

The Society of American Archivists

SAA Newsletter

May 1982
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Executive Order on Classification

In early April, President Reagan issued an Executive Order that critics charge reverses a 30-year trend toward less classification of government information.

Published in the April 6 *Federal Register*, the new order replaces one signed by President Carter in 1978. It creates three new categories of information that can be classified: material on "the vulnerabilities or capabilities of systems, installations, projects, or plans relating to the national security;" cryptology research; and information in government records that was obtained from confidential sources. The new order eliminates the Carter administration's "balancing test" that required government officials to weigh the public interest against national security concerns when deciding whether to classify or declassify information. It will also allow the government to reclassify previously declassified information if the material is still considered sensitive and can "reasonably be recovered."

(cont. on p. 2)

Photograph/Conservation Project Funded

The Society of American Archivists has been awarded a grant of \$144,724 by the National Endowment for the Humanities for phase two of the Basic Archival Conservation Program. The new program will consist of two major components: Administration of Photographic Collections and Archival Conservation Management.

Through a nationwide series of basic workshops, a consultant service, and publication of a manual, activities under the Administration of Photographic Collections phase of the program will focus on all aspects of administering photographic holdings, from appraisal and collecting policies, arrangement and description, and preservation, through research use and legal issues. Emphasis will be placed on archival methods of describing, accessioning, storing, and handling large masses of images.

Through the Archival Conservation Management phase of the program, the SAA will continue to offer basic conservation workshops. In addition, intro-

(cont. on p. 2)



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A Conversation with the Archivist of the U.S.

As this issue went to press the *Newsletter* had an opportunity for a wide-ranging interview with Archivist of the United States Robert M. Warner. Warner's comments addressed some of the difficulties the archives has faced in recent months as well as some new activities the Archives has undertaken. Highlights of the conversation follow:

--Although the responsibilities of the National Archives Office of Records and Information Management and its 120 staff positions were transferred to GSA's Automated Data and Telecommunications Service, NARS retains responsibility for all basic archival functions. According to Warner, procedures still to be administered by NARS include appraisal, scheduling, transfer of records to records centers, and records center storage. These functions presently reside in NARS' Office of Federal Records Centers, an activity which also was under consideration for transfer out of NARS earlier this year.

--Despite recurring reports that the Reagan Administration is recruiting a new Archivist of the United States, Warner said he "does not feel immediate pressure on this issue." He stated his intention to "stick around."

--A new NARS unit on adequacy of documentation will seek "to create a climate necessary to encourage creation of a complete record" in the federal government. This program which Warner acknowledges will be "both ambitious and difficult to measure" will be staffed initially by several persons.

--After 228 NARS staff members were RIFed nationwide early in 1982 (RIF stands for "reduction in force"), GSA announced at Congressional oversight hearings in March that NARS would receive the benefit of a \$5 million "rebate" of its space costs in this fiscal year. According to Warner, the new resources will permit the rehiring of 35-40 persons, continued operations without the no-pay furloughs which were anticipated for all NARS employees, and new support for work in preservation and other program areas.

--NARS' cartographic unit has begun a move to a facility vacated by the Library of Congress on Pickett Street in Alexandria, Virginia. The Nixon papers project and some audiovisual activities will also be transferred to this 120,000 square foot location. While this acquisition of space is not a permanent solution to NARS' space problem, Warner feels that the agency now has three to five years of grace before new space must be found.

Classification Order, cont.

The April 1982 order drops requirements contained in executive orders signed by Presidents Carter and Nixon that classified documents be reviewed after six years and again after 20 years with a goal of releasing them, unless continued classification is required to protect the national security.

Historians gathered at the Philadelphia annual meeting of the Organization of American Historians in April argued that the Executive Order will pose special problems for them because it does not require federal agencies to determine when material will be declassified until it is given to, and reviewed by, the National Archives. GSA's Steven Garfinkel asserts that the new order will not increase the amount of classified information and that a directive, scheduled for release in May, will establish a schedule for declassifying documents after they are received by the Archives.

However, Representative Glenn English (D-OK), chair of the House Subcommittee on Government Information and Individual Rights, charged that the order "slows or stops altogether the declassification of historical documents."

Photo Grant, cont.

ductory workshops on microforms will be offered which will consider microforms as a tool in archival management from administrative, conservation, and technical perspectives.

The 28-month program will provide archivists with the necessary tools, resources, and technical data to evaluate their photographic holdings, assess the conservation requirements of their collections, and develop priorities and programs to meet collection needs. Emphasis will be placed on cost-effective approaches to gaining archival control over photographic holdings and establishing collection-wide conservation programs.

Project activities will begin in the Fall, 1982. Mary Lynn Ritzenthaler will continue to serve as program director and Sylvia Burck will serve as program assistant. For further information, contact SAA headquarters.

SAA Staff

Ann Morgan Campbell	Executive Director
David Bearman	Program Officer
Bernice Brack	Membership Assistant
Sylvia Burck	Program Assistant
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Congress Looks at NARS

The National Archives and Records Service was the subject of two days of oversight hearings held March 2 and 4 by the House Subcommittee on Government Information and Individual Rights. The committee, chaired by Rep. Glenn English (D-OK), heard testimony from a succession of witnesses representing users of the National Archives, professional organizations with special interest in the work of the National Archives, and the general public.

English opened the hearings with a statement in which he said, "The National Archives and Records Service is the agency entrusted with the preservation of our documentary history. It is important to our future as well as our past. But as we enter the decade of the 80s, a decade of many historically significant anniversaries, we find this very important cultural institution reeling from budget cuts. . . . As much as I favor budgetary restraint, I cannot justify short-term savings at the expense of sacrificing the documentary history of our nation."

Among those testifying was the author and historian, Barbara Tuchman, who stated: "I have to say to you, gentlemen, that this proposed economy is the least defensible of all the cuts by the budget ax so far. It is cutting off your nose to spite your face. What is the Archives? It is you, it is us; that is to say, it is the record of the government of the United States. To reduce its program funds by 30 percent is sheer destruction because continuing records cannot be accessioned, catalogued, properly housed so as to be available for consultation--and if not available they might as well not exist."

Charles E. Lee, State Archivist of South Carolina, testified on behalf of SAA. Lee outlined the Society's position on the National Archives as stated in the resolution passed at SAA Council's January, 1982, meeting (see March, 1982, *SAA Newsletter*, p. 5). He quoted the resolution when he called on Congress to hold "comprehensive oversight hearings into the program, activity, and management of the National Archives and Records Service" and asked that "reorganization plans cease until oversight hearings are completed and Congress has made appropriate program decisions."

Samuel R. Gammon, Executive Director of the American Historical Association, offered this assessment of NARS as part of the General Services Administration: "We do not for a moment impugn the integrity and zeal of the Administrator of General Services in endeavoring to run a lean, mean and efficient housekeeping and services function for the executive branch. But we do believe that the organizational structure which puts the Archives--and the NHPRC--under the GSA is a misalliance. The Archives no more belongs in an internal services agency than does the Library of Congress. . . .

When Mr. Jefferson was assembling his personal library, which became the nucleus for the Library of Congress, he did not put his housekeeper or his gardener in charge of it."

Administrator of General Services Gerald P. Carmen testified that "nothing must be allowed to interfere with the ability of the National Archives and Records Service to carry out its essential program missions. We all recognize that the adjustments made necessary by the FY 1982 budget reductions will be difficult, but I believe that the actions taken thus far, and those planned for the future, will allow this to be done with no impairment of essential functions."

Significant historic documents were on display in the hearing room, including Abraham Lincoln's second message to Congress, "We Cannot Escape History," which Congressman English related to current events surrounding the National Archives: "Though we may not escape history, the very documents of history may well escape us. The words of Ronald Reagan's message to Congress may not be available to presidents of the future if we don't find solutions for the National Archives and Records Service."

Reports of pending NARS reorganizations, enumerated in the March *SAA Newsletter*, led to action by the United States Senate. In a March 3 letter to Administrator of General Services Gerald Carmen, the chairman and the ranking minority member of the Senate Subcommittee on Governmental Efficiency and the District of Columbia, NARS' oversight committee, ordered that "no reorganization be implemented affecting NARS operations until our committee has been informed of such reorganization and has had an opportunity to consider such in hearings." Senators Charles Matthias (R-MD) and Thomas Eagleton (D-MO) went on to direct Carmen to fully inform them of RIFs (Reduction in Force) at NARS and stated their intention to ascertain whether NARS has sustained a disproportionate share of the FY82 budget reduction for GSA.

