

State Budgets and State Archives

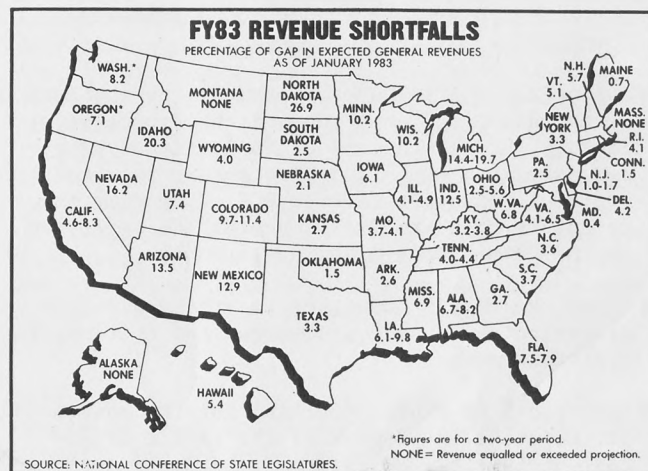
Projected tax revenues are down in every state except Alaska, Montana, and Massachusetts, according to a report released in January by the National Conference of State Legislatures. Two-thirds of the states already have slashed the budgets adopted for this year, and many have cut to the bone. The report termed the fiscal condition of the states "exceedingly grim."

The *Newsletter* contacted several state archives to determine the impact of the budgetary strains on their programs.

- Every state agency supported by the general fund in Alabama has absorbed a 15% cut in its original FY83 budget. At the Alabama Department of Archives and History, four part-time reference positions have been abolished and the searchroom is no longer open on weekends and holidays. Publication of the *Alabama Historical Quarterly* has been suspended. Three permanent positions are vacant and not being filled--approximately 7% of the complete staff complement.
- Ground was broken in Massachusetts in October 1982 for a \$20 million state archival facility. The archives is requesting 11 new positions, which would practically double the present staff, in the fiscal year budget which begins in July as part of a program to gear up to occupy the new building.
- In California, all state agencies were ordered to slash their projected spending by 4% in the period January-June 1983 by the new governor, George Deukmejian. The State Archives has a total freeze on hiring and promotions and its travel budget has been cut severely. The Archives has gained four new positions in the past 18 months and it is anticipated that next year's budget will maintain staffing at current levels.
- The situation for archives in North Dakota is not as grim as the budget shortfall figure would indicate. The State Historical Society has ab-

sorbed a 10% cut, but the research and reference division, which includes archives and manuscript activities, was not greatly affected. The division did lose \$10,000 out of its \$47,000 equipment budget.

- The Michigan History Division has suffered a 40% budget cut over the past 2½ years. While there have been no layoffs in the archives unit, one of five permanent positions and several part-time positions have been lost through attrition in the period. Division employees have taken furlough days without pay and worked other days for deferred compensation as part of the state's efforts to balance its budget.



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The Reagan Administration's FY84 budget for the National Archives and Records Service essentially continues NARS' FY83 funding of \$87 million. However, no NHPRC grant funds are included in that FY84 figure.

What Council Did

At its January meeting in Chevy Chase, Maryland, SAA's Council:

- *Learned that President Cook has appointed Helen Slotkin to a four year term and reappointed David B. Gracy II to a two year term on the National Historical Publications and Records Commission.
- *Heard a progress report on the work of the ad hoc committee on Professional Affinity Groups and endorsed its approach.
- *Authorized the publication of a statement by the Goals and Priorities Task Force (see p. 6-7).
- *Authorized the creation of a study group to address the question, "What is an archivist?"
- *Received the results of a priority ranking by the Editorial Board of potential publications projects.
- *Received a report on efforts to reinstitute publication of the annual bibliography.
- *Authorized the negotiation of a new multi-year lease for office space in Chicago.
- *Selected Shonnie Finnegan and Lucile Kane to serve on the 1982-83 Professional Standards Committee.
- *Authorized continuance of payments to the National Coordinating Committee for the Promotion of History through the end of SAA's fiscal year, and named the Executive Director as the Society's official representative to NCC, directing her to ensure that archival concerns are reflected in the Committee's mission statement.
- *Asked the Awards Committee to create a subcommittee to review the procedures and criteria for Society awards.
- *Approved a resolution calling for the continuance of the archives program of the Public Broadcasting Service.
- *Received draft procedural guidelines for Council operations prepared by Lynn Bonfield and Sue Holbert.
- *Heard that materials relating to issues arising from consultant guidelines and lists have been forwarded for review by legal experts.
- *Authorized William W. Moss to explore the possibility of establishing an exchange program involving American and Chinese archivists.

Recommendations by Copyright Office

On January 5, the Register of Copyrights submitted to Congress his report on section 108 of the Copyright Law. The SAA Copyright Task Force presented testimony at hearings conducted in 1980 as part of information-gathering activities for this report, as did representatives of libraries, users, publishers, and assorted other interest groups. The report is 363 pages in length with seven large appendixes. At the time the *Newsletter* went to press, members of the SAA task force had not yet been able to review the complete report. However, an "executive summary" prepared by the Copyright Office along with an article published in the *Chronicle of Higher Education* (January 12) outlining the major recommendations have given archivists cause for serious concern. The report appears to be strongly weighted toward the copyright owner.

The Copyright Office has made six non-statutory recommendations and four "principal" statutory recommendations. Among the former, recommendation #6 proposes the "encouragement of agreements concerning archival preservation issues." The exact nature of this encouragement and the kinds of agreements to be encouraged are unclear. More troubling is recommendation #4 of the statutory recommendations "endorsing enactment of an amendment to 108(d) and (e) to make it clear that unpublished works are not within their scope." This latter recommendation, of course, requires action by Congress and no activity is considered imminent. An important question centers on the treatment in the full report of the relationship of the "fair use" section (107) to section 108.

The Copyright Task Force will be contacting its counterparts in library and historical organizations so that responses can be coordinated. Comments from SAA members would be appreciated and welcomed and should be directed to Linda Matthews, Task Force chair, Special Collections Department, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322.

SAA Staff

Ann Morgan Campbell	Executive Director
Terry Abraham	Projects Editor
Bernice Brack	Membership Assistant
Sylvia Burck	Program Assistant
Suzanne Fulton	Publications Assistant
Andrea Giannattasio	Bookkeeper
Joyce E. Gianatasio	Director, Admin. Services and Annual Meetings
Antonia Pedroza	Administrative Aide
Deborah Risteen	Managing Editor
Mary Lynn Ritzenthaler	Program Officer
Charles Schultz	Editor, <i>The American Archivist</i>
Linda Ziemer	Program Assistant

Response to Nuclear Freeze Resolution

At SAA's business meeting, held during the 1982 annual meeting in Boston in October, the membership approved the following resolution:

WHEREAS the use of nuclear weapons would cause immense indiscriminate destruction of people and the records of people; and

WHEREAS one of the primary purposes of the SAA is to preserve the nation's documentary heritage;

THEREFORE, we call upon the President and Congress of the United States to take immediate steps toward the adoption of an agreement between the U.S. and the Soviet Union for the mutual, verifiable cessation of the testing and production of all nuclear armaments and for the reduction and eventual abolition of present stockpiles of such weapons.

The resolution was transmitted by SAA's Executive Director to President Reagan and the leadership in Congress. Following are excerpts from some of the responses received to date.

From Sen. Alan Cranston (D-CA): I have been working here in Congress and in grassroots meetings around the country to build support for a nuclear freeze and reductions. . . I'm also continuing to bring together in my office on a regular basis a bipartisan group of Senators to discuss the whole range of issues pertinent to arms control and nuclear proliferation. Many thanks for your input on this vital issue.

From Sen. Howard Baker (R-TN): Regardless of who may be responsible for the organization and backing of groups that support the nuclear freeze movement in the United States, I do not believe the so-called "freeze" would serve the security interests of the United States or diminish the risk of nuclear war. In fact, by adopting the Soviet proposal to freeze existing inequalities in the arms balance, the freeze movement undermines our ability to achieve truly meaningful and equitable arms reductions.

From Sen. Charles Percy (R-IL): ". . . I applaud the freeze movement for bringing public awareness to bear on the problem of achieving substantive arms control results. This has indeed been a remarkable accomplishment. But I do not think that the freeze proposal offers a solution if you examine this problem hard-headedly. A better approach is to move directly to negotiate sharp reductions in deployed weaponry, starting with the most destabilizing systems--the thousands of strategic warheads deployed on land and at sea. This is the approach advocated in our resolution, and it is an approach which I hope you, too, can support.

Warner's Position Threatened

January 31 editions of the *Washington Post* reported: "Richard F. Staar, the hard-liner who recently resigned under pressure as chief U.S. negotiator at the Mutual and Balanced Force Reduction talks in Vienna, may resurface as national archivist, say White House sources. They add that Staar has not decided whether he will take the new post or return to the Hoover Institution from whence he came to the Reagan administration."

Staar, a political scientist who taught at Emory University for a decade before joining the staff at the Hoover Institution in 1969, has no archival training or experience. He held positions in the 1964 Goldwater campaign and in President Reagan's 1980 organization.

Reaction to the report was strong from the archival community and from allied professional organizations. Writing to GSA Administrator Gerald P. Carmen, the official who would appoint a new Archivist, and to the White House, SAA President J. Frank Cook and Executive Director Ann Morgan Campbell argued "There is no precedent for an appointment such as that now under consideration . . . The National Archives system should not be subject to partisan direction. The integrity of the archival program of the nation must be preserved."

Writing to President Reagan, Chairman of the National Archives Advisory Council Richard J. Leopold observed, "To remove Dr. [Robert M.] Warner now, without cause and simply to make his office available to another individual, would violate a practice adhered to by every administration since 1935. It would also be a great disservice to Dr. Warner, a demoralizing blow to employees of the National Archives and Record Service, and a clear signal to scholars and the public that your administration is not prepared to follow proven and traditional procedures with regard to nonpolitical offices that affect scholarship and the arts"

Philip Buchen, former White House counsel to President Ford, a member of the Archives Advisory Council, and a former member of the Public Documents Commission, was credited with bringing the issue to Ford's attention in early February. Ford, in turn, made contacts to the White House which, in the opinion of many observers, turned the tide. As the *Newsletter* went to press in mid-February, Staar's appointment as Archivist of the United States seemed an unlikely possibility.

SAA '83: Program Highlights and Pre-Conference Workshops

SAA's 47th annual meeting will take place October 5-8 at the Leamington Hotel in Minneapolis. The 1983 Program Committee, chaired by Linda Henry, American Psychiatric Association, met in January to select sessions and workshops for the meeting from the nearly 200 proposals submitted by SAA members.

The 1983 program will contain nearly 50 sessions and 18 workshops, 8 of which will be repeated. That means that meeting participants will have close to 75 options from which to choose. And that does not include Professional Affinity Group and committee meetings, tours, lunch hour open houses and clinics, banquets and receptions, and pre-conference workshops.

Among the limited enrollment workshops scheduled during the meeting are: basic appraisal, records management, basic computer concepts, systems analysis, the lone arranger, basic reference services, setting individual and institutional goals, analyzing automated systems, thesaurus construction, photographs: access vs. provenance, and effective professional presentations. Persons interested in attending any limited enrollment workshop must register in advance on the annual meeting registration form. These forms, together with the annual meeting program booklet, will be mailed to all SAA members in early July.

Regular program sessions scheduled for the meeting include: A National Plan: The Strategy to Define Archival Goals; Planning for Preservation; Documenting American Participation in the Vietnam War; Group Processing in Archives; Local Records: An Agenda for the Eighties; Business Archives: Users vs. Archivists; Budgeting for Archives; 19th Century Archival Theory vs. 20th Century Realities; and Perspectives on Archival Education, Past and Present.

Although the meeting officially begins on Wednesday, October 5, five pre-conference workshops have been scheduled to start as early as Sunday, October 2.

CAREER DEVELOPMENT AND JOB SEEKING SKILLS October 2-3; registration fee: \$100

Sooner or later, most archivists will enter the job market, either by choice or necessity. Creative job seeking demands a distinctive set of skills, which may bear no relation to the kinds of skills required for competent performance in a particular position. These job seeking skills are not magic formulas. They can be learned and they stem from knowledge of one's strengths, weaknesses, values, and goals.

