives, and Linda Henry, American Psychiatric Association.

The workshop will include presentations on the nature of archival programs; resources necessary to operate an archival program; an overview of the functions of an archives; and planning for the establishment of an archives. The information presented will be at a basic level and will be pertinent to the establishment of any type of archives. Limited enrollment; Tuition: \$80.

For further information and an application form for the Starting an Archives workshop, contact Joyce Gianatasio, SAA, 330 S. Wells St., Suite 810, Chicago, IL 60606.



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Conservation Consultant Service

Institutions interested in surveying and evaluating their conservation needs and developing conservation programs are urged to take advantage of the conservation consultant service currently available as part of SAA's Basic Archival Conservation Program. Outside review of problem areas is often a politically expedient means of effecting change. Conservation consultants will assist institutions in evaluating environmental conditions, archival storage facilities, and archival procedures and practices which have an impact upon conservation of the collections. In addition, consultants will recommend phased approaches to implementing conservation programs based upon unique institutional needs and capabilities. The service is available on a cost-sharing basis to institutions maintaining archival collections and having at least one full-time staff member working in an archival capacity. For an application or further information, contact Mary Lynn Ritzenthaler at SAA headquarters. The Basic Archival Conservation Program is funded by the National Endowment for the Humanities.

Call for "Wretched" Papers

Archivists weeding collections files are requested to consider donating duplicate or other material which would otherwise be discarded to the Basic Archival Conservation Program. Participants in SAA's conservation workshops are provided with packets of papers upon which they practice such basic conservation techniques as testing for ink solubility and surface pH, dry cleaning, mending, and polyester encapsulation. It is useful for these purposes to have papers in a variety of formats and conditions. The "wretched paper collection" assembled for the conservation program is now almost depleted. If you have material you would be willing to donate for this purpose, please contact Mary Lynn Ritzenthaler at the SAA office.

Sought are papers which are dirty, torn, of varying age and condition, stapled, bent, and/or mutilated. If necessary, identifying information on the records can be obliterated. Please do not send material to SAA headquarters without first contacting Ritzenthaler. Looking ahead to a series of workshops on the administration of photographic collections, the Program would also gratefully receive photographic materials which have been weeded from collections. Admittedly, archivists tend not to think of photographs as being susceptible to disposition, but there are indeed instances when this would be an appropriate decision. If you have such photographs, please contact Ritzenthaler to discuss the possibility of donating them to the workshop program.

NASARA Statement on Governor's Papers

Asserting that the public papers of the governors comprise an essential element in the documentation relating to the history of the states and that many of these papers have been and continue to be alienated from public custody, the National Association of State Archives and Records Administrators (NASARA) promulgated a policy statement at its August 1981 meeting in St. Paul, Minnesota, regarding the disposition and preservation of the official records of governors:

FIRST: The official records of governors reflecting the transaction of public business for which the governor is responsible by constitutional or statutory provision should be subject to the provisions of state records laws and, as such, should be under the jurisdiction of the proper authority or authorities responsible for the maintenance and preservation of archival materials.

SECOND: In order to insure the preservation of gubernatorial records of continuing value, the records of governors' offices should be covered by records retention and disposition schedules. Because each administration may bring a new staff, the proper authorities responsible for such schedules should take special care to insure that appropriate retention and disposition practices are installed and maintained.

THIRD: The public records of a governor should be transferred to the state records center, if there is one, or to the state archival agency at regular intervals during the incumbent's term of office. The state records center or archival agency should work closely with the governor's staff to insure the orderly periodic transfer of such records.

FOURTH: The public records of a governor, both in the governor's office and in the records center and the archival agency, should be complete and material should be removed from them only after careful appraisal.

FIFTH: In each state, there should be statutory provision for the preservation of the official acts of the executive. Provision should be made in law for the regular and periodic transfer of such records to the state records center or to the archives as appropriate.

Updated versions of SAA's *Directory of Regional Archival Organizations* and *List of Appraisers* are now available free of charge from SAA headquarters. The *Regional Directory*, updated by Jay Haymond, chair of the Regional Archival Activity Committee, contains names and addresses of officers and other officials of 23 regionals. The *List of Appraisers* contains names and addresses of persons who specialize in appraising the value of historic documents.

Boston and Beyond!

Plans are well underway for SAA's 1982 annual meeting in Boston October 19-22. The meeting headquarters will be the Boston Park Plaza Hotel which overlooks the Public Garden and the Boston Common and is adjacent to many of Boston's finest shops and the theater district.

Several pre-conference workshops will be offered, including Conservation, Photographs, Oral History, and Basic Introduction to Archives. Plans for other pre-conference activities include a tour of the Northeast Document Conservation Center, a behind-the-scenes visit to the Kennedy Library, and a Boston highlights tour.

Meeting participants may wish to take self-conducted tours of the excellent bookstores in the Boston area as well as of the area repositories. Guides for such tours are being prepared by members of the Local Arrangements Committee.

The 1982 Program Committee is completing plans for more than 80 sessions, workshops, and panel discussions, many of which will address planning in keeping with the meeting's theme, "Boston and Beyond." The group considered well over 200 program suggestions received from the membership in its November meeting in Chicago.