Council to Meet

SAA Council will meet May 22-24, 1982, at Airlie House, Airlie, Virginia. An agenda for the Council meeting will be available from SAA headquarters after May 10.

Bon Voyage, China Trippers!

On April 15, 28 excited travelers--SAA members and their spouses and friends--embarked on an adventure that few American archivists have had: a three-week tour of the People's Republic of China, including visits to several archival repositories. The trip is the culmination of literally years of planning on the part of many SAA members. Their hard work and determination have finally paid off.

The group's first stop in China will be Beijing (Peking), where they will spend four days. From there, they will travel to Xian, Shizhou, Chifu, Tsinan, Nanjing, Souzhou, Shanghai, Canton, and Hong Kong. While in China, some group members will lead seminars for Chinese archivists on such topics as oral history, archives of the Soviet Union, U.S. state archives, computers and archives, and the operations of the National Archives and Records Service.

SAA members participating in the tour are: Herman Baron, Ann Morgan Campbell, Marjorie Duval, Ben DeWhitt, Ellen Garrison, Dorothy Hill Gersack, Jane K. Gibbs, Patricia Grimsted, John Kinney, Maida Loescher, William Moss, who is linguistic and cultural advisor for the trip, Virginia Mounce, Kathryn Murphy, Helen Preston, Dolores Renze, Gertrude Russell, Susan Russell, William Sherman, Karen Stuart, Joe Doan Thomas, and Claudine Weiher.

A full report on the trip will appear in the July *SAA Newsletter*.

Colonial Dames Scholarship Awarded

Denise Bernard Gluck has been awarded the Colonial Dames Scholarship to the June, 1982, session of the Modern Archives Institute at the National Archives. Gluck is the archivist for the Congregation Shearith Israel in New York, the oldest Jewish congregation in North America, founded in 1654.

The Colonial Dames Scholarship is funded by the Colonial Dames of America, Chapter III, and awarded by the Society of American Archivists. A subcommittee of SAA's Awards Committee selects the winners. The subcommittee for 1982 was composed of George J. Stansfield, chairman, Richard J. Cox, and Mary Walton Livingston. Information on future scholarships will be published in the *SAA Newsletter*.

SAA Conducts Survey of Archivists

Survey forms were mailed to all SAA individual members in early April asking questions relating to salary and employment situation. The deadline for returning the forms is May 31. Members who have not received a form should contact SAA headquarters and a duplicate will be sent.

Conservation and Shrinking Budgets

Both the workshop and consultant service components of SAA's Basic Archival Conservation Program are sensitive to the fact that budget cuts may threaten conservation programs for archival repositories.

Consultant Service

During times of fiscal belt-tightening, new program development is generally not viewed favorably. Conservation management of archival collections, however, is a cost-effective means of administering collections which can be implemented through a re-ordering of program priorities rather than capital outlay. One of the best conservation bargains available today is the consultant service offered by SAA through the Basic Archival Conservation Program. Under this program, an archival repository can engage the services of a conservation expert to evaluate its program, physical plant, and collections from a conservation perspective. For the modest cost of a consultant's travel and lodging, repositories obtain a site visit keyed to their specific problems and needs as well as a written report which can serve as a plan to implement a phased approach to conservation management. Conservation consultants are located across the U.S. to help keep travel costs to a minimum; honoraria are provided by the Basic Archival Conservation Program. The consultant service is available through October, 1982.

Workshops

The following SAA conservation workshops have been scheduled:

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| May 19-21 | Des Moines, Iowa--State Library Commission of Iowa in conjunction with the Iowa Historical Materials Preservation Society. |
| June 21-23 | Fairbanks, Alaska--University of Alaska, Fairbanks, with the support of the Alaska Historical Commission. |
| September 22-24 | Frankfort, Kentucky--Kentucky Department of Libraries and Archives |
| October 16-18 | Boston--prior to SAA annual meeting |

The workshops stress cost-effective means of incorporating conservation administration and philosophy into archival management. Lecture/discussion sessions are accompanied by a hands-on segment during which participants learn basic conservation techniques. Conservation supply kits are provided; limited enrollment. Tuition: \$50.

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

SAA '82: Boston Offers More Than a Tea Party

Historical sites of major importance in the establishment of America's freedom draw visitors to Boston throughout the year. This fall, the 1982 Local Arrangements Committee has organized several opportunities for SAA annual meeting participants to see this historic city.

A guided highlights tour, scheduled for Monday, October 18, will take archivists along the Freedom Trail where they will see the historic, cultural, and literary landmarks of Boston. Meeting participants who are interested in conservation will have an opportunity to tour the Northeast Document Conservation Center, also on Monday afternoon.

Later that day, the John F. Kennedy Library will welcome meeting participants for dinner, a screening of a film about the life and career of President Kennedy, a visit to the exhibits, and a special tour of the Library's collections.

SAA President Edward Weldon will officially open the meeting on Tuesday, with the delivery of his presidential address at Faneuil Hall followed by a reception at Quincy Market. The site of Boston's town meetings, Faneuil Hall was designated by John Adams "The Cradle of Liberty." The Faneuil building has always had a market on the ground floor and a free market for ideas on the floor above. Quincy Market still serves its original function as a contemporary food center with restaurants, delicatessens, and specialty gift shops.

After a full day of sessions and workshops on Wednesday, local archivists will introduce visitors to Boston's restaurants--some famous for their locations, their views, or their specialties, some not famous at all but deserving to be discovered.

Special awards will be presented Thursday evening during the awards banquet, which will be followed by a reception honoring the winners.

The meeting will end with a closing luncheon at noon on Friday. For archivists who have time to linger in New England, an overnight tour is planned for October 22-23.

The headquarters hotel for the meeting will be the Boston Park Plaza Hotel, which overlooks the nation's oldest park, the Boston Common. The Park Plaza will offer convention rates of \$63-68 for single rooms, \$75-80 for double rooms, plus tax. Information on other hotels in the Boston area is available from Local Arrangements chairman James M. O'Toole, Archdiocese of Boston, 2121 Commonwealth Ave., Brighton, MA 02135.

Annual meeting programs will be mailed to individual and institutional members of SAA in mid-July. Others may request programs from Toni Pedroza, SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

The week of the Society's annual meeting will begin with several pre-conference workshops.

Two 2½-day workshops are scheduled October 16-18. Archives: An Introduction will address the appraisal, acquisition, and arrangement and description of archival records. David E. Horn, De Pauw University, and Megan Desnoyers, Kennedy Library, will be the instructors. The Basic Archival Conservation workshop, also scheduled for October 16-18, will focus on conservation administration and philosophy, with emphasis 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.

Introduction to Microforms is a 1½-day workshop scheduled for October 17-18. It will cover microforms as a tool in archival management from administrative and technical perspectives. Instruction will be directed both toward persons wishing to institute or evaluate in-house microform operations and those needing to contract with outside service bureaus.

William W. Moss of the Kennedy Library will teach a one-day workshop on Oral History in Archives and Manuscript Collections on October 17. Topics to be covered include appraising oral history materials for acquisition, processing oral history documents for archival control and reference, legal and ethical considerations and requirements, and providing access for reference.

For additional information regarding these workshops, complete the form below and return it to SAA.

Please send me an application for the following pre-conference workshop(s):

- ☐ Archives: An Introduction
- ☐ Basic Archival Conservation
- ☐ Microforms
- ☐ Oral History

Name _____

Address _____

City _____ State _____ Zip _____

Return this form to SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

Tribal Archives Conferences Scheduled

The first two of six Tribal Archival Conferences, part of the NEH-funded Native American Archives Project, have been scheduled. (See March, 1982, *SAA Newsletter* for a complete description of the project.) The first conference will be held September 9-10, 1982, at the Colorado Women's College in Denver. The second will take place October 30-31 at the Oklahoma College of Continuing Education in Norman, Oklahoma. John Fleckner, State Historical Society of Wisconsin, will be the principal lecturer at the conferences. Assisting Fleckner will be a local Indian who is either working in a tribal archives or is knowledgeable about archival programs, and a local archivist who will serve as a welcoming host for the participants and who will make it possible for participants to get a hands-on introduction to archival material. In addition to the three lecturers, project director Clydia Nahwooksy of Cultures and Arts of Native Americans and principal project consultant Cheryl Metoyer-Duran of the American Indian Library Association will be present for the conferences. For further information about the Tribal Archives Conferences, contact Linda Ziemer at SAA headquarters.