Annual meeting participants can begin to learn these skills in a two-day workshop sponsored by the Status of Women Committee. Led by two experienced career counselors, this workshop will

provide job-seeking archivists with an opportunity to increase their self-confidence, make contacts, and establish support and information networks that may lead to a new job. Workshop leaders will be Luan Gilbert and Nancy Deutsch, partners in Transitions, a counseling service based in Madison, Wisconsin. Both are in their second careers. Gilbert was formerly a librarian and Deutsch a high school teacher. Each earned a Master's degree in social work and has had extensive experience counseling individuals as well as working with groups. They conducted a workshop in career development and life/work planning at a recent annual meeting of the American Library Association.

Their workshop for SAA will introduce archivists to planning concepts that can be useful at any stage of a career. These include the identification of skills and values that the job seeker now possesses that will be useful in finding a new job or in advancing or changing careers. Workshop participants will learn about the "hidden job market" and how to use their research skills to explore it. At least half of one day will be devoted to job search skills, including writing a functional resume and preparing for interviews.

Enrollment is limited to 30. Persons interested in participating should send a check for the \$100 registration fee to SAA headquarters, 330 S. Wells, Suite 810, Chicago, IL 60606. Further information on the workshop is available from the chair of the Status of Women Committee, Mary Janzen, Chicago Historical Society, Clark St. at North Ave., Chicago, IL 60614. (312) 642-4600, ext. 29.

ADMINISTRATION OF PHOTOGRAPHIC COLLECTIONS October 2-4; registration fee: \$50

This three-day workshop will address such topics as the historical development of photography, identification of photographic media, appraisal and collecting policies, arrangement and description, legal issues, and preservation. The use of photographs for research, exhibition, and publication will also be discussed. The workshop will be conducted on an introductory level and is open to individuals currently working with photographic collections. The instructors will be Margery S. Long, Wayne State University, Gerald J. Munoff, Kentucky Department for Library and Archives, and Mary Lynn Ritzenthaler, SAA. This workshop is part of SAA's Basic Archival Conservation Program, funded in part by the National Endowment for the Humanities. For an application or further information, contact Sylvia Burck at SAA headquarters. Limited enrollment.

ARCHIVES: AN INTRODUCTION October 2-4; registration fee: \$110

This workshop is open to those who currently bear responsibility for archives and manuscripts but have little or no previous training. The workshop will focus on the rudiments of archival theory and

SAA '83, cont.

practice: the nature of archives and manuscripts, appraisal and accessioning, arrangement and description, reference and access, conservation, and management. Megan Desnoyers, Kennedy Library, and David Horn, DePauw University, will be the instructors. Persons interested in attending should contact SAA headquarters.

AN INTRODUCTION TO ORAL HISTORY IN THE ARCHIVES October 4; registration fee: \$36

This workshop provides a basic overview of oral history and its integration into archives and manuscript collections. Participants will receive instruction in researching, framing, and conducting oral history interviews; guidelines and ethics; dealing with narrators; transcription; record-keeping; and legal contracts governing the interview. Additional information will be provided on project publicity, taping equipment, tape storage, and videotaping oral history interviews. The workshop will conclude with a session in which participants discuss their own active or proposed projects with the instructors. James E. Fogerty, Minnesota Historical Society, and William J. Marshall, University of Kentucky, will teach the workshop. Persons interested in attending this workshop should contact SAA headquarters.

EDUCATIONAL PROGRAM FOR MACHINE-READABLE RECORDS October 2-4; registration fee: \$40

The SAA Task Force on Automated Records and Techniques has developed an educational program for the administration of machine-readable records. Certain components or modules of the core curriculum have been given over the years as workshops at SAA annual meetings. The task force is now offering the curriculum as a two-day workshop prior to the 1983 annual meeting. There will be four modules to the curriculum, each ½ day in duration: records management; appraisal; description and documentation; reference; and an action kit on the preservation of machine-readable records. Instructors for the workshop are Margaret Hedstrom, State Historical of Wisconsin; Thomas Brown, NARS; Sue Dodd, University of North Carolina; and Ross Cameron, NARS. Limited enrollment. Interested persons should contact SAA headquarters.

Nominations for Fellows Solicited

The SAA Committee on Professional Standards urges the Society's membership to nominate persons for election as Fellows in 1983. Fellows are elected by a 75% vote of the Committee, which is made up of the five most recent past presidents of the Society and two Fellows elected to the Committee by Council. The 1982-83 Committee chair is Edward Weldon. Other past presidents on the Committee are Ruth Helmuth, Maynard Brichford, Hugh Taylor, and Robert Warner. The two Fellows appointed by Council are Shonnie Finnegan and Lucile Kane.

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

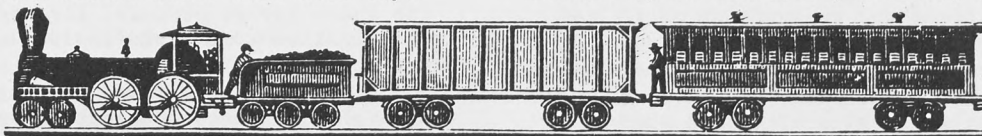
- A. Appropriate academic education and professional and technical training in any of the fields of the Society's interest.
- B. Professional experience in any of the fields of the Society's objectives for a minimum of seven years, which shall include evidence of professional responsibility.
- C. Writing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

Any SAA member is eligible to nominate another member for Fellow of the Society. For a nomination form, write to Antonia Pedroza at SAA headquarters. Completed forms must be received by Edward Weldon, Georgia Department of Archives & History, 330 Capitol Ave., SE, Atlanta, GA 30334, by May 15.

All Aboard the SAA Express!

The Society's current president and vice president, J. Frank Cook and David B. Gracy II, both are enthusiastic train buffs. In recognition of that fact, a train trip is being planned to the 1983 annual meeting in Minneapolis-St. Paul. The trip will start in Chicago on Monday, October 3, and will end in the Twin Cities later that same day.

Along the way, travelers will pass through some of the most beautiful country in the Midwest. And it will be especially lovely for this trip because the fall colors should be at their peak. Persons interested in riding the "SAA Express" should contact J. Frank Cook, B134 Memorial Library, University of Wisconsin, Madison, WI 53706.



A Statement of the Mission and Goals for the Archival Profession

In late 1982, SAA's Task Force on Goals and Priorities was created. Task Force members, appointed by SAA President J. Frank Cook, are Larry Hackman, New York State Archives; F. Gerald Ham, State Historical Society of Wisconsin; Anne Kenney, University of Missouri; Helen Slotkin, Massachusetts Institute of Technology; and Edward Weldon, chair, Georgia Department of Archives and History. The Task Force members have prepared the following draft statement of missions and goals and invite comment and discussion from their colleagues. Comments should be sent to SAA headquarters in Chicago and will be published in the "Perspectives" section of the May SAA Newsletter. The deadline for receipt of comments is April 15.

Purpose

This draft statement of mission and goals for the archival profession has been prepared by the Society of American Archivists' Task Force on Goals and Priorities. The Task Force offers this preliminary statement for discussion and comment by individual archivists and their institutions, by archival associations and professional associations in related fields, and by the interested public. This is the first stage in developing an ongoing process whereby major archival needs can be defined and addressed more effectively. The Task Force has drafted the statement with several potential uses in mind and we invite comments on all of these.

First, such a statement can serve the archival community as a reminder of our ultimate purposes as a profession beyond the more immediate aims of our particular programs and individual professional organizations. The statement can help each of us to channel our efforts more effectively toward the achievement of these broader ends as we go about our individual activities. The same benefit can accrue when archivists join together for collective action through our professional associations, networks and other cooperative systems, and in special project work.

Second, such a statement can assist archivists in communicating with non-archivists in our institutions and in the broader community towards which we direct our work and from which we seek support for it.

Third, a statement of mission and goals is a sine qua non for other stages of a planning process for the archival profession, should the profession decide to develop such a process. Although planning for the profession would be quite different from planning in the private sector or for a single organization, development of an agenda of needs and suggestions as to how these needs might be met can be considered effectively only within a clear mission and goals framework. And these must reflect a broad consensus within the profession after an open

review process and a mechanism for refinement to reflect changing conditions and opinions.

Review Process

The Task Force proposed and the SAA's Council agreed that the draft statement be circulated widely for comment within and beyond the archival profession. Specifically, we recommend that the draft, including the introductory statement of purpose and this outline of a proposed review process, be published in the *Newsletter* of the Society of American Archivists and be sent to the chief executive officer and the newsletter editor of all archival associations in the United States and Canada; and to the chief executive officer and newsletter editor of major historical, library, information science, records management, and related associations; and to major funding, research, and representational bodies in these areas. These organizations should be encouraged to publish the statement in their newsletters, to refer it to appropriate committees for comment, and to sponsor discussions of the statement during annual or other meetings. All comments should be directed to the Task Force on Goals and Priorities in care of SAA, 330 South Wells St., Suite 810, Chicago, Illinois 60606.

The Task Force itself will sponsor a discussion session on October 6, 1983 during the annual meeting of the Society of American Archivists in Minneapolis/St. Paul to elicit discussion of the draft statement itself and of an appropriate process for its refinement.

If the above discussions convince the GAP Task Force that a statement of mission and goals will be useful to the profession, the Task Force will propose a formal statement of mission and goals (refined in consideration of comments received in the above review process) for endorsement and promulgation to the profession and the public and a process whereby the statement can be refined and shared in the future. The Task Force would also then begin to consider the possible exten-

sion of the statement to include objectives and suggested activities to address them. The Task Force would again recommend a participatory process for any such discussions beyond the mission and goals levels.

Mission, Goals, and Objectives for the Archival Profession

Mission

To ensure the identification, preservation, sound administration, and maximum use of records* of enduring value to society.

*(Throughout this document, "archival records" includes the information in records that do not possess sufficient intrinsic value to warrant their preservation in original form as well as those that do possess such value.)

Goals for the Archival Profession

- (1) The ongoing identification and retention of only those records of enduring value to society.
- (2) The responsible administration of archival records to ensure their availability under appropriate conditions.
- (3) The maximum use of archival records for the benefit of society.

Goal #1: The ongoing identification and retention of only those records of enduring value to society.

Subgoals

- (a) Public awareness across society sufficient to ensure the retention of archival records.
- (b) Acceptance of responsibility by creators of archival records for their appropriate retention.
- (c) Knowledge of the characteristics, uses, and values of records sufficient to guide those involved in the evaluation and selection of archival records.
- (d) The development and coordination of documentation strategies.
- (e) Cooperation among all historical records repositories in implementing coordinated documentation programs by accessioning archival records or otherwise ensuring their retention until accessioning is appropriate.

Goal #2: The responsible administration of archival records to ensure their availability under appropriate conditions.

Subgoals

- (a) The development of guidelines and standards for archivists and archival programs engaged in administering archival records.
- (b) Education and training standards and pro-

grams to ensure qualified individuals to administer archival programs.

(c) Research and development programs to provide for the most effective administration of archives.

(d) Technical assistance programs to ensure the availability of information for improved archival administration.

(e) Informational, promotional, and advisory programs that foster support for sound archival administration by records creators and repositories holding records.

Goal #3: The maximum use of archival records for the benefit of society.

Subgoals

(a) Statutes, regulations, and accepted practices for maximum access to archival records consistent with the protection of individual rights.

(b) Studies to investigate present and potential uses and users of archival records for the benefit of society.

(c) Development and dissemination of information about historical records holdings.

(d) Effective educational and promotional programs to encourage the maximum use of archival records.

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. Copy deadline for the May issue is April 15. We encourage *Newsletter* readers to send in clippings, cartoons, and other items which they feel are appropriate for publication in the *Newsletter*.

Letters of professional interest to SAA members will be considered for publication in "Perspectives." They should not exceed 250 words and should be signed. Letters must be received by the first of the month preceding the month in which a *Newsletter* is published (April 1 for the May issue). Letters received after the first of the month will be held for possible publication in a subsequent issue.

