

The Society of American Archivists

SAA Newsletter

March 1982

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SAA Seeks Editor for American Archivist

Applications from SAA members who are interested in being the new editor of the *American Archivist* are being sought. Candidates should be

- widely knowledgeable in matters of professional interest or concern to archivists and manuscript curators,
- well acquainted with the literature of the profession, and
- industrious and imaginative.

SAA's Council anticipates that a new editor will be selected about June 1, 1982, and will be responsible for planning and editing the *American Archivist* beginning with the spring 1983 issue. Work on that issue should begin on or around July 1, 1982. The appointment will be for a term of two or three years.

The editor's duties include the solicitation, selection, and final approval of articles and features, the appointment or reappointment of the several department editors, and final approval of all copy to be published in the *American Archivist*.

An editorial board is regularly appointed to give the editor advice and assistance. A managing editor in the Society's Chicago office performs business and production functions, including handling negotiations with the printer, and a copy editor will be hired by the Society to assist the editor in the preparation of copy and proofreading.

The editor's duties are expected to require between one-fourth and one-third time, and the Society will expect to reimburse the editor (or the editor's employing institution) at an appropriate figure. Institutional assistance for telephone, mail, and photocopying expenses would be reimbursed by the Society if requested.

Applications in the form of a letter and resume, with the names, addresses, and telephone numbers of three references, should be addressed to Ann Morgan Campbell, Executive Director, Society of American Archivists, 330 S. Wells St., Suite 810, Chicago, IL 60606, and must be received by the close of business on Friday, April 30. It would be helpful if applicants also submitted samples of editorial work they have done. Council has named a search committee to screen applications and made recommendations for Council's appointment.

NEH Awards Grant for Tribal Archives

The Society of American Archivists will take part in an important new program to assist Native Americans in the development of tribal archives. The program was developed by a consortium of organizations including the American Association for State and Local History, the American Indian Library Association, Cultures and Arts of Native Americans, National Anthropological Archives at the Smithsonian Institution, North American Indian Museum Association, Office of Museum Programs of the Smithsonian Institution, and SAA. The Consortium for Native American Archives was awarded a grant of \$190,757 from the National Endowment for the Humanities to support this 24-month program.

The program will have three main components: 1) six regional Tribal Archives Conferences designed to raise the awareness of the Indian community to the value and importance of tribal archives; 2) production of a slide-tape program which addresses the basic concepts of archival development and which will be used not only at the Tribal Archives Conferences but widely distributed to Native American communities; and 3) development and production of a manual entitled "Tribal Archives: An Introduction," which will be distributed to the participants in the Conferences and will be made available to all Native Americans interested in establishing archival programs.

The project director will be Clydia Nahwooksy, director of Cultures and Arts of Native Americans (CANANA), an organization that assists Indian people with their cultural planning activities. She will provide overall project supervision and coordinate the activities of consortium members. SAA Executive Director Ann Morgan Campbell will supervise the production of the Tribal Archives Conferences and the preparation of the publications; she will also be responsible for the financial management of the project. John A. Fleckner, State Historical Society of Wisconsin, will write the tribal archives manual and will be the principal lecturer at the Conferences. The Conferences will be coordinated by Linda Ziemer, SAA program assistant. The slide/tape program will be produced under the direction of Nancy Fuller, program assistant in the Office of Museum Programs, Smithsonian Institution. Herman J. Viola, director of the National Anthropological Archives at the Smithsonian Institution, will serve as an advisor to the program.

News from NISTF

The National Information Systems Task Force (NISTF) announces the completion of its report on "Data Elements for Archives and Manuscript Repositories." The report will be circulated to those SAA members who have already requested copies. Any others who wish copies should contact David Bearman, NISTF, Smithsonian Institution, A & I 2135, Washington, DC 20560, (202) 357-1420.

The Task Force is interested in receiving the broadest possible critique of this document so that a second draft can be proposed to SAA for adoption as a professional standard. Archivists are encouraged to test the document against their own institutions' finding aids and administrative controls to assure that it meets all the needs of their repositories. David Bearman is available to attend state and regional archival association meetings to discuss the data elements report and conduct workshops on how to use the report in defining in-house control systems and inter-institutional information networks.



NISTF has also initiated a study of the functional requirements for a fully integrated archives and manuscript information system, capable of serving the totality of administrative and end-user needs of American repositories. NISTF seeks the cooperation of institutions which have conducted systems analyses aimed at defining their information needs as well as those organizations which are currently undertaking such systems studies.

The project will be based in Washington, DC and will begin with the analysis of the functional requirements defined by the Library of Congress for its Manuscript Division and the National Union Catalog, the National Archives, the National Library of Medicine and the Research Libraries Group, Inc. With input from others throughout the nation who have conducted such studies, the National Information Systems Task Force will draft a generalized systems requirements document for use by designers of archival information systems software and by archivists and manuscript curators evaluating systems and vendors.

If you can contribute to the definition of the requirements for a generalized, integrated information system for archives and manuscript repositories on the basis of systems studies conducted for your institution, or are interested in receiving the report from this study, contact David Bearman, NISTF, Smithsonian Institution, A & I 2135, Washington, DC 20560.

What Council Did

At its meeting in Arlington, Virginia, January 23-25, 1982, SAA's Council:

- * Authorized a search for an editor for the *American Archivist* (see p. 1).
- * Extended the term of the Institutional Evaluation Task Force.
- * Authorized publication of Business Archives Guidelines prepared by the Business Archives PAG.
- * Accepted a report from the Committee on Education and Professional Development on its efforts in the fields of individual certification and evaluation of education programs. (See p. 10.)
- * Learned of the following appointments by President Edward Weldon: Thomas Battle, chair, SAA Task Force on Minorities; Ann Morgan Campbell, representative to the Native American Archives Consortium; Bland Blackford, representative, Board of Regents, Institute of Certified Records Managers; Diana Lachatanere, representative, Joint SAA/AASLH/AAM Committee on Opportunities for Minorities.
- * Discussed and passed a resolution related to the condition of the National Archives (see p. 5).
- * Received a communication from the Planning Task Force and asked for an expanded report.
- * Heard that the Committee on the *American Archivist* had appointed Mary Elizabeth Ruwell as issue editor of the Winter 1983 issue of the journal.
- * Asked Editorial Board chairman Edmund Berkeley, Jr., in consultation with SAA special editor Terry Abraham, to present to Council a position paper on policies and procedures for SAA publications.
- * Appointed two current Fellows to serve on the Professional Standards Committee after determining that no past presidents, current Council members, or SAA staff members were eligible and that the terms would be for one year. C. Herbert Finch and Miriam Crawford were the appointees.

SAA Staff

Ann Morgan Campbell	Executive Director
David Bearman	Program Officer
Bernice Brack	Membership Assistant
Sylvia Burck	Program Assistant
Suzanne Fulton	Publications Assistant
Joyce E. Gianatasio	Director, Admin. Services and Annual Meetings
Andrea Giannattasio	Bookkeeper
Antonia Pedroza	Administrative Aide
Deborah Risteen	Managing Editor
Mary Lynn Ritzenthaler	Program Officer
Linda Ziemer	Program Assistant

What Is an Archivist?

The federal Office of Personnel Management requested the Society to review and comment on proposed new position classification standards for the occupational series of archivist in the federal government. The Society's comments, prepared by its Committee on Education and Professional Development, charge that the OPM study "fails to reflect a minimal understanding of the archival profession. If its definitions and standards were to be adopted, the professional status of NARS would be seriously undermined." The classification standards have two serious defects which were identified by SAA: excessively narrow scope and functions in the series coverage, and educational requirements below the minimum generally recognized by the archival profession.

The proposed standards exclude from the archivist series positions that include the performance of such functions as evaluation of records as source materials, management of non-textual records, advice and oversight of disposal of records and declassification of national security classified material. According to the Society's comments, these exclusions seriously misrepresent the scope and functions of the professional archivist.

The basic requirements for the archivist series found in the OPM draft suggest that a person with three years of experience in archival work and as few as 24 semester hours at an accredited college or university meets the criteria for an entry-level GS-5 archivist position. The Society's response stated that the "most appropriate education is the master's degree level or above, with specialization in history or archival administration."

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. Copy deadline for the May issue is April 10.

Core Sessions Highlight Annual Meeting

Three special features of the 1982 annual meeting program make the meeting's theme--"Boston--and Beyond"--a suitable characterization. First, five "core" sessions will focus the attention of the profession directly on the problems and possibilities of the future--beyond Boston. In each of these sessions speakers will describe current conditions in a broad area, speculate as to the shape of the future if present trends continue, suggest the major problems this future holds for archival activities, and propose how archivists can act as individuals, programs, and a profession to shape this future for the better. These core sessions demonstrate the Program Committee's agreement with a statement made by F. Gerald Ham at the 1980 annual meeting: "Our effectiveness as archivists in the new era depends on our ability to alter our past behavior and to fashion strategies to cope with both the opportunities and problems created by this revolution."