James M. O'Toole, Archdiocese of Boston, chairs the 1982 Local Arrangements Committee which includes Mark J. Duffy, Episcopal Diocese of Massachusetts; Edward L. Galvin, MITRE Corporation; Harley P. Holden, Harvard University; William A. Koelsch, Clark University; Kathleen McQuade, Archdiocese of Boston; Elizabeth Mock, University of Massachusetts-Boston; Mary Eleanor Murphy, John F. Kennedy Library; Andrew Raymond, Northeast Document Conservation Center; Megan Sniffin-Marinoff, Simmons College; Zephorene L. Stickney, Wheaton College; and Albert H. Whitaker, Jr., Commonwealth of Massachusetts.

The 1982 Program Committee is chaired by Larry Hackman, New York State Archives; Bruce Dearstyne, New York State Archives, is serving as deputy program chairman. Committee members are Fran Blouin, Bentley Historical Library; Larry Dowler, Yale University; Max Evans, State Historical Society of Wisconsin; Liisa Fagerlund, Portland Archives and Records Center; David B. Gracy II, Texas State Archives; Linda Henry, American Psychiatric Association; Linda Matthews, Emory University; Helen Slotkin, Massachusetts Institute of Technology; and Victoria Irons Walch, National Archives and Records Service.

Joyce E. Gianatasio, SAA, is annual meeting director.

NARS Independence Hearings

Hearings on S. 1421, The National Archives and Records Administration Act of 1981, were held October 21.

The legislation would separate NARS from the General Services Administration and reestablish it as an independent agency, a long-sought goal of the Society of American Archivists. Witnesses testifying in favor of the bill included three of SAA's former presidents: Charles E. Lee, Walter Rundell, Jr., and former Archivist of the United States James B. Rhoads.

Another former SAA president, Archivist of the United States Robert M. Warner, joined Deputy Administrator of General Services Ray Kline in opposing the legislation. Warner stated, "The Reagan Administration is opposed to the proliferation of independent agencies at this time of constrained resources and the need to compress government, rather than expand it. The Administrator of GSA therefore opposes S. 1421. I support that position."

The three Archivists of the United States whose service spanned the period of GSA's involvement with the National Archives, Wayne C. Grover, Robert H. Bahmer, and Rhoads, have all spoken out against the arrangement after leaving office. As SAA President, Warner had advocated the separation of NARS from the General Services Administration and was a member of a national committee advocating that position at the time of his appointment as Archivist.

At its December 4 meeting in Washington, the National Archives Advisory Council, chaired by Richard W. Leopold, adopted a resolution in support of S.1421.

The *SAA Newsletter* contacted Admiral Rowland G. Freeman, Administrator of General Services in the last years of the Carter Administration, for his reaction to the NARS independence issue. Freeman has become convinced that the "success of the archival system is dependent on separation from GSA." While he served as Administrator, Freeman kept an open mind on the independence issue and investigated the possibility of aligning the archives function with the Library of Congress or the Smithsonian Institution.

Further action on S.1421 was not anticipated in 1981. However, plans to create a "new Hoover Commission," which may involve former President Gerald R. Ford as its chair, may also lead to consideration of the NARS/GSA relationship. The group would be asked to make recommendations for altering the present distribution of functions and activities among federal agencies.

Changes in PAGs Approved

Two major changes have been made in Professional Affinity Groups during the past year. First, Council approved the Theme PAG's proposal to become an institutional rather than a functional PAG. Second, Council authorized the formation of a new Oral History PAG.

To assist members in joining a new PAG or changing their current PAG affiliations, a form is provided at right. All Theme PAG members should complete and submit the PAG Membership Change Form to indicate whether they wish to be a member of the institutional Theme PAG or whether they wish to join a different institutional PAG. In either case, they will be eligible to join a new functional PAG.

PAG membership is open only to individual members of the Society. Members may belong to one institutional PAG and one functional PAG. For your convenience, your current PAG affiliations are indicated in an abbreviated form at the end of the first line of the mailing label on this *Newsletter*.

Complete the form and return it by February 22 if you are a members of the Theme PAG, if you wish to change your PAG membership, or if you do not currently belong to a PAG but wish to join one.

Functional PAGs

Acquisition--Centers on the acquisition of public papers, private manuscripts, and related material.

Aural and Graphic Records--Brings together persons who specialize in the handling of nontextual records, particularly photographs, tape recordings, and films.

Conservation--Enables persons with special interest in the problems presented by deterioration of paper materials to discuss preservation and restoration.

Description--Focuses on the development of appropriate means to organize and describe manuscripts and archives by bringing together persons who have processing and description as major responsibilities.

Oral History--Composed of persons interested in studying provenance, evaluation, appraisal, arrangement, access, and other issues as they pertain to the oral history interview as an original document.

Reference, Access, and Outreach--Made up of archivists who deal with the public in any way, particularly by handling archival reference responsibilities or conducting programs dealing with archives which are directed at the general public.

PAG Membership Change Form

Name _____
Member number _____ (See top left corner of mailing label)

I wish to belong to the following institutional PAG (choose one):

☐ Business Archives ☐ Manuscript Repositories
☐ C&U Archives ☐ Religious Archives
☐ Government Records ☐ Theme Collections

I wish to belong to the following functional PAG (choose one):

☐ Acquisition ☐ Description
☐ Aural & Graphic Rec. ☐ Oral History
☐ Conservation ☐ Reference, Access, and Outreach

Return this form to SAA, 330 S. Wells, Suite 810, Chicago, IL 60606, by February 22, 1982.