The *Newsletter* editor will solicit response (to appear in the same issue) to letters that seem to call for them. It may not be possible to print all letters received. The Editorial Board may be called upon to arbitrate occasionally and to make decisions about the pertinence and/or appropriateness of a particular letter.

The *Newsletter* also accepts both display and classified advertising. Information on rates and specifications is available from Sylvia Burck at SAA headquarters.

All other correspondence regarding the *Newsletter* should be sent to Deborah Risteen, Managing Editor, SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

Continuing Education from SAA

Administration of Photographic Collections

June 15-17, 1983, Georgia Department of Archives and History, Atlanta
August 10-12, 1983, New Jersey Historical Society, Newark

These three-day workshops will address such topics as the historical development of photography, identification of photographic media, appraisal and collecting policies, arrangement and description, legal issues, and preservation. The use of photographs for research, exhibition, and publication will also be discussed. The workshop will be conducted on an introductory level and is open to individuals currently working with photographic collections. Limited enrollment; tuition is \$50. Workshop instructors are Margery S. Long, Wayne State University; Gerald Munoff, Kentucky Department for Libraries and Archives; and Mary Ritzenthaler, SAA. These workshops are part of SAA's Basic Archival Conservation Program, funded in part by the National Endowment for the Humanities. Contact Sylvia Burck at SAA headquarters for an application.

Basic Archival Conservation

July, 1983, Chicago

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 in the three-day workshop include causes of deterioration, environmental controls, implementing a conservation program, disaster preparedness, care of non-textual records, and preservation microfilming. Instructors are Judith Fortson-Jones, Nebraska State Historical Society, and Mary Lynn Ritzenthaler, SAA. Limited enrollment; tuition is \$75. Contact Sylvia Burck at SAA headquarters for further information.

Business Archives: The Basics and Beyond

May 16-20, 1983, Dearborn, Michigan

This 4½-day workshop is divided into two parts: "Basic Archival Procedures" (May 16-18) and "Selected Topics in Business Archives" (May 19-20). Douglas A. Bakken, Henry Ford Museum, and Philip F. Mooney, Coca-Cola Company, are the instructors for the first three days of the workshop, which will cover appraisal and accessioning, arrangement and description, getting management support, developing a plan for the first year, access and legal issues, and budgeting. The topics for the final two days of the workshop are: business history (David L. Lewis, University of Michigan); records management (Thomas C. Pardo, Standard Oil of Indiana); automating the archives (Diane Vogt-O'Connor, Cranbrook Academy of Art); buildings and equipment (Don W. Wilson, Gerald R. Ford Library); and photographs in the business

archives (Margery S. Long, Wayne State University). The registration fee is \$350 for the entire 4½ days, \$250 for the three-day portion only, and \$150 for the last 1½-day selected topics segment. Contact Deborah Risteen at SAA headquarters for a complete brochure and registration form.

Starting an Archives

June 9-11 (tentative), Washington, D.C.

This workshop will include presentations on the nature of archival programs, resources necessary to operate an archival program, an overview of the functions of an archives, and planning for the establishment of an archives. Instructors are David B. Gracy II, Texas State Archives, and Linda Henry, American Psychiatric Association. The workshop is supported in part by the scholarship fund of the Colonial Dames of America, Chapter III. Tuition is \$115. For further information and an application form, contact Linda Ziemer at SAA headquarters.

Conservation Consultant Service

Repositories interested in developing conservation programs are urged to respond quickly. A number of consultations will be available through SAA's Conservation Consultant Service until June, 1983, after which time this service will no longer be available on a cost-sharing basis. Conservation consultants will assist archival institutions in surveying and evaluating environmental conditions, storage facilities, handling procedures, treatment needs, and exhibition practices. The site visit followed by a written report will provide institutions with a blueprint for developing programs of conservation action. The consultant service is offered through SAA's Basic Archival Conservation Program with funding from the National Endowment for the Humanities. For an application or further information, contact Mary Lynn Ritzenthaler at the SAA office.

Native American Archives Project

The following Tribal Archives Conferences have been scheduled as part of this NEH-funded project:

March 16-18, Santa Fe, New Mexico
May 11-13, Minneapolis, Minnesota
June 1-3, Spokane, Washington

Contact Linda Ziemer at SAA headquarters for details.

The Project is looking for volunteers willing to provide advice and assistance to tribes starting their own archives. Tribes seeking information or assistance will be referred to a volunteer archivist in their geographic area. Interested persons should contact Linda Ziemer at SAA headquarters.

Education Directory

Prepared by the Committee on Education and Professional Development * 1983

A Note on Archival Careers

Drawing upon specialized training and a variety of skills, the archivist acquires, preserves, and promotes the research use of unpublished documents in a variety of formats. The archivist discovers what records and papers exist, locates them, and assesses how useful they are likely to be to researchers and other users. This assessment, or appraisal, requires an understanding of the historical context in which the documentation was produced, the uses for which it was created, and its relationship to other sources.

The archivist selects those materials that, in his or her judgment, should be preserved. If the materials are damaged, the archivist arranges for their repair and preservation. The archivist also arranges and describes the documentation, makes it available to users on equitable terms of access, and publicizes it to prospective user constituencies.

Archives and Manuscripts

Original source materials often provide the most direct and intelligible evidence of past human activity, document the accountability of individuals and institutions, and generally constitute the richest source of information that is weaved into historical explanations.

Contemporary documents, created by participants or eyewitnesses, exist in a variety of forms. Printed sources, such as newspapers and government documents, usually exist in multiple copies and are generally found in libraries, but many source materials are not in published form. These documents—referred to collectively as archives or manuscripts—are the responsibility of the archivist. Both the records of institutions (often called archives) and the papers of individuals (often called manuscripts) are preserved in archival repositories. Traditionally, these documents have taken the forms of correspondence and legal and financial records. Changes in documentary technology, however, have introduced the archivist to photographs, films, sound recordings, computer tapes, and videodiscs, among other formats.

Types of Archival Repositories

Archival repositories are as diverse as the institutions and constituencies they serve. There is substantial variation not only in the scope and nature of their holdings, but also in their size, structure, and organizational placement within the parent institution.

Academic Institutions and Research Libraries

More archivists work for colleges and universities than for any other type of institution. They are responsible for administering not only the archives of the institution, but also the records of organizations and the papers of persons connected with it. Most often they are responsible for manuscript collections accumulated to promote scholarly research. Some large universities maintain general research collections with strengths in many areas; most specialize in a particular time period, geographical area, or subject field.

Important general research collections are maintained by a few large research libraries not connected with educational institutions. Specialized research institutions and private historical agencies generally have manuscript holdings with a geographic, religious, or subject orientation that is of great value to scholars in particular fields.

Government

The United States and Canada maintain extensive, well-staffed national archival agencies, responsible for administering government records of enduring value and furnishing other governmental agencies with professional and technical assistance relating to their current records. The National Archives and Records Service (NARS), with its central offices in Washington, D.C., supplements its archival functions with publication and exhibits programs. In addition to maintaining regional archives branches, NARS operates presidential libraries. They contain the papers of presidents of the United States as well as the papers of many of their advisors, appointees, and associates. NARS is the single largest employer of archivists in North America.

Most states and provinces, and some cities and counties, have programs for administering their records and archives. A few are large, comprehensive operations which carry on a full range of archival functions consistent with the highest professional standards. There is a great variety in the structure and emphasis of these programs. Some state and provincial archives also have programs for the management of current and semicurrent state records with the latter usually located in records centers. In other states and provinces the archival agency is combined with a state historical society which emphasizes service to scholars, or with a state library. These state and provincial archives offer expanding opportunities for employment. In many cases state and provincial archival agencies administer the archives of local governments. A few urban centers have their own archival agencies.

Business and Labor Archives

Several large business and labor organizations maintain their own archives, usually as part of their library or public relations programs. Some business archives are open to scholars on a regular basis; others are kept chiefly or exclusively for the administrative convenience of the parent organization, with access to the records closely controlled. Many businesses and labor unions have transferred their archives to universities and other research institutions.

Other Archival Agencies

Hundreds of churches, professional societies, fraternal associations, ethnic organizations, political clubs, and other institutions and organizations maintain their own archives. These vary from large, well-funded operations providing a full range of archival services to limited activities dependent upon a part-time volunteer staff.

Qualifications for Employment

At present there is no generally accepted standard of academic qualifications and training for employment as an archivist. Most entry level positions, particularly in academic institutions, research libraries, and the federal government, now require a graduate degree including the practicum. A few positions require a doctorate.

The most useful areas of educational specialization include history, public administration, political science, and library science, though other specialized training may be desirable if the repository has a particular topical emphasis. Training in research methods and experience in conducting original research is essential if the archivist is to fully discharge his or her professional responsibilities. Necessary personal qualities include a talent for organizing; the ability to express thoughts precisely, both orally and in writing; the ability to work well with a wide variety of people; and a desire to be of service.

Placement

The Society of American Archivists operates a placement service to assist individuals who are seeking employment. Professional opportunities are listed in each issue of the *SAA Newsletter* and in the "Employment Bulletin," a bimonthly listing of job openings which is available to SAA members at a cost of \$10 per year. Another component of the placement service is the "Candidate Register," a confidential listing of the qualifications of each participant in the placement service. The "Candidate Register" is sent to employers listing vacancies with the Society or upon request. Candidates are identified on the register by means of a number assigned by the placement service. When an employer requests additional information regarding candidates, resumes filed with the placement service are forwarded.

Salaries and Benefits

Salaries of archivists vary, but tend to be higher in government and business archives than elsewhere. Candidates with

graduate degrees and/or archival experience may often command higher starting salaries than those without such qualifications. Supervisory positions in archives have about the same salary as college faculty.

There is similar variation in the benefits available to archivists. Many archivists in government repositories have civil service standing, with provisions for tenure, merit raises, promotion, and seniority benefits. Professional employees at academic archives often have faculty status, tenure, and generous vacation schedules. For further information, readers might consult the periodic salary surveys of the profession conducted by SAA.

The Work of the Archivist

Acquiring, arranging, describing, preserving, and promoting the widest possible use of archives and manuscripts are the tasks of the archivist. Once the records are known to exist, the archivist assesses them for their information and artifactual utility. Such an assessment requires understanding their historical background, the context in which they were created, and their relationship to other sources. The archivist selects the documents to be retained, assures their continued preservation, arranges and describes them to enhance their accessibility to researchers, and assists researchers in their use. In shaping documentation, the archivist serves as a guardian of the collective memory, documenting transactions, enhancing and promoting access to the documentation that constitutes an important facet of our social memory.

Guidelines for Graduate Archival Education Programs

Listing in this directory does not imply accreditation or endorsement by the Society of American Archivists. At present, the SAA does not accredit archival education and training programs, institutes, or courses. However, the SAA Committee on Education and Professional Development has prepared guidelines for graduate archival education programs. The guidelines, which have been approved by the SAA Council, follow.

- I. Introduction** These guidelines provide a basic program for archival education as part of a graduate degree. This program would be offered in an accredited college or university with appropriate instructional resources—including an established archival program of its own—and with cooperative arrangements with other established archival repositories. The program director must be an archivist whose credentials include no less than five years of experience in a position of responsibility administering an archival program. The program must consist of at least one year's study which includes equal emphasis on instruction in archival theory, laboratory work and the opportunity for specialized

projects through independent study. The credit hours should total not less than those required by the university for a minor or concentration in a graduate degree program.

II. Theory Elements Courses in archival theory must cover the following five elements taught sequentially or concurrently.