The Modern Archives Institute
of the National Archives
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Introduction to Modern Archives Administration

(in cooperation with the Library of Congress)

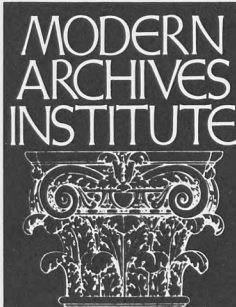
Next offering (49th Institute)
June 7-18, 1982

Future offerings (50th and 51st Institutes)
January 3-14, 1983
June 6-17, 1983

Graduate credit available

To enroll or for information contact:
Modern Archives Institute (NAX)
Dept. AN
National Archives and Records Service (GSA)
Washington, DC 20408
(202) 523-3616

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Committee on Local Government Records

In an effort to improve the management of local government records in the United States, the American Association for State and Local History has established a national Advisory Committee on the Management, Preservation, and Use of Local Government Records.

The committee is supported by the National Historical Publications and Records Commission and includes representatives of the Association of Records Managers and Administrators, International Institute of Municipal Clerks, National Association of County Recorders and Clerks, National Association of State Archives and Records Administrators, National Centers for State Courts, and the Society of American Archivists.

In its first meeting, in Nashville March 7-9, the committee clarified its objectives; identified current problems in the management, preservation, and use of local government records; studied potential solutions to the problems; and began work on recommendations for an agenda of action to achieve the solutions.

The committee, which will meet again on September 10-12, is chaired by SAA Fellow Edward N. Johnson, Information and Records Engineering, Inc. Other members are Richard J. Cox, archivist for the city of Baltimore; Donna Culbertson, city clerk, Phoenix; Thomas G. Dibble, National Center for State Courts; Don H. Doyle, Vanderbilt University; F. Gerald Ham, State Historical Society of Wisconsin; A.K. Johnson, Jr., National Association of State Archives and Records Administrators; H.G. Jones, University of North Carolina; Charlotte Lunz, city clerk, Pompano Beach, FL; John Noble, records management coordinator, Rochester, NY; William S. Price, Jr., North Carolina Division of Archives and History; and Oscar Soliz, district clerk, Corpus Christi, TX. George Rollie Adams of AASLH is project director.

SAA Awards

V. Nelle Bellamy, chair of SAA's Awards Committee, will continue to accept nominations for SAA awards until August 1, 1982. Nominations are open for all five awards: the Distinguished Service Award, the Sister M. Claude Lane Award, the Philip M. Hamer Award, the Oliver Wendell Holmes Award, and the Waldo Gifford Leland Prize. (See the January, 1982, *SAA Newsletter*, p. 7, for descriptions of the awards.) Award winners will be announced at SAA's 46th annual meeting, October 19-22, in Boston.

All nominations should be sent to V. Nelle Bellamy, Archives of the Episcopal Church, P.O. Box 2247, Austin, TX 78768.

Archives Programs Receive Grants

Because federal funds for archives programs have been cut drastically in recent months, the *News-Letter* staff feels it is important to keep SAA members informed of alternate sources of funding for archival projects. Here are some reported recently:

In December, 1981, Vassar College was awarded \$100,000 by the Pew Memorial Trust of Philadelphia toward the expansion and support of the Vassar manuscript collection. The Pew grant is the foundation of Vassar's funding goal of \$1 million for the continued acquisition of manuscript and archival holdings and for an endowment to maintain the collection.

The Frick Educational Commission and the Board of Education of Pittsburgh is funding a one year project to survey the records of all the Pittsburgh Public Schools and some of the administrative offices to estimate the volume of material of historical value and to recommend a policy for establishing an archival center. Carolyn Schumacher has been hired to run the survey project.

The Arnold Schoenberg Institute at the University of Southern California has established the Clara Steuermann Fund, in memory of the Institute's archivist of seven years who passed away recently. The Fund will promote archival projects and research at the Institute and it is hoped that a sufficient sum will be received in the first year to establish an endowment fund which would sponsor at least one major project annually. Contributions should be sent to Jerry McBride, Arnold Schoenberg Institute, University of Southern California, Los Angeles, CA 90007.

The YIVO Institute for Jewish Research has received a \$74,000 grant from the Charles H. Revson Foundation to allow the Institute to experiment with videodisc technology to preserve, catalog, and disseminate its film and photograph collections documenting Jewish life in pre-war Eastern Europe. The six-month pilot project will select from among the many silent "travel films" in YIVO's collection, most of them taken by visitors from America to Eastern Europe, transfer that footage to videodisc, and invite eyewitnesses who were present at the filming or lived in the place filmed to be interviewed and to describe what is on the screen.

The University of Washington Libraries has been awarded a \$175,025 Higher Education Act Title II-C grant to preserve, restore, and enhance its extensive collection on Pacific Northwest Native American history and culture. The one-year project consists of three components: rare explorer journals will be indexed for relevant ethnographic material; Indian-related photographs and other graphic materials will be thoroughly indexed and a microfiche catalog containing copies of the prints and

the index will be produced; archival recordings of Indian languages will be restored and indexed, related manuscript material will be analyzed, and a guide to the collections produced.

Radcliffe College received a \$10,000 grant from Warner Communications, Inc., to photograph participants in the Black Women Oral History Project. Thirty color portraits will be taken; the photographs will become part of a traveling exhibit which will be shown throughout the country. The Black Women Oral History Project was initiated in 1976 to document the contribution to American life by black women.

The Andrew W. Mellon Foundation has awarded a major grant to the University of Michigan's Bentley Historical Library to conduct a research seminar on appraisal of modern historical documentation. The library will receive \$110,000 from the Foundation which will allow the library to offer six fellowships to archivists, historians, and other scholars to study problems associated with modern records. The fellowships will be offered for two summer seminars to be held May through August 1983 and 1984. A national advisory board of distinguished archivists and historians will select fellows based on a competitive review of written proposals. Stipends will provide \$7,500-\$10,000 for four months of summer study and research. Details about the application process will be available in future issues of the *SAA Newsletter*. In addition, the Bentley Library will sponsor an open house at SAA's annual meeting in Boston to discuss the fellowship program.

THE CASE WESTERN RESERVE UNIVERSITY ARCHIVAL SEMESTER: An Intensive Experience For Mid-career Professionals

Case Western Reserve University will accept a limited number of special students in Archives and Manuscripts Administration for the fall or spring semesters of 1982-83. Applicants must already have a Ph.D., M.A., or M.L.S., and they will be enrolled in the Graduate School or the Matthew A. Baxter School of Information and Library Science, depending on their graduate degrees.

A Certificate in Archives and Manuscripts Administration will be awarded upon satisfactory completion of a lecture course, a reading course and two practica: one at the Western Reserve Historical Society and one at the Case Western Reserve University Archives.

For information write to:
Ruth W. Helmuth, University Archivist
Case Western Reserve University
Cleveland, Ohio 44106
(216) 369-4289



CASE WESTERN RESERVE UNIVERSITY
CLEVELAND, OHIO 44106

PEOPLE PAPERS

New York, NY The *New York Daily News* reported in a copyrighted story that copies of presidential documents have been placed in government files by thieves who then sold the originals to autograph collectors and dealers. The *News* studied several documents supplied by New York autograph dealer Gary Zimet who said he was willing to surrender them because he is convinced they were stolen from government files. Among the documents in Zimet's possession were a message from President Reagan to Congress lifting U.S. sanctions against Iran, and a message signed by President Carter urging "unofficial relations between the American people and the people on Taiwan be maintained." Signatures on the documents were authenticated by an expert. Zimet said that he got the documents on consignment from another autograph dealer who said he got them from a Government Printing Office employee in Washington, DC.

Independence, MO Two archival stories from Harry S Truman's hometown:

In the wake of opposition from faculty member's to the building of Richard Nixon's presidential library on the campus of Duke University, Independence city manager Keith Wilson, Jr., has put forward an alternative: build the library in Independence. Wilson has discussed his proposal with Nixon's attorney, R. Stan Mortenson, and although Mortenson has refused comment on the idea, Wilson says he seemed interested. Asked if he thought it would be appropriate to build a Republican president's library in a Democratic president's hometown, Wilson said he didn't think Mr. Truman would mind. "He was dedicated to history and if he were alive today I believe he would be in favor of this enterprise."