Institutional PAGs

Business Archives--Composed of employees of corporations and businesses who administer non-current records from a historical and archival standpoint.

College and University Archives--Made up of archivists concerned with the administration, organization, and care of records of institutions of higher education.

Government Records--Composed of individuals who have as their primary interest and responsibility the care of governmental records on the federal, state, or local level.

Manuscript Repositories--Composed of curators and other employees of repositories that voluntarily collect, rather than accession by law or mandate, and administer holdings not generated by the organization or the institution of which the repository is a part.

Religious Archives--Made up of persons who have responsibility for the organization and care of records relating to any and all phases of organized religion.

Theme Collections--Brings together persons who have strong commitments in their collecting and archival programs to various subject matter themes, including science, technology, and medicine; labor, urban affairs, and ethnic history; recreation; conservation; and maritime history.

SAA Basic Archival Conservation Program

Conservation Self-Study

In identifying archival conservation needs and program requirements it is necessary to have a thorough understanding of the physical plant, the range and formats of collections materials, and procedures which have an impact on conservation. A number of elements which are seen as routine archival practice and thus far removed from the mystique of conservation, do indeed play a vital role in the overall development of a conservation program--and ultimate preservation of archival materials. Having gained knowledge of the conservation implications of current collections materials, storage capabilities, and archival processing, it is possible to compare current practice against developing standards of archival conservation. As a result of such self-study and evaluation, a needs assessment can be developed which can then be used to design a phased conservation program based upon priority ranking of need against available resources.

Self-Study Questionnaire

The following questions have been designed as a brief guide to consideration of a manuscript or archival repository from a conservation perspective. The questions focus on types of material, policies and procedures, and the physical environment. They will also serve as an aid in turning a critical eye to current archival and conservation practices. While there are no "right or wrong answers" in such a data-gathering exercise, the questions are certainly leading in that they highlight areas of conservation concern.

1. Types of material held by repository:

- ☐ handwritten documents and records on paper
- ☐ printed material (documents, forms, etc.) on paper with handwritten notations
- ☐ all-print material (letter-press, offset, etc.): ☐ single sheets ☐ bound format newspapers
- ☐ photographic prints (black & white) on paper
- ☐ photographic prints (color) on paper
- ☐ cased photographs: ☐ daguerreotypes ☐ ambrotypes ☐ tintypes (ferrotypes)
- ☐ photographic negatives on film: ☐ safety film ☐ nitrate base
- ☐ photographic negatives (glass plate)
- ☐ motion picture film: ☐ safety film ☐ nitrate base
- ☐ sound recordings: ☐ disc ☐ cylinder (Edison)
- ☐ video tapes
- ☐ records in microformats
- ☐ works of art on paper: ☐ framed under glass
- ☐ architectural drawings: ☐ renderings ☐ tracings
- ☐ blueprints and similarly processed reproductions
- ☐ maps and charts
- ☐ posters and advertising broadsides
- ☐ three-dimensional objects

2. Dates of holdings:

- ☐ pre 1850 ☐ %
- ☐ 1850-1900 ☐ %
- ☐ post 1900 ☐ %

3. Size of holdings:

- ☐ items ☐ linear feet
-

4. Where are the records stored?

☐ separate stack area ☐ open shelves ☐ departmental office ☐ warehouse ☐ basement
☐ attic ☐ closets/cupboards ☐ other:

5. How are the records stored?

☐ boxed on shelves ☐ boxed on the floor ☐ filing cabinets ☐ map cases ☐ other:

6. Are the shelves or storage units: ☐ wooden ☐ metal

Type of finish: ☐ polyurethane varnish ☐ baked-enamel ☐ paint ☐ other:

7. What types of storage containers are used?

☐ acid-free boxes ☐ transfer cases ☐ miscellaneous cartons ☐ acid-free file folders
☐ manila folders ☐ tubes ☐ other:

8. Is your storage area/reading room:

☐ air conditioned
☐ temperature and humidity controlled: temperature maintained between ☐ degrees F and ☐ degrees F, with relative humidity between ☐% and ☐%
☐ outfitted with air filtration device(s)
☐ surrounded by or near steam or water piping
☐ susceptible to leaks or flooding
☐ outfitted with water detection system
☐ outfitted with smoke/fire detection system
☐ outfitted with fire suppression system: ☐ sprinkler system ☐ gas system (halon type, etc.)
☐ equipped with fire extinguishers
☐ subject to insect or rodent infestation

Are the monitoring and detection systems operational? Are these systems inspected periodically?
Are staff members trained to use fire extinguishers?

9. Is your storage area/reading room illuminated with:

☐ incandescent light ☐ fluorescent light ☐ direct sunlight

Are protective shades or u-v filtering devices used?

10. Who has access by key to locked storage or vault areas:

☐ entire archives staff ☐ designated archives staff ☐ volunteer or student employees
☐ other institutional staff ☐ maintenance staff ☐ engineers ☐ security personnel
☐ other:

Is there an intrusion alarm system? Is the system operational?

11. Does the repository have a written disaster plan? Is this institution-wide, or does it apply only to the manuscripts/archives division?

What natural disasters are likely in your geographic area?

12. Are researchers monitored at all times? Are reading room rules posted and enforced? Is there a written policy covering abuse or possible theft of material?

