

The Society of American Archivists

# SAA Newsletter

September 1982

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## Impact of Sunset Laws Varies

The sunset principle--a sort of 10,000-mile check-up for government--was developed almost 7 years ago. Instead of creating bureaucracies that live forever, typically each agency in a sunset state is given a limited life span, often six years. As the cycle nears its end, a sunset legislative committee reviews an agency's performance and, if it likes what it sees, recommends another six years of life.

At first, legislators saw sunset laws as a new broom that would sweep statehouses clean of outdated boards and useless regulations. A few obvious targets fell forthwith. Texas killed its Pink Bollworm Commission and its Board of County and District Road Indebtedness. Connecticut ended regulation of bedding, upholstered furniture and second-hand hats.

In an informal survey of state archivists operating in sunset-law states, the *Newsletter* found that the impact of the legislation has varied considerably.

The West Virginia State Archives had a sunset performance audit team in house for several months in 1979. Although the team's report did recognize unmet needs of the archives and the agency was granted six years more life, subsequent budgets have not provided resources to meet those needs. In retrospect, State Archivist Rodney A. Pyles feels that the sunset legislation, while having some positive impact in the state, was probably not worthwhile as it was applied to his agency. He will face another audit in 1985.

A positive appraisal of sunset legislation comes from Indiana State Archivist John J. Newman. His agency welcomed the passage of the sunset law which included a requirement that review of agencies should include record-keeping practices. As a result, officials of the Commission on Public Records, Newman's parent agency, have testified before the sunset hearings on various state agencies. This spring, the Commission itself came under sunset review. In a July official hearing, legislative staff members indicated that it was the first agency that had been reviewed that had come close to meeting its legislative mandate. Deficiencies were caused only by lack of staff and, according to Newman, the elected officials were urged by the legislative staff to authorize the hiring of additional staff for the Commission.

(continued on p. 2)

## Schultz Named Journal Editor

Charles R. Schultz, university archivist at Texas A & M University, has been appointed to a two-year term as editor of the *American Archivist* by SAA's Council. He was recommended to Council by a search committee formed to select a new editor when Virginia Purdy's term expired with the Fall 1981 issue. Since that time, a series of issue editors have taken responsibility for the journal's editorial content. The first issue published under Schultz's editorship will be Spring, 1983.

Schultz has a master's degree in history and political science from Bowling Green (Ohio) State University and a Ph.D. in American social and political history during the 19th century from Ohio State University.

He has been university archivist at Texas A & M since 1971 and attained the rank of full professor in 1981. Prior to working at Texas A & M, Schultz was keeper of manuscripts and then librarian at the G.W. Blunt Library, Mystic Seaport, Inc., Mystic, Conn.

While at Mystic Seaport, Schultz served on the editorial board of the quarterly, *Log of Mystic Seaport*. He has served on the University Press Advisory Committee at Texas A & M and as editor of the "News Notes" section of *Manuscripts*. He is the author of numerous articles, guides, and monographs.

Schultz has been an SAA member since 1963 and has served as chairman of SAA's Committee on Collecting Personal Papers and Manuscripts and of the Acquisitions PAG. He is a past president of the Society of Southwest Archivists, and a member of the Oral History Association, the Manuscript Society, the National Trust for Historical Preservation, Association of Records Managers and Administrators, and many other organizations.

SAA members who would like to meet Schultz and discuss his plans for the journal can do so at the SAA Editors' Open House during the annual meeting. The open house will take place on Wednesday, October 20, from 11:15 am-12:15 pm.

Articles submitted for possible publication in the *American Archivist* should still be sent to the Managing Editor, Deborah Risteen, at SAA headquarters. She will forward them on to Schultz.

## Fellowships for Study of Modern Archives

Through funds received from the Andrew W. Mellon Foundation, the Bentley Historical Library of the University of Michigan will offer two research seminars on the problems of modern historical documentation. The basic thrust of the seminars is to provide an environment which will foster systematic research on the problems associated with modern records. The particular focus of the two seminars will be on the appraisal of modern records seen essentially as an inexhaustible question which requires frameworks of analysis and involves an understanding of process, institutional structure, modes of communication, and the nature and function of records in a modern society.

The seminars will be conducted during the summers of 1983 and 1984. Each will last four months, during which time Fellows will be expected to reside in Ann Arbor, conduct research, and participate in seminar sessions.

The seminars are designed for professional archivists, historians, and other scholars. To be eligible, an applicant must have experience with or significant awareness of modern historical records and be associated with an institution of higher education, business firm, public agency, or other organization. Applicants should submit a completed application form, a brief statement of professional experience, and a detailed proposal for research. An advisory committee of historians and archivists will select recipients on the strength of the research proposal and letters of support.

Applications for the summer, 1983, research seminar must be postmarked by December 13, 1982; for the summer, 1984, seminar, applications must be postmarked by December 12, 1983. Applicants will be notified of the committee's decision one month after the closing date. Staff members from the Bentley Historical Library will conduct an open house during SAA's annual meeting in Boston to discuss the fellowship program. The open house is scheduled from 11:15 am-12:15 pm on Wednesday, October 20. For application forms for the research fellowship program and further information, contact Francis X. Blouin, Jr., Director, Bentley Historical Library, University of Michigan, 1150 Beal Ave., Ann Arbor, MI 48109. (313) 764-3482.

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. The copy deadline for the November, 1982, issue is October 13. SAA members are encouraged to submit news items, cartoons, notices of meetings, job openings, and transitions, and other appropriate items for possible inclusion in the *Newsletter*.

## Sunset, cont.

In Texas, the Sunset Commission staff is working with the State Library and Archives at this time. A public hearing has been scheduled in October and a final report will be submitted to the legislature for its 1983 session.

Last year, North Carolina's legislature repealed its sunset law. According to William S. Price, Jr., Director of the Division of Archives and History, North Carolina Department of Cultural Resources, "There was general agreement among the political leadership that the sunset commission was expending a good deal of money and effort with very little to show for it." Price's agency was spared from ever having to appear before the commission.

According to John L. Ferguson, State Historian of Arkansas, the state's sunset law had "virtually no effect on state government." The Arkansas History Commission had a hearing before the legislative review committee which was supposed to implement the law in June, 1978. Ferguson carried in a list of six or eight defunct historical agencies such as the Vicksburg Monument Commission and the Stonewall Jackson Memorial Board and suggested that they abolish them rather than the Commission. Ferguson reports, "This they did, quite happily, after agreeing with me that if they abolished the History Commission they would have to replace it immediately."

Reports from George E. Warren of Colorado and Edward Papenfuss of Maryland indicate that their agencies have been impacted by sunset laws only in administering the records of the bodies made defunct by the process. In Maryland, for example, the 4-person Board of Censors, whose approval was required before motion picture films could be shown in the state, expired in 1981 after 65 years in operation.

### SAA Staff

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## Changes in Constitution Proposed

In accordance with Article XIII of the constitution of the Society, proposed amendments must be provided to the membership in writing at least 30 days prior to the annual meeting at which they are to be considered. The following revisions will be presented to the annual business meeting, October 20, 1982, in Boston. Three of the proposed changes rectify technical problems which have been identified in the major revision of the constitution which was adopted by the membership in 1981. Consideration of the proposed change to Article VII, which would expand the membership of the Society's elected Council from eight to nine members, and cut terms of future members of Council from four to three years, was postponed in 1981.

SAA's Constitutional Revision Task Force is chaired by Paul I. Chestnut, Virginia State Library.

### Article III, Number 5

Amend first sentence to read as follows to correct grammatical errors:

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

### Article VI

Amend last sentence to provide as follows for a stated date on which the treasurer's term of office is to begin (changes in wording are underscored).

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

### Article VII

Amend first paragraph to enlarge council from eight (8) to nine (9) members serving terms of three (3) rather than four (4) years (changes

in wording are underscored):

*The government of the Society, the management of its affairs, and the regulation of its procedures, except as otherwise provided in this constitution, shall be vested in a council composed of the officers and nine (9) members elected by the Society. Three (3) council members shall be elected in each annual election for terms of three (3) years. The nine (9) elected members of the council shall be ineligible for immediate reelection. If a vacancy shall occur in the council or in any of the offices, except the presidency, it may be filled by the council. The person designated shall hold the position until the next annual election at which time the position will be filled by election for the remainder of the term, if any.*

### Article XIII

Amend first sentence as follows to empower council to propose amendments (changes in wording are underscored):

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

SAA's constitution, as adopted by the annual business meeting in 1981, is published in the July 1981 SAA Newsletter, p. 15, under the heading "Proposed Constitution."

