

The Society of American Archivists

# SAA Newsletter

July 1983

ISSN 0091-5971

## The Puzzle Palace: Archives and National Security

In addition to the intelligence operations of the better-known CIA and FBI, successive American presidents and their administrations have relied on the National Security Agency, established by Harry Truman in 1952. NSA was created not by law but by a top secret presidential memorandum addressed to the Secretary of State and Secretary of Defense. One of NSA's principal tasks is keeping secure codes for U.S. use and deciphering communications of foreign governments.

The first book-length study of NSA, James Bamford's *The Puzzle Palace*, was published in 1982. The author, an investigative writer, cited research at the National Archives in accessioned records of the Departments of State, Defense, and Justice, and in NSA records released by the Agency after Freedom of Information Act requests. Additionally, Bamford cited the papers of William F. Friedman and General Marshall S. Carter, held by the George C. Marshall Research Library, Lexington, Virginia.

Friedman, who died over a decade ago, was head of NSA's Code and Cipher Section. General Carter was director of NSA, 1965-69, and is now president of the Marshall Library's governing board, the Marshall Foundation.

In early 1983, NSA officials visited the Marshall Library as "part of our continuing review of research materials used by author James Bamford," according to General Lincoln Faurer, NSA director. Based on this review, Friedman materials which already had been used by Bamford were ordered closed to public access by NSA. The Carter papers used in the book had been withdrawn from public use at Carter's request after the publication of *The Puzzle Palace*, according to Bamford.

Research by the *SAA Newsletter* determined that NSA had reviewed the papers of Friedman at least twice prior to Bamford's access to them. Selected Friedman materials had been closed by the Library during one of those reviews, in accordance with NSA's orders.

The Marshall Library has a long history of close cooperation with NSA. It exhibits museum items on loan from the Agency. Fred C. Hadsel, director of The George C. Marshall Research Foundation, told the *New York Times* that the foundation's relationship with the government "is not and should not be" (cont. on p. 2)

## 1983 Election Results

Andrea Hinding, University of Minnesota, was elected vice president of SAA in the 1983 elections. She will become president at the 1984 annual meeting in Washington, DC. Hinding is an SAA Fellow, a former Council member, and editor of *Women's History Sources: A Guide to Archives and Manuscripts Collections in the United States*.

Three new Council members were elected. Because 1983-84 is the year of transition from an eight-member Council to one with nine members, newly elected Council members will serve terms of differing lengths. Elected to a three-year term was Linda Henry, American Psychiatric Association. John Fleckner, Smithsonian Institution was elected to a two-year term, and Kenneth Duckett, University of Oregon, was elected to a one-year term.

Mary Jo Pugh, University of Michigan, Anne Diffendal, Nebraska State Historical Society, and Diana Lachatanere, Schomburg Center for Research in Black Culture, were elected to the 1984 Nominating Committee. Diffendal has been named to chair the group. SAA Members are invited to suggest candidates for vice president, Council, and Nominating Committee in the 1984 elections. Those suggestions should be sent to Anne Diffendal, Nebraska State Historical Society, 1500 "R" Street, Lincoln, NE 68508. The Committee also encourages participants in the 1983 annual meeting to bring names of suggested candidates to the Nominating Committee Open House, Thursday, October 6, from 11:15 am-12:15 pm.

## The Puzzle Palace, cont.

an adversarial relationship," and added: "Collections come from different people and under different circumstances and different conditions. We are trying, step by step, to move toward an equitable opening of all our collections."

Some scholars suggested that the removal of the Friedman papers seemed pointless because the material had been published in the Bamford volume. The author claims to have copies of all the Friedman letters he used and states his willingness to make them available to anyone who wishes to see them.

An official of NSA told SAA that the Agency does not intend to take action against Bamford or to close materials he used at other locations.

And what of the original directive which established NSA? According to Bamford, "Thirty years later Mr. Truman's memorandum is still one of Washington's most closely guarded secrets. Those seven pages remain 'the foundation upon which all past and current communications intelligence activities of the United States government are based,' according to a senior official of the National Security Council. And in its defense against a 1976 lawsuit seeking access to the memorandum, the NSA argued successfully against the release of even one word: 'This memorandum remains the principal charter of the National Security Agency and is the basis of a number of other classified documents governing the conduct of communications intelligence activities and operations, functions and activities of the National Security Agency.'"

Several notes of particular interest to archivists emerge from the incident:

\*\*The federal government has the legal authority to classify "private" papers in a private library if the material contains national security information.

\*\*The Reagan Administration's 1982 Executive Order 12356 (see *SAA Newsletter*, May 1982, p. 1) on classification gives federal agencies the authority to reclassify material which has once been released if the material is still considered sensitive and can "reasonably be recovered."