- A. The nature of archives, defined as
 - Origin and development of archival principles and methodology
 - Terminology
 - Archives legislation
 - Administrative history
 - Problems of forgery, authentication and valuation
 - Professional organizations
 - Relationship with other professions
- B. The acquisition of archives, defined as
 - Acquisition policies, programs, and competition
 - Solicitation strategy and techniques
 - Legal instruments and their negotiation
 - Evaluation for tax purposes
 - Records management and the life cycle concept
 - Scheduling
 - Appraisal principles and methods
 - Acquisition options, including sampling and microfilming
 - Disposal and disposition, standards and alternatives
- C. The processing of archives, defined as
 - Accessioning
 - Arrangement
 - Description, including such finding aids as guides, inventories, calendars, catalogues, and indexes
 - Conservation of textual and non-textual materials, including control of the physical environment
 - Storage, including design of buildings, shelving, and archival containers
 - Workflow design
- D. The use of archives, defined as
 - Reference services
 - Access
 - Archival security
 - Research techniques
 - Public relations
- E. The administration of archival repositories, defined as
 - Establishing goals and priorities
 - Program planning and evaluation
 - Budgeting and financial planning
 - Appropriations, fund-raising, grant acquisition
 - Internal resource allocation
 - Staffing and personnel management

III. Laboratory Elements

- A. Structure and content. The laboratory should provide the student with practical experience in all facets of a full-service archival program, including acquisitions, arrangement, description, and reference service. In addition, it may provide opportunities for a degree of specialization that may not be possible in the sequence of archival theory courses. The laboratory must be project-oriented; that is, the student will be expected to complete a number of specific projects, e.g., the arrangement and description of a collection, the inventory and analysis of a body of current records, the preparation of an appraisal evaluation, or the preparation and conduct of a recorded interview. The laboratory should provide opportunities for field collection, for work with audiovisual or other physical types, and for an introduction to simple preservation and conservation techniques.
- B. Duration. The laboratory experience must include a minimum of 140 hours of project work.

IV. Independent Study In addition to theory and laboratory courses, an opportunity for independent study must be available. The assignment should provide for specialized archival experience and should be mutually agreeable to the instructor, the cooperating archival institution, and the student.

Directory of Educational Programs

This *Directory* endeavors to provide the latest, most complete information available about the many and diverse archival training programs described herein. The information provided here is subject to change, and the reader is referred to the *SAA Newsletter* for current supplementary information about training programs and continuing education offerings. The *SAA Newsletter* is mailed to individual and institutional members of the Society. For information on membership in the Society, the SAA placement service, publications, and the *SAA Newsletter*, contact: Society of American Archivists, 330 S. Wells Street, Suite 810, Chicago, IL 60606. (312) 922-0140.

Information contained in the listings which follows was compiled from questionnaires distributed by the Committee on Education and Professional Development of the Society of American Archivists in the fall of 1982. In the *Directory* course offerings are identified according to the following general categories:

Graduate Study

Multi-course Programs

These programs generally offer students an introduction to the theory and practice of archives as well as additional practical work in a reputable archive or manuscript collection. In addition courses may be offered pertaining to oral history,

preservation and conservation of manuscripts, reprography, audio and visual records, and records in machine-readable form. These programs are usually set within the context of a master's degree program in history or library science. Some schools offer a joint M.A.-A.M.L.S. degree in history and library science. Some programs also offer archives as a field of study for the Ph.D. in either history or library science.

Single Course Offerings.

These courses provide a student in a history M.A. program or a library science M.L.S. program with an introduction to the theory and practices of archives. These single course offerings are generally more in the line of an overview and not sufficient in themselves as preparation for a career in the administration of archives.

Post-appointment Training

Certain very large archival institutions, most notably the National Archives of both the United States and Canada, offer a program designed to train newly hired personnel in the application of archival theory and practice to all phases of large and very complex government practices.

Workshops and Institutes

Basic Workshops or Institutes

These are intended to acquaint newcomers to archival positions with the principles of archival theory and practice. They provide an introduction to archives for the part-time archivist or employees of institutions that cannot afford a professional archivist. They usually last from two days to two weeks and thus do not provide the depth of coverage found in the formal graduate offerings.

Continuing Education for Practicing Archivists

These opportunities are intended to deal with complex applications of accepted archival principles, with new developments in the field, or with special problems related to allied professions.

The *Directory* is arranged alphabetically by state with Canadian entries following those for the United States. Each entry contains the following information: institution name; course offering category (multi-course, single course, or institute); degree sequence of which archives courses are a part (M.A., M.L.S., Ph.D., or other); courses offered (title, term regularly offered [F = fall, W = winter, Sp = spring, Su = summer], and instructors name when provided). If a practicum is given, it is listed. Name and address of contact person concludes the entry. In instances where one or more of these items are missing from an entry, the missing information was not supplied on the questionnaire.

ALABAMA

Auburn University

Multi-course. M.A., Ph.D. Practicum.

Reading in Archival Procedures—F, W, Sp, Su (A. Jones); Archival Internship—F, W, Sp, Su (A. Jones).

Contact Dr. Allen W. Jones, Department of Archives, Auburn University, Auburn, AL 36849.

CALIFORNIA

California State University—Dominguez Hills

Multi-course. Other. Practicum.

Archives and Records Management—Sp (B. Parham); Oral History—F, W (J. Grenier); Internship in Public History: Archives—F, W, Sp, Su (H. Holter).

Contact Prof. Howard Holter, Director, Public History/Historic Preservation, California State University—Dominguez Hills, 1000 E. Victoria, Carson, CA 90747.

University of Southern California

Multi-course. M.L.S. No practicum.

Archives Management—F (D. Thomison); Records Management—Sp (D. Thomison).

Contact Dr. Dennis Thomison, School of Library and Information Management, 302 Waite Phillips Hall, 3470 University Ave., Los Angeles, CA 90089.

COLORADO

Colorado State University

Multi-course. M.A. Practicum.

Contact James E. Hansen II, Department of History, Colorado State University, Fort Collins, CO 80523.

University of Colorado—Boulder

Multi-course. M.A., Ph.D. Practicum.

Introduction to Archival Procedures—F (L. Scamehorn); Training in Archival Procedures I and II—Sp, Su (L. Scamehorn, et al.).

Contact Prof. Lee Scamehorn, Department of History, Box 234, University of Colorado—Boulder, Boulder, CO 80309.

University of Denver

Multi-course. M.A., M.L.S. Practicum.

Contact Dr. Terrance Tarr, Department of History, University of Denver, Denver, CO 80208.

University of Denver

Workshop.

Institute for Advanced Archival Studies—Su.

Contact Dr. Dolores Renze, Department of History, University of Denver, Denver, CO 80208.

CONNECTICUT

University of Connecticut

Multi-course. M.A. Practicum

Public History and Archival Management—F (R. Jimerson).

Contact Chair, Graduate Admissions Committee, Department of History, U-103, University of Connecticut, Storrs, CT 06268.

DISTRICT OF COLUMBIA

Catholic University of America

Multi-course. M.A., M.L.S., Ph.D. Practicum.

Introduction to Archives—W (J. Glenn); Seminar: Management of Photographic Collections—Irrig (J. Glenn); Research Seminar: Use of Archival Resources—F (H. Viola); Independent Study—F, Sp, Su (Staff).

Contact Dr. Elizabeth Stone, School of Library and Information Science, Catholic University of America, Washington, DC 20560.

National Archives and Records Service

Workshop.

Modern Archives Institute: Introduction to Modern Archives Administration—W, Su.

Contact Maygene Daniels, Director (NAX), National Archives and Records Service, Washington, DC 20408.

Smithsonian Institution
Workshop.

Workshop in Museum Archives—Sp.

Contact Mary Lynn Perry, Office of Museum Programs, Smithsonian Institution, Washington, DC 20560

FLORIDA

Florida State University

Multi-course. MA. Practicum.

Archives Management—W (E. Tribble); Archives Internship—Su (E. Tribble, et al).

Contact Dr. Maurice Vance, Department of History, Florida State University, Tallahassee, FL 32306

GEORGIA

Georgia Department of Archives and History

Workshop.

Annual Archives Institute—Su.

Contact Dr. Edward Weldon, Georgia Department of Archives and History, 330 Capitol Avenue, Atlanta, GA 30334.

ILLINOIS

Eastern Illinois University

Single course.

Archives and Editing—Sp.

Contact Donald F. Tingley, Department of History, Eastern Illinois University, Charleston, IL 61920.

Illinois State University

Multi-course. M.A., Other. Practicum.

Archives and Manuscripts—F (J. Rayfield); Independent Study—F, Sp, Su (J. Rayfield); Oral History Seminar—F (E. Schapsmeier).

Contact Jo A. Rayfield, Department of History, Illinois State University, Normal, IL 61761.

Northwestern University (Continuing Education)

Multi-course. M.A. Practicum.

Introduction to the Administration of Archives and Manuscripts—F (P. Quinn); Administration of Archives and Manuscripts: Advanced Practicum—Sp (P. Quinn).

Contact Jack Thompson, Associate Dean, Continuing Education, Northwestern University, Wieboldt Hall, Room 605, Chicago, IL 60611.

Rosary College

Multi-course. M.L.S. Practicum.

Archival Administration and Services—F (P. Quinn); Special Studies in Librarianship—Sp (P. Quinn).

Contact Richard Li, Dean, Graduate School of Library and Information Science, Rosary College, 7900 W. Division Street, River Forest, IL 60305.

University of Chicago

Single course. M.A.

Manuscripts and Archives in a Research Library—Irrreg (R. Rosenthal).

Contact Robert Rosenthal, Curator, Special Collections, Regenstein Library, University of Chicago, Chicago, IL 60637.

University of Illinois—Urbana-Champaign

Multi-course. M.L.S., Ph.D. Practicum.

Administration and Use of Archival Material—F (M. Brichford); Information Management—Sp (M. Brichford); Independent Study—Irrreg (M. Brichford).

Contact Maynard Brichford, University Archivist, University of Illinois—Urbana-Champaign, Room 19, Library, 1408 W. Gregory, Urbana, IL 61801.

INDIANA

Indiana University

Single course. Practicum.

Principles of Archives and Manuscripts Administration—F, Su.

Contact Barbara I. Dewey, School of Library and Information Science, Library 011, Indiana University, Bloomington, IN 47405.

KANSAS

Emporia State University

Multi-course. M.A., M.L.S., Other. Practicum.

Oral History—F (L. Pennington); Presidential Library Research Seminar—W, Su (L. Pennington); History of Books and Printing—Sp, Su (Meder).

Contact Dr. Loren E. Pennington, Director, Archival and Museum Training Program, Division of Social Sciences, Emporia State University, Emporia, KS 66801.

University of Kansas

Single course.

Archives: Principles and Practices—Sp.

Contact Donald R. McCoy, Department of History, University of Kansas, Lawrence, KS 66045.

KENTUCKY

Eastern Kentucky University

Single course.

Archival Management—W.

Contact Charles Hay, University Archives, Cammack 26, Eastern Kentucky University, Richmond, KY 40475.

University of Louisville

Multi-course. M.A. No Practicum.

Introduction to Archives Administration—Sp (W. Morison); Seminar in Archives Administration—F (W. Morison); Oral History—F (Ryant); Oral History as Research Methodology—Sp (Ryant).

Contact William J. Morison, Director, University Archives and Records Center, University of Louisville, Louisville, KY 40292.

MARYLAND

University of Maryland

Multi-course. M.A., M.L.S. Practicum.

Introduction to Archives and Manuscript Repositories—F (Staff); Internship in Archives and Manuscript Repositories—Sp; Seminar in Historical Editing—F (S. Kaufman); Historiography on Methods in Historical Research—F (Staff); Proseminar in Oral History—Sp (M. Ross); Curatorship of Historical Collections—F (F. Stielow); History of Libraries and Archives in Western Civilization—F (F. Stielow); Principles of Records Management—Sp (F. Stielow); Introduction to Conservation—Sp; Introduction to Reprography—F; Seminar on Manuscript Collections—Su (F. Burke); History of Books and Printing—Sp (F. Stielow); Organization of Recorded Knowledge—Sp; Seminar on Manuscript Administration—Su.

Contact Frederick J. Stielow, College of Library and Information Science, University of Maryland, College Park, MD 20742.

MASSACHUSETTS

Simmons College

Multi-course. M.L.S. No Practicum.

Archives Management—(N. Peace); Records Management—(R. Palmer); Conservation Management for Libraries and Archives—(J. Fang); Photographic Archives and Visual Information—(E. Jussim); Oral History—(L. Smith).

Contact Nancy E. Peace, Associate Professor, Graduate School of Library and Information Science, Simmons College, 300 The Fenway, Boston, MA 02115.

Simmons College
Workshop.

Institute on Collecting, Organizing, and Caring for Local History Collections.

Contact Nancy E. Peace, Associate Professor, Graduate School of Library and Information Science, Simmons College, 300 The Fenway, Boston, MA 02115.