### **1982 Business Meeting**

The 1982 business meeting of the Society of American Archivists will take place in Boston on Wednesday, October 20, at 3:30 pm. Members wishing to submit resolutions for consideration at the meeting should do so via the Resolutions Committee (see item on p. 5 of this Newsletter). SAA President Edward Weldon will preside at the meeting.

# Are you ready for SAA '82?

SAA's 46th annual meeting will take place October 19-22 at the Park Plaza Hotel in Boston. Program packets, which include registration forms, were mailed to all SAA individual and institutional members during the last week in July and now should be received. Members who haven't received a program packet by now should request a duplicate from SAA headquarters in Chicago. To get ready for SAA '82, there are four important things you should do:

Have you returned your registration form?



To receive the pre-registration discount, forms and payment must be received by SAA headquarters before September 28. You may, of course, register for the meeting right up until the day it begins, at a slightly higher rate.

Have you reserved a hotel room?



A reservation card for the Boston Park Plaza, the headquarters for the meeting, was enclosed in the program packet. The deadline for hotel reservations at the reduced group rate is September 22, 1982. A list of alternate housing is available from SAA headquarters.

Have you made your travel arrangements?



Information on getting to Boston is included on page 9 of the meeting program. Also, see below.

Have you studied the program?



To make the most of your time in Boston, it would be wise to look over the program carefully and develop some idea of what sessions and other activities you want to participate in. And while you're doing that, complete the Annual Meeting Participation Sheet included in your program packet and return it to SAA headquarters.

If you answered "no" to any of the questions above, don't panic. There is still time to make arrangements, although the sooner you do so the better because many activities with limited enrollments are filling up.

Don't go it alone this year! Invest in four days with your colleagues in Boston--it will help you get more out of the other 361!

## American Airlines



the official carrier for the 1982 annual meeting in Boston, offers a 20% DISCOUNT off coach rates for SAA meeting participants flying to Boston on American.

CALL 1-800-433-1790

weekdays, 8:30 am-5:30 pm (your local time), from anywhere in the continental United States (in Texas, call 1-800-792-1160) and

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When you, your travel agent, or your travel department call American Airlines, their convention specialists will confirm your flight schedule, arrange for your ticket, pre-reserve your seat, and, if you desire, order a special American Traveler meal offered on lunch and dinner flights.

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# We're ready for you!

SAA's 46th annual meeting in Boston, October 19-22, is just over a month away, and as the program illustrates, it promises to be one of the best ever. Up to 1,000 archivists, manuscript curators, and records managers are expected to converge on Boston for four days of sessions, seminars, and workshops, along with plenty of opportunities for touring Boston and environs and for informal conversation with colleagues.

Persons who haven't registered yet should do so right away, because many of the limited enrollment activities are filling up. In particular, A Bit of Camelot (tour and dinner at the Kennedy Library), the conservation tours, and Mansions and Whales (post-meeting tour to New Bedford, Mass., and Newport, R.I.) are especially popular.

Other highlights of the meeting which should not be missed include Boston Cookin' (a gastronomic excursion to some of Boston's finest restaurants led by members of the Local Arrangements Committee), and the Wednesday evening slide show and discussion by participants in SAA's 1982 Archives Study Tour to China. Several archivists from the PRC will also attend this presentation.

With 85 sessions on the program, there is surely something for everyone. Such diverse topics as "Planning as a Concept and Method," "Appraising Case Files," "Toward a Philosophy of Archival Conservation," "Collection Management Strategies," "The Future of National Information Systems," and "Archives Administration and the User's Point of View" illustrate the diversity that draws over one-third of SAA's membership to the annual meeting each year, a far-greater portion than most other professional associations attract.

As eventful as the meeting already is, here are a few activities that aren't listed in the program booklet as well as reminders about a few more you won't want to miss.

*Pre-Conference Workshops:* Basic Archival Conservation, October 16-18; Archives: An Introduction, October 16-18; Introduction to Microforms, October 17-18; Oral History, October 17. See pp. 14-15 of the program for application instructions.

*Resolutions Committee:* To facilitate the handling of business at the annual meeting, SAA President Edward Weldon has appointed a Resolutions Committee. Committee members will assist other Society members in drafting motions or other items of business and will see that they are on the agenda for the business meeting, which will be held Wednesday, October 20, at 3:30. If appropriate, the Resolutions Committee will also help to have questions brought to the Open Forum with Officers and Council, scheduled for Wednesday at 11:45. All motions should be given in writing to the Committee no later than 1:00 pm on Tuesday, October 19. A

notice in the registration area will give additional details. Members of the Resolutions Committee are Meyer Fishbein, David Horn (chair), and Wilma Slaight.

*Presidential Address:* SAA President Edward Weldon will address the membership on Tuesday, October 19, in historic Faneuil Hall. His address, "Archives and the Challenges of Change," will present an overview of many of the issues which will be discussed in more detail in sessions and workshops throughout the week. Following the address, meeting participants are invited to a cash bar reception at Quincy Market. Bus service is available from the hotel to Faneuil Hall for \$2.50. The registration form includes a place to reserve space on this bus.

*Exhibits:* Suppliers of archival products and services will display their wares in the exhibit area at the Park Plaza Hotel. New archival publications will be displayed in the combined publications exhibit and various regional archival organizations will discuss their activities at the regional booth. SAA will sell all its publications at the SAA booth and the placement service will set up interviews and post job announcements (see p. 15).

*Finding Aids Fair:* SAA's Description PAG is once again sponsoring the popular Finding Aids Fair. If you would like to show off one or more of your repository's finding aids--inventories, registers, repository guides, or whatever--please contact Vicki Walch, Publications Development Staff, National Archives Trust Fund (NJ), Room 505, Washington, DC 20408, or call (202) 523-3774.

*Archival Spouses' Society:* This group is currently being organized. The first annual meeting will be held in Boston, October 20-22. The program includes a fashion show in Filene's basement, the official adoption of the slogan "Foxing Forever," the unveiling of the symbolic broken pencil, and the presentation of the first annual ASS of the Year award. Charter memberships are still available. Individuals interested in obtaining a draft of the constitution and bylaws, printed on guaranteed highly acidic newsprint, should write to ASS, c/o SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

*Boston Reading List:* Local Arrangements Committee chair James O'Toole recommends these books set in or about Boston for those wanting to do a little advance preparation:

*Mortal Friends*, James Carroll  
*The Rise of Silas Lapham*, William Dean Howells  
*The Bostonians*, Henry James  
*The Late George Apley*, J.P. Marquand  
*The Last Hurrah*, Edwin O'Connor  
*The Cardinal*, Henry M. Robinson  
*The Godwulf Manuscript* or any of the Spenser detective novels of Robert B. Parker.

## New Publications from SAA

By October 1, 1982, SAA will add four new titles to its list of publications on archival topics. They include the final manual in the NHPRC-funded Basic Manual Series II, *Archives & Manuscripts: Reprography*, by Carolyn Hoover Sung; a new *Archival Forms Manual*, compiled by SAA's Forms Manual Task Force, chaired by Patrick Quinn; *Basic Archival Workshops: A Handbook for the Workshop Organizer*, an NEH-funded publication written by Thomas C. Pardo; and a companion to the Pardo manual, *Basic Archival Workshop Exercises*, developed by Trudy Huskamp Peterson. All of these publications can be ordered through SAA publications service in Chicago. They will also be available for purchase at the annual meeting in Boston.

*Archives & Manuscripts: Reprography*--This manual is aimed at the traditional problems archivists face with paper and microfilmed records. It is meant to be a primer covering the fundamentals of reprography. Chapters titles include "Copying in Archives," "Choosing a Reprographic Process," "Microphotography," "Source Document Microfilming," "Using Microforms," "Photocopying," "Photography," and "Managing A Reprographic Service." \$5.00 to SAA members, \$7.00 to others.

*Basic Manual Series II*--includes five manuals: *Exhibits*, *Introduction to Automated Access*, *Public Programs*, *Maps and Architectural Drawings*, *Reprography*. \$20.00 to SAA members, \$25.00 to others.

*Archival Forms Manual*--Forms carry out many important archival functions. They facilitate, convey, transmit, transfer, document, and monitor. The forms in this manual have been arranged into five general categories: appraisal and disposition, accessioning, arrangement and description, use, and specialized forms. A bibliography of archival manuals is also included. \$7.00 to SAA members, \$10.00 to others.