\*\*NARS experts stand ready to assist archivists whose holdings include material which may contain national security information. Copies of such papers should be furnished through the mail for evaluation. For more information and/or for the mailing instructions, contact Edwin A. Thompson or Jo Ann Williamson, Records Declassification Division, Room 18W, NARS, Washington, DC 20408, (202) 523-3165. If a private repository's collections contain material which is classified, arrangements may be made for appropriate storage and administration on site, as is the case at the Marshall Library. If appropriate on-site arrangements are not possible, temporary storage can be arranged in a federal repository.

## Committee to Study Public Records

Sponsored by the Council on Library Resources (CLR), the American Council of Learned Societies, and the Social Science Research Council, the Committee on Public Records will begin work on July 1. The committee will study the records of government, with emphasis on such matters as the expectations of users both in government and out, the impact of technology on both record generation and archival operations, and the possible links among public archives. Ernest R. May of Harvard will chair the committee and Anna K. Nelson, George Washington University, has been named staff director. May served on the National Study Commission on the Records and Documents of Public Officials and Nelson was a member of the Commission's staff.

This 18-month study is being funded by the Mellon, Sloan, and Rockefeller foundations, as well as by CLR. The final report should be issued in January, 1985.

The committee will oversee the work of several task forces, each looking at a different issue relating to public records. Task force members and assignments will also be announced in early fall. Asked what the involvement of archivists will be in the work of the committee, Nelson replied: "Archival participation will be absolutely essential to the success of the study. Archivists will be called upon to participate as consultants, in the task forces, and in the work of the staff."

## Information Management Report

A document entitled *Managing Federal Information Resources* was issued by the Office of Management and Budget in April 1983. It is the second annual report under the Paperwork Reduction Act of 1980 and indicates, according to OMB Director David Stockman, "excellent progress in furthering the Act's important policies of improved information management within the Federal Government." A review of the report's contents discloses that the National Archives and Records Service plays no role in the activities which are chronicled. Indeed, NARS is not mentioned once in the entire 48-page coverage of information management activities.

### SAA Staff

Ann Morgan Campbell	Executive Director
Terry Abraham	Projects Editor
Bernice Brack	Membership Assistant
Sylvia Burck	Program Assistant
Suzanne Fulton	Publications Assistant
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Linda Ziemer	Program Assistant



## News from NARS

### Smithsonian Study

A 7-month task force study comparing the organizational structure, authority, and policies of the National Archives and Records Service with the Smithsonian Institution has resulted in a report issued in early June. In presenting the document to GSA Administrator Gerald P. Carmen, Archivist of the United States Robert M. Warner said, "You can feel proud in starting this important initiative. No previous Administrator ever has addressed this issue as you have. It is a good report. . . . It reflects dedicated work and careful thought on the part of task force members." Carmen praised the group's work and said that he will seek the counsel of the archival community, the Congress, and government client agencies with the objective of reaching a consensus on how NARS should be structured to meet its mission for the remainder of the decade.

The task force was headed by George N. Scaboo, deputy archivist. Other members were SAA Fellow Frank G. Burke, executive director of the National Historical Publications and Records Commission; Roger C. Dierman, associate GSA administrator; Steven Garfinkel, GSA director of information security; James W. Moore, assistant archivist; David F. Peterson, associate archivist; Patricia Q. Schoeni, GSA associate administrator; and Claudine J. Weiher, assistant archivist. The report's contents appear to reflect a series of compromises between NARS and GSA representatives.

The task force expanded its study to examine the Congressional Research Service of the Library of Congress, the Energy Information Administration, the Bureau of the Census, the National Museum of American History, the Public Archives of Canada, and the National Gallery of Art. The 21-page report is accompanied by lengthy appendices. At the press deadline for this *Newsletter*, the appendices had not yet been made available to SAA's Chicago office.

The task force made the following recommendations which it argued "could effectively strengthen the National Archives."

**\*\*Private funding should be pursued aggressively to support an expanded, dynamic public outreach program.**

**\*\*Legislative changes in the method by which the Archivist of the United States is appointed should be proposed to strengthen the Archivist's leadership role, increase visibility and prestige of the position, and attract strong, qualified candidates for the position.**

**\*\*Legislation should be proposed that would provide to the Archivist of the United States direct statutory authority for basic archival programs.**

**\*\*Legislation should be proposed to establish a National Archives Board consisting of representatives of all three branches of government, professional organizations representing user clienteles, the public, and all former living Presidents.**

**\*\*Efforts should be made to have the National Archives and Records Service's budget reviewed, considered, and evaluated in the context of other cultural and heritage programs of the Federal government.**

**\*\*Legislation should be proposed to give the Archivist of the United States continuing authority to use volunteer services and to hire experts and consultants.**

**\*\*NARS, in conjunction with GSA, should increase its efforts to encourage professional development of its staff through participation in archival, historical, museum, educational, and other professional organizations.**

Carmen sought to begin a dialogue with interested professional organizations in a June 9 meeting in his office at which SAA President J. Frank Cook represented the Society. The GSA Administrator urged professional organizations not to "waste capital" on the issue of NARS independence from GSA and asked for support for the report's recommendations--recommendations characterized by an interested archivist as two slices of bread from the whole loaf as represented in the pending NARS independence bill (S.905).