Another example of Truman's dedication to history has appeared recently in the form of a newly-published book entitled, *Strictly Personal and Confidential*. The author, historian Monte Poen, found hundreds of notes, memos, and drafts of letters which had never been mailed in the Truman Library. Many of the letters were held back when Truman saw the typed version after having dictated them in anger "with his Missouri up." Poen says that Truman saved the unmailed letters "because he insisted that the only good history was history based on 'all the facts.'"

Among the victims of Truman's poison pen were Walter Winchell: "If he ever told the truth, it was by accident;" Westbrook Pegler: "the greatest character assassin in the United States;" and the Hearst and Scripps-Howard papers which Truman called "prostitutes." Among some random thoughts he jotted down in June of 1946 was this one: "Get plenty of atomic bombs on hand--drop one on Stalin."

Washington, DC The Army Department's plans for the State funeral of President Nixon are not required to be disclosed under the Freedom of Information Act, U.S. district court Judge Thomas A. Flannery ruled in March. The court rejected the assertion that the public interest in knowing "if a president, who resigned in disgrace, will be honored in death at public expense" outweighs any privacy considerations in keeping the documents secret. Flannery observed that the decision whether to give Nixon an official funeral will not be made until the time of his death. The Army Department argued that the files contain "highly personal, confidential and intimate information" and are protected by Exemption 6 (personnel, medical, and similar files).

Washington, DC An agreement recently signed by the Department of State and the National Archives will launch the declassification review of the historically significant portions of 1950-54 central decimal files of the State Department and of the Foreign Service Posts of the State Department. Partial funding for fiscal year 1982 will be provided by the State Department, which expects to continue support through the project's completion in 1986. Archivist of the United States Robert M. Warner praised the joint effort as "an important contribution to the historical records of a pivotal period. All my colleagues join me in applauding the State Department's generous cooperation in making these records available."

A MUST for archivists:

An Introduction to Archives And Manuscripts

David B. Gracy II

This valuable publication provides a comprehensive review of the methodology and underlying philosophy of archival work.

It lays out the course of archival work, discussing acquisition, appraisal, accessioning, arrangement, descriptions, conservation and reference.

Written by one of the foremost authorities in the field, a Fellow of SAA, *Archives and Manuscripts* is a standard resource for classroom and reference.

1981/ISBN 0-87111-288-4/LC 81-5677/6" X 9"
48 pages/U.S. \$7.25

To place an order or obtain a complete list of SLA publications, write to:

Special Libraries Association
235 Park Avenue South, New York, N.Y. 10003

SAA Basic Archival Conservation Program

Conservation Techniques

The following conservation techniques may be incorporated into archival processing as a means of prolonging the useful life of textual records. As with any conservation procedures, it is mandatory to evaluate the suitability of these procedures against the nature, condition, and value of the items to be treated. Treatment priorities should be established based upon need, intrinsic value of the material, and available resources. To gain facility, it is advisable to practice these techniques on papers of no value; duplicate records and discards which replicate the condition of collection materials may be assembled as practice papers. Untrained persons should never attempt conservation procedures on valuable documents.

Removal of Paper Fasteners

Problems

As archivists can attest, records creators use a variety of innovative means to attach related sheets of paper together. The integrity of such groupings must be respected while, at the same time, ensuring their preservation. Unfortunately, many of the means employed to attach sheets together are destructive over time.

Straight pins, staples, and paper clips often rust. Further, these and other metal attachments such as brads and clamps can serve as cutting edges against which brittle papers may break. Rubber bands harden and break over time, often becoming encrusted on the surface of the paper. String, cloth ties, and ribbons which are sometimes used to hold packets of letters or dockets together can cut into brittle papers and can also be highly acidic. If such ties and ribbons are colored, this color may bleed onto the documents under moist conditions. Adhesives, either dotted in corners or run in a line across the tops of sheets, may be highly acidic. If the adhesive has holding power over time and doesn't break down, the strong line of attachment may also serve as a cutting line as the sheets are flexed. Adhesives can also leave permanent stains.

Removal

Most metal objects may be carefully removed by hand, although extra caution will be required if the paper is brittle. Some metal fasteners are so securely attached, however, that any effort to remove them would severely damage the surrounding paper. Such fixtures are best left in place. Staple removers are not recommended for use on weak or deteriorated sheets; they can easily remove an entire brittle corner along with the staple. A microspatula may be used to carefully lift the shanks of staples or metal fasteners (working from the back) as well as paper clips. Encrusted rust, which could impede removal of a fastener, should be mechanically removed if possible, carefully using a microspatula or fingernail. Hardened and encrusted rubber bands may also be removed in this fashion. Any flicking or lifting motion to remove encrusted particles from the surface of brittle paper must be undertaken very cautiously to avoid tearing or breaking the sheet.

Ribbons and strings should be discarded, along with locks of hair, pressed flowers and the like. If the latter items are deemed important to the collection, they should be segregated from the papers and maintained in a separate file. A cross-reference file may be maintained to record the original location and association value of pressed flowers and similar items.

Removal of adhesives should be undertaken only by conservators or trained personnel. Depending upon the adhesive used,

this may involve aqueous methods, solvents, or mechanical techniques requiring exacting skill.

Alternate Means of Attachment

Once damaging means of attachment have been removed, some method of maintaining the intellectual integrity or sequence of units of paper is often required.

Rust-proof staples are not recommended because they deface the material by adding holes; on brittle papers they can also function as a cutting edge. Further, during photocopying the corners of stapled sheets may break or, if staples are removed and replaced each time photocopying is required, a perforated line may result. Extremely brittle sheets are best left with no mechanical means of attachment. Individual units may be segregated by filing them in separate folders. Alternately, the back of sheets may be numbered in sequential order in light pencil. Sheets in good condition may be attached with inert plastic paper clips. Rust-proof stainless steel paper clips used on top of small strips of acid-free paper to protect the documents have also been used successfully by some archival agencies.

Surface Cleaning of Paper Documents

Prepare a clean work surface and assemble all necessary materials: brushes; crumbled, block, and stick erasers; cotton gloves; blotting paper; and weights. It is a good idea to remove jewelry (bracelets, rings, watches) which may scratch the surface of the paper or catch paper fragments. Examine papers to be surface cleaned before attempting treatment. Heavily coated papers (as in slick magazines) are very difficult to clean satisfactorily without leaving streak marks; papers with edge tears or voids must be handled very carefully to avoid further damage. Extremely brittle papers cannot withstand abrasive action. Obviously, care must be taken that the cleaning process selected does not remove or obscure pencil marking or other non-permanent images on the paper. It is very easy to tear or otherwise weaken paper while attempting to clean it, and some stains and imbedded dirt will not respond to dry cleaning techniques and must be accepted as permanent damage. With practice you will know when to stop. Stains which do not respond to dry cleaning methods may be referred to a conservator for washing or treatment with solvents.

The document to be cleaned should be placed on a clean piece of blotting paper and weighted to keep it from slipping (and thus possibly being damaged) during treatment. Hands should be clean and cotton gloves worn to keep perspiration and oils from transferring to the document. It is advisable to begin with the least abrasive dry cleaning method and work through successively stronger methods as necessary. With all of the techniques, you should begin in the center of the paper and

work outward toward the edges. First, use a soft brush and crumbled eraser particles (such as Opaline Cleaner or Dietzgen's "Skum-X") to brush away loose dirt. The eraser particles will pick up dirt which might otherwise streak or be worked into the paper fibers if a brush were used alone. A light hand with the brush will help keep dirty particles from becoming embedded in the paper. A rubber air bulb may also be used to blow away loose surface dirt and eraser crumbs.

The next gentlest approach is the actual working of the eraser particles across the surface of the paper. Opaline Cleaner or Dietzgen's "Skum-X" may be sprinkled on the soiled paper and then rubbed gently with the fingers in a circular motion. As the eraser particles become dirty they should be dusted off with a clean soft brush or air bulb. (Caution: Opaline Dry Cleaning Pads should not be used directly on the paper as a "big eraser;" rather, the pad should be manipulated so that the particles fall onto the surface of the paper.) Large surface areas may be cleaned with Absorene wallpaper cleaner, using it as a kneadable eraser and discarding it when it becomes dirty. The Absorene should not be used to "scrub" the paper, but rather, it should be rolled across the paper's surface. (Other brands of wallpaper cleaner are not recommended. As with all commercial products, it is important to keep a close watch on the label listing component ingredients to see that harmful--or unknown--elements are not introduced over time.)