*Basic Archival Workshops: A Handbook for the Workshop Organizer*--This manual is designed for archival organizations and institutions that are considering conducting basic archival workshops. It covers all aspects of an archival workshop from needs assessments and scheduling to development of curricular materials and workshop evaluations. \$8.00 to SAA members, \$11.00 to others.

*Basic Archival Workshop Exercises*--Contains exercises on appraisal and acquisition, arrangement and description, and reference and access. Each exercise is designed to illustrate a particular archival point and a particular workshop technique. Includes student's copy of each exercise, which may be duplicated for distribution, and a teacher's guide. \$8.00 to SAA members, \$11.00 to others.

The *Handbook* and the *Exercises* may be purchased as a package for \$13.00 to SAA members, \$20.00 to others.

Quantity	Price	Publication Order Form
_____	_____	<i>Archives &amp; Manuscripts: Reprography</i> , Carolyn Hoover Sung. 1982, 68 pages, including bibliography and glossary. \$5 to members, \$7 to others.
_____	_____	<i>Archives &amp; Manuscripts: Exhibits</i> , Gail Farr Casterline. 1980, 72 pages, sample forms, list of suppliers. \$5 to members, \$7 to others.
_____	_____	<i>Archives &amp; Manuscripts: Introduction to Automated Access</i> , H. Thomas Hickerson. 1981, 60 pages, bibliography and glossary. \$5 to members, \$7 to others.
_____	_____	<i>Archives &amp; Manuscripts: Maps and Architectural Drawings</i> , Ralph E. Ehrenberg, 1982, 64 pages, bibliography, glossary, list of suppliers. \$5 to members, \$7 to others.
_____	_____	<i>Archives &amp; Manuscripts: Public Programs</i> , Ann E. Pederson and Gail Farr Casterline. 1982, 96 pages, bibliography and sample forms. \$5 to members, \$7 to others.
_____	_____	<i>Basic Manual Series II</i> (includes 5 titles listed above), \$20 to members, \$25 to others.
_____	_____	<i>Archival Forms Manual</i> , 1982, approximately 140 pages. \$7 to members, \$10 to others.
_____	_____	<i>Basic Archival Workshops: A Handbook for the Workshop Organizer</i> , Thomas C. Pardo. 1982, 72 pages, bibliography. \$8 to members, \$11 to others.
_____	_____	<i>Basic Archival Workshop Exercises</i> , Trudy Huskamp Peterson. 1982, 125 pages, \$8 to members, \$11 to others.
_____	_____	<i>Workshop Handbook and Exercises</i> listed above. \$13 to members, \$20 to others.
_____	_____	TOTAL (A postage and handling charge will be added to non-prepaid orders.)

Send order to SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

## SAA Is Coming Your Way!

In addition to the many educational activities planned in conjunction with SAA's annual meeting in Boston (see page 5), the Society has scheduled a broad array of workshops and seminars throughout the country during the next few months.

The development of SAA's continuing education sessions is based on various needs assessment activities within the profession. Presentations are updated and revised regularly with the guidance of participants' evaluations.

Here's what registrants in some of SAA's recent continuing education programs had to say about their experience. Their comments are followed by information on workshops scheduled during the fall and winter.

\*Basic Archival Conservation: "Excellent workshop. The best I've ever attended. The team approach was very effective."

"This is one of the finest workshops I've ever attended--to one just establishing a small historical archives collection, there is much food for thought."

September 22-24, 1982--Kentucky Department for Libraries and Archives, Frankfort. Through a series of lecture/discussion sessions and the demonstration and practice of basic conservation techniques, workshop participants will gain an introduction to archival conservation and learn means of integrating conservation practice into archival processing. Subjects to be covered include the following: causes of deterioration, preparedness, care of non-textual records, and preservation microfilming. Instructors: Margery Long, Wayne State University, and Mary Lynn Ritzenthaler, SAA. Limited Enrollment. Tuition: \$50, includes a conservation supply kit. For further information, contact Ritzenthaler at SAA headquarters.

Management for Archivists: "I found the seminar not only to be the most useful I have attended to date, but one I enjoyed more than any other I have attended."

"Not only are the materials useful in the seminar, but will be extremely important in the future for reference."

November 15-16, 1982, Raleigh, North Carolina; February 10-11, 1983, Los Angeles, California. This two-day seminar will offer archival administrators the opportunity to explore basic management principles and their application in an archival setting. In addition to the traditional lecture format, case studies will be used to analyze the complexity of archival management. Major theme areas to be addressed will include planning, human resources management, communications, budgeting, financial management, and strategy and tactics for archival administrators.

The seminar will be led by Mary Lynn McCree and Ann Morgan Campbell. Enrollment is limited. Tuition: \$75. The Raleigh workshop is presented with the cooperation of the North Carolina Division of Archives and History. To apply, contact Toni Pedroza at SAA headquarters.

\*Administration of Photographic Collections:

"Excellent workshop--well-planned and organized. If I had designed a program specifically for our needs, it couldn't have been more appropriate."

"The Society certainly knows and serves its members, as proved by the excellent choice of instructors and therefore the high quality of this workshop."

December 1-2, 1982, University of Oklahoma, Norman, OK. This three-day workshop will address issues surrounding the management of still photographs in an archival context. Specific topics to be covered include: identification of photographic processes, appraisal, collecting policies, arrangement and description, research use and exhibition, conservation, and legal issues, including copyright. Instruction will be conducted at a basic level and will emphasize practical means of handling large numbers of photographic materials. Instructors: Margery Long, Wayne State University; Gerald Munoff, Kentucky Department for Library and Archives; and Mary Lynn Ritzenthaler, SAA. Limited enrollment; open to persons currently responsible for photographic collections. Tuition: \$50. This workshop is offered under the joint sponsorship of the Western Conservation Congress. For further information, contact Ritzenthaler at SAA headquarters.

### AND THERE'S MORE IN THE WORKS!

Two more SAA workshops are in the preliminary planning stages. Both will probably take place in the spring, 1983. "Starting an Archives" is a workshop that focuses on what makes up an archival program and what an archives can do for you. "Business Archives: The Basics and Beyond" is a five-day workshop covering the fundamentals of setting up and operating a business archives as well as selected topics particularly relevant to business archivists. For further information on these workshops, consult future issues of the *SAA Newsletter* or contact SAA headquarters.

\*The conservation and photograph workshops are offered under the auspices of SAA's Basic Archival Conservation Program, funded by the National Endowment for the Humanities.

## NARS Independence Bill in House

A long-sought legislative goal of the Society of American Archivists moved closer to realization in late July when a bill providing for the independence of the National Archives from the General Services Administration (HR6894) was introduced into the House of Representatives by Representative Jack Brooks (D-TX). Brooks, chairman of the House Government Operations Committee, has been a longtime supporter of a strong GSA and of government historical programs. He said that he believes both GSA and the Archives would benefit from the proposed split. "Administrators past and present," he said, "have either ignored the Archives or meddled in its affairs without full understanding of its needs or purposes."

Joining Brooks as sponsors of the bill were Representative Glenn English (D-OK), who chairs the Government Information and Individual Rights Subcommittee, and Representative Frank Horton (R-NY), ranking minority member of the Government Operations Committee.

"I have become increasingly frustrated with the lack of responsiveness of GSA officials to the needs of the Archives," said English, whose subcommittee held hearings earlier this year to examine the impact of budget cuts and other problems at the National Archives. (See *SAA Newsletter*, May, 1982, p. 3.)

Brooks and English said they had hoped that GSA-NARS tensions would subside under the direction of the current administrator, Gerald Carmen. They noted, however, that since the subcommittee's hearings Carmen has made at least one senior level personnel change at the Archives without first consulting the Archivist; has apparently reneged on an agreement that the Public Buildings Service would pay for some \$2.7 million in long-needed repairs at the Archives building; and is considering organizational changes that might strip the Archives of certain basic functions. In addition, GSA-imposed employment ceilings have led to termination of interlibrary loans of census microfilm, a program very popular with genealogists throughout the country.

English added that he was particularly disturbed to learn recently that GSA officials had purposely used incorrect billing codes so that the Archives Trust Fund would be billed for costs of computer time to develop a GSA budget-tracking system. "GSA's disdain for the Archives obviously runs much deeper than any Administrator."

Commenting on the Brooks bill, SAA President Edward Weldon expressed the Society's gratitude to Brooks for his interest in the NARS independence issue and the hope that this initiative will lead to a National Archives independent of GSA.