13. Is the archives staff trained in:

☐ proper ways to handle manuscript and archival material
☐ basic conservation procedures
☐ emergency procedures

14. Is there anyone on staff with designated conservation responsibility or conservation expertise?
15. Are funds allocated for conservation purposes? Amount per year: _____, ____% of total budget
16. Is there an in-house conservation laboratory facility?

Are treatments carried out by trained personnel?

Which of the following treatments are undertaken:

____ surface cleaning ____ washing ____ removal of pressure sensitive tape and other intrusions
____ deacidification ____ mending ____ reinforcement ____ encapsulation ____ lamination
____ leather treatment ____ treatment of three dimensional objects ____ other:

17. How many staff hours per week are spent on conservation activities?
18. Does the repository contract for outside conservation/restoration services?
How have these services been evaluated?
19. Are preservation/security copies of valuable manuscripts and photographic prints and negatives made for research use?
20. Has a preservation microfilming program been instituted?
21. Are original materials (manuscripts, photographs, posters, etc.) placed on exhibition?
What conservation and security measures are taken?
22. Has a condition survey of the repository's holdings ever been undertaken?
23. Have conservation treatment priorities been established and, if so, on what basis?
24. Characterize the conservation needs of the institution:

Condition Survey

Following an overview of repository-wide conservation conditions and practices, a condition survey of individual collections is necessary to begin planning treatment priorities and implementing in-house archival conservation procedures. These can range from such simple procedures as re-boxing or re-folding, removing staples and pins, or isolating highly acidic material such as newspaper clippings, to somewhat more sophisticated in-house techniques such as surface cleaning, mending, or polyester encapsulation. However, some material may be either so valuable or in such poor condition that treatment should only be undertaken by trained conservators.

A collection survey form should be designed to insure that each collection is considered from the same perspective. In some instances, the survey form might also serve as a worksheet, providing space for specified treatments and the date(s) these were completed. It should be noted that the basis for recording condition data is evaluation of physical evidence; a careful, trained, and consistent eye is required, not laboratory analysis, although this may be necessary before making some treatment decisions. Once a condition survey has been taken for all of the collections or record groups, the data gathered may be used to develop priorities for treatment. Physical condition will then be considered in conjunction with such factors as historical value, uniqueness, and incidence of research use. The following categories of information may be used to develop a condition survey tool specifically designed to fit the needs of individual institutions.

Collection:

Date of Survey:

Conducted by:

Type of material (formats/dates):

Unique and/or valuable items:

Use of collection:

Condition of collection:

general appearance:

tears/abrasions:

surface dirt and dust:

water or other stains:

discoloration:

embrittlement:

evidence of mold or mildew:

insect damage:

Methods of storage/storage containers:

folders/envelopes:

boxes/cartons:

harmful means of attachment (pins, brads, paper clips, etc.):

enclosures (pressed flowers, clippings, etc.)

Additional observations:

Priority ranking of collection for treatment:

Recommended treatments:

re-foldering:

re-boxing:

removal of foreign materials:

surface cleaning:

deacidification:

mending:

encapsulation:

preservation copying:

Through a nationwide series of workshops, consultant visits, and the publication of a manual, the Basic Archival Conservation Program of the Society of American Archivists is providing training and guidance to enable archivists to assess the conservation needs of their institutions and develop programs to address those needs. Information conveyed through the Program relates to the physical nature of collection materials, proper methods of handling and storage, basic means of prolonging record life, and basic conservation techniques which can be incorporated as an integral part of archival processing. A comprehensive approach which integrates conservation practices with all other aspects of archival management is employed.

The conservation self-study plan on the preceding pages is a useful introduction to considering conservation needs and problems. Archivists wishing assistance in undertaking such a study and devising a conservation program are urged to take advantage of the conservation consultant service. Available on a cost-sharing basis, the service consists of an on-site visit followed by a written report which can serve as an individual plan of conservation action.

The Basic Archival Conservation Program is funded by the National Endowment for the Humanities.

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Edward R. Gilbert, Technical Advisor
Conservation Consultant

For further information regarding the workshops or the conservation consultant service, contact: Basic Archival Conservation Program, Society of American Archivists, 330 S. Wells, Suite 810, Chicago, IL 60606; (312) 922-0140.

January 1982

Scholarship Winner Selected

Bruce Laverty, Historical Society of Pennsylvania, has been awarded the Colonial Dames Scholarship to the January, 1982, Modern Archives Institute at the National Archives. The scholarship is funded by the Colonial Dames of America, Chapter III, and awarded by SAA. Laverty was chosen by a subcommittee of SAA's Awards Committee consisting of George J. Stansfield, Richard J. Cox, and Mary Walton Livingston.


A scholarship to the June Institute is also available. To be eligible, an applicant must be an employee of an archival institution or agency, employed less than two years as an archivist or archives trainee, actually working with archives or manuscripts regardless of title, and be employed in an institution or agency with a fair percentage of its holdings in the period predating 1825.

Resumes, accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications, should be submitted to George Stansfield, DARCON Headquarters, Dept. of the Army, 5001 Eisenhower Ave., Alexandria, VA 22333, by April 1.

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SAA Awards Competition Announced

The Society of American Archivists announces competition for five Society awards to be presented at the 1982 annual meeting in Boston. The awards will recognize accomplishments for calendar year 1981. Winners of each award will be selected by subcommittees of the Awards Committee, chaired by Nelle Bellamy, Archives of the Episcopal Church. Individual and institutional members of SAA are welcome to nominate themselves or others for awards. The Society's awards policy is described in the *American Archivist* 39:415-420. All nominations for SAA awards should be sent to V. Nelle Bellamy, Archives of the Episcopal Church, P.O. Box 2247, Austin, TX, 78768, by August 1, 1982.