If the preceding methods are not strong enough, a Magic Rub vinyl eraser may be used. A light hand is needed so that the paper fibers are not raised. Beginning in the center of the paper, short, one-directional strokes should be worked outward to the edges. "Pencil" or stick erasers, such as Faber's "Peel-Off Magic Rub," which can be sharpened to a point are useful for cleaning areas close to a non-permanent image. Care must be taken that eraser particles are completely removed from the document. Particles left on the paper can cause problems over time in that eraser crumbs can become gummy, causing sheets to stick together.

Long-Fiber Japanese Paper Mending

Prepare a clean work surface and assemble materials: long-fiber Japanese paper, methyl cellulose or wheat paste, brushes, bone folder, microspatula, tweezers, blotting paper, silicone release paper (or wax paper), and weights.

Handmade Japanese paper is available in an incredibly wide range of weights and colors; several papers, however, are especially suitable for mending because they have very long fibers which make a strong and fairly invisible mend. The paper selected for mending should be unsized and close in color and weight to the damaged document. Sekishu (natural or white) and Kozo are both good medium-weight mending papers; Tengujo is suitable for light documents.

Before mending, it is important to examine the torn or broken areas of the document. Tears must be properly aligned before mending to avoid cockling of the document or disfigurement of the text. In many cases, tears have "broad edges," that is, two flat areas with an obvious top and bottom. It is possible to reinforce mends of such tears by applying a small amount of paste on these flat surfaces before applying the Japanese paper. Straight tears may be mended with thin strips of Japanese paper torn to the proper length and width; curved tears will require the preparation of mending strips torn to match the shape of the tear.

To maximize the attributes of long-fiber Japanese paper, its edges need to be "feathered" before it is applied to a tear. A mending strip with soft fibrous edges provides strength and eliminates the potential damage which can be caused by a strip of straight-edged paper which can function like a cutting edge on brittle documents. Strips of "feathered" Japanese paper may be made as follows: working on top of a blotter or other absorbent paper, the Japanese paper is painted with a line of water along the edge of a ruler set at the appropriate width. Once dampened, a bone folder is run on top of the paper along the edge of the ruler to impress the line; then, holding the ruler in place as a guide, the paper is carefully torn away from the sheet. It is also possible to dry-tear strips of Japanese paper. One method of dry-tearing is to run the point of a needle along the length of the strip to be torn away. The needle will perforate--or demark a line of separation--without cutting the paper fibers, thus allowing the feathering of the edges when the strip is gently pulled away from the sheet. To tear rounded or curved mending strips, place a piece of mylar as protection over the torn document. A piece of Japanese mending paper is then placed on top of the mylar; the outline of the tear will be visible and may be traced either with a brush dipped in water or with a needle. The shape of the mend thus outlined on the Japanese paper, a piece of the proper width may then be torn away by hand.

Once the Japanese paper has been torn to the proper width (generally about 1/8") and slightly longer than the tear, it is ready to be pasted-out with methyl cellulose or wheat paste, using as little adhesive as possible. The adhesive should also be as "dry" as feasible while still being tacky and workable; if too much moisture (wet adhesive) is applied during the mending, the drying time is increased considerably and the document will likely cockle. Care must be taken when brushing on the paste that the long fibers do not become snarled or gummed up. Pasting-out should be done on a waste sheet which is discarded; the actual mending should be done on top of a piece of silicone release paper to keep the document from adhering to other surfaces. Using a microspatula or tweezers, the Japanese paper should be carefully laid on the tear, making sure that the "feathered" edges extend across the width of the tear. A bone folder may be used to lightly press the strip in place and to work out the frayed edges of the mend. Edge tears may be reinforced by wrapping a few fibers of the mending paper around to the reverse side of the document. A small piece of blotting paper should be used to pick up any excess adhesive. The mended document should be placed between two pieces of silicone release paper (or wax paper) and under weighted blotters to dry. After a little time has elapsed, the silicone release paper should be removed and dry weighted blotters substituted to complete the drying. Once the mend has dried, any excess Japanese paper extending over the edges of the document may be trimmed off. Tears need only be mended on one side of a document. Although careful mending with the appropriate weight and color of Japanese paper will be nearly invisible, it is advisable to place the mend on whichever side of the document will obscure the least text. To avoid dirty or "muddy" looking mends, paste and all implements should be kept scrupulously clean. Brushes, bone folders, etc., may be washed with a mild soap and thoroughly rinsed.

Supplies and Suppliers

<u>Item</u>	<u>Source</u> (refer to numbered list which follows)
Absorene Wallpaper Cleaner	5
Bone Folder	1,5
Brushes--Paste	1,2,5
Surface Cleaning	1,2,5
Dietzgen Skum-X	2
Eraser--Magic Rub Vinyl #1954	2
Gloves, white cotton	3
Methyl Cellulose Paste Powder	4,5
Microspatula	5
Opaline Dry Cleaning Pad	2,5
Papers--Blotting Paper, white	2,5
Japanese Mending Paper:	
Sekishu, Kizuki, Tengujo	1,5
Silicone Release Paper	5
Ruler	2
Tweezers	5
Wheat Paste, Dry, #301	5

Suppliers (This is a minimal list of suppliers; many other reputable archival and conservation suppliers offer the materials listed above.)

1. Aiko's Art Materials Import, 714 N. Wabash, Chicago, IL 60611
2. Art Supply Stores
3. Photo Supply Stores
4. Process Materials Corporation, 301 Veterans Blvd., Rutherford, NJ 07070
5. TALAS, Technical Library Services, 130 Fifth Ave., New York, NY 10011.

Wheat Paste

Dry Wheat Paste, No. 301	4 t.
Distilled or Filtered Tap Water	½ c.

Slowly add powder to cold water, stirring continuously until smooth. Add more water to powder to obtain desired consistency (A cream-like consistency is suitable for most purposes). Put into a sterilized storage jar. Wheat paste has a shelf life of 3-5 days. It should be refrigerated when not in use and watched closely for mold growth. It is advisable to make up small batches of wheat paste as you need it. Since the water tends to separate out of solution, the paste needs to be stirred occasionally as you use it.

Wheat paste is strong, tacky, dries clear, and is highly recommended for use on valuable papers. Methyl cellulose paste is less tacky and strong, dries clear (sometimes with a light shine), but has good working qualities and the further attribute of a long shelf life. Methyl cellulose paste is suitable for minor mending and patching, but because of its relatively weak bonding strength, it should not be used for hinging or rebacking except when mixed with a stronger adhesive. A mixture of wheat and methyl cellulose pastes will combine the attributes of each, resulting in an strong and easily-worked adhesive. It may be kept refrigerated for several days, but should be watched closely for signs of mold.

Methyl Cellulose

Methyl Cellulose Paste Powder, No. 6	7 gm. or 3 t.
Distilled or Filtered Tap Water	235 ml. or 8 fl. oz.

Add powder to cold water and stir thoroughly until smooth. Let stand for 15 minutes and stir again. Add more water to powder to obtain desired consistency. Put into a sterilized storage jar; methyl cellulose paste has a fairly long shelf life. To keep from contaminating your preparation, it is advisable to pour out the required amount into a small dish as needed, rather than using it directly out of the storage container.

*The Basic Archival Conservation Program is funded by the
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For information regarding the workshop and consultant
service components of the Basic Archival Conservation
Program, contact the Society of American Archivists,
330 S. Wells, Suite 810, Chicago, IL 60606; (312) 922-0140.

Search Fees: A Contrast in the South

Responding to a recent query from the *SAA Newsletter* about search fee policies, Paul I. Chestnut, Assistant State Archivist for Archives, Virginia State Library, wrote: "As part of a publicly supported library and archives program, we hope to maintain a tradition of free and unconditional access so long as we can afford to do so." According to Chestnut, "A search fee was contemplated if we faced conditions such as a vast increase in the number of patron inquiries or a budget cut forcing us to reduce our reference services. Since neither condition has materialized thus far, we have not instituted a search fee and shall wait to do so until absolutely necessary."