In an August 20th letter to Brooks, SAA Fellow Richard L. Leopold stated:

*As Chairman of the National Archives Advisory Council and a representative of the Organization of American Historians, I would like to mention one consequence of the subordination of the National Archives to the General Services Administration of which you may not be aware but which is of particular concern to scholars. It is the opportunity to cripple the work of the Council. That body, composed of representatives of the professional organizations of historians, archivists, economists, genealogists, political scientists, and others, as well as of the public, was created in 1968 to provide the Archivist, without cost to the government, advice from the most talented specialists in the nation. Prior to 1979, most Administrators encouraged or permitted the Council to operate freely and speak frankly on the correct assumption that the Council's mission was to advise the Archivist. But the present Administrator and his predecessor, disagreeing with some of the views held by the Council and by the professional organizations it represents, have prevented the Council from adhering to its long-established schedule of two meetings a year. It is the old problem of punishing the messenger because of the message he brings. Independence will certainly remove that obstacle.*

The Brooks bill is a companion to S.1421, which was introduced in the Senate by Thomas Eagleton (D-MO) and Charles Mathias (R-MD). (See *SAA Newsletter*, January, 1982, p. 5, and November 1981, p. 5.)

The Modern Archives Institute  
of the National Archives and Records Service

announces for 1983

### Introduction to Modern Archives Administration

(in cooperation with the Library of Congress)

January 3-14, 1983

June 6-17, 1983

For information and  
applications, please write:

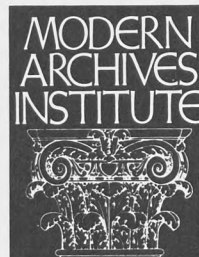
Modern Archives Institute (NAX)

Dept. AN

National Archives and

Records Service, GSA

Washington, DC 20408



# SAA Basic Archival Conservation Program

## Implementing a Conservation Program

The concept of a phased approach to conservation was developed at the Library of Congress and has gained widespread credence as a feasible means for institutions to implement a conservation program. This approach involves both a process of evaluation to determine need, and the establishment of treatment priorities as the basis for actual implementation of a program of preventive maintenance, stabilization and protection, and physical treatment of deteriorated documents. This leaflet is intended to assist archivists in establishing in-house conservation programs. The following steps offer an initial approach to considering the conservation needs of an archival collection through evaluation of the environment, the establishment of treatment priorities, and setting up an in-house treatment facility.

Both in planning and implementing a conservation program, it is advisable to have a staff member or a committee with designated responsibility for the conservation effort. This individual or group will assemble information, coordinate the planning process, and initiate review of the archives building and its environment. Perhaps equally important, a recognized body will be working on behalf of conservation within the institution, and this acknowledgment of conservation need and responsibility is a positive first step in program implementation.

### Environmental Concerns

The first priority in undertaking a conservation program is to ensure that all collection materials are stored under secure and environmentally sound conditions. Access to the archives storage, processing, research and public areas should be controlled and monitored. Temperature and relative humidity should be maintained within the following ranges which are acceptable for most collection materials:

*Temperature: 60°F - 70°F,  $\pm 5^\circ\text{F}$*

*Relative Humidity: 40% - 50%,  $\pm 5\%$*

Temperature and relative humidity should be kept within these ranges everyday, year-round, and heating and cooling systems should not be shut down on weekends or holidays. If system-wide air conditioning is not feasible, it may be possible to improve the temperature level through the use of local air conditioners; humidifiers and dehumidifiers also may be used to control the relative humidity. Wide fluctuation or cycling of the temperature and relative humidity should be avoided if at all possible as the resulting stress and dimensional instability can be very damaging to record materials as they expand and contract in response to changes in the environment. High temperatures (above 80°F) will accelerate harmful chemical reactions, and, in combination with conditions of high humidity (above 70%), will encourage mold growth. Under conditions of low humidity, collection items can become embrittled. It is important to monitor the temperature and relative humidity, and to keep a daily log which is a very useful tool in working with administrators and engineers to achieve and maintain the desired ranges. Depending upon the size of the archives facility, it may be necessary to take readings in several locations throughout the building. Measurement devices may be as simple as a thermometer and a dial hygrometer (to measure temperature and relative humidity respectively), or a sling psychrometer which will measure both; all of these devices require the keeping of a manual log or chart which can be based upon the following model:

Date	Morning	Afternoon	Location	Remarks	Recorded by
	<u>temp/rh</u>	<u>temp/rh</u>			

Recording thermohygrometers will provide more precise readings of both temperature and relative humidity; they are also more costly than the above devices, but do create a graph as an ongoing record of fluctuations.

Air quality is another important environmental consideration within an archives. Particulate and gaseous pollution can cause damage by abrasive action as well as the deposit of acids on collection materials.

Simple means of determining the presence of harmful gases may be employed, such as indicator papers and inexpensive gas detectors. Of special concern are sulfur oxides and ozone which are especially prevalent in industrial areas and in urban regions where there are high concentrations of automobile exhaust. If the archives is situated in such an area, it may be necessary to employ the advice and services of the state environmental protection agency, the chemistry department at a local university, or an engineering firm to determine the level of pollution within the building. Filtration devices can be incorporated into heating and cooling systems to filter out harmful gases and particulate matter. Filters of activated charcoal will help to remove ozone and other gaseous pollution, while fiberglass or cellulose filters will remove solid particles. Filters must be monitored for their effectiveness and changed periodically.

Light will hasten the deterioration of paper by causing paper fibers to break down and lose their bonding strength; light can also fade inks and colored papers. Light sources must be evaluated to determine whether harmful rays are reaching collection items; ultraviolet light is most harmful, although active visible light can also cause damage. Primary sources of ultraviolet radiation are fluorescent light and sunlight; shades or heavy curtains may be drawn across windows, and shields of UF-3 plexiglas may be placed over both windows and fluorescent tubes to filter out ultraviolet radiation.

Bringing the archival environment into conformity with accepted recommendations is the single most important step that can be taken to ensure the safekeeping of a collection and enhance its availability for future use. While upgrading environmental conditions can be expensive, it is a cost-effective means of treating entire collections from a systems perspective. The following readings will provide more detailed information on optimum environmental conditions for archival collections.

#### Recommended Readings:

Banks, Paul N. "Environmental Standards for Storage of Books and Manuscripts," Library Journal 99:339-343 (February 1, 1974).

Clapp, Anne F. Curatorial Care of Works of Art on Paper. (3rd rev. ed.) Oberlin Ohio: Intermuseum Conservation Association, 1978.

Cunha, George M. and Dorothy Grant Cunha. Conservation of Library Materials: A Manual and Bibliography on the Care, Repair, and Restoration of Library Materials. 2nd ed., Vol. I. Metuchen, N.J.: Scarecrow Press, 1971.

Library of Congress. Environmental Protection of Books and Related Materials. Preservation Leaflet Number 2. Washington, D.C.: Library of Congress, 1975.

#### Sources of supplies and equipment for monitoring and controlling the environment:

Hygrometers, thermometers, sling psychrometers, and recording thermohygrometers

-Light Impressions, Box 3012, Rochester, New York 14614

-Taylor Instrument Company, Consumer Products Division, Sybron Corporation, Arden, North Carolina 28704

-Weathertronics, P.O. Box 41039, Sacramento, California 95841

Sulfur dioxide test papers

-Gallard-Schlesinger Chemical Mfg. Corp., 584 Mineola Avenue, Carle Place, Long Island, New York 11514

Ultraviolet filtering sheets and tubes

-Light Impressions (address above)

-Solar Screen, 53-11 105th Street, Corona, New York 11368

-Talas, 130 Fifth Avenue, New York, N.Y. 10011

#### **Condition Survey**

Once environmental concerns have been addressed, attention should be directed to the needs of individual collections or items for protection and support. A condition survey is the best means of gathering data needed to evaluate the physical state and treatment needs of collection material, and also forms the basis for setting treatment priorities. The "Conservation Self-Study" form published with the January, 1982, SAA Newsletter may be used to compile information about the overall scope and character of archival holdings. A simple conservation checklist, similar to that included at the end of the self-study document, may be devised for recording information on physical condition either of individual items or entire collections. The survey form may be as detailed as deemed necessary, and specifically designed to meet the unique characteristics of an institution's holdings. Although the idea of undertaking a condition survey may seem overwhelming, collection size or limited staff should not be seen as deterrents. It may be necessary to utilize a sampling technique if the holdings are very large (an approach as simple as surveying every 10th container or item may suffice), or to consider other means of integrating the data-gathering

process into on-going archival functions. For example, condition forms could be filled out during accessioning or processing activities, or before reshelving collections which have been used for research. Whatever method the condition survey employs (i.e., sampling or an item-by-item evaluation), or whether the information is gained over a period of time as part of other archival duties or acquired more quickly as a special project, the assembled data will provide a good overview of the scope and nature of the physical needs of the collection.