Second, building on program events the Committee sponsored at the 1981 annual meeting in Berkeley, the 1982 program will include several sessions on the concepts and techniques of planning. These reflect the belief that at all levels--from the individual repository to the profession itself--archivists can benefit from clarification of their mission, establishment of explicit goals and objectives, and a more careful consideration of the relationship between means and ends that is demanded by good planning.

Third, "Boston--and Beyond" symbolizes SAA's cooperation with the New England Archivists who are cosponsors of five program sessions. Each of these sessions will be based on New England examples but will relate to a topic or issue of broader application.

The '82 meeting will be held October 19-22 at the Boston Park Plaza Hotel. Printed programs will be mailed in July to individual and institutional members of the Society.

Boston is... Baked Beans and SAA '82!

Plan to spend October 19-22, 1982 at the Boston Park Plaza Hotel for SAA's 46th annual meeting. There will be many opportunities to explore Boston's historic sites and cultural institutions, including Faneuil Hall, the Kennedy Library, Quincy Market, the Massachusetts State Archives, and the Northeast Document Conservation Center.

Spend some of autumn 1982 in New England---participate in SAA '82!

The National Archives: Recent News

*Around 120 NARS employees were separated in the February reduction in force at the National Archives. All remaining NARS employees were told to plan for 22 days furlough without pay between April 1 and September 30.

*The House of Representatives held hearings on February 2 to determine if the General Services Administration could absorb the 16% cut in its FY82 budget which was imposed in a congressional action many termed a technical error.

In his appearance before the Appropriations Subcommittee on Treasury, Postal Service, and General Government, GSA Administrator Gerald P. Carmen failed to seek additional funding for the National Archives and Records Service, even though NARS had submitted such a request to him.

When asked by a lawmaker about the problems of the National Archives, Carmen observed that the Archives is an "interesting problem," an institution which has been run by historians which "has meant bad management." In response to a congressman's question regarding funding for the grants program of the National Historical Publications and Records Commission, the Administrator observed that \$4 million in grant funds could be raised in the private sector.

The Archivist of the United States was not present for the hearing.

*A January 13th GSA order abolishes NARS' Office of Records and Information Management and assigns its personnel, resources, and functions to the Automated Data and Telecommunications Service, another GSA activity.

Reorganization plans for GSA's regional activities threaten to submerge NARS archives branches and records centers under a regional Office of Information Resources, with supervision by non-NARS personnel.

GSA proposals to transfer all responsibility for Federal Archives and Records Centers away from the National Archives have also been under consideration for the past several months.

An additional GSA transfer plan would transfer all management of NARS finances and personnel to GSA's headquarters building. Another proposal would merge NARS' budget with that of other GSA activities so that it might be impossible to isolate funding allocated to National Archives activities.

*As part of the implementation of the January 13th order which abolished NARS' records management division, the National Archives was directed to propose a plan to establish a "documentation unit." An internal working group, chaired by SAA Fellow Charles Dollar, has completed a draft report which identifies those records management functions which are directly tied to archival concerns. The report also proposes organizational alternatives to ensure adequacy of documentation.

*The following NARS personnel changes were announced in mid-February: SAA Fellow Richard Jacobs was reassigned from his position as Assistant Archivist for Program Support to Deputy Assistant Archivist for the National Archives. Claudine J. Weiher was named Acting Assistant Archivist for Program Support and James Megronigle, formerly with GSA's Office of Plants, Programs, and Financial Management, assumed Weiher's previous post as Deputy Assistant Archivist for Program Support. David Peterson was transferred from a management position in GSA to a post as yet unidentified in NARS' top management.

*Several individuals concerned about the National Archives' future have made public statements recently calling for reevaluation of NARS' institutional priorities.

For example, speaking before the National Archives Assembly in December 1981, David Bearman suggested that NARS' central dilemma was its vulnerability. "Support for its mission has eroded among its primary constituency, government administrators, because NARS has been unable to provide them with access to information they need and is unable to cope with the volume of records they generate. Two explanations suggest themselves: the first is that NARS is caught in a downward spiral which is familiar to the operators of tax subsidized public transportation systems: service falls off in the face of rising costs and since costs are not all passed through, service is reduced further resulting in further erosion of use. Like the operators of public transportation systems, NARS is hindered by the fact that users don't recognize the extent to which service costs have escalated and have been unwilling to absorb price increases to cover them. As a result NARS is years behind in capital investments: in the design and implementation of information retrieval tools.

"A second cause of NARS' vulnerability is that its self-definition has not conformed to the expectations of its primary clientele: the National

Archives has been in the records and archives business when it needs to be in the information business. The budget cuts, lack of cooperation in records scheduling, and hoarding of records by agency personnel are evidence of failure to convince not just this political administration, but Congress and federal executives, that NARS is able to provide adequate access to information about federal activity to administrators who require it in their conduct of their missions and to the citizenry to whom the government is accountable."

At the October 1981 meeting of the Mid-Atlantic Regional Archives Conference, Anna K. Nelson enumerated four basic goals of federal policy:

"1. The preservation of valuable records for the federal government. Governments has long perceived the need to preserve 'society's memory.' In a representative democracy, this preservation of official records, and their accessibility, provides an important ingredient for the accountability of government, even if that accountability is only to history.

"2. Maintaining the integrity of the sources, archival authority over government records, independent of political interference, is absolutely essential.

"3. Assuring complete documentation of the federal government, the gap between the contents of file cabinets (or map rooms or computers) and historically important records must be bridged by efficient, knowledgeable appraisal in order to keep the important ones and destroy the rest.

"4. Accessibility to these sources must be arranged within a reasonable time, or government accountability begins to lose its meaning."

Nelson went on to charge that "our federal archives system is failing to implement any of these goals--and this failure predates the disastrous Reagan budget cuts. The Archivist of the United States does not have the proper legal authority over agency records; the position of NARS within GSA has led to meddling with the integrity of the records; the appraisal system is totally inadequate for determining the historically valuable documents; and accessions, bringing records to the Archives so that they might be used, are running as much as thirty or forty years behind for some major executive departments.

"Policies of twenty or thirty years ago, predicated upon larger budgets, fewer records and a simpler collection of sources are no longer working. The challenge of documenting the federal government in the future, therefore, maybe that of questioning the 'sacred cows' to determine the possibilities of some new approaches."

Council Resolution on the National Archives

At its January meeting, SAA Council devoted an extensive portion of its agenda to a discussion of the condition of the National Archives where reorganization plans and diminishing resources, many observers believe, threaten the very foundations of the agency. SAA President Edward Weldon, Deputy Archivist of the United States, has officially removed himself from any involvement in the Society's actions vis-a-vis his agency. With Vice President J. Frank Cook in the chair, Council formulated a resolution which calls for full and comprehensive oversight hearings as a means of focusing the attention of Congress on what the Society's elected leadership views as a very serious situation which has implications for every archival institution in the country.

House oversight hearings on the National Archives and Records Service have been scheduled for March 2 and 4. It is hoped that these will serve as a prelude to more comprehensive hearings which will address every facet of the circumstance of the National Archives--its mission, organization, changing information technologies, resources, and relationship with General Services Administration.

WHEREAS the primary function of the National Archives and Records Service is to provide access by citizens to a record of their government's activities and to select and preserve information which supports current administration of government as well as research into our national history and culture; and

WHEREAS there is growing reason for concern about the ability of the National Archives and Records Service to execute its primary functions because of deficient definition and communication of mission, changing information technologies, insufficient resources, problems in National Archives and Records Service and General Services Administration management, and attempts to transfer programs to other services of the General Services Administration; and

WHEREAS the General Services Administration is presently embarked on implementing organizational changes in the National Archives and Records Service that would cause irreparable damage to its integrated records management and archives program and in fact threaten its very mission;

THEREFORE, BE IT RESOLVED that the Council of the Society of American Archivists urges that the Congress of the United States hold comprehensive oversight hearings into the program activity and management of the National Archives and Records Service; and

BE IT FURTHER RESOLVED that reorganization plans by the General Services Administration affecting the National Archives and Records Service cease until oversight hearings are completed and Congress has made appropriate program decisions.