State archives in Virginia's neighboring states of Maryland and North Carolina, on the other hand, adopted search fee policies some years ago and report that their systems are working satisfactorily. According to an internal report prepared by Larry E. Tise, then director of the agency, and archivist Druscilla R. Franks, the North Carolina State Archives, a component of the North Carolina Department of Archives and History, was besieged by "geometrically increasing demands for reference services." The demand from persons undertaking genealogical research was growing at the fastest rate.

After a survey of practices in other states, and an analysis of various alternative approaches to the reference service problem, a \$2.00 search fee was instituted in 1978 for each letter received from outside North Carolina. Resulting revenue was to be used to provide additional temporary staff in the search room to handle reference requests.

To assist the public in understanding what the new fee covered, a policy statement was developed. It describes the amount of the fee; explains that a report of the search, including a statement of copying costs, will be sent to the researcher; and states that the purpose of the search and handling fee is to help defray the cost to the taxpayers of North Carolina of rendering reference service by mail to non-residents. It is also made clear that the preservation and protection of North Carolina's public records is the primary concern of the State Archives, not genealogical research.

Next, the policy statement gives examples of single-request letters that the Archives can respond to:

- a. Do you have a record of Revolutionary War service by Elijah Coor of Craven County?
- b. Does the 1850 Census Index for North Carolina report the surname Coor?
- c. Do you have a will or estate record for Elijah Coor of Craven County, about 1840?

To further explain to the correspondent what type of requests the Archives can handle, the policy statement also gives examples of requests which cannot be responded to by the Archives:

- a. Who were the parents of Elijah Coor, born in Craven County about 1755?
- b. Please search for the brothers and sisters of Elijah Coor of Craven County during the last half of the eighteenth century.
- c. Please send me anything about Elijah Coor, Craven County, 1755-1840.

Finally, the policy statement clarifies the type of research which is conducted for a military request. Because there is scant information available for a Revolutionary or Civil War soldier, there are three standard sources checked for each, all for one \$2.00 search and handling fee.

In 1975, the Maryland Hall of Records began charging \$5.00 for each genealogical mail request, and guaranteed an hour's worth of research in return. According to archivist Phebe R. Jacobsen, "We did not seek to discourage written inquiries, but rather to reduce the number of people simply fishing for information."

What has been the impact of the North Carolina and Maryland search fees? From Annapolis, Jacobsen observes, "The \$5.00 search fee was no deterrent to our correspondents, and the quality of inquiries we receive has markedly improved." The report from Raleigh: "The fee has nearly stopped inquiries from professional genealogists. It has greatly reduced the number of 'shot gun' inquiries for 'any' information about a particular individual...."

"Finally, and negatively, the search and handling fee has increased the amount of paper work considerably and postage costs in returning inquiries without the search fee and inquiries which cannot be handled in our system. Taken together, however, the results have been beneficial so that we are now inclined to believe that the search and handling fee system will be a permanent solution to a long-standing problem of providing adequate reference service to the general public while maintaining our basic archival programs."

Coming up in the July *Newsletter*: the final segment of this series on archival fees.

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. Copy deadline for the July issue is June 15, 1982.

Privacy vs. the Right to Know

The choice between two goods is always one of the most difficult to make. Such a choice is the topic under consideration by SAA's newly-created Confidentiality Study Group, which will deal with the issue of privacy vs. the right to know. The Study Group was formed by SAA's Council following the 1981 annual meeting. The CSG is in the process of defining areas of interest and appropriate goals. In the meantime, it is developing a bibliography (a preliminary draft is reproduced below), a glossary, and a set of questionnaires. The study group hopes that it can ultimately develop a set of guidelines or more appropriately, sets of guidelines. Persons with interest in this issue should contact the chair of the Study Group, Ruth Simmons, at Rutgers University Libraries, Special Collections and Archives, New Brunswick, NJ 08903.

Members of the Study Group are: West Coast--Kenneth Duckett, University of Oregon; Sharon Pugsley, University of California-Irvine; Karyl Winn, University of Washington; Midwest--Charles Elston, Marquette University; David Klaassen, University of Minnesota; Eric Pumroy, Indiana Historical Society; Virginia Stewart, consultant; East Coast--Alexia Helsley, South Carolina Department of Archives and History; Judith Johnson, Salvation Army Archives; Adele Lerner, Cornell Medical Center; Nancy McCall, Johns Hopkins Medical School; R. Michael McReynolds, National Archives and Records Service; Thomas Mills, New York State Archives; and James Williams, U.S. Naval Academy.

Confidentiality Study Group

User Behavior Questionnaire

1. Has a user of your repository ever agreed to abide by a restriction governing a collection and then violated that agreement? ☐ NO ☐ YES
2. If yes, would you be willing to discuss this incident with me? ☐ NO ☐ YES
3. May this example be used in a report?
☐ NO ☐ YES ☐ YES, but only if our institution is not identified.

NAME _____

INSTITUTION _____

PHONE _____

Return this form to Ruth J. Simmons, 422 Wyoming Avenue, Millburn, NJ 07041.

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Regional Archives Networks Conference

In July, 1981, the National Conference on Regional Archival Networks was held in Madison, Wisconsin. The conference was funded by the National Endowment for the Humanities and co-sponsored by the State Historical Society of Wisconsin, the University of Wisconsin System Archives Council, and the Midwest Archives Conference. The conference had four objectives: information sharing; analysis and assessment of current networking and related cooperative activities; problem solving for specific networking issues; and planning for the future.

Papers from the conference, together with an overview of the working group and discussion sessions, summary information on 11 existing archival networks, a bibliography, and conclusions and recommendations drawn up by participants, are included in an expanded issue of the *Midwestern Archivist*, the journal of the Midwest Archives Conference.

Copies of this issue are available for \$4.75 plus 50¢ postage and handling from MAC, Room 19, Library, University of Illinois, 1408 W. Gregory, Urbana, IL 61801.

1910 Census Available at NARS

The 1910 census schedules and indexes for 21 states are open to researchers at the National Archives and can be purchased on microfilm from the Archives' Publication Sales Branch. It is expected that the 11 regional archival branches will have copies of the census for use by the public this fall.

For each person listed in the 1910 census, the census schedules include full name; personal description; nativity; citizenship; occupation; number of weeks unemployed in 1909; ability to read and write; language spoken; and Civil War veteran's status. The schedules are organized by state and thereunder by county; heavily populated counties are further divided by cities and sometimes by wards. There are 1,784 microfilm rolls of schedules and 4,642 rolls of indexes. They cost \$15 per roll. Inquiries regarding orders should be addressed to 1910 Census, Publication Sales Branch, National Archives, Washington, DC 20408. (202) 523-3181.



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Wanted

The Board of Commissioners of Jackson County, Oregon, and the Southern Oregon Historical Society have embarked on a survey project to identify all buildings designed by Frank Chamberlain Clark (1872-1957). Anyone having information pertaining to Clark's work as a photographer, his architectural training, or buildings he designed is encouraged to write to Gail Evans, Southern Oregon Historical Society, P.O. Box 480, Jacksonville, OR 97530.

Information on archivists as working parents for a career development workshop to be held at the annual meeting in Boston. Of particular interest is information on arrangements for shared appointments, fractional time positions, and flextime, and any other items relating to balancing an archival career with parenthood. Contact Patricia S. Painter, 5075 Yorkshire Rd., Detroit, MI 48224.

Transitions...

MAUREEN O'BRIEN WILL has been named assistant graphics curator at the Chicago Historical Society. . . LISA C. BROWAR, formerly with the Yale University Libraries, has joined the staff of the Vassar College Library as curator of rare books and manuscripts. . . NANCY C. PREWITT has retired as associate director of the Western Historical Manuscript Collection at the University of Missouri-Columbia. . . GAIL McMILLAN has left the Smithsonian Archives to join the staff of the Special Collections Division, Newman Library, Virginia Polytechnic Institute. . . LAWRENCE D. GELLER, formerly archivist of Plymouth, Massachusetts, has been appointed archivist of Hadassah, The Women's Zionist Organization of America. . . CLARA STEUERMANN, archivist of the Arnold Schoenberg Institute at the University of Southern California, passed away in January. . . There have been several staff changes at the Massachusetts Institute of Technology Archives: DONNA WEBBER has joined the staff at M.I.T. as assistant archivist. KATHY MARQUIS is now the Institute Archives' reference archivist. JOAN HAAS is now M.I.T.'s archival/manuscript specialist. Former M.I.T. archives staff member DEBORAH COZORT is now archivist for the Scripps Institution of Oceanography. And KAREN LYNCH, who was supervisor of processing at M.I.T., has entered the MBA program at the University of Pennsylvania. . . LAREN METZER and GENEVIEVE TROKA have joined the staff of the California State Archives. . . FAYE PHILLIPS, formerly technical services archivist at the University of North Carolina at Chapel Hill, has been named director of the Troup County Historical Society and Archives, LaGrange, Georgia. . . EDWARD J. TRIBBLE has been named State Archivist of Florida. . . JUDITH FELSTEN has joined the staff of the Balch Institute Library as archivist. . .