The specific type of information sought in the condition survey will vary depending on the material nature of the records (i.e., primarily textual records on a paper base, photographic images on paper and film, etc.). However, it is advised to make the survey instrument simple and easy to fill out with easily ascertainable categories of information. The background and training of potential surveyors should be considered as well; non-technical personnel will need to be trained to recognize the physical characteristics of the material they are likely to encounter, and should not be expected to make chemical determinations regarding stability of material. The survey instrument should be as extensive in coverage as is feasible, considering a variety of possible future uses for the information gathered. At a minimum, a condition checklist should include the following categories of information: name and location of item or collection; brief bibliographic description; type of material and format (paper, skin, film, scrapbook, bound volume, oversize, etc.); observable damage (surface dirt, stains, discoloration, brittleness, tears, evidence of prior treatment, etc.); and the date and name of surveyor. Many of these determinations can be subjective, and it will be necessary, as far as possible, to ensure that surveyors are trained to work from common understandings of terms and conditions. In some instances, it may be desirable to make simple readings of surface pH using non-bleeding indicators; this step will, however, add considerably to the time required to complete the survey. Treatment recommendations can also form part of the survey checklist, including such options as: reboxing or refolding material, relaxing rolled or folded documents, removing harmful enclosures, surface cleaning, mending, physical support through polyester encapsulation or mounting, removal from frame, treatment of bound volumes, removal of inappropriate prior treatment that has broken down, and deacidification.

*Copies of the "Conservation Self-Study" leaflet may be obtained by writing to the Basic Archival Conservation Program, Society of American Archivists, 330 S. Wells, Suite 810, Chicago, Illinois 60606. A sample laboratory examination form is included in Anne F. Clapp, Curatorial Care of Works of Art on Paper, pp. 126-129 (complete citation above).*

#### Recommended Readings:

*"Report of the Task Force on Preservation and Security, November 22, 1977, Submitted to...Duke University Libraries," Planning for the Preservation of Library Materials, Spec Kit 66, Washington, D.C.: Association of Research Libraries, Office of Management Studies, 1980, pp: 16-27.*

*"A Report of a Survey at the University of Utah Libraries, 3 October 1977," Planning for the Preservation of Library Materials, Spec Kit 66, Washington, D.C.: Association of Research Libraries, Office of Management Studies, 1980, pp: 28-37.*

#### **Establishing Treatment Priorities**

Data gathered on the physical condition of collection items must be considered in combination with the resources available for conservation activity and the relative value of the material, as the basis for setting treatment priorities. Archival material may be regarded from a number of perspectives, and values attached accordingly. In part, the assignment of values will determine which records must be maintained in their original format (and thus may require physical treatment), and which records may be copied to preserve their informational content. For example, a document may have importance because it is unique (i.e., it contains information found in no other place); this type of document, however, either may be very scarce (giving it added value), or it may be representative of masses of similar documents (such as case records or constituent mail). Informational value must be weighed against artifactual value. Is the physical form a subject for study? Does the item have artistic or aesthetic merit? Is it useful for exhibition purposes? Age may be another criterion on the assumption that early records are scarce and thus take on added value. Some records have legal values which must be considered; other records may be of suspect authenticity, in which case it is necessary to maintain them in original format so that they may be physically examined. Records relating to the founding of an organization or institution--charters, constitutions, etc.--are generally seen to have high artifactual value, as do records that relate to the primary collecting focus of an institution. Use is another factor which must be considered. Collections which receive a high level of research use are likely very important to the institution; these also may be in the poorest condition because of the high degree of handling they receive. Such factors must be considered and weighed in determining--in priority order--which collections require immediate physical treatment, those which can be copied, and those which can safely await future action. Given the inherent nature of archival materials, there is no standard formula which can be applied uniformly to assess the relative

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values of collection material. The criteria used will vary from institution to institution, each developing its own set of factors to evaluate unique collections.

Following the condition survey and the ordering of collections according to physical need and value, specific treatments can commence. Treatment options will be determined by fiscal resources and staff competency. As part of the overall process of evaluation, it is important to evaluate in-house capabilities for undertaking conservation treatments. The training and skill level of conservation personnel must be scrutinized in the same fashion that contractual services are evaluated. Determine the range of treatments that can be safely undertaken in-house based upon current levels of staff ability, remembering that much good can result from the careful application of basic conservation procedures. Unless the in-house capability warrants it, work on valuable items or treatments requiring a high level of craft and technical competence should be left to professional conservators. It is consistent with good practice under certain conditions to attempt no treatment at all. It may be that there are no currently acceptable treatment solutions for a given problem, or that the possibilities available are out of reach. In such cases, it is better to properly store and handle the material than to apply the wrong--and perhaps damaging--solution.

### Setting Up an In-House Treatment Facility

A separate work space should be set aside for carrying out conservation treatment. This may be an entire room or a small space within the archives processing area. The latter is entirely satisfactory as an initial step. What is important is that some space be set aside for conservation activity. The physical manifestation of a work area represents the adoption of a conservation treatment program, at least in its beginning stages, and, as such, can be a useful tool in furthering the program, training staff, and convincing administrators of its value by the quality of work turned out. The "lab" should be in a secure area, well lit, and have adequate work surfaces. Formica tables are ideal as they can be easily cleaned; a table approximately 4' x 6' will allow work on most formats. The area should be kept scrupulously clean at all times, and supplies kept at hand in cabinets or on shelves. A sink is desirable but not necessary at this stage.

Appropriate treatments to be undertaken initially include: humidification of rolled or folded documents, removal of foreign objects and harmful accretions (rusty metal fasteners, fly specks, etc.), surface cleaning, simple mending with long-fiber Japanese paper, cleaning bound volumes, leather treatment, and polyester encapsulation. The disassembly of framed units and mounting and matting items for exhibition also may be safely undertaken. If no staff members are trained in these techniques, appropriate training should be sought through internships, workshops and seminars, and--if possible--consultation with a conservator. These means of acquiring knowledge and training may be combined with reading manuals and extensive practice on archival discards or duplicates, or other material having no value. Whomever undertakes the hands-on work--an archivist incorporating these procedures into various phases of archival processing, or a conservation technician--it goes without saying that no conservation treatment should be undertaken on collection items until competency is achieved. No treatment at all is better than that which is poorly or inappropriately executed. Ideally, someone on staff--archivist or curator--should oversee the hands-on work, specify treatments, and monitor and evaluate the quality of both supplies and workmanship.

The readings cited below provide instructions for carrying out the basic treatment procedures mentioned, as well as sources of needed supplies.

#### Recommended Readings:

Banks, Paul N. "Paper Cleaning," *Restaurator*, Vol. I, no.1: 52-66 (Copenhagen, 1969).

Clapp, Anne F. *Curatorial Care of Works of Art on Paper*. (3rd rev. ed.) Oberlin, Ohio: Intermuseum Conservation Association, 1978.

Horton, Carolyn. *Cleaning and Preserving Bindings and Related Materials*. LTP Publication #12. Chicago: American Library Association, 1967.

Library of Congress. *Polyester Film Encapsulation*. Washington, D.C.: Library of Congress, 1980.

Seamans, Warren A. "Restoring and Preserving Architectural Drawings: An Economical Method for Treating Embrittled Documents," *Technology and Conservation* 3:8-10 (Winter, 1976).

Mary Lynn Ritzenthaler  
September, 1982

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

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## 1982 Women's Roster

Each year, SAA's Women's Caucus compiles a roster which is used to increase the participation of women at national and regional meetings and in reviewing archival literature. Completed rosters will be sent to Program Committees and book review editors.

Success of the Women's Roster depends a great deal on the willingness of women to participate. The number of women taking part has increased each year and program committees have contacted women to give papers because of this. To obtain a form, contact Anne R. Kenney, Western Historical Manuscript Collection, Thomas Jefferson Library, University of Missouri-St. Louis, 8001 Natural Bridge Rd., St. Louis, MO 63121.