Presidential Tapes in the Headlines... Again & Again & Again

Nixon

"Layoffs Stall Work on Nixon's Tapes" read the late December headlines in newspapers from coast to coast. On Christmas Eve, NBC Nightly News reported that "at the National Archives, Reaganomics has done for Richard Nixon what the courts refused to do, made it unlikely that people will soon get to see and hear the 6,000 hours of tape recordings and 40 million pieces of paper from the Nixon White House. Archivists working on the project have received layoff notices. . . . The head archivist says the delay is the result of economics, not politics, but is still annoying." Archivist of the United States Robert M. Warner was shown on the program saying, "We do feel that our particular project is of extraordinary importance to the American people, and we feel that we should have the proper resources to carry that out." Former President Nixon was asked to comment and stated through a spokesman that he was "sorry anyone had to be fired so close to Christmas."

Within days, the plans of the Archives changed, although no new resources were made available. Apparently on the orders of the Administrator of General Services, a retraction of the story was issued, and the public was reassured that the Nixon project would continue full speed ahead. If so, it will be unique in the National Archives.

A February 1982 ruling of a three-judge panel of the U.S. Court of Appeals affirmed the constitutionality of the processing of the recorded conversations for public release, upholding a 1979 ruling of a lower court. The decision stated that Nixon could not have had an expectation of privacy in "materials related to the conduct and official duties of the presidency."

Kennedy

"In Camelot They Taped a Lot" read the headline in a national news magazine on the occasion of a spate of publicity in February regarding Kennedy White House tapes. Although the existence of the tapes was acknowledged during the Watergate period, the catalyst for the renewed attention was the release by the Kennedy Library of a log of the taped conversations. No tapes and/or transcripts are yet available for research--that will come later this year.

Roosevelt

"The FDR Tapes" provides the cover story in the February/March 1982 *American Heritage*. Although not the "astonishing discovery" referred to by Arthur Schlesinger, Jr., in his introduction to the article--the tapes had been available at the Roosevelt Library in Hyde Park for at least 10 years--the efforts of R.J.C. Butow, University of Washington, and *American Heritage* to use the latest technology to enhance the sound quality of the materials did lead to remarkably interesting transcripts of Oval Office conversations in 1940.

Hoover

And, finally, it was learned recently that the Hoover Library holds transcripts of two telephone conversations of HHH. The person on the other end of the line in the late 1932 and 1933 calls was Franklin D. Roosevelt.



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Minorities in the Profession

The Joint SAA/AASLH/AAM Committee on Minorities has scheduled a meeting for March 29 in Washington, DC. Philip Mason, Wayne State University, formerly one of SAA's representatives to the committee, now represents all three organizations as chairman. This change created a vacancy in one of SAA's seats on the committee, which was filled by the appointment of a black archivist, Diana Lachatanere of the Schomburg Center for Research in Black Culture. SAA's other representative is Elsie Freeman of the National Archives.

The Committee recently submitted a request to NEH for funding for a two-part project. First, the Committee would survey member institutions to determine how limited minority group participation actually is. Second, the Committee would consider what sanctions, suasions, or pressures might be warranted to encourage minority participation in the professions represented by SAA, AASLH, and AAM. NEH was most favorably disposed toward the survey aspect of the proposal. However, the Committee feels the advocacy program is essential. During the March 29 meeting, committee members will attempt to determine how to respond to NEH and will develop an agenda of actions which would promote minority involvement without requiring grant funding.

On a related matter, a resolution approved by the membership at the annual business meeting in Berkeley called on Council to create an internal SAA task force to consider the role of minorities in the archival profession and to make recommendations to the Joint SAA/AASLH/AAM Committee on Minorities. SAA President Edward Weldon has appointed Thomas Battle of Howard University to chair the task force. Other task force members will be announced in the future.

You're the Boss, Lady. What Now?

SAA's Status of Women Committee is planning an informal roundtable discussion of special interest to women, provisionally scheduled for October 18, 1982, 1-2 p.m., at SAA's annual meeting in Boston. A panel of women archivists in upper-level management positions will share their experiences and discuss special problems women archivists might encounter when they move into management. Audience participation will be encouraged, so plan to attend. For further information, contact Mary E. Janzen, Chair, Status of Women Committee, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614.

FBI Appraisal Report Available

The National Archives and Records Service has prepared a microfiche version of the *Appraisal of the Records of the Federal Bureau of Investigation*. The microfiche is available for \$5.50 (prepaid check or money order) from the Cashier, National Archives Trust Fund, Washington, DC 20408.

NEH / NHPRC Funding Requests for FY83

The Reagan Administration's FY83 budget request for the National Endowment for the Humanities Program for the 12-month period which begins October 1, 1982. The program, headed by Margaret S. Child, who received SAA Council's Exemplary Service Citation at the Society's 1981 annual meeting, makes awards for the preparation of catalogs, inventories, registers, guides, bibliographies, and other finding aids for collections of documents, printed works and non-print materials of significant value for advanced research in the humanities. It also funds archival surveys, model conservation and preservation projects, and projects to improve the ways in which archivists and librarians care for and make available research materials of interest to humanistic scholars.

The deadline for submission of applications is June 1, 1982. Potential applicants should phone the Research Resources Program at (202) 724-0341 for further information, or write RRP, Mail Stop 350, National Endowment for the Humanities, 806 15th St., NW, Washington, DC 20506.

President Reagan is asking only \$286,000 for the National Historical Publications and Records Commission, which is part of the National Archives and Records Service. The FY83 request would provide only enough money to pay for a reduced staff for the Commission. No grants could be given for publications or records projects.

SOWC to Sponsor Self-Help Workshops

According to membership surveys conducted by the Society of American Archivists over the past decade, women SAA members, on the average, are less active professionally, as measured by participation in professional programs and by publications, than their male counterparts. They are also paid less and hold less responsible positions. Believing that professional activity provides an opportunity to develop self-confidence, knowledge, and skills which have a definite relationship to career advancement, the Status of Women Committee is planning two self-help workshops--one on public speaking and one on publication--tentatively scheduled for the morning of October 18, 1982, at SAA's annual meeting in Boston.

These workshops will be scheduled during time allotted for committee meetings. They will be designed for those who have never published in an archival journal or given a paper at a professional meeting. Advance preparation may be required. To indicate your interest in either the public speaking or the publication workshop, write Mary Janzen, chair, SOWC, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614.

Archival Fees: Going Up

Notice which appeared recently on a bulletin board at the University of California, Berkeley: Due to shortages and cutbacks beyond our control, 1982 will end on November 15.

A recent survey by the *Newsletter* indicated that many archival institutions are considering new ways to get more users who incur costs to pay them, in part or in total, so that resources available in this year will indeed last for 12 months.

For archivists, user fees are a controversial topic, hotly debated. While most archival institutions have a long-established policy of charging for electrostatic and photographic reproductions, those fees are going up while minimum order amounts are raised and charges are imposed for staff time after a minimum amount. Other means of passing on costs have been adopted or are under consideration in a number of locations. Part Two of this article will address this topic in the May *Newsletter*.

Reproduction pricing policies appear to be influenced by a number of considerations. First, is the fee established to offset actual costs, to deter use, or a combination of both? Second, is the goal to totally offset costs, or to provide a partial recapture of expenditures? Third, can revenues received be used by the archival institution or do they become part of an unreachable general fund? Fourth, how does one compute costs--strictly on the basis of personnel time involved, or on a more inclusive actual cost formula?

A glance at the information presented below suggests that archival administrators may have had differing goals when pricing policies were established:

CHARGES FOR MAIL REPRODUCTION SERVICES			
Institution	Per Page	Minimum Charge	Hourly Rate* for Research
University of Alaska		No minimum but 10¢ per page + \$10.00 hour to copy over 100 pages of material.	\$10
Cornell University	20¢	Postage & handling fee of \$3.50 to non-commercial users, \$5.50 to commercial users.	\$5
Kansas State Historical Society	15¢	\$1.00 minimum	\$4
Massachusetts Institute of Technology	10¢	\$5.00 retrieval fee	\$10
Ohio State Historical Society	15¢	\$2-\$4.00 service charge, depending on size of order	
Oregon State Archives	15¢	\$1 billing fee	\$15.60
University of Oregon	10¢	\$3.00 minimum, additional surcharge for large orders.	
Nebraska State Historical Society	15¢	\$3.00 fee to residents, \$5.00 to non-residents, covers first 1-5 items copied.	
Schlesinger Library, Radcliffe College	25-35¢	\$5.00 minimum	\$7.50

*Usually instituted after "free" initial period of 1 to 2 hours.