University of Massachusetts—Harbor Campus

Multi-course. M.A. Practicum.

Introduction to Archives and Manuscripts Administration—F (N. Olsberg); Internship and Seminar in Archival Methods—Sp (N. Olsberg); Conservation of Historical Materials—Irrig.

Contact Nicholas Olsberg, Department of History, University of Massachusetts—Harbor Campus, Boston, MA 02125.

MICHIGAN

University of Michigan

Multi-course. M.A., M.L.S., Ph.D. Practicum.

Administration of Archives—F (M. Pugh); Seminar: Problems in the Administration of Archives—W (F. Blouin, et al.); Management of Machine-Readable Data—Sp (C. Geda, et al.); Field Experience—F, W, Sp, Su (Staff).

Contact Prof. Francis X. Blouin, School of Library Science, University of Michigan, Ann Arbor, MI 48109.

Wayne State University

Multi-course. M.A., M.L.S., Ph.D. Practicum.

Administration of Archives I and II—F, W (P. Mason); Conservation and Administration of Photographic Collections—F (M. Long); Conservation of Archival and Library Materials—W (Staff); Oral History: A Methodology for Research—F (P. Pilling); Records Management—W (Staff); Directed Study and Research—F, W (P. Mason, et al.).

Contact Dr. Philip P. Mason, Director, Reuther Library of Labor and Urban Affairs, Wayne State University, 5401 Cass Avenue, Detroit, MI 48202.

MINNESOTA

University of Minnesota—Twin Cities

Multi-course. M.A., Ph.D. Practicum.

Archives and Libraries as Resources for Research—F (S. Grigg); Introduction to Archives Administration—W (A. Hinding); Seminar in Archives Administration—Sp, alternate years (A. Hinding).

Contact Director of Graduate Studies, Department of History, University of Minnesota, Minneapolis, MN 55455.

MISSISSIPPI

University of Southern Mississippi

Multi-course. M.L.S. Practicum.

Special Collections—Irrig. (Staff); Introduction to Archival Organization—Irrig (Staff); Preservation of Documentary Materials—Irrig (Staff).

Contact Dr. Joseph J. Mika, Assistant Dean, School of Library Science, University of Southern Mississippi, Southern Station, Box 5146, Hattiesburg, MS 39406.

MISSOURI

University of Missouri—Columbia

Multi-course. M.L.S. Practicum.

Introduction to Archives and Manuscripts—F, Su (A. Davis); Preservation and Restoration—F, W (F. Flood, et al.); Archives Administration—F, Su (A. Davis); Seminar: Records and Manuscript Management—W (A. Davis); Oral History: Principles and Techniques—W, Su (A. Davis); History of Books and Printing—F, W, Su (F. Flood); Seminar: Rare Books and Manuscripts—W (F. Flood).

Contact Edward P. Miller, Dean, School of Library and Information Sciences, University of Missouri—Columbia, 104 Stewart Hall, Columbia, MO 65211.

Washington University—St. Louis

Single course.

Archives Administration—F (A. Suelflow).

Contact August A. Suelflow, Director, Concordia Historical Institute, 801 DeMun, Clayton, MO 63105.

NEW JERSEY

Rutgers University

Single course.

Introduction to Archives and Records Management—Sp (R. Simmons)

Contact Ruth Simmons, Special Collections-Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903.

Seton Hall University

Single course.

Internship in the Care and Organization of Manuscripts.

Contact Prof. Larry Greene, Chairman, Department of History, Seton Hall University, South Orange, NJ 07079.

NEW YORK

Columbia University

Multi-course. M.L.S., Other. Practicum.

Management of Archives and Manuscript Collections—F, Sp (M. Steig); Oral History—Sp (E. Mason). Columbia University, in cooperation with several New York institutions, offers certificate programs in library/archives conservation and preservation administration. Seventeen separate courses relating to conservation and preservation form the core of these programs.

Contact Richard L. Darling, Dean, School of Library Service, 516 Butler Library, Columbia University, NY 10027.

New York University

Multi-course. M.A., Ph.D., Other. Practicum.

Archives, Historical Societies and Historical Editing—F (M. Lutzker); Practicum in Archival Management and Historical Editing—Sp (M. Lutzker, et al.); Manuscript Conservation and Micrographics—Sp (Bachmann, et al.); Oral History: Theory and Practice—F (Young); Administrative History and Records Management—F (Smith, et al.); Computers and Archival Administration—Sp (Burke).

Contact Michael A. Lutzker, Director, Program in Archival Management and Historical Editing, Department of History, New York University, 19 University Place, New York, NY 10003.

Queens College

Multi-course. M.A., M.L.S. No Practicum.

Internship in Archival Collections—F, Sp; Introduction to Archival Administration—Sp; Problems in History: Oral History.

Contact Dr. Richard J. Hyman, Director, Queens College School of Library and Information Studies, Flushing, NY 11367.

State University of New York—Albany

Multi-course. M.L.S. Practicum.

Archives and Manuscripts—F, Sp (L. Whalen, et al.); Archival Internship—F, Sp, Su (L. Whalen); Independent Study—F, Sp, Su (L. Whalen, et al.); Research Methods—F, Sp (B. Lipetz, et al.).

Contact Lucille Whalen, Professor, School of Library and Information Science, SUNY—Albany, 135 Western Avenue, Drawer 141B, Albany, NY 12222.

Syracuse University

Single course.

Archives and Manuscript Management—Sp.

Contact Beth Carley, Syracuse University School of Information Studies, 113 Euclid Avenue, Syracuse, NY 13210.

NORTH CAROLINA

East Carolina University

Single course.

Introduction to the Administration of Archives and Historical Manuscripts—F.

Contact Donald R. Lennon, Department of History, East Carolina University, Greenville, NC 27834.

North Carolina State University at Raleigh

Multi-course. M.A. Practicum.

Principles of Archival Management—F (D. Olson); Application of Principles of Archival Management—Sp (D. Olson).

Contact Prof. Charles Carlton, Coordinator, Graduate Studies, Department of History, North Carolina State University, Raleigh, NC 27650.

University of North Carolina at Chapel Hill

Single Course

Administration of Archives and Manuscript Collections.

Contact Edward Hilley, Dean, School of Library Science, University of North Carolina at Chapel Hill, 100 Manning Hall 026A, Chapel Hill, NC 27514.

NORTH DAKOTA

North Dakota State University

Multi-course. M.A., Other. Practicum.

Archival Theory—F (W. Reid); Archival Practice—W (W. Reid).

Contact Prof. William G. Reid, Department of History, North Dakota State University, Fargo, ND 58102.

OHIO

Bowling Green State University

Multi-course. M.A. Practicum.

The Administration of Archives—Sp (P. Yon); The Solicitation of Manuscripts—F, Sp (P. Yon); The Administration of Historical Institutions—F (L. Fischel).

Contact Paul Yon, Center for Archival Collections, University Library, 5th Floor, Bowling Green State University, Bowling Green, OH 43403.

Case Western Reserve University

Multi-course. M.A., M.L.S., Ph.D. Practicum.

Archival Administration—F (R. Helmuth); Administration of Manuscript Collections—Sp (K. Pike, et al.); Supervised Practicum in Archival Administration—F, Sp, Su (R. Helmuth, et al.); Seminar in Archival Administration—F (R. Helmuth); Directed Reading Archival Literature—F, Sp (R. Helmuth); Conservation of Library Science—Sp (C. Tomer).

Contact Ruth W. Helmuth, University Archives, Room 2, Adelbert Hall, Case Western Reserve University, Cleveland, OH 44106.

Kent State University

Single course.

Foundations and Administration of Archives.

Contact A. Robert Rogers, Dean, School of Library Science, Kent State University, Kent, OH 44242.

Wright State University

Multi-course. M.A. Practicum.

Introduction to Archives and Manuscripts—W (P. Nolan); Advanced Problems in Archival Work—Sp (P. Nolan); Archival Management Internship—Su (Staff).

Contact Dr. Charles Berry, Graduate Advisor, Department of History, Wright State University, Dayton, OH 45435.

PENNSYLVANIA

The Moravian Archives

Workshop.

German Script Seminar.

Contact Vernon H. Nelson, Archivist, The Moravian Archives, 41 W. Locust St., Bethlehem, PA 18018.

Temple University

Multi-course. M.A., M.L.S. Practicum.

Administration of Archives and Historical Manuscripts—F (F. Miller); Practicum in Archives and Historical Manuscripts—Sp (F. Miller).

Contact Frederic Miller, Department of History, Gladfelter Hall, Temple University, Philadelphia, PA 19122.

University of Pittsburgh

Single course. Practicum.

Management of Archives and Manuscripts.

Contact Frank Zabrosky, Curator, Archives of Industrial Society, 363 Hillman Library, University of Pittsburgh Libraries, Pittsburgh, PA 15260.

RHODE ISLAND

University of Rhode Island

Multi-course. Practicum.

Administration of Special Collections: Archives and Manuscripts—Sp (D. Maslyn); Professional Field Experience.

Contact Graduate Library School, Rodman Hall, University of Rhode Island, Kingston, RI 02881.

SOUTH CAROLINA

University of South Carolina

Multi-course. M.A., Ph.D. Practicum.

Archival Administration and Techniques—F (C. Lesser, et al.); Seminar in Archival Administration and Techniques—Sp, Su (Staff); Readings in Archival Administration and Techniques—Sp, Su (Staff); Historical Editing—Sp (D. Chesnutt); Conservation of Library Materials—Sp, Su (M. Zachert).

Contact Dr. Michael C. Scardaville, Department of History, University of South Carolina, Columbia, SC 29208.

TENNESSEE

East Tennessee State University

Single course. Practicum.

Principles of Archival Management—F.

Contact Dr. Ellen Garrison, Archives of Appalachia, East Tennessee State University, Johnson City, TN 37601.

University of Tennessee

Multi-course. M.L.S. No Practicum.

Special Collections: Archives and Manuscripts—W (J. Pemberton); Records Management for Information Professionals—F, Sp (J. Pemberton).

Contact Dr. J. Michael Pemberton, Graduate School of Library and Information Science, University of Tennessee, Knoxville, TN 37923.

TEXAS

Southern Methodist University

Multi-course. M.A. Practicum.

Introduction to the Theory and Practice of Archives—F, Sp (C. Jones); Practicum I and II—F, Sp, Su (C. Jones, et al.).

Contact Clifton H. Jones, De Golyer Library, Southern Methodist University, Dallas, TX 75275.

University of Texas at Arlington

Multi-course. Other. Practicum.

Principles of Archives and Museums—F, W, Sp, Su (C. Colley); Archival Certification Program—F, W, Sp, Su (C. Colley).

Contact Dr. Charles C. Colley, Director of Special Collections, The Library, P.O. Box 19497, University of Texas at Arlington, Arlington, TX 76010.

University of Texas at Austin

Multi-course. M.L.S. Practicum.

Archives and Historical Manuscripts—Sp (D. Gracy); Records Management—F (E. Johnson).

Contact Graduate School of Library and Information Science, University of Texas at Austin, Austin, TX 78712.

University of Texas at Austin

Workshop.

Annual Archives Seminar—Sp.

Contact Graduate School of Library and Information Science, University of Texas at Austin, Austin, TX 78712.

UTAH

Brigham Young University

Single course.

Archives and Manuscripts—F.

Contact Dennis Rowley, 5030 HBLL, Brigham Young University, Provo, UT 84602.

University of Utah

Multi-course. M.A., Ph.D. No Practicum.

Oral History—Irrig (F. O'Neil); Archives and Historical Manuscripts—W (E. Cooley).

Contact Dr. S. Lyman Tyler, American West Center, 1023 Annex, University of Utah, Salt Lake City, UT 84112.

VERMONT

University of Vermont

Single course.

Archives Practicum—F, Sp, Su.

Contact Connell B. Gallagher, University Archivist, Bailey/Howe Library, University of Vermont, Burlington, VT 05405.

VIRGINIA

Old Dominion University

Single course.

Historical Apprenticeship: Archival—offered on demand.

Contact Dr. James R. Sweeney, Department of History, Old Dominion University, Norfolk, VA 23508.

Virginia Commonwealth University

Single course.

Archival and Historical Administration—F, Sp (two-semester course offered every other year).