Archivists' Calendar

The Moravian Archives will sponsor its 1982 German Script Seminar June 14-25. The seminar consists of intensive training in reading German script as used in Germany and in German areas of the U.S. Cost: \$200. For further information, contact Vernon H. Nelson, Moravian Archives, 41 W. Locust St., Bethlehem, PA 18018. (215) 866-3255.

The American Film Institute will sponsor its fifth Film/TV Documentation Workshop July 11-17 in Los Angeles. Cost: \$385. For further information, contact Film/TV Documentation Workshop, The American Film Institute, 2021 N. Western Ave., Los Angeles, CA 90027.

The Harvard Graduate School of Design/M.I.T. Joint Summer Continuing Education Program is offering a 2-day, intensive seminar, "Organizing and Preserving Architectural Documents," July 15-16. For further information, contact Arlayna Hertz, Harvard Graduate School of Design, Gund Hall, Room 506, 48 Quincy St., Cambridge, MA 02138. (617) 495-2578.

The University of Vermont will offer the two-week course, "Oral History as a Research and Learning Tool: Problems and Procedures," June 21-July 2. For further information, write Summer Session, Grasse Mount, University of Vermont, Burlington, VT 05405.

The Rare Books and Manuscripts Section of the Association of College and Research Libraries will hold its preconference meeting July 6-9 in Philadelphia, immediately preceding the annual conference of the American Library Association. The theme of the preconference is "Growth in the Face of Adversity: The Business of Special Collections in the 1980s." For further information, write R.B.M.S. Preconference, Association of College and Research Libraries, American Library Association, 50 E. Huron St., Chicago, IL 60611.

"Four Centuries of Genealogy" is the title of a program planned for July 9-10 at the American Library Association conference in Philadelphia. For further information, contact the Reference and Adult Services Division, American Library Association, 50 E. Huron St., Chicago, IL 60611.

The 1982 annual meeting of the Lake Ontario Archives Conference will take place June 18-19, 1982 in Toronto. For further information, contact Bruce W. Dearstyne, New York State Archives, Room 9C49 Cultural Education Center, Albany, NY 12230.

Records Management Retention Scheduling Workshop: Coping with the Paper Mountain, University of Delaware, Newark, DE, June 29-July 1, 1982. For further information contact Candice Dalrymple, Division of Continuing Education, University of Delaware, Newark, DE 19711, (302) 738-1171.

The Society of Photographic Scientists and Engineers will sponsor a symposium entitled "The Stability and Preservation of Photographic Images" August 29-September 1 at the Public Archives of Canada in Ottawa. For further information, contact Robert H. Wood, Executive Director, SPSE, 7003 Kilworth Lane, Springfield, VA 22151.

Winthrop College Archives and the University of Liverpool are cosponsoring a summer program entitled "Archives Abroad." The program is designed to introduce American students to British 18th and 19th century record sources. For further information, contact Ann Y. Evans, Archives, Dacus Library, Winthrop College, Rock Hill, SC 29733.

The Smithsonian Institution will present a workshop on museum archives, June 7-11, in Washington, DC. For further information, contact the Office of Museum Programs, Arts and Industries Building, Room 2235, Smithsonian Institution, Washington, DC 20560. (202) 357-3101.

Rochester Institute of Technology will offer three summer workshops in 1982: Preparation and Identification of the Early Photographic Processes, June 7-18; Specialized Copying of Antique Photographic Images, June 21-July 2; and Basic Photographic Conservation Techniques, July 6-16. For further information, contact Rochester Institute of Technology, Coordinator of Summer Session, College of Continuing Education, 50 W. Main St., Rochester, NY 14614.

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.

The copy deadline for ads appearing in the July 1982 SAA Newsletter is June 15. Ad copy and payment should be sent to Deborah Risteen, SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

Document Sought

I am looking for information on the following document: letter on White House stationery from President Jimmy Carter to Congressman Phil Gramm. The letter is mounted with a ball point pen in a frame measuring 10" x 10". The letter is covered with glass. It bears Carter's original signature. Please contact Charles Clark at (202) 484-7518 with information.

Consultant

Consultant Positions: Experienced religious archivist is seeking part-time opportunities to help establish other such archival and records management programs. Also experienced in photographic and slide processing; publications cataloging; conservation; and oral history interviews. Contact H. Douglas Wright, Jr., Sacred Heart Fathers and Brothers, Provinciate Offices, Hales Corners, WI 53130. (414) 425-5575.

Training

The annual basic religious archives workshops will be offered this year in Sacramento (June 21-25) and St. Louis (July 21-25). For further information and a brochure, contact Rev. Norbert Brockman, 655 Spadina Avenue, Toronto, Ontario M5S 2H9. (416) 593-1710.

Professional Opportunities

PROCESSING ARCHIVIST, Robert W. Woodruff Library, Emory University. Responsibilities: plan, supervise, and participate in processing of manuscript and archival collections. Provide assistance in reference service and collection development, as assigned. Specific duties include establishing processing priorities and procedures, supervising processing staff, maintaining processing manual. Minimum qualifications: ALA-accredited degree; formal archival training; strong background in history or literature, preferably American; two years' experience in processing manuscript collections desirable; or equivalent combination of education and experience. Demonstrated ability to write, communicate, and work effectively with all segments of academic community. Salary and rank dependent upon qualifications and experience; salary for beginning librarian not less than \$13,500 per annum. Send letter of application, resume, and names of three references to: David E. Estes, Head, Special Collections Department, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322. Application deadline: June 11, 1982; position available September 1.

PROCESSING ARCHIVIST, Corcoran Gallery of Art. 27-month, NEH-funded project. Responsible for processing institutional records under close supervision of the Archivist. Qualifications: background in American studies, American history or art history, M.A. preferred; experience in archival arrangement and description with formal training desired; writing ability demonstrated. Salary: \$14,300 plus benefits. Send resume and writing sample (preferably a descriptive inventory or other finding aid) to: Personnel Department, Corcoran Gallery of Art, 17th and New York Ave., N.W., Washington, DC 20006. No closing date provided.

ARCHIVIST/RECORDS MANAGER, Roman Catholic Archdiocese of Detroit. Full-time position. To manage and develop all aspects of the Archdiocesan Archives under the supervision of the Archbishop's Office. To appraise, arrange, and describe the present Archives collections. To develop and implement a records management program for all records generated by Archdiocesan activities. To provide education and consultative outreach services for the management of archives in parishes, and other Archdiocesan institutions. To actively represent the Archives to the general public and educate people as to the nature and content of the Archives. Salary: \$18,000 minimum plus benefits (separate scale for religious and clergy). Qualifications: M.A. in library science or history, with formal training in archives. Send letter and complete resume to: Personnel Office, Archives Search Committee, Archdiocese of Detroit, 305 Michigan Ave., Detroit, MI 48226. Application deadline: June 9, 1982.

TECHNICAL SERVICES ARCHIVIST, Southern Historical Collection, University of North Carolina at Chapel Hill. Responsible for processing of private papers related to Southern history, including accessioning, arrangement, conservation, description, and preparation of finding aids. Supervise one regular and several part-time assistants. Some responsibilities for acquisitions travel and reference services. Qualifications: Master's degree with strong background in North Carolina and Southern history and appropriate archival experience. Salary: \$15,500 or more, depending upon qualifications. Send resume and names of three references to: Mrs. Laura Warren, Administrative Offices, Wilson Library 024-A, University of North Carolina, Chapel Hill, NC 27514. Application deadline: May 31, 1982; position available July 1.