## SAA '83: The Land of 10,000 Lakes

Minneapolis, Minnesota, will be the site for SAA's 47th annual meeting, scheduled for October 5-8, 1983. The '83 Program Committee, appointed by SAA Vice President J. Frank Cook, has already begun gathering ideas for meeting sessions and welcomes additional suggestions from the membership. Forms for submitting program suggestions are available from the Program Committee chair, Linda Henry, 1816 New Hampshire Ave., NW, #709, Washington, DC 20009. The deadline for submitting suggestions is November 1.

The Program Committee will hold an open house in Boston on Thursday, October 21, from 11:15-12:15. All interested persons are invited to share their ideas for the program with Committee members. They are: Patti Aronsson, U.S. Senate; Lewis Bellardo, Kentucky Department for Libraries and Archives; Paul Chestnut, Virginia State Archives; Maygene Daniels, NARS; Susan Davis, New York Public Library; Victoria Davis, Lawrence Berkeley Laboratory; John Dojka, Yale University; H. Thomas Hickerson, Cornell University; David Horn, DePauw University; Anne Kenney, University of Missouri; Wilda Logan, Howard University; Patrick Quinn, Northwestern University; William Wallach, University of Michigan; and Thomas Wilsted, Salvation Army Archives. Local arrangements will be coordinated by James Fogerty, Minnesota History Society. Joyce Gianatasio of SAA is Annual Meeting Director.

## Education Directory Update


SAA's Committee on Education and Professional Development is planning an updated version of its Education Directory, listing multi-course programs, single courses, and institutes in archives. Institutions wishing to list such programs in the directory should contact Toni Pedroza at SAA headquarters to receive a directory update form.

## Archives Reading List

In recent months, the *Newsletter* staff has become aware of several novels which have archivists as featured characters. In an effort to assure that we have a well-read membership, we will publish a list of archivists in fiction in an upcoming issue of the *Newsletter*. Members who know of works that should be included in such a list should send the name of the book and its author, a brief plot summary, and a one- or two-sentence statement on the role the archivist plays in the story. These should be sent to "Archivist-of-the-Month Club" c/o Deborah Risteen at SAA headquarters.

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## NEH Grants to Archival Projects

The Research Resources Division of the National Endowment for the Humanities, a major source of grant funding for archival projects, is encouraging archivists to submit funding requests for such projects. Research Resources FY83 budget is expected to be about the same as in FY82: \$3 million for access projects and \$400,000 for conservation and preservation grants. In spite of fears that Reagan administration budget cuts would diminish sharply the funds available to Research Resources, such has not been the case. Persons interested in more information on archives grants from NEH should contact the Research Resources Program, Division of Research Programs, National Endowment for the Humanities, Washington, DC 20506.

Here is a list of NEH grants to archival projects in FY82 not previously reported in the *Newsletter*:

American Antiquarian Society, Worcester, MA: \$48,636 to support completion of a published comprehensive catalog of engravings produced in America before 1821.

American Dance Festival, Durham, NC: \$2,000 to provide consultant services for the American Dance Festival Archives on how to organize, preserve, catalogue, and make accessible a vast resource of primary documents.

American University in Cairo, New York, NY: \$22,000 to provide continued support for a bibliography of the architecture, arts, and crafts of Islam.

Amistad Research Center, New Orleans, LA: \$86,476 to support work on nine archival collections that document the role of local and national organizations in civil rights activities during the past two decades; and \$734 to support consultant services for the improvement of the Center's archival methodology.

Carnegie-Mellon University, Pittsburgh, PA: \$12,000 to support preparation of critical and annotated bibliographic reviews on fundamental aspects of the deterioration of paper. This technical information is needed by conservators in archives and libraries.

Cornell University, Ithaca, NY: \$52,767 to support completion of a descriptive guide to labor history materials held at Cornell.

Dance Notation Bureau, New York, NY: \$65,432 to support the organization, cataloging, and preservation of a research collection of dance notation materials, important to dance historians and critics.

Essex Institute, Salem, MA: \$73,454 to support organization of manuscript collections relating to the maritime history of Essex County.

George Meany Center for Labor Studies, Silver Spring, MD: \$99,008 to support processing of the records of the AFL-CIO, a primary source for labor studies and social and economic history.

Grail Movement, Loveland, OH: \$1,000 to support consultant services for the archives of the Grail Movement, a significant organization for modern Catholic church history.

Jacob's Pillow Dance Festival, Lee, MA: \$1,000 to support consultative assistance in determining the best means of handling Festival records.

Midwest Archives Conference, Urbana, IL: \$1,052 to provide support for the distribution of the Proceedings of the National Conference on Regional Archival Networks.

New York Public Library, New York, NY: \$65,000 to support preparation of a finding aid for autograph music manuscripts by American composers.

Rice Museum, Gerogetown, SC: \$1,000 to support consultative services for the improvement of the Rice Museum's archival and library methods.

South Carolina Historical Society, Charleston, SC: \$1,000 to support consultant services to improve the Society's archival methodology; and \$129,673 to support arrangement and description of the Society's numerous collections pertaining to the history of slavery and commercial and cultural activities in South Carolina.

State Historical Society of Wisconsin, Madison, WI: \$95,189 to support organization of the performing arts collections held by the Wisconsin Center for Film and Theater Research; and \$59,404 to support establishment of a state-wide Conservation Services Center, to assist institutions in conserving their research materials.

University of Arizona, Tucson, AZ: \$51,050 to support processing of the architectural records at the University.

University of Idaho, Moscow, ID: \$10,406 to support preservation of a portion of a collection of photographic negatives from the period 1894-1964, documenting the history of the Coeur d'Alene mining district.

University of Iowa, Iowa City, IA: \$51,566 to provide continued support for the collection description and preservation of Dada documents.

University of Washington, Seattle, WA: \$9,170 to publish *Archival Theory and Practice in the United States: A Historical Analysis*, by Richard Berner.

West Virginia University, Morgantown, WV: \$13,955 to support computer-aided cataloging of the sound archives of Appalachian folk song.

# PEOPLE PAPERS

Washington, DC The National Historical Publications and Records Commission recently received a money order for \$10,000 from Arthur Bortolotti to aid the Emma Goldman Papers project. Bortolotti, a Canadian, explained that the social activist and leader of the American anarchist movement had saved him from deportation to Italy and that he owed her "a great debt." Goldman and Bortolotti met in Canada in 1939, a year before Goldman's death in Toronto. Bortolotti's letter expressing his support for the NHPRC-funded papers project was written on a piece of Emma Goldman's stationery.

London, England A professor at the London School of Economics and Political Science has launched a campaign to discourage people from donating books and other items to British universities. Donald G. MacRae was angered by the University of Glasgow's decision to sell some of its collection of nineteenth-century books and photographs. MacRae said that the Scottish university's policy of trying to compensate for cuts in its government appropriation by selling some of its treasures was shortsighted and "Philistine." MacRae has changed his mind about donating his books to the university because he is not sure that they would be "safe, useful, and available." The university is trying to offset an anticipated deficit of \$7.5 million; the sale of the books and photographs is expected to bring in about \$175,000. Alwyn Williams, vice-chancellor of the university, defended the sale, stating: "I don't know of any institution which, like a squirrel, keeps things for all time."

Washington, DC "The Freedom of Information Act Has No Clothes" is the title of an article appearing in the March/April 1982 issue of *Regulation*, published by the American Enterprise Institute. The article's author, Antonin Scalia--also editor of the magazine and a professor of law--calls the FOIA the "Taj Mahal of the Doctrine of Unanticipated Consequences, the Sistine Chapel of Cost-Benefit Analysis Ignored." Scalia says the numerous "defects" in the law "cannot be cured as long as we are dominated by the obsession that gave them birth--that the first line of defense against an arbitrary executive is do-it-yourself oversight by the public and its surrogate, the press." Scalia takes the view that current efforts to amend the FOIA will be largely unsuccessful and that "the basically unsound judgments of the '74 amendments are probably part of the permanent legacy of Watergate."

Philadelphia, Pennsylvania A fire in the library at Dropsie University, which destroyed thousands of invaluable books, has resulted in one of the most important finds in the history of Jewish scholarship. While helping to reorganize the library's holdings in the wake of the disaster, David Goldenberg, the president of the university,

discovered a handwritten manuscript of rabbinical sermons delivered in Palestine nearly 1,500 years ago. The collection was compiled by scribes and is dated 1531. It is expected to fill many gaps in scholars' knowledge of the history of the Jewish people in the years around 500 A.D. The manuscript was given to the university in 1921, placed in the library vault, and apparently forgotten.