The Distinguished Service Award was established in 1964 by three Fellows of the Society: Leon deValinger, Jr., the late Mary Givens Bryan, and Dolores Renze. The award, a trophy, is presented annually to an archival institution or organization that has made an exemplary contribution to the profession. Nomination forms for the award are available from Nelle Bellamy.

The M. Claude Lane Award was established in 1974 by the Society of Southwest Archivists in memory of Sister M. Claude Lane. The cash award is funded by SSA and is presented to an individual who has made significant contributions in the field of religious archives.

The Philip M. Hamer Award, first given in 1973, was established through a gift from the late Elizabeth Hamer Kegan. The award recognizes high quality work in documentary publication by an associate or assistant editor on publication projects sponsored or endorsed by the National Historical Publications and Records Commission.

The Oliver Wendell Holmes Award, established to facilitate the supplementary travel of foreign archivists already in the United States or Canada for training, was first presented in 1979. Information on eligibility and application rules is available from the Awards Committee chairman.

The Waldo Gifford Leland Prize, first awarded in 1959, is a cash award funded by income from the Waldo Gifford Leland Prize Fund. The prize is awarded to the author of an outstanding contribution in the field of archival history, theory, or practice. Finding aids, monographs, and documentary publications are all eligible. Published entries may be letterpress, offset, microform, audiovisual, or other media. Periodicals are not eligible for the award.

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. Copy deadline for the March issue is February 15.

SAA Committees Meet

Chicago was the site for a succession of SAA committee meetings in November.

The Society's Institutional Evaluation Task Force, directed by William L. Joyce, met to analyze the results of its pilot site visit program. Archival institutions which participated were the Cincinnati Historical Society, Illinois State Archives, Tennessee State Archives, Salvation Army Archives and Research Center, Sangamon State University, and the University of Virginia. Recommendations of the Task Force will be forwarded to the Society's Council for action. The institutional evaluation program has been supported, in part, by a grant from the Council on Library Resources.

The Society's Planning Task Force, chaired by C. Herbert Finch, agreed on a slate of activities for the coming year which includes a needs assessment project.

The Committee on Education and Professional Development discussed the status of its project on the approval of graduate education programs. The committee will forward recommendations to Council regarding the future of an archival certification program and a program to approve education at the graduate level. In addition, the CEPD, chaired by Francis X. Blouin and Trudy Huskamp Peterson, formulated plans for activities in 1982.

The work of the 1982 Program Committee, led by chair Larry J. Hackman and deputy chair Bruce W. Dearstyne, is discussed on p. 5 of this *Newsletter*.

The Society's Executive Committee convened at the conclusion of most of the other activities with President Edward Weldon as chair. ExComm members had taken advantage of the scheduling to sit in on meetings of the other groups and thereby become more familiar with the issues and concerns under consideration.

During its meeting the ExComm authorized SAA's support of the National Humanities Alliance. It also received reports from Vice President J. Frank Cook about the Society's archives, from Executive Director Ann Morgan Campbell about the fiscal year's first quarter financial performance, from Managing Editor Deborah Risteen about the transition in the publication of the *American Archivist*, and from Annual Meeting Director Joyce Gianatasio about plans for meetings through the mid-1980s. The ExComm authorized the executive director to plan a comprehensive salary survey of the profession in 1982, similar to the survey conducted in 1979. The ExComm asked Cook to prepare a profile sheet to be distributed to each of SAA's 50+ PAGs, committees, task forces, and representatives.

PEOPLE AND PAPERS

Durham, North Carolina Duke University's faculty council voted 52 to 0, with one abstention, that the school continue negotiations toward establishing a presidential library for the papers of Richard Nixon. The vote marked the end of three months of campus bickering over University President Terry Sanford's proposal that Duke be the site of the Nixon library. While they agreed to the idea of a library for Nixon's presidential papers, the council specified that there should be no Nixon museum located at Duke and that if a museum were built elsewhere, it could have no official connection to the university. Nixon has said, through a spokesman, that he wants a museum tied to the presidential library.

Los Angeles, California The archives of composer Igor Stravinsky may be housed at the University of California at Los Angeles under terms of an agreement reached recently between lawyers for the Stravinsky family and representatives of UCLA. UCLA would pay from \$1.5 to \$1.8 million for the collection of scores, sketches, letters, and documents currently kept in the Stravinsky apartment in New York City. The composer's papers have been the focus of a decade-long dispute over his estate between his widow and three children by a previous marriage.

Fort Worth, Texas The Library at Texas Christian University is cataloguing 20 boxes of material saved by Marguerite Oswald, the mother of Lee Harvey Oswald, the accused assassin of President Kennedy. It was Mrs. Oswald's deathbed wish that the documents about her infamous son be preserved. The boxes contain notes, letters, magazines, and books, including the Warren Commission report on the assassination. The margins of the report are filled with her handwritten comments such as, "None of this sounds like Lee" and "Lee never said this."