ASSISTANT ARCHIVIST/MANUSCRIPT AND GRAPHIC MATERIALS PROCESSOR, Dance Notation Bureau. 18-month, NEH-funded position. Will work with project director to organize, preserve, and catalog Labanotation scores and accompanying materials (including photographs, slides, textiles, art on paper, videotapes, and films). Qualifications: B.A. in humanities (or equivalent) and conservation or archives experience. Highly desirable: graduate work, undergraduate degree, or equivalent experience in dance. Salary: up to \$22,500 for 18 months, depending upon qualifications and experience. Apply to: Patricia Rader, Librarian, Dance Notation Bureau, 505 8th Avenue, New York, NY 10018; (212) 736-4350. Application deadline: May 31, 1982.

HISTORICAL MANUSCRIPTS CATALOGER, Department of Special Collections, University of Kansas Libraries. Two-year, NEH-funded position, available July 1. To help process collections of 16th-19th century British family papers, governmental records, business records, political tracts, legal records, literary-artistic-political-scientific correspondence, etc., including thousands of conveyances and other archival-type items such as manorial rolls and Exchequer accounts. Will join a project team of 4.12 FTE for processing manuscripts and preparation of a checklist. Required qualifications: Training and professional experience in processing British historical and literary manuscripts, including government records; ability to decipher difficult handwriting; knowledge of British history and law; basic knowledge of Latin; typing ability. Preferred qualifications: Library/archival degree or diploma; knowledge of 19th century English literary figures; familiarity with AACR 2 form-of-entry rules and with automated data bases; experience in manuscripts conservation. Salary: \$15,000 first year, \$16,200 second year, plus benefits. To apply, submit letter of application, resume, and references to: Mary Hawkins, Assistant Dean, University of Kansas Libraries, Lawrence, KS 66045. Application deadline: June 1, 1982.

Professional Opportunities

PROJECT ARCHIVIST (Two positions), South Carolina Historical Society. 36-month positions (pending funding). To start July-August 1982. Responsibilities: arrangement and description of 19th and 20th century family, business, organization, and plantation papers. Qualifications: graduate work in American history, American studies, or related field; at least two years' experience in archival arrangement and description; publications in and knowledge of 19th and 20th century South Carolina history. Salary: \$15,190 first year. Write to the attention of David Moltke-Hansen, Assistant Director and Archivist, South Carolina Historical Society, Fireproof Building, Charleston, SC 29401. No closing date provided.

HEAD, SPECIAL COLLECTIONS, Teachers College Library, Columbia University. General responsibility for planning, staffing, organization, development, preservation, and servicing of the Teachers College Library Special Collections, and TCana encompassing archives, manuscript collections, and rare books in order to support the research needs of qualified users. Qualifications: training and experience in management of archives and rare books; M.L.S. and graduate degree in history, education, or related discipline preferred; supervisory experience; verbal and written skills. Salary commensurate with experience. Send resume and the names of three references to The Director, Box 69, Teachers College Library, Columbia University, 525 W. 120th St., New York, NY 10027. No closing date provided.

CURATOR AND HEAD OF MANUSCRIPTS AND ARCHIVES DEPARTMENT, Eleutherian Mills Historical Library. Responsible to the director of the Library for planning and supervising manuscript and archival operations. Primary responsibilities include acquiring, appraising, and processing modern manuscript and archival collections in business and technological history as well as producing finding aids and guide entries. Also supervises the work of two subordinates and is responsible for accession and other records. Qualifications: M.A. in history and minimum of three years' employment in archival and/or manuscript experience in institution including supervisory experience required; background in economic and technological history and automated archival techniques preferred. Salary negotiable. Position available September 1, 1982. Send resume and sample finding aid to: Personnel Office, Eleutherian Mills-Hagley Foundation, P.O. Box 3630, Wilmington, DE 19807. Application deadline: July 1, 1982.

UNIVERSITY ARCHIVIST, Brigham Young University. Faculty position in Special Collections division. Administers the university archives and records management programs. Responsible for establishing policies, developing budgets, hiring and supervising personnel. Acquires, processes and catalogs archival materials. Develops finding aids and provides reference services. Qualifications: graduate degree in archival science, history, library science, or related discipline. Must have knowledge of principles and practices of archival science. Must be willing to abide by the standards of the Mormon Church and abstain from alcoholic beverages, tobacco, tea and coffee. Minimum salary: \$15,000 and up depending upon qualifications. Submit resume and names of three references to Randy Olsen, Assistant University Librarian, Lee Library, Brigham Young University, Provo, UT 84602. No closing date provided.

ARCHIVIST, Western Reserve Historical Society. To collect papers and records relating to the history of the Jewish community in Greater Cleveland and to arrange and describe these collections. Responsibilities include some public speaking, supervision of part-time assistants, reference work, and exhibit preparation. Qualifications: M.A. in American history and/or archival training and two years of library or archival work; familiarity with Jewish traditions and culture and a reading knowledge of Yiddish desirable. Salary range: \$12,000-\$16,000 depending upon qualifications and experience. Send resume and three references to: Kermit J. Pike, Director of the History Library, Western Reserve Historical Society, 10825 East Boulevard, Cleveland, OH 44106. Application deadline: June 1, 1982.

ARCHIVIST/CURATOR, Indiana University Northwest. Two-year library faculty appointment. Responsibilities include organizing and cataloging the 1) manuscript collection in the Calumet Regional Archives, and 2) the collection of prints in the Indiana University Northwest Art Gallery. Indiana University Northwest is a 4,000 student campus of Indiana University located 25 miles from Chicago. Appropriate housing for special collections has been provided in the new library building. Qualifications: Master's degree in history or a related field, or library science, and professional training in archival administration. Desirable: Archival administration and curatorial experience. Salary: \$13,000 minimum plus benefits. Position available immediately. Send application, resume, and names of three references to: Robert F. Moran, Jr., Director of Library Services, Indiana University Northwest, 3400 Broadway, Gary, IN 46408. Application deadline: June 7, 1982.

ASSISTANT ARCHIVIST, Roman Catholic Archdiocese of Boston. Responsibilities include processing archival collections, reference duties, supervision of part-time staff and interns. Will help plan and implement expanded accession program, including centralization of parish and institutional records. Will also be involved in variety of educational and outreach programs in connection with archdiocesan anniversary. Qualifications: Master's degree, plus 1-3 years' full-time archival experience. Background in American religious history helpful. Salary: mid-teens, plus benefits. Send resume and salary history to James M. O'Toole, Archivist, Archdiocese of Boston, 2121 Commonwealth Ave., Brighton, MA 02135. Application deadline: June 1, 1982.

ARCHIVAL ASSOCIATE II/INSTRUCTOR, Georgia State University. Responsibilities include acquisition, appraisal, arrangement, inventorying, and cataloging manuscript collections, particularly in the area of 20th century popular music. Qualifications: M.A. in history preferred; knowledge of modern archival methods, practices and procedures, the techniques of historical research, and preferably the development of popular music in the 20th century. Ability to direct the work of others and to meet and communicate effectively with researchers and donors. Two year's full-time experience with an archival institution library or in a related position that required knowledge and practical use of archival methods and procedures preferably including work with collections in 20th century popular music. Salary range: \$13,000-\$18,000 depending upon experience. Apply to: Mrs. Dianne Smith, Assistant to the Librarian, William Russell Pullen Library, Georgia State University, 100 Decatur St., S.E., Atlanta, GA 30303. Application deadline: June 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. To receive a Qualification Summary Sheet or for further information about the Placement Service, please contact Linda Ziemer at SAA headquarters.

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



Newsletter

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

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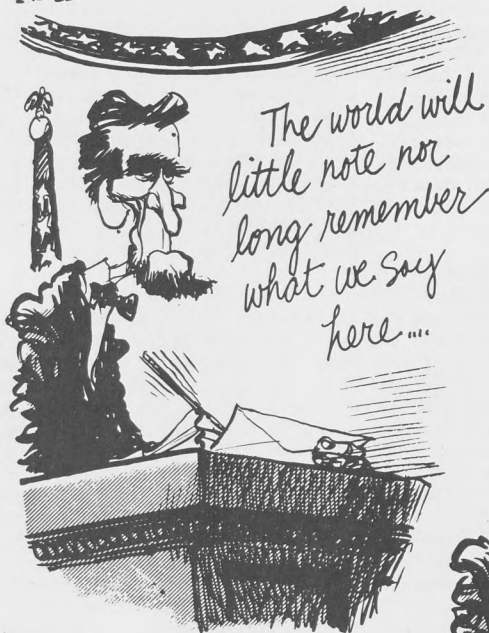
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