Washington, DC The Federation of Genealogical Societies has launched a nationwide fund-raising effort to assist the National Archives in undertaking projects relating to genealogical research. In a ceremony at the National Archives, David Vogels, Jr., president of the Federation, called NARS "the prime source for American genealogical research and an important national resource." Vogels said that the intention of the fund-raising drive is to subsidize microfilm and guides of records of major interest to genealogists. Archivist of the United States Robert M. Warner applauded the Federation's efforts, calling it "the first fund-raising effort by a private group of users. We regard this as a significant precedent in the cooperation between the private sector and federal agencies."

Albany, New York The National Archives and Records Service returned the records of Franklin Roosevelt's governorship to the New York State Archives. The records have been on loan since the mid-1950s from the State of New York to the Franklin D. Roosevelt Library in Hyde Park. Archivist of the U.S. Robert Warner said that the records were being returned primarily because the rapid development of the New York State Archives, opened in 1978, assures that the records will be properly preserved and administered in Albany. The Roosevelt Library will receive a duplicate microfilm copy of the returned records.

## Colonial Dames Scholarship

A scholarship to attend the January, 1983, session of the Modern Archives Institute at the National Archives is available. The dates for the Institute are January 3-14. The scholarship is funded by the Colonial Dames of America, Chapter III, and awarded by SAA.

To be eligible, an applicant must be an employee of an archival institution or agency, employed less than two years as an archivist or archives trainee, actually working with archives or manuscripts regardless of title, and be employed in an institution or agency with a fair percentage of its holdings in the period predating 1825. Resumes, accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications, should be submitted to Richard J. Cox, Baltimore City Archives, 211 E. Pleasant St., Baltimore, MD 21202 by October 31.

## The Lighter Side



"... and to the library of my beloved alma mater, Princeton, I leave my collection of matchbook covers."

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### Charlie



"... Before I tell you what I found out about your ancestors, I want you to give me your tie, belt, and shoelaces, and pay me my fee in cash. now!"

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"Contact lens, nothing! We're trying to find our Encyclopaedia Britannica!"

## Native American Archives Project

### Tribal Archives Conferences

The next Tribal Archives Conference, the second of six being held as part of the NEH-funded Native American Archives Project, will take place October 29-31 at the Oklahoma College of Continuing Education in Norman, Oklahoma. Other Conferences are tentatively scheduled as follows: January 1983, Washington, DC; March 1983, Santa Fe, New Mexico; April 1983, St. Paul, Minnesota; and June 1983, Spokane, Washington. The two-day conferences will consider current Native American archives programs, basic elements in archives programs, and sources of assistance for communities hoping to build archives programs.

Clydia Nahwooksy, Director of the Project, said that tribes are increasingly realizing that archives can be useful in preserving traditional ways and can also assist in tribal business and legal concerns.

The conferences are planned for those tribes who do not presently have archives, but are interested in gaining information for future use. Tribes that have archives or are developing archives will also find the sessions useful. John Fleckner, State Historical Society of Wisconsin, is archival consultant to the Project.

The conferences are a result of planning by a consortium consisting of the Society of American Archivists; National Anthropological Archives and Office of Museum Programs, Smithsonian Institution; the American Association for State and Local History; the North American Indian Museum Association; the American Indian Library Association; the National Archives and Records Service; and Cultures and Arts of Native Americans. The project is supported by the National Endowment for the Humanities. For additional information on the conferences, contact Linda Ziemer at SAA headquarters.

### "Tribal Archives" Slide Presentation

The Smithsonian Institution's Native American Museum Program has produced an audiovisual presentation entitled "Tribal Archives" which is designed to encourage the establishment and development of archives programs. It will be presented at the six Tribal Archival Conferences described above and available for loan or purchase through the Office of Museum Programs early in 1983.

The 20-minute program uses Native American examples and illustrations to document the essential features and benefits of an archival program. The presentation consists of two carousel slide trays, an audio-cassette tape, and a supplemental booklet including the script, a list of resources, glossary, and bibliography. For further information, contact Nancy Fuller, OMP/ALP Smithsonian Institution, A & I #2235, Washington, DC 20560. (202) 357-3101.

## Transitions...

SAA President EDWARD WELDON, Deputy Archivist of the United States since 1980, resigned in June to become Director of the Georgia Department of Archives and History. A Native of Florida, Weldon began his archival career in Atlanta as chief of the Archives Branch of the Federal Archives and Records Center, and served as the first president of the Society of Georgia Archivists in 1969.

DONALD SINCLAIR retired as head of special collections at Rutgers University in August. . . JOHN RUMBARGER, editor of the National Archives' journal *Prologue*, has accepted the position of historian for the Federal Emergency Management Agency. TIMOTHY WALCH has been named interim editor. . . GAIL FARR CASTERLINE, formerly associate editor of publications and director of research at the Chicago Historical Society, is beginning work in the Ph.D. program in American history at the University of Pennsylvania. . . ANN VAN ZANTEN, newly-appointed curator of architectural collections at the Chicago Historical Society, died tragically in the bombing of a Paris cafe in August. Van Zanten had replaced FRANK JEWELL who left CHS to become vice president and dean of the State Historical Society of Colorado. . . CARLA KEMP has been named supervisor of the Public Records Unit, Florida State Archives. . . MADELEINE BAGWELL PEREZ, formerly an archivist at the Schlesinger Library, Radcliffe College, has been appointed Medical Center archivist for the Bowman/Gray School of Medicine/North Carolina Baptist Hospital Medical Center. . . FRANK LEVSTIK, state archivist of Ohio since 1976, resigned to take a position as director of the NHPRC-funded State Board Assessment and Reporting Project in Frankfort, Kentucky. . . LARRY DOWLER has been appointed associate librarian at the Yale University Library. Also at Yale, KATHERINE MORTON has been named head of manuscripts and archives, and BILL BROWN and BRUCE STARK have joined Yale's manuscripts and archives technical services staff. . . CLEO HUGHES has been appointed to a position in the Training Division, Department of Personnel, State of Tennessee. . . MICHAEL KOHL has been named head of special collections at Clemson University. . . MARGERY SLY has accepted the position of archivist for the Senator Strom Thurmond Collection at Clemson. . . JAMES HUTSON has been appointed chief of the Library of Congress's Manuscript Division. . . ALAN FERN, LC's director for special collections in Research Services, has been named the director of the Smithsonian Institution's National Portrait Gallery. . . LAWRENCE MC CRANK has been appointed head of special collections, Indiana State University. . . SAA Fellow CHARLES E. LEE received an honorary Doctor of Humane Letters degree from the University of South Carolina. . . FREDERICK J. STIELOW has joined the faculty of the College of Library and Information Services, University of Maryland.

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

## Publications

ARCHIVES GUIDE for 95-year life of 4-year liberal arts Alma College. Includes papers of administrators, faculty and students; records of academic and plant growth; photographs and tapes; oral history interviews with people in 20th century wars. Topical arrangement with complete index. \$6.00. Order from: Archivist, Alma College, Alma, MI 48801.

ARCHIVAL IDEAS, monthly newsletter of archival outreach tips and news. Year subscription: \$5. Write: Archival Ideas, c/o Dean DeBolt, 4049 Alconbury Circle, Pensacola, FL 32504.

## Wanted

The SAA office seeks copies of current annual reports and any planning documents generated by archival institutions.

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Information about collections which contain materials related to tourism, recreation, sports, and/or athletics in New England. Contact T.D. Seymour Bassett, 11 Bilodeau Parkway, Burlington, VT 05401.

\*\*\*\*\*

Letters to and from Mary Cassatt (1844-1926) and letters about her written by her contemporaries. Contact Nancy Mathews, Office of Research, National Museum of American Art, Smithsonian Institution, Washington, DC 20560.



## Archivists' Calendar

The preservation of historic black-and-white photographic material will be the focus of a conference October 28-30 at the University of Texas. For further information, contact the Division of Continuing Education, UT Austin, Thompson Conference Center, Austin, TX 78712, or call (512) 471-3121.

The fall 1982 meeting of the Midwest Archives Conference will take place November 18-20, 1982 in Ann Arbor, Michigan. For further information, contact David A. Horrocks, Gerald R. Ford Library, 326 E. Hoover St., Ann Arbor, MI 48109.

An intensive 7-day course in paper conservation will be held October 14-22 at the University of Victoria, Victoria, B.C. For further information, contact Doug Franklin, Coordinator, Advanced Studies in Cultural Conservation, University Extension, University of Victoria, Victoria, B.C., Canada V8W 2Y2. (605) 721-8462.