Contact Paul I. Chestnut, Virginia State Library, 12th & Capitol Streets, Richmond, VA 23219.

WASHINGTON

University of Washington

Single course.

Archival and Manuscript Services—Sp.

Contact Richard Berner, School of Librarianship, FM-30, University of Washington, Seattle, WA 98195.

Western Washington University

Multi-course. Other. Practicum.

Archives and Records Management Administration—F (P. Kohl); Internship I and II—W, Sp (Staff).

Contact Prof. Paul A. Kohl, Department of History, Western Washington University, Bellingham, WA 98225.

WEST VIRGINIA

West Virginia University

Multi-course. M.A. Practicum.

Archival Management—F (G. Parkinson); Archival Internship—Sp, Su (G. Parkinson, et al.).

Contact Dr. Jack Hammersmith, Chair, Department of History, West Virginia University, Morgantown, WV 26506.

WISCONSIN

University of Wisconsin—Madison

Multi-course. M.A., M.L.S., Ph.D. Practicum.

Fundamentals of Archival Administration—Su (F. Ham); Archives Practicum—F, Sp (J. Hohler); Seminar: Contemporary Problems in the Collection and Management of Archives—F (F. Ham); Records Management: Theory and Practice—Sp (M. Evans); Independent Study—F, Sp, Su (F. Ham, et al.).

Contact Phyllis G. Boyle, Library School, 4217 Helen White Hall, University of Wisconsin—Madison, Madison, WI 53706.

University of Wisconsin—Milwaukee

Multi-course. M.A., M.L.S. Practicum.

Modern Archives Administration—F (W. Stolt); Introduction to Historical Agencies—Sp (F. Olson); Independent Study—(Staff).

Contact Wilbur Stolt, University Archivist, P.O. Box 604, University of Wisconsin—Milwaukee, Milwaukee, WI 53201.

ALBERTA

University of Alberta

Multi-course. M.L.S. No Practicum.

Records Management—F or W; Archives Administration—Irrig.

Contact J.M. Parker, Faculty of Library Science, Rutherford South, University of Alberta, Alberta T6G 2J4, Canada.

BRITISH COLUMBIA

University of British Columbia

Multi-course. Master's in Archival Studies. Practicum.

Introduction to Archives—W (T. Eastwood); Records Management—F (H. Chapin); Automation and Archives—Sp (P. Simmons); Canadian Historiography and Historical Methodology—W (D. Breen); Oral History and Genealogy—Irrig (R. Barman); Advanced Archives—W (T. Eastwood); Conservation of Archival Materials—F (M. Clavir).

Contact Prof. T. M. Eastwood, School of Librarianship, University of British Columbia, Vancouver, British Columbia V6T 1W5, Canada.

NOVA SCOTIA

Dalhousie University

Single course.

Archives—F.

Contact Dr. Norman Horrocks, School of Library Service, Dalhousie University, Halifax, Nova Scotia B3H 4H8, Canada.

ONTARIO

Public Archives of Canada

Single course.

General Archives Administration (offered in English and French)—F or Sp.

Contact Michael Swift, Archives Branch, Public Archives of Canada, 395 Wellington St., Ottawa, Ontario K1A 0N3, Canada.

University of Toronto

Single course. M.L.S.

Historical Manuscripts and Archival Collections—Sp.

Contact Ms. P. Staton, Registrar, School of Library and Information Science, University of Toronto, 140 St. George St., Toronto, Ontario M5S 1A1, Canada.

University of Western Ontario

Multi-course. M.L.S. No Practicum.

Introduction to Archives Administration—W, Su (J. Fyfe, et al.); Conservation and Preservation in Archives and Special Collections—F, W (Staff); Records Management—F, W, Su (S. Koskiala).

Contact W. J. Cameron, Dean, School of Library and Information Science, Elborn College, Western Road, London, Ontario N6G 1H1, Canada.

QUEBEC

McGill University

Single course.

Archival Science—W.

Contact Director, Graduate School of Library Science, 3459 McTavish St., Montreal, Quebec H3A 1Y1, Canada.

Université de Montréal

Single course.

Archivistique et Gestion de la Documentation—F, W.

Contact Carol Couture, Ecole de Bibliothéconomie, Case Postale 6128, Succursale A, Montréal, Quebec H3C 3J7, Canada.

New Publications from SAA

Four new titles are available from SAA's Publications Service.

College and University Guidelines is a booklet containing the guidelines approved by SAA's Council in 1979. The guidelines had been published previously in Council's minutes in the summer 1980 *American Archivist*. This 12-page booklet will give college and university archivists easier access to the guidelines.

Information Management, Machine-Readable Records, and Archival Administration: An Annotated Bibliography, by Richard M. Kesner, is a completely revised version of Kesner's 1979 bibliography. The 1983 bibliography contains three times as many citations (nearly 900) as the earlier one, mainly because Kesner has selected more broadly from the information management literature to include writings in such areas as office automation, videodisc technology, and data transmission networking.

Two new Problems in Archives Kits (PAKs) have been developed from sessions at the 1982 annual meeting in Boston.

Long-Range Planning includes a cassette tape of the presentations at the annual meeting session, plus sample statements of goals and objectives, a projected timetable for program development, a job description for a university archivist, and a list of suggested readings.

The Lone Arranger, which focuses on the problems of one-person archival repositories, contains a cassette tape of the presentations at the Boston workshop, plus many sample forms, processing guidelines, policies and procedures, and a sample index.

To order, complete the form below and return it to SAA headquarters, 330 S. Wells, Suite 810, Chicago, IL 60606. A postage and handling charge will be added to non-prepaid orders. Allow two to three weeks for delivery.

PUBLICATIONS ORDER FORM

<u>Quantity</u>	<u>Title</u>
_____	<i>College and University Guidelines</i> , 12 pages. Single copies are \$2.00; for quantities of 10 or more, the cost is \$1.00 each.
_____	<i>Information Management, Machine-Readable Records, and Archival Administration: An Annotated Bibliography</i> , 168 pages. \$8.00 to SAA members, \$11.00 to others.
_____	<i>Long-Range Planning</i> PAK, \$7.00 to SAA members, \$9.00 to others.
_____	<i>The Lone Arranger</i> PAK, \$9.00 to SAA members, \$12.00 to others.
\$ _____	TOTAL ENCLOSED
NAME _____	
ADDRESS _____	
CITY _____	STATE _____ ZIP _____

Clip and return to SAA Publications Service, 330 S. Wells, Suite 810, Chicago, IL 60606.

SAA Manuals Available from TAAG

The Toronto Area Archivists Group will serve as a distributor of SAA's basic manuals in Canada. This arrangement has been made to eliminate problems encountered at customs when orders are shipped from the SAA office in Chicago to Canada. Only the ten basic manuals are available from TAAG. Other SAA publications must still be ordered through the Chicago office. Specifically, the ten titles being distributed, all part of the "Archives & Manuscripts" series, are: *Appraisal*

and Accessioning, Arrangement and Description, Reference and Access, Security, Surveys, Exhibits, Introduction to Automated Access, Public Programs, Maps and Architectural Drawings, and Reprography.

Orders for the manuals from within Canada should be sent to Toronto Area Archivists Group, c/o John L. Hardy, George Brown College Archives, P.O. Box 1015, Station B, Toronto, Ontario, Canada M5T 2T9.

Can the Dead Be Libeled?

A federal judge's decision in January touched off a controversy over part of the nation's libel laws that is of interest to archivists and researchers.

H. Lee Sarokin, U.S. District Court judge in Newark, N.J., ruled that an individual's family may continue to press a libel suit against Time, Inc. even after that individual has died. Up to now, courts in the U.S. have ruled almost universally that a reputation is personal, dies with the person, and hence libel suits can't be pursued by others after the person's death.

Some lawyers felt the ruling, if extended broadly, could damage the work of both journalists and scholarly researchers.

The leading case which holds that a libel suit can't continue after death was decided by a federal Court of Appeals in 1959. A year later, the U.S. Supreme Court declined to review it, allowing the decision to stand. In a later case, heirs of Al Capone sued in Illinois state court and lost.

As a result of the Sarokin decision, which was made in the action originally brought by Kenneth MacDonald against Time, Inc., some observers believe that historians could be hampered by suits brought long after the deaths of significant figures. "You could have descendants of Abraham Lincoln going to court if they didn't like interpretations of his life," charged Eugene Girden, a New York attorney.

Florida Archivists Organize

The organizational meeting of the newest state archival organization, the Society of Florida Archivists, will take place May 5 in Daytona Beach. A committee of Florida archivists met last September to draft a constitution for the group, which was mailed to about 55 individuals. Some of those instrumental in the creation of this group are Edward Tribble, State Archivist of Florida; Carla Kemp, Florida Division of Archives, History, and Records Management; Dean Debolt, University of West Florida; and Caroline Mattern, University of Florida.

1983 Membership Directory Available

SAA's 1983 *Directory of Individual Members* was mailed to all individual members of the Society early in March. The new directory contains names, addresses, telephone numbers, and institutional affiliations of all members, a listing of officers and Council, PAG, committee, and task force chairs, and rosters for each of the Society's Professional Affinity Groups.

Theme Collections PAG Reorganized

SAA's Theme Collections Professional Affinity Group was established to carry on and extend the work performed in the past by a number of active SAA committees in special subject areas (labor archives, science and medicine, ethnic history, urban affairs). However, there has been some confusion about the direction and scope of the overall PAG. At the Boston annual meeting, members therefore decided that the Theme Collections PAG should be divided into its major subject groupings, and that these sub-groups would meet, name officers and conduct various projects separately. The PAG chair will serve simply as a liaison between the subgroups and SAA. The subgroups and contact persons established thus far are: Science, Technology, and Health Sciences (Adele Lerner); Labor, Ethnic, Urban, and Economic History (Fredric Miller); Performing Arts (Leslie Hansen Kopp); and Visual Arts and Architecture (to be named--for now contact PAG chair Fredric Miller).

These subgroups will meet in Minneapolis during the time regularly scheduled for the Theme Collections PAG (an institutional PAG) after a short general meeting of the PAG to explain the new structure. In the meantime, interested SAA members are encouraged to contact the individuals named above.

New Edition of NHPRC Directory

An updated edition of the National Historical Publications and Records Commission's *Directory of U.S. Archives and Manuscript Repositories* is scheduled to be available this summer. Because staff reductions at the Commission have prolonged the data entry phase, the NHPRC will canvass all participating repositories by mail during the next few months to solicit the latest address, telephone, and hours of operation data. Repositories also will have an opportunity to alert the staff to any major changes that should be noted in the *Directory*, such as recent mergers of institutions, closings, and losses. Constraints of scheduling will not permit the staff to make further changes in the new edition's descriptions of holdings and bibliographic aids or to add previously uncanvassed institutions to the listing. The staff asks the cooperation of institutions in returning postpaid cards to the NHPRC within two weeks of receipt.

All remaining data entry work on the second edition should be completed by April 1. If there are no major hitches in generating the indexes and preparing photocomposition tapes, the *Directory* should appear this summer.

PEOPLE and PAPERS

Chicago, Illinois In an effort to increase public awareness of problems surrounding freedom of the press, Loyola University of Chicago has established a national Center for Freedom of Information Studies. The center, to be directed by Edmund J. Rooney, an assistant professor of communication at Loyola, will serve as a resource center for scholars and professionals containing files, records, and reports on FOI topics. Rooney hopes that the center will "sensitize the public to the need for protection of FOI rights." The center is believed to be the only one of its kind in the nation. A 40-member committee made up of Loyola staff members, professional media people, and legal experts will monitor the operation of the center. Rooney views the center as more of a resource than a "watchdog" organization. He sees its purpose as not to monitor the activities of the legislature but to create an awareness of the value of one of the basic freedoms of U.S. citizens.

Washington, DC Officials at the Securities and Exchange Commission have proposed that companies abandon legal-size paper and use only letter-size paper for their filings. The SEC has generated stacks of paper and convened two public meetings to ponder this matter. The reason for the recommended change is that the company that does micro-filming for the SEC uses a camera that only accepts 8½ by 11 inch paper; larger documents require two shots. The SEC stores all company filings on microfiche. A letter-size-paper-only requirement would save money on microfiche and would ensure that SEC filings conform to those of federal courts, which adopted the letter-size requirement in January.