Washington, DC More than 450 companies have adopted or are preparing employee privacy policies, up from 50 in 1979, estimates *Privacy Times*, a Washington-based newsletter. These regulations protect personnel records against outsiders and let workers see and correct some of the records. But few employees demand access. "Much less than 1%" of AT&T's staff members ask to see their files. Detroit Edison gets 50 requests a year, often from workers who have been disciplined. About five Levi Strauss employees examine files weekly; one removed an old publicity photo because he had lost weight. Eight states require firms to give employees access to certain records, but a broader federal bill is not considered likely to pass Congress.

The Ideal Archivist: What Employers Look For

What attributes do archival administrators seek in applicants for professional positions at the entry level? The interest of the *Newsletter* staff was piqued by an article in a special recruitment section of the October 11, 1981, *New York Times* written by William N. Yeomans, a training and development director. Yeomans suggested ten attributes employers want to see in applicants. The *Newsletter* asked a number of administrators in archival institutions to indicate which attributes from the *Times* list they feel are important or to make a list of their own.

Assuming that applicants have uniform educational backgrounds, what ingredients go into making the ideal beginning archivist?

Here are the attributes listed in the *Times*, in the order in which they were cited by archival administrators:

Good writing and speaking skills	67%
Ability to get along with people	61%
Good common sense	55%
Affinity for detail and accuracy	45%
Desire to grow and learn	42%
Love of hard work	18%
Well-defined goals	9%
Determination to succeed	6%
Talent for persuading, selling	3%
Sense of urgency	3%

The archival administrators in the survey added a number of attributes of their own. Most often mentioned were:

Responsibility	24%
Initiative	21%
Good judgment	18%

Many respondents had their own formulas, or at least their own ingredients, to put forward:

Carolyn Majewski, Texas State Archives, pointed out the need for "flexibility, the ability to create and/or accept new methods." Trudy Peterson, NARS, seeks "can-do resourcefulness."

C. Herbert Finch, Cornell University, cited imagination, intuition, and initiative as characteristics which describe a good archivist and as "more important than scholarship and degrees." According to Patrick Quinn, Northwestern University, "The main attribute I look for is an understanding and acceptance of the notion that an entry level job is an apprenticeship during which the applicant will learn to become a good archivist."

From the California State Archives, John Burns argued that "especially important and unique to

this discipline is the keen desire to do *archival* work, not teaching, research, library cataloging, or being a bureaucrat." John Daly, Illinois State Archives, noted that "In public records work there are three constituencies--academic, bureaucratic, political; it is essential to meld them together and be able to speak their languages."

Ruth Helmuth, Case Western Reserve University, called for "the need for creative imagination in problem solving." Samuel A. Sizer, University of Arkansas, listed 20 attributes, 14 of which were "love of hard work." Helen Slotkin, Massachusetts Institute of Technology, added "ability to reason and analyze" to her list of ideal characteristics.

According to Thomas Wilsted, Salvation Army Archives and Research Center, "While we may know the attributes we are seeking in new staff, it is often difficult to know whether a person has these through an interview and written recommendations. For this reason a history of experiences is important as an evaluative tool. All things being equal, I would take someone with greater relevant experience over someone with greater educational qualifications. . . . I am looking for someone who will fit in with a small group of people. If I feel they won't fit in and will make it a less pleasant place to work, I would not hire them no matter what their qualifications or education."

Addressing the archival recruitment topic in a 1955 article, G. Philip Bauer cited good judgment, adaptability, and cooperativeness as the most important qualities in the makeup of an ideal archivist. Writing in the *American Archivist*, Bauer noted, "Some of the qualities most desired in archivists are those most difficult to find and assess. . . . Among the more elusive may be listed such qualities as good nature, patience, perseverance, common sense, thoroughness, accuracy, ability to keep a long-term project moving and in perspective, amenability to suggestions and criticism, ability to transact business with dispatch and without unnecessary discussion, and ability to keep strictly to the point in such processes as the appraisal, analysis, and description of records, avoiding the idle lure of curiosity."

The *SAA Newsletter* is gathering information about current practices regarding user fees/research charges for an article which will appear in the March issue. Any information which you are willing to share should be sent to the Chicago office.

Transitions...

JAMES W. MOORE was recently named head of the Office of the National Archives. He previously served as head of NARS' Audiovisual Archives Division. . . FRANK BOLES has been named Assistant Archivist at the Bentley Historical Library, University of Michigan. . . MILO HOWARD, Director of the Alabama Department of Archives and History, died of cancer in November. . . R. JOSEPH ANDERSON has been named Library Director at the Balch Institute of Ethnic Studies. . . F. GERALD HAM is currently serving as Acting Associate Director of the State Historical Society of Wisconsin. MAX EVANS is Acting State Archivist at SHSW. . . SAA Fellow HAROLD T. PINKETT was elected Vice President/President-elect of the Agricultural History Society. . . WILLIAM K. WALLACH has been named Assistant Director of the Bentley Historical Library, University of Michigan. . . DONALD R. MCCOY was elected President of the Kansas State Historical Society. . . ROCKWELL POTTER, JR., Connecticut's Public Records Ad-

ministrator, retired in September. Connecticut State Archivist ROBERT CLAUS retired in December. . . HOWARD P. LOWELL has been named Director of the state archives and records program in Oklahoma. . . ELAINE EZELL has joined the staff of the Center for Archival Collections, Bowling Green State University, as reference archivist. . . OLIVER WENDELL HOLMES, founding member of SAA, past president, and Fellow, died of a heart attack in November.