SAA Bookcase

March 1982

Basic Tools



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

Archives & Manuscripts: Appraisal and Accessioning, by Maynard Brichford. (1977) 24 pp., paper. \$4 members, \$5 others. 3001

Archives & Manuscripts: Arrangement & Description, by David B. Gracy II. (1977) 49 pp., paper. \$4 members, \$5 others. 3002

Archives & Manuscripts: Reference & Access, by Sue E. Holbert. (1977) 30 pp., paper. \$4 members, \$5 others. 3003

Archives & Manuscripts: Security, by Timothy Walch. (1977) 30 pp., paper. \$4 members, \$5 others. 3004

Archives & Manuscripts: Surveys, by John Fleckner. (1977) 28 pp., paper. \$4 members, \$5 others. 3005

Set of 5 Manuals: \$16 members, \$20 others. 3006

* *Archives & Manuscripts: Maps and Architectural Drawings*, by Ralph E. Ehrenberg, is the newest addition to SAA's Basic Manual Series. The manual is designed as a general reference work for the archivist who lacks specialized training but who requires some knowledge of maps and architectural drawings. Chapters are devoted to archival functions as they are applied to these special types of records. The manual also includes a glossary, a list of selected conservation and storage supplies and suppliers, and a bibliography. (1982) 64 pp., paper. \$5 members, \$7 others. 3009

* *Archives & Manuscripts: Public Programs*, by Ann E. Pederson and Gail Farr Casterline, discusses a wide range of activities that an archives can use to encourage greater communication between archivists and the various institutional, social and professional communities to which they belong. Photographic documentation programs, oral history, exhibits, lectures, publications, instructional programs, and slide presentations are among the activities discussed. The manual includes a bibliography, reproductions of 10 forms useful in various types of public programs, and many illustrations. (1982) 96 pp., paper. \$5 members, \$7 others. 3010

*New in 1982!

Archives & Manuscripts: Exhibits, by Gail Farr Casterline, is a practical, how-to manual for persons planning exhibits of archival materials. The manual contains chapters on planning and development, conservation, design and technique, program coordination, and administrative considerations. Over 30 drawings and photographs illustrate the text. The appendices include sample forms and a list of suppliers of exhibit equipment. (1980) 72 pp., paper. \$5 members, \$7 others. 3007

Archives & Manuscripts: An Introduction to Automated Access, by H. Thomas Hickerson, seeks to stimulate the development of effective policies and practices for the use of computers by the archival profession. Chapters focus on how computers work, computer operation and archival objectives, archivists and computers at work, and implementing automated techniques. Suggested readings, illustrations, and a glossary are included. (1981) 60 pp., paper. \$5 members, \$7 others. 3008

Developed by SAA's Committee on Terminology, the *Basic Glossary for Archivists, Manuscript Curators, and Records Managers* contains terms regarded as basic to the disciplines of these professions. Definitions are drawn from the basic literature and the policies and practices of leading North American institutions. (1974) 19 pp., paper. \$2 members, \$2 others (\$1 each for quantities of 10 or more delivered to one address) 1007

A report of SAA's Finding Aids Committee, *Inventories and Registers: A Handbook of Techniques and Examples* distills the essence of current practice in North American archival repositories. Sample forms are included. (1976) 36 pp., paper. \$3 members, \$4 others. 1017

Records Retention and Disposition Schedules, a survey report of SAA's State and Local Records Committee, includes forms now in use in various state archival and records management programs. (1977) 30 pp., paper. \$3 members, \$4 others. 1023

American Archivist

The American Archivist, 35mm microfilm. Set of 12 rolls (1938-1979): \$250 members, \$325 others. Individual rolls: \$25 members, \$32 others. 1001

The American Archivist

Index to Volumes 1-20 (1938-57): \$8 members, \$11 others. 1002

Index to Volumes 21-30 (1958-67): \$8 members, \$11 others. 1003

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

Specialized Interests

Archivists and Machine-Readable Records, edited by Carolyn Geda, Eric W. Austin, and Francis X. Blouin, Jr., contains the proceedings of the Conference on Archival Management of Machine-Readable Records held in 1979. Papers address the following topic areas: Research Opportunities of Machine-Readable Records; Archival Programs for Machine-Readable Records; Management and Dissemination of Machine-Readable Data for Social Research; Developments in Computer Technology; and Confidentiality and Privacy. (1980) 248 pp., paper. \$7 members, \$10 others. 1004

Basic Bibliography for Conservation Administration is a brief list of books, articles, and newsletters which will provide useful information for planning and administering a program for the conservation of archival and library materials. Over 100 sources cited. (1981) Available in multiples of 50. \$10 for 50, \$20 for 100, etc. 1006

Business Archives: An Introduction, by Edie Hedlin, covers all aspects of establishing a business archives, from physical requirements and staffing to such procedures as appraisal standards, arrangement and description and conservation techniques. Unique to this publication are more than eighty business archives forms reproduced on microfiche. (1978) 28 pp., paper. \$4 members, \$6 others. 1008

College and University Archives: Selected Readings is a collection of 17 articles by archivists, records managers and historians. Topics addressed include establishing a college archives, records management programs, reference use, and administration. Appendices include a sample records retention and disposition schedule and university filing system. (1979) 234 pp., paper. \$8 members, \$11 others. 1010

A Donor's Guide to the Preservation of Personal and Family Papers and the Records of Organizations was prepared by SAA's Committee on Collecting Personal Papers and Manuscripts to help archival repositories in their relationships with prospective donors. The brochure covers access to donated papers; the distinction between gifts and loans; copyright of donated papers; and financial aspects of donations. Space is provided for the imprinting of a repository's name and address. (1980) Available only in multiples of 50. \$7.50 for 50; \$15.00 for 100, \$22.50 for 150, etc. 1013

* *Intellectual Access to Archives: I. Provenance and Content Indexing Methods of Subject Retrieval* and *II. Report of an Experiment Comparing Provenance and Content Indexing Methods of Subject Retrieval*, by Richard H. Lytle (offprints from the *American Archivist*, Vol. 43, #1 and #2). The first article describes two methods of gaining subject access to archives; the second reports the results of an experiment using those two methods. (1980) 29 pp., \$2 members, \$3 others. 1016

* New in 1982!

Management of Archives and Manuscript Collections for Librarians, edited by Richard Lytle, is directed toward librarians who have archival responsibilities but little archival training or experience. Chapters cover such topics as defining collections and collecting; aural and graphic archives; arrangement and description of manuscripts; and the law and the manuscripts curator. (Reprinted from the *Drexel Library Quarterly*, Vol. 11, #1.) 124 pp., paper. \$5 members, \$7 others. 1018

Photographs as Historical Evidence: Early Texas Oil, by Walter Rundell, Jr., (offprint from *The American Archivist*, Volume 41 #4) is based on the author's experiences in researching his book *Early Texas Oil: A Photographic History, 1866-1936*. (1978) 25 pp., paper. \$2 members, \$3 others. 1022

Written by August Suelflow, a distinguished pioneer in North American religious archives, *Religious Archives: An Introduction* provides needed guidance in this period of unprecedented growth in the field. Topics addressed include the history and nature of religious archives, the place of the archives in religious organizations, collections policies, basic requirements for an archival program, acquisitions and processing, reference services, exhibits, publications, photoduplication, and microfilming. (1980) 56 pp., paper. \$5 members, \$7 others. 1024

Problems in Archives Kits

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

PAK I: Appraisal. 5 papers presented at SAA's 1979 Advanced Seminar on Appraisal plus two 90-minute cassette tapes of the discussions of appraisal at that 1½ day seminar. \$17 members, \$20 others. 4001

PAK II: Security. 5 papers presented at SAA's 1979 Advanced Seminar on Archival Security are included, along with two 90-minute cassette tapes of the discussions by seminar participants. \$17 members, \$20 others. 4002

PAK III: Starting an Archives. Materials developed for a session at the 1980 meeting of the Mid-Atlantic Regional Archives Conference, plus a cassette tape of the discussion by session participants. Also included are articles, pamphlets, and brochures dealing with various aspects of starting an archives. (1980) \$12 members, \$15 others. 4003

PAK IV: Archival Processing Costs. Includes four papers presented at SAA's 1980 annual meeting, covering managing processing, statistical measurement, cost benefit calculations, and levels of collection control. Cassette tape of question-and-answer session also included. (1981) \$12 members, \$15 others. 4004

PAK V: Can You Afford Records Management? Includes papers presented at SAA's 1980 annual meeting in a session on records management for college and university archives. Also includes samples forms, records management manuals, and a cassette tape of the question-and-answer session. (1981) \$17 members, \$20 others. 4005

PAK VI: Developing a Brochure. Provides practical assistance to the institution which needs to develop or revise a basic information brochure, in the form of a graphic arts production handbook, articles illustrating simple design techniques, and a sample transfer lettering sheet. Sample brochures for a number of repositories are also included. (1981) \$8 members, \$11 others. 4006