President Cook thanked Administrator Carmen for ordering the report in a June 14 letter. However, Cook observed, "I am still convinced that independence is the only real solution to the problems NARS has within GSA." Noting that "The final report largely ignores the incompatibility of NARS and GSA," Cook cited material in the report's appendices to support his stance.

In the meantime, S. 905, legislation which would sever the relationship between NARS and GSA, has 29 co-sponsors in the Senate. Senators who have "signed on" since the report in the May *Newsletter* include Kennedy, Stennis, Hawkins, Andrews, Exon, Melcher, Pryor, and Riegle.

### Presidential Libraries

\*San Clemente has been chosen as the site for the Richard M. Nixon Library. The selection of the city, home of Nixon's western White House, was announced in late April. San Clemente was one of a handful of Southern California locations considered in an intense search launched by the Nixon Foundation earlier this year. The search had been marked by controversy, in large measure because the University of California, Irvine, regarded by many as the most appropriate contender, attached conditions to its proposal that the foundation rejected.(cont. p.4)

## News from NARS, cont.

The site will include a new facility for Chapman College's Enterprise Institute. The Institute, directed by former Rep. James Roosevelt, "seeks to bring to Orange County a greater awareness and acceptance of the values, responsibilities, and difficulties of the American free enterprise system."

Current library plans envision an 80,000-square-foot building that will include a public exhibit area as well as archival storage and searchroom facilities. The building will be constructed at private expense but be staffed and maintained by the National Archives and Records Service.

Legislation passed shortly after Nixon's departure from the presidency precludes the movement of his White House materials from the Washington metropolitan area. New legislation permitting the transfer of the materials to the West Coast will be sent to Congress later this summer along with a proposal for the construction of the San Clemente facility. While Congress must take positive action on the former matter, the Library proposal is considered to have tacit approval after it has been before the House and Senate for 60 legislative days.

\*Carter Library planners have scheduled the submission of their package to Congress in late June. The Carter and Nixon proposals each are expected to carry price tags of approximately \$25 million.

## Appointments

\*At the height of negotiations surrounding the choice of a Nixon site, Archivist of the United States Roberts M. Warner reassigned SAA Fellow James E. O'Neill, assistant archivist for presidential libraries since 1980, to a reactivated position as head of NARS' Office of Public Programs and Exhibits. O'Neill had joined NARS in 1969 as Director of the Roosevelt Library and had been named Deputy Archivist of the United States in 1972. In the period 1979-80, he was Acting Archivist of the United States.

\*George Scaboo is now acting head of Presidential Libraries. Scaboo, who has served as Acting Deputy Archivist of the United States since the departure of Edward Weldon almost a year ago, recently was named to that position permanently. He is also acting head of the Office of Federal Records Centers. A retired Navy captain, Scaboo came to NARS 13 years ago. He had served in the Office of Federal Records Centers prior to being named Acting Deputy Archivist.

\*Scaboo is also serving as acting director of NARS' newly-created Archival Research and Evaluation staff. Temporarily assigned to work with Scaboo in this area are SAA Fellows Charles Dollar and Trudy Peterson, and Charles Gellert.

## Chancellor on NHPRC

In his commentary on the "NBC Nightly News," June 2, John Chancellor called attention to the impact of budget cuts on the National Historical Publications and Records Commission. The text of the commentary follows:

The National Historical Publications and Records Commission could not be called big government, twelve federal employees who supervise two-and-a-half million dollars in annual grants to historians. Yet, look at what it does. It makes possible the editing of the papers of presidents, including George Washington and Thomas Jefferson. Editing the Jefferson papers could take a hundred years. It supports many similar projects which would not be possible without federal money.

That Commission almost died this week because of budget cutting. It was saved just yesterday in the House of Representatives, thanks in part to Congressman Glenn English of Oklahoma. And that close call tells us a lot about something bad that's going on.

At all levels of government, budget squeezes are killing or crippling many of the programs which have given this country a shining reputation as the world's leader in science, scholarship, and the arts--inexpensive programs, but terribly vulnerable to budget cuts.