Wanted

Researcher seeks photographs made prior to 1900 showing the tall grass prairie landscape, for exhibition and publication. Contact Rhonda McKinney, Open Lands Project, 53 W. Jackson Blvd., Room 850, Chicago, IL 60604. (312) 427-4256.

Professional Opportunities

CHIEF, SPECIAL COLLECTIONS DEPARTMENT, Stanford University Libraries. Responsible for an effective program of collection development and services of rare books and manuscript collections. Qualifications: M.L.S. or equivalent in training and experience, extensive knowledge of rare books and manuscripts, two European languages, demonstrated management experience. Initial salary in range of \$22,500-\$33,000 depending upon qualifications and experience. Apply to: Carolyn J. Henderson, Personnel Officer, Stanford University Libraries, Stanford, CA 94305, citing #230 on all correspondence. Application deadline: February 15, 1982.

LIBRARIAN/ARCHIVIST, Children's Museum. Under general supervision of the director of collections to be responsible for records, cataloging and management of library, archives, and developing graphics collection. Qualifications: B.S. library science, museum experience a requisite. Send resume and references to Paul K. Richard, Director of Collections, The Children's Museum, 3000 N. Meridian St., Indianapolis, IN 46208. No closing date provided.

SPECIAL COLLECTIONS LIBRARIAN, College of Charleston. To assist with total operations of a development program, with primary responsibility for book cataloging. Other responsibilities include collection development, preservation, supervision of staff, and bibliographic instructions. Some knowledge of manuscript processing desirable. Qualifications: Three years' related experience and ALA-accredited M.L.S. required, second humanities master's with knowledge of two European languages preferred. Faculty status, 11-month contract, salary \$18,000 negotiable plus benefits. Send letter of application, vita, and three references to Ralph Melnick, Head of Special Collections, Robert Scott Small Library, College of Charleston, Charleston, SC 29424. Application deadline: February 1, 1982.

ARCHIVIST, Hadassah. New York-based women's national Zionist organization, seeks an archivist with academic degree to oversee function development and organization. Experience required in the preservation and processing of archival materials. Knowledge of photo cataloging and Hebrew would be helpful but not required. Excellent benefits. If interested, please forward resume with salary history and requirements to: Bea Levine, Hadassah, 50 W. 58th St., New York, NY 10019. No closing date provided.

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Professional Opportunities

ARCHIVAL/RECORDS MANAGEMENT AND CONSERVATION AREA FACULTY, University of Maryland. Tenure track position in ALA-accredited school preparing professionals at master's and doctoral levels. Responsibilities include: teaching and doing research in such areas as records management, archival administration, conservation, history of books and libraries, research and bibliography in a field; coordinating joint M.L.S./M.A. (HILS) program with the history department in archives/records management training; college and university service, such as student advising and committee work. Qualifications: Education and/or work experience in both Library/Information Science and American history/studies or related discipline. Ph.D. in one of these fields. Demonstrated interest in research and publication. 9.5 month position beginning at \$21,000. Rank and salary dependent upon qualifications and experience. Effective date August 17, 1982. Send application and inquiries to: Anne Scott MacCleod, College of Library and Information Services, Room 1101, Hornbake Library Building, University of Maryland, College Park, MD 20742. Application deadline: March 15, 1982.

ASSISTANT ARCHIVIST, University of Notre Dame Archives. Permanent position, flexible responsibilities to cover manuscript processing and reference duties with the opportunity for growth in specialized programs. Qualifications: Strong academic background in history and American Christianity preferred, coupled with essential archival skills. Master's degree entry level. Salary: Minimum \$13,000 plus benefits. Send letter of application, resume and references to: Wendy Clauson Schlereth, University Archivist, University of Notre Dame Archives, 607 Memorial Library, Notre Dame, IN 46556. Application deadline: February 15, 1982 for starting date after April 1.

LIBRARY FIELD AGENT, Indiana Historical Society Library. Responsible for locating and acquiring papers and records of individuals and organizations important to the history of Indiana. Position will involve developing leads to collections; establishing and maintaining relationships with donors; handling the transfer of collections to the library; and conducting appropriate public relations activities. Qualifications: Master's in history or related field and/or M.L.S. Training and experience in archives/manuscripts work, including experience in surveying and acquisition. Ownership of a car and a willingness to travel in Indiana are essential. Salary: \$14,000-\$19,000 plus liberal benefits. Submit application to Timothy Peterson, Search Committee Chairman, Indiana Historical Society, 315 W. Ohio St., Indianapolis, IN 46202. Application deadline: February 15, 1982.

UNIVERSITY ARCHIVIST, East Carolina University. Will develop a new archival program and direct day-to-day operations of university archives. Duties include implementation of retention and disposition schedules and responsibility for transfer of records, arrangement, preparation of inventories, reference service, and records management. Qualifications: M.A. in history with professional archival training and experience in archives administration. Ability to deal effectively with the public is important. Salary: \$16,320-\$24,732 range plus benefits. Send resume, references, and transcripts to Michael L. Bowman, Personnel Department, East Carolina University, Greenville, NC 27834. Telephone: (919) 757-6352. No closing date provided.

ARCHIVAL ASSISTANT, Johns Hopkins University Archives. Will be responsible for processing university records and will also perform clerical and administrative duties, as required by the archivist. Qualifications: B.A., preferably in history or related field; some experience or training in the processing of archival records preferred; writing ability; typing. Salary: around \$10,000 plus liberal benefits. Send resume indicating position applied for and salary history to: Office of Personnel Services, 146 Garland Hall, The Johns Hopkins University, 3400 North Charles St., Baltimore, MD 21218, Attention: Carolyn Gaskins. Application deadline: January 29, 1982.