The Association of Public Data Users will hold its annual conference in Washington, DC, October 14-15. For more information, contact Rick Bernder, APDU Secretariat, Princeton University Computer Center, 87 Prospect Ave., Princeton, NJ 08544. (609) 452-6023/6052.

"Going to the Source: An Introduction to Research in Archives," a four-day course sponsored by the National Archives, will be held November 16-19, 1982, in Washington, DC. For more information, contact Elsie Freeman, Education Division, National Archives and Records Service, Washington, DC 20408. (202) 523-3298.

The Archives-Library Committee of the African Studies Association will hold its fall meeting November 4-7, 1982, in Washington, DC, in conjunction with the annual meeting of the African Studies Association. The Cooperative Africana Microform Project will also meet. For further information, contact Leon Spencer, Archivist, Talladega College, Talladega, AL 35160.

The American Society for Information Science (ASIS) will hold its annual meeting in Columbus, Ohio, October 17-21, 1982. For further information, contact James E. Rush at (614) 881-5949.

The 1982 annual meeting of the American Association for State and Local History will take place September 18-25 in Hartford, Conn. For details, write AASLH, 708 Berry Rd., Nashville, TN 37204.

The Society of Georgia Archivists will hold its fall meeting at the Atlanta University Center, Woodruff Library, November 18-19. For more information, write SGA, PO Box 261, Georgia State University, Atlanta, GA 30303

## Professional Opportunities

**RECORDS RETENTION SPECIALIST (ADMINISTRATIVE ASSISTANT)**, Hughes Aircraft Co. Responsible for assisting the company's records management organization in establishing, implementing, and maintaining schedules for retention and disposition of recorded information in conformity to all legal, contractual, operating, and historical requirements. Specifically, would maintain a library of relevant reference literature, interview company employees, conduct physical inventories of records, draft schedules and practices, maintain files concerning retention decisions, coordinate vital records audits, identify historical records, promote records management awareness within the company and contribute to department publications. Qualifications: college degree; abilities to collect relevant information through literature searches and interviews, communicate clearly and accurately, work cooperatively with others, and comply with company and government security regulations; expertise in functions of common business, engineering and contractual records and records scheduling and appraising. Salary range: \$19,656-\$32,708. Contact: Jody Nakashima, Employment, at (213) 616-3366 or at Hughes Aircraft Company, Building E-8, M/S G-100, P.O. Box 902, El Segundo, CA 90245. No closing date provided.

**JUNIOR ARCHIVIST**, State University of New York at Stony Brook. Under direction of Senior Archivist will assist in processing and cataloging the Senator Jacob Javits Collection. Qualifications: appropriate education and training. Some years of experience desirable. Initial appointment for one year, renewable for one additional year subject to funding. One or more positions available pending budget approvals. Salary: \$15,000 minimum, depending upon qualifications and experience. Starting date: approximately November 15, 1982. Submit letter of application and resume, including names and telephone numbers of three references to: Evert Volkersz, Head, Department of Special Collections, SUNY Library, Stony Brook, NY 11794. Application deadline: September 30, 1982.

**ARCHIVIST**, Arnold Schoenberg Institute, California State University, Los Angeles. The Arnold Schoenberg Institute was established jointly by the University of Southern California and California State University and is located on the USC campus. Primary responsibilities include: organize and maintain manuscripts and related materials; implement and establish a conservation program; supervise and implement a computer catalog project, preferably showing familiarity with the current RLIN system and information retrieval; select, acquire, bind (as appropriate) new materials for the core collections and support research collection from publishers, dealers, individuals, and institutions. Required qualifications: graduate library degree; master's degree in music; three years' professional experience as music librarian or compensating achievement; written and oral communication skills; proficiency in German; must have exhibited professional growth and made professional, scholarly or creative contributions. Desired qualifications: reading knowledge of additional European languages; knowledge of literature and repertoire of Schoenberg and his period. Salary: \$19,728-\$27,288, depending upon qualifications. Send letter of application, including resume, names, addresses, and telephone numbers of three references, and position number (82-3), to: Morris Polan, University Librarian, California State University, Los Angeles, 5151 State University Drive, Los Angeles, CA 90032. Application deadline: October 1, 1982.

**ARCHIVIST I** (3 one-year contract positions), Ohio Historical Society. Responsibilities: locate inventory, appraise, acquire, process, and describe personal papers and organizational records accessioned through the Ohio Labor History Project. Qualifications: M.A. in American history, library science, or a related discipline from an accredited college. Valid driver's license required. Beginning salary: \$13,540 plus benefits. Apply to: Personnel Office, Ohio Historical Society, 1982 Velma Ave., Columbus, OH 43211. Positions available immediately. No closing date provided.

**MANUSCRIPT PROCESSOR**, Chicago Historical Society. 8-12 month position (completing the second year of a two-year grant). Responsible for arrangement and description of a wide variety of papers and records of Chicago area individuals and organizations. M.A. in history or related field and one year processing experience preferred. Additional experience beneficial. Contractual salary: \$16,000/year. Apply to: Archie Motley, Curator of Manuscripts, Chicago Historical Society, Clark Street at North Ave., Chicago, IL 60614. Application deadline: September 27, 1982.

**ARCHIVAL SPECIALIST**, Michigan State University. Principal responsibilities include supervising the processing of university records, historical manuscripts, and photographs, and providing reference service for researchers. Must also be prepared to assist with other functions of the archives, including records management, preparation of reports, and office-related tasks when necessary. Salary: \$15,000-\$16,000 range (depending upon qualifications) plus benefits. Minimum qualifications: Master's degree in history or related field. Completion of graduate archival education program that meets standards established by the Society of American Archivists and/or one year, full-time professional staff experience in an archival or manuscript repository. Send letter of application, resume, and names of three references to: Frederick L. Honhart, Director, University Archives and Historical Collections, Library Building, Michigan State University, East Lansing, MI 48824. Application deadline: October 29, 1982.

**DIRECTOR**, Clarke Historical Library, Central Michigan University. Position will involve administration and development of library collections and university archives. Qualifications: Ph.D. or equivalent in American history or related field; related scholarly publications; knowledge of book trade and historical materials including rare books, out-of-print materials, and manuscripts. Ability to work effectively with members of the university community. Experience in specialized library desirable. Candidate must be articulate and possess a strong public service orientation. Submit full credentials including vita, publications, course work, evidence of training and experience, and three letters of recommendation to: Office of the Provost, Central Michigan University, Mount Pleasant, MI 48859. Position will be open July, 1983 or earlier; application deadline: November 30, 1982.

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GOOSEMYER

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## Professional Opportunities

**CURATOR OF MANUSCRIPTS AND BOOKS**, Pilgrim Society, Plymouth, Massachusetts. To administer a well-developed collection of manuscripts and a research library related to the history of the Pilgrims and Plymouth. Qualifications: archival training and experience, knowledge of colonial history, ability to conduct research. Salary: \$9,000 plus benefits, 24 hours per week. Send resume and request for interview to Laurence R. Pizer, Director, Pilgrim Society, 75 Court St., Plymouth, MA 02360. No closing date provided.

**EXECUTIVE DIRECTOR**, Cumberland County Historical Society, Carlisle, Pennsylvania; (the Society includes a small library and museum). Responsible for general administration, writing grant proposals, public relations, exhibits and volunteers. Present staff consists of a half-time director, a part-time professional librarian and occasional typist. Society numbers 1200 with responsibility ultimately in an active Board of Directors. Qualifications: M.A. in history, museum management and American arts, with some administrative experience. Salary: \$15,000-\$20,000, including benefits, depending upon qual-

ifications. Starting date January 15, 1983. Send resume to Search Committee, Cumberland County Historical Society, 21 N. Pitt St., Carlisle, PA 17013. Application deadline: November 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 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.*

### Placement in Boston

SAA's placement service will operate again at this year's annual meeting. Candidates should bring multiple copies of their resume to the placement booth. Job listings will be posted at the booth and the placement service will assist candidates in setting up interviews with employers during the week of the meeting. Employers who have a position vacancy and would like to interview candidates at the annual meeting, should bring their job announcement to the placement booth to be posted and to set up an interview schedule. Employers who will not be attending the meeting, but who have a job announcement to be posted, should send the announcement to Linda Ziemer at SAA headquarters before October 13, 1982.

## PAIGE BOXES

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Ann Morgan Campbell, Executive Director (312) 922-0140

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