The United States is already behind. The Western Europeans outspend it in support for the arts and some kinds of basic research. Who will win the Nobel Prizes of tomorrow?

Many of the institutions which have added such luster and distinction to the image of America are now going broke. Universities, libraries, orchestras, museums. There are some signs of a turnaround. The Reagan administration wants more spent on basic research and science.

But what's really needed is recognition that every dollar spent on science, scholarship, and the arts is a special dollar, which gives the United States a special position in the world, which gives Americans a special sense of pride in their country's accomplishments.

We are talking relatively about nickels and dimes. Most government programs cost infinitely more. But those nickels and dimes represent a priceless investment in the country, and cutting them any further would be folly.

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The June 2 passage of HR 2196, reported by Chancellor, extends NHPRC authorization for grant programs for five years at the level of \$3 million annually. On June 21, Senator Mark Hatfield, with 28 co-sponsors, introduced S. 1513 in the Senate, a bill which would extend NHPRC grants programs at the level of \$4 million for two years and \$5 million for the following three years.



## The Annual Meeting: Who Participates?

Over the last several years, committees planning SAA annual meeting programs have sought an appropriate gender balance in the slate of program participants. SAA's membership is approximately evenly balanced between men and women, with the percentage of women increasing over the past decade. In SAA's 1982 survey of the entire profession, 54.2 percent of those responding were female. In the same year, 60 percent of SAA's Boston program participants were male.

In an effort to close that gap and determine why participation by women in SAA annual meetings has been below what it should be, William K. Wallach, a member of the 1983 Program Committee, analyzed program proposals submitted to the '83 committee. His findings are revealing.

--Of the 101 people proposing sessions for 1983, 60 percent were men, 39 percent women.

--543 possible participants were mentioned on those proposals. Of those, 55 percent were men, 36 percent were women. (The remaining 9 percent represent suggestions of a general nature, i.e. "an historian.")

--329 names were suggested on proposals submitted by men. Of those, 61 percent were men, 30 percent were women, and 9 percent were general in nature.

--Women submitting proposals recommended 214 participants, 45 percent of whom were men, 46 percent were women, and 9 percent were general in nature.

The statistics lead to some generalizations:  
--men submit proposals at 1.75 times the rate of women.

--when women submit proposals, they tend to select a panel balanced by gender.

--when men submit proposals, they tend to choose male participants at double the rate they select females.

According to Linda Henry, chair of the 1983 Program Committee, 57 percent of the program participants in 1983 are men, 43 percent are women--a slight improvement over 1982.

Persons wishing to submit proposals for the 1984 meeting in Washington, DC should send them to the chair of the Program Committee, David Horn, Roy O. West Library, DePauw University, Greencastle, IN 46135, or bring them to the Program Committee's open house at the Minneapolis meeting, scheduled for Friday, October 7, from 11:15-12:15.

## SAA '83 on the Horizon

October 5-8, 1983, are the dates for SAA's 47th annual meeting, held this year at the Leamington Hotel in Minneapolis. Program packets are in the mail to all individual and institutional members of the Society. Packets will also be sent to non-SAA members participating in the program and to members of the Midwest Archives Conference who are not also members of SAA. Others wishing to receive a program should request one from Bernice Brack at SAA headquarters.

The program packet includes all information on fees, housing rates, transportation, tours, and special events, plus a schedule for the entire meeting. Here is a list of some of the major fees:

Preregistration fee: SAA members--\$54; non-members--\$69. Must be postmarked on or before September 14.

Preregistration package (includes tickets to the Awards Banquet and the Closing Luncheon): SAA members--\$83; non-members--\$98. Must be postmarked on or before September 14.

Registration after 9/14: Add \$10 to the preregistration fee or package described above.

Meal tickets: Awards Banquet--\$21; Closing Luncheon--\$14.

Student registration: Anyone holding a valid student membership in SAA may register for the annual meeting for \$20.

Hotel rates: The Leamington Hotel will be the headquarters for the meeting. Rates there are \$40-\$45 single, \$45-\$49 double. Rooms are also being held at the nearby Curtis, where the rates are \$34.50 single or double, and at the Leamington Motor Inn, where the rates are \$30 single, \$38 double.

Persons planning on attending the meeting are urged to register early. Limited enrollment workshops and special tours fill up especially quickly, so those registering early have a better chance of being admitted to the activities of their choice. Any questions about SAA '83 should be addressed to Toni Pedroza at SAA headquarters.

## Resolutions Committee Formed

SAA President J. Frank Cook has appointed a committee to receive resolutions for consideration at the annual business meeting in Minneapolis, October 6. The committee is chaired by Steven Masar, University of Wisconsin-Madison. Information on the deadlines for submitting resolutions and the activities of the committee will be published in the September *Newsletter* or may be obtained by contacting Masar at B134 Memorial Library, University of Wisconsin, Madison, WI 53706.