Irvine, California Contacts between representatives of Richard Nixon and officials of the University of California, Irvine, were reported in February 1983. The possibility of a Nixon Library being located on the campus was the topic of discussion. The Irvine site is located in Orange County, near Nixon's former home in San Clemente.

Chicago, Illinois A Wisconsin man has been charged in the theft of 370 rare books from the John Crerar Library, which specializes in books about science, technology, and medicine. Many of the books were recovered in the home of a friend of Joseph Putna, the alleged thief. The stolen books, valued at over \$500,000, included works by Descartes, Galileo, Newton, Hobbes, and Copernicus. The books were discovered missing in 1981 and a subsequent library investigation revealed that in 1977 a library employee had allowed unauthorized persons in the rare-book vault. Putna was charged with transporting stolen property across state lines and was released on \$10,000 bond.

Moscow, U.S.S.R. Dissident physicist Andrei D. Sakharov has written a letter to the Soviet secret police, the K.G.B, complaining that security agents stunned him, smashed the rear window of his car, and confiscated his unpublished memoirs, diaries, and other personal papers. In the letter, Sakharov wrote, "I presume, although I cannot prove it legally, that a drug with instantaneous effect was used against me. I remember only that the briefcase was being lifted through the window." In the briefcase were 900 handwritten pages of memoirs, 500 pages of typewritten text, six personal diaries, and other personal papers. There was no explanation of why Sakharov had all these documents with him in the car.

Austin, Texas James A. Michener, the best-selling author known for his sweeping historical novels, has begun research at the University of Texas at Austin for a book about Texas. Michener expects to spend about two years conducting research, writing, and traveling throughout the state. Two doctoral students from the university's History Department will assist in the research. The Barker Texas History Center was chosen as the base for Michener's project, the author said, because of its "great collection of material vital for my research." Don Carleton, director of the Barker Center, commented that he was honored that Michener would be working there. "I believe Mr. Michener's work on Texas, which should appear by the time the state observes the 150th anniversary of the Texas Revolution of 1836, will heighten public interest in the fascinating history of the region."

New light was shed recently on two notorious 20th century events with the assistance of archival records. Chicago police reports, never before published, were cited by the *Chicago Tribune* as providing new information on the 1929 St. Valentine's Day Massacre. Anniversary coverage of the most celebrated gangland purge in the annals of Windy City crime was given front page treatment. The 54-year old reports, which had been filed within hours of the killings, were examined by *The Tribune* in the archives of the Chicago Police Department.

* * * * *

Circumstances surrounding the sinking--on her maiden voyage--of the luxury liner Titanic during the night of April 14-15, 1912, were probed in February by a documentary produced by WGBH-Boston for the Public Broadcasting Service. Records found in the Public Record Office of the British Board of Trade, as well as blueprints in the records of the White Star Line, were used to depict decisions as to the number of lifeboats carried by the ship. More than 1,500 persons died in the disaster--primarily because the ship carried a woefully insufficient number of lifeboats for its passengers and crew.

Grants for Archival Projects

NHPRC

At its November, 1982, meeting, the National Historical Publications and Records Commission recommended grants totaling \$812,001--\$184,868 for records projects and \$627,133 in publication grants. Very few records grant applications were submitted during 1982 because of the news of budget cuts at NHPRC, but the expectation of a higher funding level for 1983 should increase the number of proposals submitted. The following records grants were recommended at the November meeting:

National Association of State Archives and Records Administrators: up to \$44,787 for a conference to review, analyze, and evaluate the results of the state assessment and reporting grants.

Alabama Department of Archives and History: \$37,561 in partial support of an improved records management program and the development of uniform records control systems for the State Archives.

District of Columbia: a grant of up to \$5,000 for a consultant study of archives and records management needs for the District.

Spertus College of Judaica, Chicago: \$13,584 to survey and accession the records of the Jewish community of West Rogers Park.

Merrimack Valley Textile Museum, North Andover, Mass.: a supplemental grant of \$1,320 for its project to arrange and describe its manuscript holdings.

Mississippi Valley State University, Itta Bena, Miss.: \$23,616 to arrange and describe the university's archival records.

Cornell University, Ithaca, N.Y.: \$58,200 to continue its comprehensive survey of archives and manuscript repositories in the state of New York.

The Arts Council of Windham County, Brattleboro, Vt.: a supplemental grant of \$800 to complete the cataloguing of photograph collections preserved under an earlier grant.

NEH

The National Endowment for the Humanities' Research Resources Program has funds available for projects that make significant research materials in the humanities available to scholars and for model conservation and preservation projects. The federal budget for FY 1983 includes \$3.3 million for projects providing or improving access to documentation and \$400,000 for conservation and preservation projects. The application deadline

for both types of projects is June 1, 1983.

The Research Resources Program makes awards to both institutions and individuals for projects addressing national problems in the library and archival fields, including areas such as processing, surveys, use-copy microfilming, and oral history documentation. Support for conservation and preservation projects is limited to those with a multiplier effect which will benefit a number of users, such as regional planning efforts and cooperative programs, disaster planning, and model projects to apply improved and cost-efficient preservation techniques.

For further information and application instructions, contact the Research Resources Program, NEH, Mail Stop 350, 806 15th St., NW, Washington, DC 20506, (202) 724-0341.

NEDCC

The Northeast Document Conservation Center has received two grants to support advanced internships in paper conservation. A \$10,000 grant from the National Endowment for the Arts will be used to continue training for Mimi Batchelder which was begun last year. A grant of \$139,000 from the Andrew W. Mellon Foundation will support a second year of training for Andrea Pitsch, and will enable NEDCC to recruit two additional interns.

The New York Public Library

The National Endowment for the Humanities has awarded a \$2 million matching grant to the New York Public Library, the largest matching grant ever given by NEH to a single institution. It is intended to stimulate an additional \$6 million in private donations. NEH will contribute \$1 in Federal matching funds for every \$3 raised from the private sector. The funds will be used to support all operations at the Library. The large grant is part of a special NEH initiative to recognize the contributions of independent libraries.

Shortly after the NEH grant was announced, the Library received a \$1 million gift from the Vincent Astor Foundation, which will be eligible for matching funds. Since its incorporation in 1948, the Astor Foundation has been the Library's largest private supporter.

The Library's conservation division has received \$750,000 from the Andrew W. Mellon Foundation and \$500,000 from the late Katherine B. Hadley, a long-time friend of the Library, some of which will be used to repair and preserve the Billy Rose Theater Collection and the Library's collection of World War I memorabilia.

Archivists' Calendar

The National Council on Public History's fifth annual public history conference will take place May 5-7 at the University of Waterloo, near Toronto, Canada. For further information, contact James Walker, History Department, University of Waterloo, Waterloo, Ontario, Canada N2L 3G1. (519) 885-1211, ext. 2771.

The twelfth annual Institute for Historical Editing, jointly sponsored by NHPRC, the State Historical Society of Wisconsin, and the University of Wisconsin, is scheduled for July 17-29 in Madison, Wisc. Apply by March 15 to NHPRC, National Archives, Washington, DC 20408.

The Kansas City Area Archivists, the Kansas Federal Archives & Records Center, the Kansas City Heritage League, and the Kansas State Historical Society are sponsoring a symposium on March 19 entitled, "Disaster Planning on a Budget—or a Shoestring." The symposium will take place at the Ramada Inn Southeast in Kansas City. For details, contact Alan F. Perry, Federal Archives and Records Center, 2306 East Bannister Rd., Kansas City, MO 64131.

"Going to the Source: An Introduction to Research in Archives" will be presented May 10-13 at the National Archives in Washington, D.C. For details, contact Elsie Freeman, Education Division, National Archives, Washington, DC 20408. (202) 523-3298.

Two one-week courses of interest to SAA members will be offered this summer as part of Columbia University's new Rare Book School. Preservation for Rare Book Librarians and Archivists will be held August 1-5, and Interpreting Rare Books and Manuscripts to Their Community will be offered July 11-15. For further information, contact the Rare Book School, School of Library Science, Columbia University, 516 Butler Library, New York, NY 10027. (212) 280-2292.

SAA will cosponsor the program for the June meeting of the Association of College and Research Libraries' Rare Books and Manuscripts Section, scheduled for June 28 in Los Angeles. For further information, contact Donald Farren, McKeldin Library, University of Maryland, College Park, MD 20742.

The Association for Recorded Sound Collections will meet April 7-9 in Nashville, Tenn. For further information, contact Les Waffan, ARSC, P.O. Box 1643, Manassas, VA 22110.

Technology and Conservation magazine and the MIT Museum are sponsoring a seminar entitled "Pest Control: Protecting Cultural Properties" April 23-24 at MIT, Cambridge, Mass. For further information, contact Technology and Conservation, 1 Emerson Place, Boston, MA 02114. (617) 227-8581.

The Albany County Hall of Records and the School of Library and Information Science of the State University of New York at Albany will sponsor "Conquering the Paper Mountain," a records management workshop, on March 25 in Albany. For more information, contact SUNY-Albany School of Library and Information Science at (518) 455-6288 or the Albany County Hall of Records, (518) 462-8571.

The Moravian Archives' 1983 German Script Seminar is scheduled for June 13-24, in Bethlehem, Penn. For further information, contact Vernon H. Nelson, Moravian Archives, 41 W. Locust St., Bethlehem, PA. (215) 866-3255.

"Automating the Library" is the topic for a four-session seminar series sponsored by the Michigan Library Consortium in March, April, and May. For details, contact Marsha Rosenberg, Michigan Library Consortium, 6810 S. Cedar St., Suite 8, Lansing, MI 48910. (800) 292-1359.

"Conservation Microfilm and Microfilm Conservation: A Symposium" will be presented at the University of Missouri Western Historical Manuscript Collection—Columbia on June 17-18. For details, contact Laura Bullion, Western Historical Manuscript Collection, 23 Ellis Library, University of Missouri, Columbia, MO 65201. (314) 882-6028.

Regional Spring Meetings

Mid-Atlantic Regional Archives Conference: May 20-21 at the Hyatt Regency Hotel, New Brunswick, N.J. For additional information, contact Ron Becker or Ruth Simmons, Alexander Library, Rutgers University, New Brunswick, NJ.

Midwest Archives Conference: May 5-7, Bismarck Hotel, Chicago. Preregistration fee: \$14; at the door: \$16. For more information, contact Tom Dorst, University Archives, Northwestern University Library, Evanston, IL 60201. (312) 492-3136.

New England Archivists: April 23, Essex Institute and Peabody Museum, Salem, Mass. Registration for NEA members: \$14; non-members: \$16. For further information, contact Caroline Preston, Essex Institute, 132 Essex St., Salem, MA 01970. (617) 744-3390.

South Atlantic Archives and Records Conference: March 24-26 in Charleston, S.C. Registration is \$22 before March 18, \$25 after. For further information, contact SAARC, South Carolina Department of Archives and History, P.O. Box 11,669, Columbia, SC 29211. (803) 758-5816.

Society of Alabama Archivists: April 29 at the University of Alabama in Tuscaloosa. For more information, contact Deborah Nygren, Special Collections, Library, Box S, University, AL 35486.

Kentucky Council on Archives: April 15 at Kentucky Horse Park, Lexington. For details, contact Terry Birdwhistell, Special Collections, King Library N., University of Kentucky, Lexington.

Society of California Archivists: June 3-4, University of the Pacific, Stockton. For information, contact Charles Palm, Hoover Institution, Stanford University, Stanford, CA 94305. The meeting will be preceded by a basic archival workshop on June 2. For details on the workshop, write Teena Stern, State Historical Park, 845 N. Alameda St., Los Angeles, CA 90012.

Lake Ontario Archives Conference: June 17-18, University of Rochester River Campus. For details, contact John Noble, City of Rochester Records Center, 6 University Ave., Rochester, NY 14605. (716) 428-7331.

Society of Southwest Archivists: May 4-6 in Galveston, Tex. The registration fee is \$18. For further information, contact Jane Kenamore, Rosenberg Library, Galveston, TX 77550. (713) 763-8854.