PAK VII: Records Management for Religious Archivists. Includes three papers presented at SAA's 1980 annual meeting in Cincinnati: "Records Management: Is It Necessary?"; "A Comprehensive Records Management Program for the Local Church;" and "The Presbyterian Historical Society: A Dream for the '80s." A cassette tape of the discussion by session participants, a *Records Management Manual* from the General Conference of Seventh-day Adventists, and sample forms from a variety of religious organizations are included. (1981) \$12 members, \$15 others. 4007

PAK VIII: Local Government Records. Includes *Local Government Records: An Introduction to Their Management, Preservation and Use*, by H.G. Jones; *Wisconsin Municipal Records Manual*, by Michael J. Fox and Kathleen A. McDonough; *Guidelines for the Preservation of Local Government Records*, prepared by Laren W. Metzger of the California Historical Records Education and Consultant Service; and brief information sheets on local records from the Minnesota Historical Society and the New York State Archives. (1981) \$11 members, \$14 others. 4008

PAK IX: Finding an Archival Position: Resumes, Application Letters, and Interviews. Includes a tape recording of a roundtable discussion among veteran archival administrators at the spring 1981 meeting of the Midwest Archives Conference. The useful dialogue includes tips on application letters, resumes, and preparing a skills inventory. The discussion discloses what administrators seek in prospective entry-level employees and what candidates should expect in the interview process. A role-playing exercise demonstrates interviewing for an entry-level position. A *Resume Writing Guide* is also included. (1981) \$8 members, \$11 others. 4009

* **PAK X: Disaster Prevention and Preparedness** contains materials especially relevant to institutions and/or geographic regions formulating disaster plans or actually attempting to cope with a disaster. The kit includes Margery S. Long's 1982 *Disaster Prevention and Preparedness Bibliography*, The Michigan Archival Association's *Program for Disaster Response in Michigan*, Peter Waters' *Procedures for Salvage of Water-Damaged Library Materials*, and disaster plans from several archival institutions which may be used as models. (1982) \$12 members, \$15 others, 4010.

*New in 1982!

Reference



Automation, Machine-Readable Records, and Administration: A Select Bibliography, by Richard M. Kesner, provides archivists with detailed information on specific aspects of computers as records producers, as research tools, and as administrative aids. Almost 300 annotated entries; author, journal, and subject indexes. (1980) 65 pp., paper. \$4 members, \$6 others. 1005

The *Directory of College and University Archives in the United States and Canada* contains nearly 1,000 listings compiled by SAA's College and University Archives Committee. Each listing gives the name of the institution, the type of records (archives, manuscripts, or both), the address and telephone number, and the names and responsibilities of staff members. Indexes to individuals and repositories are included. (1980) 80 pp., paper. \$6 members, \$10 others. 1011

Directory of State Archives in the United States lists the chief archival and records management officials for each state; staff members; name, address, and telephone number for each agency; research facilities provided; and a brief summary of each agency's archival holdings. A compendia of comparative information on programs, staffs, budgets, and salaries is also included. (1980) 66 pp., paper. \$4 members, \$8 others. 1012

SAA's *1981 Membership Directory* contains the names, institutional affiliations, preferred mailing addresses, and telephone numbers for SAA individual members. Also included is a membership roster for each of the Society's Professional Affinity Groups and a separate page listing the names of officers, Council members, PAG, standing committee, and task force chairs, representatives, and SAA staff. (1981) 104 pp., paper. \$7 members, \$20 others. 1019

As the outgrowth of introductory courses in the administration of modern archives, *Modern Archives and Manuscripts: A Select Bibliography*, by Frank B. Evans, is a useful working tool for every practicing archivist. An effort was made to include all writings that have contributed to or which illustrate the development of archival principles and practices in the United States. (1975) 209 pp., paper. \$8 members, \$11 others. 1020

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. (1981) \$6.00 members, \$9.00 others. 1026

The WPA Historical Records Survey: A Guide to the Unpublished Inventories, Indexes, and Transcripts lists repositories in the United States which hold HRS materials. The guide contains summaries of HRS activity in each state, separate entries for repositories in which HRS materials have been located, and lists of specific holdings in each repository. Detailed lists of counties, municipalities, and denominations that are covered by inventory forms in specific project areas are included on microfiche. (1980) 42 pp., paper. \$4 members, \$6 others. 1027

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. Entries are arranged by subject within such broad categories as "Protection and Care of Books and Manuscripts," "Materials, Structure, and Technology of the Book," and "Physical Treatment of Books and Other Materials." (1981) \$8.50 members, \$10.00 others. 5003

Classics



The Management of Archives, by T. R. Schellenberg, is the work of one of America's archival pioneers in arrangement principles and descriptive techniques. Chapters devoted to cartographic and pictorial records are included. An important addition to every archivist's library. (1965) 383 pp., hardcover. \$25 members, \$30 others. 5001

Modern Archives: Principles and Techniques, by T. R. Schellenberg, outlines tested and proved plans and procedures for the adequate management of public records in all areas of federal, state, and local government. (1956) 248 pp., paper. \$8.50 members, \$9.50 others 5002

Norton on Archives: The Writings of Margaret Cross Norton, edited by Thornton W. Mitchell, has been termed "the first American manual for archives administration." One archivist wrote: "Norton is BASIC! Archivists everywhere are indebted to Thornton W. Mitchell for skillfully editing and bringing together these articles and giving all the younger members of the profession the full benefit of her contributions to archival theory and practice . . ." (1975) 288 pp., paper. \$7 members, \$10 others. 1021

Special Items

Preserve and protect copies of SAA publications in the *SAA Binder*. 2" vinyl, three-ring binder perfect for holding the *SAA Newsletter*, the *Membership Directory*, the basic manuals, and many other SAA publications. \$4 members, \$6 others. 1025

A Code of Ethics for Archivists provides standards for archivists in the areas of acquisition, access, appraisal, arrangement, preservation, reference, and interaction with other archivists. 8½ x 14, parchment-like paper, suitable for framing. (1980) \$1.00 each. 1009

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PEOPLE and PAPERS

Washington, DC An unreleased report prepared by the General Accounting Office charges that state welfare agencies do an extremely poor job of safeguarding information in the personal files they receive from the Social Security Administration and other federal agencies. GAO visited 80 state welfare offices in 14 states with nearly half the nation's caseloads and found that, in many cases, janitors, landlords, or any outsider could simply walk in and take files or make copies and walk out with them. The GAO survey revealed many other security problems: photo-copy machines were not usually secured during non-working hours; claimant files were generally not secured in lockable cabinets; access to welfare offices was not restricted; microfilm copies of some files were left unattended at the receptionist's desk; file cabinets were left unlocked day and night; old files were thrown unshredded into trashcans. GAO said that this problem of assuring the privacy of this information could be solved if the Department of Health and Human Services would "establish a firm, consistent and comprehensive security program for protecting data supplied to state and local entities."

Austin, Texas William Royer, Jr., one of the 52 American hostages held in Iran, has donated the correspondence his family received during his captivity to the Barker Texas History Center at the University of Texas. The collection includes hundreds of handwritten messages, drawings, cards, posters, and homemade gifts. Don Carleton, director of the History Center, believes that the Royer collection "can tell us a lot about American society at this point in time." An exhibit of the Royer collection was assembled and, according to Carleton, it was "far and away the most popular we've ever done. It has acquainted a whole new audience with the Barker Center and the activity of an archival agency."

Washington, DC A January, 1982, issue of the Library of Congress's *Information Bulletin* printed a report on a court decision handed down in June. U.S. District Court Judge Harold Greene found that the Library had discriminated against a female employee in failing to consider her for the position of assistant chief of the Prints and Photographs Division. In so holding, the Court further found that Library officials chose to post the position at a grade GS-15 to preclude the plaintiff (a GS-13) from meeting the time-in-grade requirement, that there was sufficient additional evidence to show disparate treatment of the plaintiff, and that the Library preselected the individual appointed to the position. As an alternative holding, the Court found that the Library, notwithstanding time-in-grade, should have examined the plaintiff's experience to determine if it were "equivalent to" service at the GS-14 level, noting that the Library had frequently waived

time-in-grade in other cases, but in upper level positions and only for males.

As restitution, the Court ordered the Library to promote the plaintiff, with back pay, to the position in question and at the grade at which it was posted. (The position was vacant at the time of the Court's order.) The Library denied the allegations in this case and sought to appeal the Court's finding, in particular the alternative finding, but pursuant to recommendations from the Civil Division, U.S. Department of Justice, the Solicitor General has determined that the case will not be appealed.