"This entry dated May 23, 1942, translates, 'Dear Diary, after conquering the U.S.A. I look forward to meeting Betty Grable. What a tomato!'"

Drawing by Frascino; © 1983 The New Yorker Magazine, Inc.

## The Hitler Hoax

"A blatant, grotesque, and superficial forgery." Those were the words used by Hans Booms, head of the German Federal Archives, to describe the 62 handwritten volumes purported by *Stern* magazine to be the diaries of Adolph Hitler. Examination by West German archivists, chemists, physicists, and engineers showed that seven of the volumes were written on paper made some time after 1955. SAA member Kenneth Rendell, hired by *Newsweek* to determine the diaries' authenticity, examined two of the volumes, comparing individual letters of the alphabet in them to the same letters taken from authentic Hitler documents, and concluded immediately that "the initial and final installments of the so-called Hitler diaries were not only forgeries, they were bad forgeries."

This and other evidence forced the editors of *Stern* to admit they had been duped and launched an intensive investigation to determine the identity of the forger.

Suspicion centered on Konrad Fischer, alias Konrad Kujau, a dealer in Nazi and Hitler memorabilia from Stuttgart. *Stern* reporter Gerd Heidemann, who had uncovered the "diaries" for the magazine, admitted receiving them from Fischer/Kujau, who was subsequently apprehended. Fischer/Kujau admitted forging the diaries in a confession signed, "Respectfully, Adolph Hitler." He is now in custody, as is Heidemann, who has also been fired by *Stern*. An effort is being made to discover what became of the nearly \$4 million *Stern* gave Heidemann to acquire the diaries.



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## Stravinsky Papers Saga Continues

Igor Stravinsky died in 1971, leaving behind a priceless collection of original scores, letters, and other documents. Since his death, his heirs have been engaged in a struggle over the disposition of the papers, a struggle that goes on to this day. It appears, however, that the bickering may soon be over and that the papers will at last have a home. Here is a brief summary of events in the life of the Stravinsky papers over the last year and a half.

In late 1981, the University of California at Los Angeles bid between \$1.5 and \$1.8 million for the collection. A subsequent bid for \$2 million from the Humanities Research Center at the University of Texas was also submitted to the trustees of the estate. Because the trustees were split over which bid to accept, the matter was taken to court, where the judge ruled in favor of UCLA, in spite of the lower bid, because he felt that the California university would do more to make the materials available to scholars and the public. Stravinsky's children appealed this decision, and, in the face of lengthy litigation, UCLA dropped its bid in late 1982.

A large majority of the papers were in the apartment of Stravinsky's widow, Vera, and when she died in September 1982, the Performing Arts Division of the New York Public Library offered to take temporary custody of the deteriorating documents. Their offer was approved by the heirs and the Library was also given the right of first refusal to buy the collection. The materials were transferred to the Library in January, 1983.

In April, 1983, the Sacher Foundation, headquartered in Switzerland, offered \$3.5 million for the collection. The New York Public Library, under the agreement reached when it took custody of the documents, now had 30 days to match that offer.

In the meantime, the trustees of the estate received a bid from an anonymous charitable foundation of \$3.75 million, with the provision that the collection would then be donated to Manhattan's Pierpont Morgan Library. In light of that bid, the New York Public Library terminated its fundraising efforts.

As the *Newsletter* went to press, it appeared that the Stravinsky heirs were leaning toward the anonymous offer, but the possibility still existed of a higher bid from the Sacher Foundation.

## What Council Did

At its meeting at Aylesford, Darien, Illinois, June 6-8, 1983, SAA Council:

- \* Approved guidelines for Professional Affinity Group activities and authorized three mailings yearly to each PAG.
- \* Approved a name change from Professional Affinity Group to Section, effective at the close of the Minnesota annual meeting.
- \* Authorized the preparation of a comprehensive proposal for an American Archival Education Institute.
- \* Drafted a statement entitled "Suggestions for the Selection of Archival Consultants," the full text of which will be published in an upcoming *SAA Newsletter*.
- \* Authorized Vice President Gracy to create a Task Force on Archives and Society to suggest ways to improve the image/perception of archival work.
- \* Adopted a general fund budget for 1983-84 which anticipates revenues of \$396,054 and expenditures of \$389,700.
- \* Received and reviewed operating procedures of the Publications Management Board (see p. 11).
- \* Authorized President Cook to communicate the Society's concern about recent developments in security classification to the White House.
- \* Directed SAA's NHPRC representatives to seek clear goals and priorities for the Commission's records program.