SPINDEX III TRAINER-CONSULTANT, Tennessee State Library and Archives. To train nine archivists and two technicians from users' standpoint, software and related hardware; consult with archivist-editor on photo-composition. Qualifications: Applicants must show successful SPINDEX teaching experience and be familiar with the National Data Base design. Approximately three days, March, 1982. Contact Cleo Hughes, Tennessee State Library and Archives, 403 7th Ave., N., Nashville, TN 37219 for bidding information. Bids will open on February 2, 1982.

DIRECTOR FOR LIBRARY AND ARCHIVAL OPERATIONS, Hoover Institution, Stanford University. Responsibilities include operation, maintenance, and development of the library and archives. Qualifications: Ph.D. or equivalent in the social sciences or humanities; demonstrated scholarly achievement; appropriate administrative experience; knowledge of one or more foreign languages. Teaching experience and familiarity with the Institution's collections are desirable. Salary negotiable; appointment to begin on or before September 1982. Send letter of application, curriculum vitae, and three references to Dennis L. Bark, Chairman of the Search Committee, Hoover Institution, Stanford, CA 94305. Application deadline: March 1, 1982.

PROGRAM ARCHIVIST, Indiana Historical Society Library. Coordinates the Indiana Historical Society Library's Black History Program. Responsible for acquiring, processing, and describing manuscript materials relating to the history of Afro-Americans in Indiana; editing a black history newsletter; preparing black history programs and exhibits; and assisting with the Library's general manuscripts and reference work. Qualifications: M.L.S. or Master's in history, Afro-American studies or related field; archival experience, M.L.S. and background in Afro-American history desirable. Candidates should also have speaking and writing skills and ability to work effectively with the state's black community. Some travel in the state will be required. Salary: \$14,000-\$19,000, plus liberal benefits. Send resume and names of three references to Eric Pumroy, Manuscripts Curator, Indiana Historical Society Library, 315 W. Ohio St., Indianapolis, IN 46202. Application deadline: March 1, 1982.

CURATOR OF MANUSCRIPTS/ARCHIVIST, Middle Georgia Historical Society. To operate a repository which includes manuscripts, photographs, architectural and topographical blueprints, rare books, oil portraits, and firearms. Qualifications: General knowledge of history of Southeast, documents preservation and conservation techniques, accessioning and developing finding aids necessary, must head public relations/funding efforts for young program and supervise part-time and volunteer staff. M.A. in history and archives, M.L.S. or equivalent experience--2-3 years working at historical society or with manuscript collection suggested. Send resumes to: Miss Moyer Fairey, Sidney Lanier Cottage, 935 High St., Macon, GA 31201. Application deadline: February 1, 1982.

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. There is no charge to employers listing positions in either the Newsletter or the "Employment Bulletin." SAA members wishing to register with the Placement Service must fill out a "Qualification Summary Sheet" and return it with 15 copies of their resume to SAA headquarters. For further information regarding the Placement Service please contact Linda Ziemer at SAA headquarters.

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

Newsletter

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

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BULLETIN: As the *Newsletter* went to press it was learned that significant portions of the records management program now administered by the National Archives and Records Service will be transferred to the Automated Data and Telecommunications Service, another GSA activity. While NARS may retain its authority to appraise, schedule, and set standards for records, substantial personnel shifts to ADTS are anticipated.

Notes from SAA

New Basic Manual Published

SAA's newest addition to its Basic Manual Series, *Archives & Manuscripts: Public Programs*, by Ann Pederson and Gail Farr Casterline, is now available for purchase from SAA headquarters. The manual discusses photographic documentation programs, oral history, exhibits, lectures, publications, instructional programs, slide presentations, and receptions and special events.

The manual also includes a bibliography, reproductions of 10 forms useful in various types of public programs, and many illustrations. It is available for \$5.00 to SAA members and \$7.00 to non-members.

Status of Women Committee

Individuals interested in serving on SAA's Standing Committee on the Status of Women during 1982 should write to the Committee's chair, Mary E. Janzen, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614. Appointments to the committee are made by SAA's President, upon recommendation of the chair.

Study Tour to China

It is possible that a few places on SAA's Archives Study Tour to the People's Republic of China may become available in the next couple of months. The trip will take place April 16-May 11; the cost is \$3550. If you are serious about par-

ticipating in the tour and would like to be added to the waiting list, please contact Deborah Risteen at SAA headquarters in Chicago.

Council to Meet

SAA's Council will meet January 23-25, 1982, at Airlie House in Airlie, Virginia. An agenda for the Council meeting will be available from SAA headquarters after January 10.

Audio-Visual Program for Archives

SAA is resuming the process of compiling a list of audio-visual materials dealing with the functions and operations of an archival repository. Timothy Ericson, University of Wisconsin-River Falls, will compile the list. Persons who know of audio-visual presentations which Ericson should review for inclusion on the list should contact him at the Area Research Center., Library, University of Wisconsin-River Falls, River Falls, WI 54022.

Info on Private Grants Sought

In this period of budget cuts affecting the availability of funds for government grants for archival projects, the *Newsletter* is interested in reporting on archival programs that have received grants from private sources. Please contact Deborah Risteen at SAA headquarters with any such information.