Nominations for Fellows Solicited

The SAA Committee on Professional Standards urges the Society's membership to nominate persons for election as Fellows in 1982. Fellows are elected by a 75% vote of the Committee, which is made up of the five most recent past presidents of the Society and two Fellows elected to the Committee by Council. The 1981-82 Committee chair is Ruth Helmuth. Other past presidents on the Committee are Maynard Brichford, Hugh Taylor, Walter Rundell, and Robert Warner; the two Fellows appointed to the Committee by Council are Miriam Crawford and C. Herbert Finch.

According to the Society's constitution, the number of Fellows may not exceed 5% of the total membership of the Society. Candidates for Fellow must have been individual members of the Society in good standing for the past seven years. The Committee on Professional Standards is also guided by the following criteria:

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

Any SAA member is eligible to nominate another member for Fellow of the Society. For a nomination form, write to Antonia Pedroza at SAA headquarters. Completed forms must be received by Ruth Helmuth, University Archivist, Case Western Reserve University, Cleveland, OH 44106, by May 15, 1982.

Education Committee Submits Summary Report

At the request of the Society's Council, the committee on Education and Professional Development submitted a summary report in January, 1982, on proposals to approve programs of graduate education and to certify archivists, which the Committee had developed over the past few years. The Committee recommended that the Society suspend any further effort to pursue these proposals at this time.

According to the Committee's co-chairs, Trudy Huskamp Peterson and Francis X. Blouin, Jr., a number of factors led the Committee to this decision. First, the pilot self-study for programs of graduate education showed a lack of interest from archival instruction programs. Unless the existing educational programs are behind an effort to approve such programs, approval cannot succeed. Second, it believes that the climate in academic institutions is against accreditation in general and that institutions offering archival programs would resist a further accreditation body coming to the institution. Third, this appears to be a period of retreat from credentialism in employment. The efforts to lower barriers to jobs have occasioned a reaction--perhaps an over-reaction--against all types of perceived elitism in job qualifications. Fourth, these programs will impose a burden on SAA resources, both monetary and staff, and current economic conditions suggest that without strong support from the membership such burdens should not be undertaken. And, finally, the Committee recognizes that these programs, which by definition include some while excluding others, have a potential for involving the Society in litigation. In a litigious age, this is a risk to be ignored.

The Committee reported its regret "that we must make this recommendation. We continue to believe that these programs would benefit the Society and we continue to hope that in the not-too-distant future these projects will be taken up once again and brought to a successful conclusion. The reality of the marketplace, we believe, ensures that archivists will eventually find it necessary to establish a mechanism for self-policing. When that occurs, the approval and certification programs may yet become a reality."

The Council adopted the report of the CEPD and expressed its gratitude for the extraordinary efforts which have been expended on the two projects.

Approval and Certification: A Summary

The Committee of the 70's stressed the need to improve the archival education available to the profession. Responding to the recommendations

of the Committee., the Education Committee of the Society of American Archivists met in Ann Arbor, Michigan, in March, 1973, and began formulating a set of guidelines for archival training. Under the leadership of Maynard Brichford and later Mabel Deutrich, the Committee began work on an initial draft. During those same years, the Association of Canadian Archivists began preparation of guidelines for a curriculum for graduate archival training leading to a master's degree in archival science. These Canadian guidelines were drafted by Hugh Taylor and Edwin Welch, and in 1975 the SAA Committee, chaired by F. Gerald Ham and including Taylor and Welch as members, turned to the Canadian draft as a basic working document. Although the guidelines ultimately adopted by the Canadian and U.S. archival associations diverged, they both have roots in the Welch-Taylor draft.

During the discussion of the guidelines, the Education Committee became concerned about several related matters. The first was a concern over all archival education; the second was a concern over how the guidelines would be enforced; and the third was a concern over what the individual archivist learned during the educational process.

With the development of the curriculum guidelines well along, the Committee in March, 1976, turned its attention to a draft proposal titled "Toward Certification of Archival Education." In it the author, Trudy Peterson, argued that curriculum was not enough, that there must also be careful scrutiny of the context of archival education: the qualifications of the faculty, the facilities for study and practice, and the general reputation of the institution offering the training. The draft proposed a two-level program to accredit programs of archival education: Type A for courses given for academic credit as part of a program of academic training at the graduate school level and leading to the award of a major or minor by the degree-granting department; Type B for programs given in short courses, institutes, or formal on-the-job training courses offered by archival institutions and requiring evidence of practical work experience before the award of a certificate or credential of completion. Both types would require a bachelor's degree for admission to the program and the curriculum must consist of both classroom and practical experience. The program of accreditation would be administered by a Board for Archival Education selected by the membership of the Society of American Archivists. After considering this proposal the Committee decided to concentrate on academic programs leading to a major, minor, or concentration in a graduate program and to defer any action on short courses, institutes, workshops, and formal in-house training programs until a separate study could be made

of those educational formats.

At the SAA meeting in Washington in 1976 the Committee considered a revised accreditation proposal. By this time, too, the Committee was beginning to consider personal certification. The first public mention of the personal certification idea was in Hugh Taylor's and Trudy Peterson's papers at the SAA Priorities Conference in January, 1977, and subsequently published in the *American Archivist* in July of that year. The personal certification question arose quite logically from the discussions of certifying education programs. The questions that the Committee wrestled with were whether persons graduating from an "approved" educational program would have a special status as "approved" archivists, and would, therefore, the profession be conferring a special benefit--which quite conceivably would mean a pay differential--on certain of its members? Then, too, asked the Committee, if the most important ingredient of the profession is the practicing individual and if self-policing is a distinguishing mark of a profession, how do we as archivists establish and maintain the performance standards of practitioners? Because there are many routes to basic competency in archival performance, the means of ensuring proficiency had to be accessible to the whole profession, regardless of institution, geographic location, or formal education. With this debate the full extent of the consideration of education and professionalism by the Committee had been reached: first developing standards for archival education programs, then considering the difficulties in ensuring that the standards are met and resolving that question in favor of certifying archival education programs and finally considering the question of individual certification.

The March, 1977, meeting of the Committee was pivotal. By this time the Committee had been advised by the Council on Postsecondary Accreditation that it would not be wise to seek to accredit programs formally, at least during an initial phase, but should instead concentrate on a less formal approval of program before seeking an accreditation procedure. At the March meeting the Committee considered and adopted and forwarded to the SAA Council a proposed "Program for Archival Certification." Under the plan an individual could be certified in one of three ways: by successfully completing a certified archival training program; by completing an archival certification examination administered by the SAA; or by experience (the "grandfather" clause). The program would be administered by a Board for Archival Certification and included provisions for notification and appeal. Decisions on the limitation of duration of certification and a continuing education requirement, which was suggested as a means to ensure continuing participation in learning activities by certified professionals, were deferred.

The SAA Council had the proposal printed in the

July, 1977, issue of the *SAA Newsletter* and asked for the reactions of the membership. Responses were published in the September *Newsletter* and the proposal was debated at a program session at the Society's October, 1977, meeting in Salt Lake City. At the Salt Lake City meeting the Committee further elaborated on the procedures that would be used to approve graduate programs of archival education, and these draft "Evaluation Procedures for Archival Education Programs," were published in the January, 1978, *Newsletter* and debated in the March, 1978, *Newsletter*. Vigorous debate was carried on throughout the profession, and the *ACT Newsletter* of September, 1978, printed various reactions to the proposals. The Committee had proposed a general survey of the attitude of the profession on these issues, but Council declined to sponsor it.

At the SAA meeting in Nashville in October, 1978, an open forum discussed the procedures for the approval of graduate education programs. On October 8 the Council decided that the Committee should present a feasibility study on every aspect of educational program approval and that "despite certain merits, individual certification by examination or other means would not be pursued at this time." Writing in the April, 1979, *American Archivist*, SAA President Hugh Taylor commented:

It is my own personal view that if the approval of educational programs is not found to be viable (at this stage we simply do not know), then individual certification would probably be brought forward again as the only other alternative. Even if program approval was found to be practical, certification by examination might still be introduced for those for whom approved programs were out of reach both geographically and financially. However, there are real dangers in relying purely on the result of a written examination as proof of archival competence.

Council also appointed a subcommittee composed of Maynard Brichford, Mary Lynn McCree, and Ann Morgan Campbell "to consider means of implementing proposed plans for the approval of archival education programs."