### Annual Meetings: Plan Ahead

1984: August 30-September 2, Capitol Hilton, Washington, DC

1985: October 29-November 1, Hyatt Regency, Austin, Texas

1986: August 30-September 2, Marriott Hotel, Chicago, Illinois

1987: New York City (tentative), dates to be determined.



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# ● PAG Annual Reports

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1982-83

The Professional Affinity Groups of SAA perform a critical mission as they provide opportunities for every member to be involved in the activities of the Society. David B. Gracy II, SAA vice president, has compiled and edited the annual reports of the PAGs for this *Newsletter* in order to insure that all members know of work underway.

Each SAA member may belong to one institutional and one functional PAG. PAG membership, effective January 1983, is listed in the last section of the 1983 *Directory of Individual Members*. Members desiring to change their PAG affiliation may do so by communicating in writing with SAA's Chicago office. Members are encouraged to contact PAG chairs, whose names and addresses appear at the end of this section, for additional information on specific undertakings mentioned in the reports below.

In its June meeting, SAA Council approved a proposal to change the name of PAGs to Sections, effective October 8, 1983. The important mission of the groups, as stated in the guidelines adopted by Council, is as follows: integrate new members, provide forums for discussion and work on matters of mutual concern, encourage and provide communication, serve as advocates for interests around which the group is formed, and develop leadership for the profession.

## ACQUISITIONS--functional

Tax Deductions for Gifts of Self-created Papers. Following formalization of its structure during its annual meeting in Boston, the PAG discussed pending legislation to permit tax deductions for gifts of self-created papers. As the year has progressed, the PAG has monitored proposed changes in the tax law and been in contact with the Manuscript Repositories PAG on the matter.

Competition and Cooperation in Collecting. Charles Schultz presented a paper on "How Much Competition is Good?" to keynote a discussion of competition and cooperation in acquisition.

Replevin. The PAG discussed a draft statement on replevin prepared by an ad hoc committee in 1979 but not acted on by Council. A committee composed of Thomas E. Mills, David Ment, and Harley P. Holden was established to contact the Government Records PAG on the matter and to prepare a recommendation to Council on behalf of the PAG if the committee believes further action needed.

SAA Program Sessions. The PAG also discussed both the success of a committee that arranged a PAG-sponsored program on taxes and monetary appraisal of manuscripts, and ways to develop further program proposals from the PAG.

## AURAL AND GRAPHIC RECORDS--functional

During the past year, the PAG formalized its structure, which allowed it to focus its attention on a number of issues through its committees.

Programs. Charged to develop program suggestions both for sessions of the SAA annual meeting and

of the PAG, the committee last year developed several suggestions that were adopted by the SAA program committee. To serve PAG members who felt that SAA program sessions were not specialized enough to meet their needs, the Programs Committee is developing a program specifically for the PAG business meeting in Minneapolis.

Standards. The committee reviewed and commented on the MARC format for graphic records. It has begun gathering information on data elements used in repositories of graphic materials.

Information. This group surveyed PAG members on the literature and sources of supplies useful to PAG members, as well as means of disseminating this information.

Conservation. To permit the Aural and Graphic Records PAG to pursue a concern for conservation, yet to avoid overlap and conflict with the Conservation PAG, this committee has served as a liaison with the Conservation PAG.

Name Change. The committee worked with the name change from PAG to Section, and presently is dealing with the first part of the PAG name, trying to find words that convey the PAG's diverse interests better than the present name.

In addition to the work of these committees, the PAG was instrumental in developing the current successful SAA workshop program on Administration of Photographic Collections. Moreover, work has begun toward development of a forms manual for graphic repositories.

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#### BUSINESS ARCHIVES --institutional

The Business Archives PAG has been especially busy this past year.

Consultant Guidelines. The PAG worked for approval of professional guidelines for business archives consultants.

Business Archives Guidelines. The PAG obtained approval of Council for the publication of the Business Archives Guidelines composed by the PAG.

Business Archives Bibliography. Members continued compiling entries for an updating of the *Select Bibliography on Business Archives*.

Audio-Visuals. Members explored the possibility of producing an audio-visual aid to explain business archives, but decided instead to compile information on those audio-visual materials already available in business archives.

Outreach. The PAG promoted the development of new business archives and the upgrading of those in existence through telephone calls, answering inquiries from corporations, mailing SAA publications and membership information, and other contacts.

American Archivist Special Issue. Various members edited and wrote for the Summer 1982, special issue of the *American Archivist* on business archives.

Questionnaire. Members revised the business archives survey questionnaire that will be used in gathering uniform data to assess the nature and condition of archives in business institutions.

SAA Program Sessions. The PAG developed several program sessions for the 1983 SAA annual meeting.