Northwest Archivists: April 15-16, Fort George Wright, Spokane, Wash. Parties with potential presentations or papers should contact Lawrence Stark, Rm. 361, Holland Library, Washington State University, Pullman, WA 99164. (509) 335-6691.

Society of Indiana Archivists: May 13, Evansville, Ind. Small registration fee. For further information, contact Eric Pumroy, Indiana Historical Society, 315 West Ohio St., Indianapolis, IN. (317) 232-1879.

Association of British Columbia Archivists: Spring meeting held in conjunction with the Association of Canadian Archivists, June 1-4, in Vancouver. For details, contact Donald A. Baird, University Archivist, Simon Fraser University, Burnaby, B.C. V5A 1S6. (604) 291-3261.

Professional Opportunities

FIELD REPRESENTATIVE, Division of Archives and Manuscripts, Minnesota Historical Society. To assist the Field Director in identifying, locating, appraising, and acquiring important manuscript collections (private papers and records) to document the history of Minnesota. Also to inventory, appraise, and transfer, as directed, Minnesota government resources of archival value. The field representative is the Division's primary representative for donor contacts and negotiations. Transfer and delivery of collections, and other responsibilities, many of which require work outside the Division's headquarters. Qualifications: B.A. in history or related field; extensive knowledge of the principles of archival appraisal, evaluation, and acquisition; general knowledge of all aspects of archival operations; ability to work well with the large number and variety of people encountered in field work; ability to speak and write clearly, concisely, and accurately; and a valid driver's license and willingness to travel. Salary: \$1,797 monthly minimum. Submit letter of application and vita to Richard A. Cameron, Field Director, Division of Archives and Manuscripts, Minnesota Historical Society, 1500 Mississippi St., St. Paul, MN 55101. Application deadline: March 18, 1983.

DIRECTOR, Division of Archives and Records, State of Utah. Responsible for administering the state's archives and records management programs, including storage of permanent records; central filming and document printing; and distribution services. Manages a staff of forty. Appointed by the Executive Director of the Department of Administrative Services with the approval of the Governor. Qualifications: Bachelor's degree with major study in archival education, library study or closely related field plus 8 years' full-time paid professional employment, at least 4 of which must have been in records management or closely related field. Graduate study in library science, records management or closely related field may be substituted on a year-for-year basis for up to three years of the required employment. Full-time paid professional employment related to this title may be substituted on a year-for-year basis. Preference given to persons with graduate degree in records management. Salary range: \$30,485-\$44,474 (negotiable within range). Submit resume with cover letter to: Catherine Collis, Executive Assistant, Department of Administrative Services, 2100 State Office Building, Salt Lake City, UT 84114. Resumes will be accepted from April 1, 1983 to April 30, 1983.

UNIVERSITY ARCHIVIST, University of California, Berkeley. Maintains and develops the archival collections composed of materials from all areas of the Berkeley campus and from selected offices at the University's other eight campuses, and cooperates with the University's Records Management Committee in the establishment of records disposition schedules. Responsible for developing effective guides and other aids for access to and use of collections, including computer-based methods, and also promotes the collections through exhibits, speeches, and articles, and assists in fundraising. Starts at Associate Librarian Rank, is a member of the Bancroft Library staff, and reports to its Director. Qualifications: M.L.S. and three or more years' experience as an archivist, curator of manuscripts, or special collections librarian, preferably in a large academic library or a large archival or manuscript collection. Full job description mailed on request. Salary range: \$21,288-\$30,648 depending on qualifications. Starting date June 1, 1983. Send resume, including names and addresses of three professional references to: William E. Wenzé, Library Personnel Officer, Room 447 General Library, University of California, Berkeley, CA 94720. Application deadline: March 31, 1983.

ASSISTANT UNIVERSITY ARCHIVIST, Auburn University. To direct day-to-day operations of university archives. In charge of acquisitions, arrangement and description, reference, security, conservation program, exhibits and public programs. Direct work of graduate assistants, work-study students and clerical employees. Also responsible for grant applications and programs. Qualifications: M.A. in American history; prefer background in Southern history; formal archival training in university archival program; 1-3 years of archival experience. Salary: \$16,000-\$17,000 plus benefits. Academic appointment. Send resume and names of three references to: Allen W. Jones, University Archivist, Auburn University Archives, R.B.D. Library, Auburn University, AL 36849; telephone: (205) 826-4465. Application deadline: April 1, 1983.

STAFF SPECIALIST, Collection Development, American Hospital Association. Responsible for controlling the selection and acquisition of materials of all types for national health care library. Designs acquisitions and periodical systems, including automation. Maintains a written collection development policy. Coordinates definition and development of special portions of the collection, including archival. Qualifications: M.L.S. from ALA-accredited program and 2-3 years of professional library experience. Previous experience with collection development, archives, or library automation is preferred. Salary: low to mid 20's. Send resumes to: Kathleen Anderson, Recruiter, American Hospital Association, 840 N. Lakeshore Drive, Chicago, IL 60611. No closing date provided.

Four positions, New York State Archives:

ARCHIVIST I. Two 12-18 month positions beginning April-June 1983; extension possible. Responsibilities include arrangement and description of early New York government records and preparation of administrative history. Qualifications: M.A. in history or related field or M.L.S., plus one year experience in archival work. Starting salary: \$17,960 plus benefits.

HISTORIC CONSERVATION TECHNICIAN. Two 12-month positions beginning April-June 1983; extension possible. Responsibilities include assisting professional staff in conservation survey of archival holdings, basic paper conservation treatments, preparation of records for filming, supervision of microfilming personnel and inspection of film. Qualifications: At least one year of conservation-related work under direction of a professional in archives. Knowledge of archival microfilming procedures desirable but not required. Salary range: \$12,530-\$15,704 plus benefits, depending on experience and training.

Send letter of application and resume to: Box 5, New York Education Department, Office of Personnel, Room 364, Education Annex, Albany, NY 12234. Application deadline: March 31, 1983.

PROJECT ARCHIVIST, Southern Historical Collection, University of North Carolina at Chapel Hill. A two-year position starting July 1, 1983. Responsibilities: Arranging, preserving, and describing a large collection of contemporary American materials. Will be responsible for directing the work of student assistants, and the preparation of finding aids. Some historical research necessary. Qualifications: Master's degree; knowledge of, and interest in, 20th-century American history and politics, and archival training and experience. Salary: \$14,500 plus benefits. Send resume with names of three current references to: Laura Warren, Wilson Library, 024A, University of North Carolina at Chapel Hill, Chapel Hill, NC 27514. Application deadline: May 1, 1983.

Professional opportunities are listed in every SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA individual members only. 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 "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.

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Transitions...

KATHLEEN KIRWIN has been appointed assistant archivist for the Jacob Javits Papers, SUNY-Stony Brook. She worked previously at the University of Pittsburgh. . .SAA Fellow DOUGLAS A. BAKKEN has been named executive director of the Ball Bros. Foundation, Muncie, Indiana. He is currently director of the archives and research library at the Henry Ford Museum. . . MARK JONES, formerly of the New York State Archives, was appointed Connecticut State Archivist in December. . .SAA Fellow AUGUST R. SUELFLOW was honored recently on the occasion of his 35th anniversary as director of the Concordia Historical Institute in St. Louis. . .DIANE SPIELMAN has been named associate archivist at the Leo Baeck Institute in New York. . .LINDA M. MATTHEWS has been appointed head of the Special Collections Department at Emory University. VIRGINIA J.H. CAIN has been named processing archivist at Emory. . .MARK COIR has been appointed archivist for the Cranbrook Educational Community in Bloomfield Hills, Michigan. . .JOSEPH SETTANNI has left the Salvation Army Archives to become an archivist and systems analyst in the Department of Records and Information, City of New York. . .SR. EVANGELINE THOMAS has been elected second vice-president of the American Catholic Historical Association. . .There have been several staff changes at the MIT Institute Archives and Special Collections: JOAN HAAS and BARBARA SIMMONS have become project archivists on a grant from the Mellon Foundation. AMY GARFINKLE and ELIZABETH CRAIG-McCORMACK have joined the staff as processors, and ELIZABETH PESSECK has been named archival/manuscript specialist. . .J.R.K. KANTOR will retire as university archivist at the University of California, Berkeley, at the end of this academic year. . .RICHARD FORMAN has left his position at Dataproducts Corporation to become archivist at the Urban Archives Center, California State University, Northridge. . .JAMES MINK will retire as university archivist and head of special collections at the University of California at Los Angeles on June 30. . .JOYCE GIANATASIO, SAA's director of administrative services, gave birth to twin girls on January 28. Katherine Marie, Teresa Ann, and parents are doing fine.

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. Only SAA individual and institutional members may submit ads. Ad copy and payment should be sent to Deborah Risteen at SAA headquarters. Copy deadline for the May SAA Newsletter is April 15.

Training

CONSERVATION/PHOTOGRAPHS: Two introductory overlapping workshops (May 16-18; May 17-19), held in Niagara Fall, Ontario. For further information: Marianist Training Network, 655 Spadina Ave., Toronto, Ontario M5S 2H9.

Opportunities

SUPERVISORY CONSERVATOR, National Archives and Records Service. Serves as senior conservator and section leader to determine treatment of individual records and establish work schedules. Qualifications: 3 years' general experience (any kind of experience which provided basic general knowledge of principles of organization, management, and administration) and 3 years' specialized experience (administrative, program, or managerial experience in a type of work or combination of functions directly related to the position, or in comparable work or functions.) Candidates must be on an appropriate register with the Office of Personnel Management, be career or career condition Federal employees or have reinstatement eligibility. HOW TO APPLY: Submit a SF-171 and a GSA Form 3413 (in addition, GSA applicants must submit GSA Form 2422) to: NARS Personnel Branch (HPON), Room G-7, 8th & Pennsylvania Ave., N.W., Washington, DC 20408. For further information, please contact Laverne Ellis at (202) 523-3016. No closing date provided.

Newsletter

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

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AND MORE!!

TIME VALUE MAIL

Bentley Names Research Fellows

The Bentley Historical Library of the University of Michigan has announced the award of three fellowships to support research on appraisal problems of modern historical documentation. The fellowship program is funded by the Andrew W. Mellon Foundation. The recipients are Patricia Aronsson, archival consultant, U.S. Senate; Leonard Rapport, archivist, Civil Archives Division, National Archives and Records Service; and JoAnne Yates, assistant professor of business communication, Sloan School of Management, Massachusetts Institute of Technology. The three Fellows will be in residence in Ann Arbor from May 1 through August 31.

Aronsson's research project focuses on appraisal problems associated with large congressional collections. Rapport will be examining problems in the selective retention of case files of quasi-judicial and regulatory agencies at the state and federal levels of government. Yates will study the relationship between evolving organizational structure and the changing process of record-keeping and communication in the business environment.

Fellows were selected upon the recommendation of an advisory committee composed of Margaret Child, Smithsonian Institution Libraries; Joan Hoff-Wilson, Organization of American Historians; Philip P. Mason, Walter P. Reuther Library, Wayne State University; Robert M. Warner, Archivist of the United States. Project directors are Francis X. Blouin, director of the Bentley Library, and William K. Wallach, assistant director.

Fellowships will be awarded for a similar seminar on modern historical documentation for the summer of 1984. For further information, contact the project directors, Bentley Historical Library, University of Michigan, 1150 Beal Ave., Ann Arbor, MI 48109. (313) 764-3482.

Shredders Humming

Calls for a Justice Department investigation of the use of a recently installed paper shredder at The Environmental Protection Agency punctuated Congressional hearings in February. In the face of a House subpoena for documents on cleanup efforts at 160 hazardous waste dumps, the EPA reported that the new equipment had been used to destroy "excess copies" of documents being withheld from the House.

* * * * *

Within hours after the January 6th inauguration of Governor Michael Dukakis in Boston, his incoming staff found bags of shredded papers and other boxes of state records packed for removal from former governor Edward J. King's appointments office. On the 7th, when additional papers were found in trash containers, the state archives was asked to take custody of the materials which totaled 17 containers of public records.

Although the King administration had transferred 190 records containers of materials to the archives prior to departure from office, the case of the appointments office materials has been referred to the State Attorney General by the Massachusetts Records Conservation Board for possible prosecution.