At its meeting in November, 1979, the Committee revised and approved the final draft of the procedure for approval of programs by an archival education board. This draft was sent to the Council in December, and in March the Council's subcommittee instructed the Committee to begin preparing a self-study instrument to be used to gather information on the state of graduate archival education and to prepare for institutional site visits. In September, 1979, at the SAA meeting in Chicago, the Committee reviewed the first draft of the self-study document which F. Gerald Ham and Nancy Peace had adapted from the self-study used by the American Library Association in its accreditation procedures. A redraft was approved at the Committee's meeting in January, 1980, and forwarded to Council. In September 1980

Education Committee Report, cont.

Council approved the Committee's proposal to circulate the self-study questionnaire, and from the institutions responding to the questionnaire the Council was to select 2 or 3 for site visits in the fall of 1981 as part of a pilot study of the approved procedure.

Late in the fall of 1980 the self-study questionnaire was sent to 42 universities. By April 1981 24 responses had been received, but only about half of these provided sufficient documentation on which to draft evaluation guidelines for a site visit. With so few of the extant programs fully participating, the Committee recognized that further efforts would be difficult to sustain. The Committee suggested to Council that a meeting be held with American Library Association officials to discuss accreditation processes, but Council demurred. At the Committee's meeting in Berkeley in August, 1981, and at Chicago in November, 1981, the members discussed the pilot project and the problems that had developed. The consensus was that it was impossible to progress further at this time, and in response to the Council's request to the Committee at Berkeley to provide a summary report of the project, the Committee decided to suspend further efforts. The Committee also considered whether, in view of the tabling of the approval program, the matter of individual certification should again be raised. The Committee decided that it should not and agreed that the report to the Council should include a review of the course of both efforts.

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Workshops

The following SAA conservation workshops have been scheduled:

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

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 Historical Society; Mary Lynn Ritzenthaler.

June 21-23, Fairbanks, Alaska--at the University of Alaska, 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; \$50 tuition.

For further information regarding either the consultant service or the workshops, contact Mary Lynn Ritzenthaler at SAA headquarters. The Basic Archival Conservation Program is funded by the National Endowment for the Humanities.

Starting an Archives Workshop

SAA will sponsor a three workshop entitled "Starting an Archives" April 15-17, 1982, at the National Archives in Washington. The workshop is supported in part by the scholarship fund of the Colonial Dames of America, Chapter III. Instructors for the workshop will be David B. Gracy II, Texas State Archives, and Linda Henry, American Psychiatric Association. The tuition is \$80. To receive an application, write to Joyce Gianatasio at SAA headquarters.

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 March 1982 SAA Newsletter is February 15. Ad copy and payment should be sent to Deborah Risteen, SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

Position Sought

WANTED: Position as Archivist, Research Archivist, or teaching with the aid of archives; Ed.D., MALS, BA history; experience; available immediately. Inez Dillon Prinster, 992 23 Road, Grand Junction, CO 81501, (303) 243-9719.

Training

RECORDS MANAGEMENT RETENTION SCHEDULING WORKSHOP: COPING WITH THE PAPER MOUNTAIN, a seminar and training program for college and university administrators responsible for institutional record keeping. June 29-July 1, 1982. Contact: Dr. Candice Dalrymple, Division of Continuing Education, University of Delaware, Newark, DE 19711, (302) 738-1171.

Transitions...

DAVID J. JOHNSON became the new State Archivist of Michigan in January. . . ANNE STEELE has been appointed Archivist at Macquarie University, Sydney, Australia. . . MARY ELLIS PELTZ, founder of the Metropolitan Opera Archives, died in October at the age of 85. . . MARTILYN B. GHAUSI, formerly Associate Archivist, has been named Museum Archivist and Head of the Museum Archives and Records Center of The Detroit Institute of Arts. . . JACK JALLINGS has retired from the State Historical Society of Wisconsin. . . LUTHER H. EVANS, Librarian of Congress from 1945-1953, died in December at the age of 79. . . NANCY KAUFER has been named Records Manager for the M.I.T. Institute Archives and Special Collections. . . GERALD NEWBORG has been appointed State Archivist and Director of the Research and Reference Division, State Historical Society of North Dakota. . . ART MC COURT, Director of the Weyerhaeuser Company Archives from 1974 until his retirement in 1980, died in July 1981 at the age of 63.

Wanted

Information on broadcast archives is sought for a Broadcast Archives Directory being compiled by the Association of Recorded Sound Collections. Contact Donald G. Godfrey, Dept. of Radio and Television, University of Arizona, Tucson, AZ 85721.

For a history of the Lincoln cult of the 1920s, historian is trying to locate the correspondence of William H. Townsend of Lexington, Kentucky. It was apparently sold in New York sometime after 1966. Contact Helen B. Crocker, Dept. of History, Western Kentucky University, Bowling Green, KY 42101.

Archivists' Calendar

The Catholic Library Association will hold its annual convention April 12-15 in Chicago. For further information, contact CLA at 461 W. Lancaster Ave., Haverford, PA 19041.

The Georgia Department of Archives and History has begun accepting applications for its three-week institute, which will take place July 26-August 13. For more information, contact Lorraine Lee, Georgia Dept. of Archives, 330 Capitol Ave., SE, Atlanta, GA 30334.

The New England Archivists will sponsor a workshop on "Archival Theft: The Problem and Its Prevention" on March 20, 1982, at the Connecticut Historical Society. For further information, contact Elizabeth Abbe, Librarian, Connecticut Historical Society, 1 Elizabeth St., Hartford, CT 06105.

The annual meeting of the New England Archivists will be held on May 15, 1982, at the Mystic Seaport, Mystic, Connecticut. For further information, contact Gerald Morris, G.W. Blunt White Library, Mystic Seaport Museum, Greenmanville Ave., Mystic, CT 06355.

The Society for History in the Federal Government will hold its 1982 annual meeting on April 14 at the National Archives in Washington. For further information, contact the Society at Box 14139, Benjamin Franklin Station, Washington, DC 20044.

The 31st annual conference of the National Micrographics Association will be held May 3-6, 1982, in St. Louis. For further information, contact Meetings and Expositions Department, NMA, 8719 Colesville Rd., Silver Spring, MD 20910.

Going to the Source: An Introduction to Research in Archives, the National Archives' four-day course in the use of primary sources, will be held May 25-28, 1982, at the National Archives in Washington. For further information, contact Elsie Freeman, Education Division, National Archives and Records Service, Washington, DC 20408.

The Theatre Library Association will present a Conference on Preservation Management in Performing Arts Collections April 28-May, 1982, in Washington. For further information, contact Brigitte Kueppers, Shubert Archives, 149 W. 45th St., New York, NY 10036.

The United Negro College Fund will sponsor an archival training institute for its 42 member colleges and universities on April 12-17, 1982, in Atlanta, Georgia. For further information, contact Gregory Hunter, Archivist, United Negro College Fund, 500 E. 62nd St., New York, NY 10021.

The South Atlantic Archives and Records Conference is being hosted by the Florida Division of Archives, History and Records Management in St. Augustine Beach, April 29-30, 1982. For further information, contact Ed Tribble, Program Chairman, SAARC, Florida State Archives, Tallahassee, FL 32301.

The New York State Archives and the School of Library and Information Science at SUNY-Albany will cosponsor a workshop on Conservation and Preservation of Archival Materials, April 16, 1982, in Albany. For further information, contact Christine Ward, New York State Archives, Cultural Education Center, Empire State Plaza, Albany, NY 12230, (518) 474-1195.

The Newberry Library has temporarily suspended its services to readers, reference services by telephone and mail, photo-duplication services, and interlibrary loans. The suspension of these services began February 1 and will continue through April 30, 1982. During this period, the Newberry's history and humanities collections will be moved to its new bookstack building.

Professional Opportunities

LIBRARY/ARCHIVE CONSERVATOR, Indiana Historical Society Library. Responsibilities include the administration of a well-funded conservation program, the continued development of a state-wide outreach program, and the provision of restoration services for the Library's collection of rare books, pamphlets, prints, photographs, manuscripts, and architectural plans dating from the 17th through the 20th centuries. The Conservation facility employs two full-time professional conservators, plus several part-time assistants. Qualifications: Master's degree in conservation or equivalent training in library/archive conservation, plus work experience in paper or library/archive conservation including some administrative duties. Salary: \$14,000-\$19,000 plus benefits. Starting date by August 1, 1982. Representatives from the conservation staff will be at the 1982 AIC annual meeting in Milwaukee. Send resume and references to: Director of the Library, Indiana Historical Society, 315 W. Ohio St., Indianapolis, IN 46202. (317) 232-1879. Application deadline: May 17, 1982.