#### COLLEGE AND UNIVERSITY ARCHIVES --institutional

During its annual meeting in 1982 the PAG held five discussion group sessions on: (1) appraisal of student records, (2) compiling statistics and annual reports, (3) faculty publications and reprints, (4) college and university record-keeping practices, and (5) records management.

Introductory Manual. The PAG began planning for production of a College and University Archives Introductory Manual.

SAA Program Sessions. The PAG submitted a wide range of session proposals to the 1982 Program Committee and developed program suggestions for the 1983 SAA annual meeting.

#### CONSERVATION --functional

In its annual meeting, the PAG worked on its structure and procedures with the intention of completing the process in Minneapolis in 1983.

Bibliography Project. The PAG established liaison with the Preservation of Library Materials Section of the American Library Association to cooperate in the production of an annotated bibliography of standards for conservation materials and supplies. The project is being carried out by Richard Strassberg of Cornell University.

Monitor Proposals. The PAG continued to monitor federal and state legislative proposals and related activities that might affect preservation programs and issues in archives.

SAA Annual Meeting Programs. Program committees were established to advise and assist the SAA Program Committee on possible preservation sessions at the 1983 annual meeting.

SAA Basic Archival Conservation Project. Members supported this activity through service on the Project's advisory committee.

#### DESCRIPTION --functional

To streamline PAG activities, the Chair appointed an ad hoc Steering Committee to work on the structure and procedures of the PAG, including the mission and goals of the PAG. The PAG has seen its role to date as being a vehicle for communication about projects affecting archival description. A PAG activity being given strong consideration is setting up a system of "monitors" to report, through mailings and at the annual meeting, on particular proceedings concerning description.

Finding Aids Fair. The PAG held its second Finding Aids Fair at the SAA annual meeting to provide an opportunity for SAA members to exhibit and discuss various finding aids. A third Finding Aids Fair is planned for Minneapolis, arrangements for which are being coordinated by Kathy Brennan, 82 Pocantico St., North Tarrytown, NY 10591; (914) 631-2577, on Tuesday and Thursdays.

#### GOVERNMENT RECORDS --institutional

At the initiative of President Frank Cook, the PAG invited the National Association of State Archives and Records Administrators (NASARA) to co-sponsor several sessions at the 1983 SAA annual meeting.



The PAG's Steering Committee closely watched developments among other national organizations to determine their impact on the PAG's members. Among these developments were: (1) the recommendation of the NASARA "blue ribbon" self-study committee to open NASARA membership to all government records archivists and records managers; (2) the effort of the Council on Library Resources to create a National Public Records Committee; and (3) the project on local government records of the American Association for State and Local History.

The threatened removal of the Archivist of the United States brought quick protests from members of the Steering Committee.

The Steering Committee responded to several issues on which it was asked by Council to comment, including classification and declassification of federal records and restrictions on oral history interviews recorded by federal agency historians. Finally, the Steering Committee examined recent administrative changes of the General Services Administration and their affect on the records management authority of the National Archives and Records Service.

#### MANUSCRIPT REPOSITORIES --institutional

During the annual meeting in Boston, the PAG heard an informal presentation by Steven Hensen concerning Anglo-American Cataloging Rules--2 and the National Information Systems Task Force. Afterward, members joined in four concurrent discussions on: (1) copyright and tax laws, (2) processing, (3) preservation and conservation, and (4) grants and outside funding. The Steering Committee of the PAG was charged with responsibility for liaison with other PAGs, standing committees, and task forces. It will seek, as is appropriate, to inform these groups of the concerns and interests of manuscript repositories and to gather information on the work of the other groups to report to PAG members.

Tax Legislation. A working group on tax legislation, chaired by Lisa Browar, was formed in February to keep the PAG membership informed on action in Congress, to solicit specific information concerning the effects of the 1969 tax law, and to support efforts to restore tax deductions for donations of self-generated, private papers. The working group will report to the PAG annual meeting in Minneapolis.

Preparations for Annual Meeting. For the PAG meeting in Minneapolis presentations are being prepared on the American Literary Manuscripts project, public relations, use of microcomputers, tax legislation, and use of volunteers.

#### ORAL HISTORY--functional

At the Boston meeting, the PAG conducted an Open House to provide a forum for discussion of oral history concerns and practices. In addition to having organized a session for the annual meeting program, PAG members discussed, during the PAG's annual meeting, oral history practices among archivists.

Oral History Workshops. For both the 1982 and the 1983 SAA annual meetings, the PAG has organized pre-conference oral history workshops for archivists.

SAA Program Sessions. The PAG has developed formal sessions for the SAA annual meetings for both 1982 and 1983.