DIRECTOR, Alabama Department of Archives and History. Responsible for overall management of the department charged with operating state archives, records center, library, museum, historical research collections and publications. Desired qualifications: Completion of graduate training in history; professional training in archives management; substantial experience in archival work in state or national archives; and ability to work with staff, political bodies and professional groups and associations. Salary: strongly competitive; negotiable commensurate with training, background and ability. Amount fixed by Board of Trustees with approval of the Governor and the State Personnel Board. Applications should be made to: Search Committee, Alabama Department of Archives and History, Montgomery, AL 36130-3601. Further information may be obtained from the same source. No closing date provided.

EDITOR, *American Archivist*, Society of American Archivists. One-fourth to one-third time position, two to three year appointment. The Society is seeking applicants who are widely knowledgeable in matters of professional interest or concern to archivists and manuscript curators, well acquainted with the literature of the profession, and industrious and imaginative. Duties include the solicitation, selection, and final approval of articles and features, the appointment of department editors, and final approval of all copy to be published in the *American Archivist*. It is anticipated that the selection of an editor will be made about June 1, 1982, and that the individual hired will begin work on or about July 1 on the spring 1983 issue. Applications in the form of a letter and resume, with the names, addresses, and telephone numbers of three references should be sent to the Executive Director, SAA, 330 S. Wells, Suite 810, Chicago, IL 60606, by April 30. Samples of editorial work may also be submitted. A search committee will review applications and make recommendations for Council's appointment.

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Professional Opportunities

HEAD, SPECIAL COLLECTIONS AND ARCHIVES, California Polytechnic State University. Reports to the University Library Director. Responsible for organization and administration of special collections emphasizing Central California coast, architecture, fine printing and small press works. Also responsible for supervising the University Archives which include an extensive collection of materials relating to the history of the University. Qualifications: M.L.S. from an accredited institution, four or more years' knowledge of and experience in special collections, archives, and records management, and familiarity of the book trade and out-of-print materials. A master's degree in a subject field, or its equivalent is required for promotion and tenure. Send letter of application and resume along with three letters of reference to: David B. Walch, Library Director, Robert E. Kennedy Library, California Polytechnic State University, San Luis Obispo, CA 93407. Application deadline: May 1, 1982.

COORDINATOR OF SPECIAL COLLECTIONS, Louisiana State University. Will administer and develop the Library's special collections. Qualifications: ALA-accredited M.L.S., progressive professional academic or research library experience, intimate knowledge of the antiquarian book market is required. Working knowledge of foreign languages, advanced academic degree, demonstrated leadership ability, a record of active professional commitments, and strong oral and written communication ability highly desirable. Salary: dependent upon qualifications and rank (\$19,000 minimum). Apply to: George J. Guidry, Jr., Director of Library, Louisiana State University, Baton Rouge, LA 70803. Application deadline: April 15, 1982.

ARCHIVIST/CONSULTANT, American Institute of Architects Foundation. For approximately three months, to assist in preparation of finding aids for a collection of architectural drawings. Qualifications: strong academic background preferably in architectural history with demonstrated archival experience. Send resume to: Sherry C. Birk, Curator, Prints and Drawings Collections, The American Institute of Architects Foundation, 1799 New York Ave., N.W., Washington, DC 20006. Position available immediately. No closing date provided.

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.

ARCHIVIST, Clemson University. Under direction of Special Collections Librarian, responsibilities include organization, processing, and display of the papers of Senator Strom Thurmond; also organization of other papers, university archives, and special collections. Qualifications: ALA-accredited M.L.S., advanced degree in history or political science, and training in archives or records management is desirable. Entry level position, available July 1, 1982. Salary: \$17,500 plus benefits. Send applications to: Richard Meyer, Chair, Archivist Search Committee, Cooper Library, Clemson University, Clemson, SC 29631. Application deadline: May 1, 1982.

CURATOR OF MANUSCRIPTS/ADMINISTRATOR, Northeast Minnesota Historical Center. Administer and be responsible for all operations of the Center, a regional research facility operated jointly by the St. Louis County Historical Society and the University of Minnesota, Duluth. Duties include supervision of staff, processing of collections, assisting patrons and developing acquisitions program. Qualifications: Broad knowledge of basic archival principles and practices, knowledge of American and Upper Midwest history, ability to work with a wide variety of people, and effective communication skills. Salary: \$12,000 plus benefits. Inquiries should be directed to: Lawrence Sommer, Director, St. Louis County Historical Society, 506 W. Michigan St., Duluth, MN 55802. Application deadline: April 30, 1982.

MEDICAL CENTER ARCHIVIST, Bowman Gray School of Medicine, Wake Forest University. Working under the general supervision of the Director of Libraries, will be responsible for administering the Medical Center Archives program. Duties include: administration of the archives; provision of patron services; management of the Bowman Gray Oral History project; selection of major archival acquisitions; provision of archival records and technical processing; assistance in the development of historical and special collections; coordination of the special collections lecture series. In addition, will be responsible for initiating a records survey of the Medical Center and making recommendations for a Medical Center records management program. Qualifications: Master's in history with specialized archival and records management training, or Bachelor's in history with archival and records management training and M.L.S. from ALA-accredited library school; two years of archives and records management experience in an academic institution; the ability to communicate effectively with the public; and demonstrated academic achievement in research and publications. Salary commensurate with related experience. Send resumes and no less than two references to: Michael D. Sprinkle, Director of Libraries, Bowman Gray School of Medicine Library, Winston-Salem, NC 27103. No closing date provided.

ARCHIVIST, Office of the County Clerk, New York County. One-year NHPRC-funded position. Survey court and county records, prepare descriptions of record groups for appraisal, participate in drafting appraisal guidelines and write a guide to the collection. Qualifications: Graduate degree from an accredited college or university in American history, political science, library science, or a related field. With either a certificate in archival training and one year full-time experience in archives or two years of full-time experience. Experience in writing record descriptions preferred. Salary: \$14,500. Send resume to: The Honorable Norman Goodman, County Clerk and Clerk of the Supreme Court, New York County, New York County Courthouse, 60 Centre St., New York, NY 10007. Application deadline: April 15, 1982.

DOCUMENTS LIBRARIAN/ARCHIVIST, I.D. Weeks Library, University of South Dakota. Faculty rank and status; tenure track position. Entry level position. Duties include the administration and supervision of a selective federal depository, and a state documents depository. Other duties include the administration and processing of manuscript collections, university archives, and special collections. Minimum qualifications: ALA-accredited M.L.S. Desirable qualifications: A second master's is preferred. Experience in government documents, archival management, and computer programming is desirable. Salary: \$13,000 minimum. Position available July 1, 1982. How to apply: Address resumes with the names of three current references to: Bob Carmack, Dean of Library Services, I.D. Weeks Library, University of South Dakota, Vermillion, SD 57069. Application deadline: May 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.

SAA Newsletter

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

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What Employers Look For: The Applicant's View

The January *SAA Newsletter* published a survey article entitled "The Ideal Archivist: What Employers Look For." Based in part on a list of attributes which had appeared in the *New York Times*, the piece outlined the qualities archival administrators seek in entry level applicants.

In an effort to get the opinions of those on the other side of the application process, the *Newsletter* asked a small number of archival job-seekers to respond to the same list--indicating the attributes which they believe employers want to see in applicants for entry level archival positions. It was assumed that applicants had uniform educational backgrounds.

Employers and applicants agreed on the most important attribute--good writing and speaking skills. However, significant differences emerged in several other areas. For example, 55% of the employing archival administrators seek good common sense, while only 11% of the applicants cited that attribute as important. Here are the attributes listed in the *Times*, as cited by employers and applicants.

	<u>Employers</u>	<u>Applicants</u>
Good writing and speaking skills	67%	89%
Ability to get along with people	61%	67%
Good common sense	55%	11%
Affinity for detail and accuracy	45%	78%

	<u>Employers</u>	<u>Applicants</u>
Desire to grow and learn	42%	33%
Love of hard work	18%	22%
Well-defined goals	9%	0%
Determination to succeed	6%	11%
Talent for persuading, selling	3%	0%
Sense of urgency	3%	0%

As did the employers, applicants added many of their own suggestions to the list of ideal attributes found in the *Times*. One cited "willingness to accept low pay, especially when starting out." Another saw the importance of the "ability to adapt to employer's needs and methods." A few applicants echoed some employers in stating the significance of sound judgement, resourcefulness, and/or responsibility.

One recent applicant wrote, "Most of the work involved in entry level archival positions is boring. The person has to be able to do it without sacrificing his or her attention to detail, and without going bonkers. At the same time, he should be interested in advancing himself professionally, through good job performance and continuing education. That boring entry-level job should serve to spur him on to bigger and better things, where he can use his ability to think on his feet. P.S. The applicant should also be able to type."