#### REFERENCE, ACCESS AND OUTREACH--functional

Study of Users and Perceptions. Under the direction of Steering Committee member Edward Oetting, the PAG developed a questionnaire on archival users and archival perceptions, which it asked members to complete. The results will be featured in Minneapolis on an SAA program session on archival myths and perceptions.

Bibliographies. The PAG prepared bibliographies on staff burn-out and problem patrons for the annual meeting in Boston.

Outreach Questionnaire. The PAG surveyed a sample of its members concerning attitudes toward outreach activities and the effects of budget cuts on such efforts. The results of the survey appear in the 1983 PAG newsletter.

#### RELIGIOUS ARCHIVES--institutional

The PAG directed its activities to six major areas during the year:

Religious Archives Bibliography. Under the direction of Sister Mary Ellen Gleason, a committee has been refining entries and entering them on a word processor in anticipation of having the bibliography printed.

Religious Archives Glossary. Chaired by Douglas Wright, Jr., a committee is compiling a list and definitions of religious archives terms. Glossaries have been requested from each denomination, and the committee expects to have a working draft available by the time of the SAA annual meeting in October.

Confidentiality and Access to Religious Archives. Chaired by Father M.J. Madaj, a committee has been collecting policies and information which affect both the legality and confidentiality of personnel, sacramental, administrative, and

social service records. The committee will report its progress at the PAG's business meeting in Minneapolis.

PAG Structure. A committee chaired by Dr. August Suelflow is reviewing the bylaws and regulations that affect the PAG and will report its findings and recommendations at the PAG business meeting.

Missionary Records. At the last annual meeting, the PAG approved a report on missionary archives, which recommended: (1) that those responding to the original questionnaire be sent a copy of the report, as well as a list of the services available from the SAA, and (2) that a conference be organized to develop standards covering the types of missionary records that should be saved and to deal with the question of the proper jurisdictions for their preservation. As a result, letters were sent out from the SAA Chicago office in May. Work is continuing on the conference proposal.

Religious Archives Reader. Under the leadership of Father Norbert Brockman, work has begun on compiling articles--including both original and formerly published works--with the intention of printing a reader.

#### THEME COLLECTIONS--institutional

This PAG brings together persons who have strong commitments in their collecting and archival programs to various subject matter themes. Activities during 1982-83 centered on internal issues of definition and structure. Members agreed that the PAG could function well only as an umbrella for subgroups with clearly defined interests and real membership bases. Four were established: (1) science, technology and health sciences (Adele Lerner, chair); (2) labor, ethnic, urban and economic history; (3) performing arts (Leslie Hansen Kopp, chair); (4) visual arts and architecture. With the structural issue resolved, the PAG hopes, first, to increase membership and, with the larger numbers, then to increase its substantive work.

All PAGs will meet during SAA's 1983 annual meeting in Minneapolis. Functional PAGs will meet on Wednesday, October 5, from 9:00 am-11:00 am; institutional PAGs will meet on the same day from 1:00 pm-3:00 pm. In addition, several PAGs have scheduled open houses during the week. Consult the annual meeting program booklet for the open house schedule.

#### PAG CHAIRS, 1982-83

Carolyn Wallace (Acquisitions)  
University of North Carolina  
024-A Wilson Library  
Chapel Hill, NC 27514

Gerald J. Munoff (Aural & Graphic Records)  
Kentucky Dept. for Libraries and Archives  
P.O. Box 537  
Frankfort, KY 40602

Linda Edgerly (Business)  
103 W. 75th St., #3B  
New York, NY 10023

Howard P. Lowell (Conservation)  
2530 NW 11th St.  
Oklahoma City, OK 73107

Patrick Quinn (College & University Archives)  
University Archives  
Northwestern University Library  
Evanston, IL 60201

Victoria Irons Walch (Description)  
9927 Capperton Dr.  
Oakton, VA 22124

Lewis Bellardo (Government Records)  
Kentucky Dept. for Libraries and Archives  
P.O. Box 537  
Frankfort, KY 40602

Robert Byrd (Manuscript Repositories)  
Duke University  
Perkins Library  
Manuscript Department  
Durham, NC 27706

Marjorie Fletcher (Oral History)  
American College Archives & Oral History Center  
270 Bryn Mawr Ave.  
Bryn Mawr, PA 19010

Alexia Helsley (Reference, Access, Outreach)  
South Carolina Dept. of Archives & History  
P.O. Box 11669, Capitol Station  
Columbia, SC 29211

Thomas Wilsted (Religious)  
Salvation Army Archives  
145 W. 15th St.  
New York, NY 10011

Fredric Miller (Theme Collections)  
Temple University  
Paley Library--Urban Archives Center  
Philadelphia, PA 19122



## Continuing Education from SAA

Archivists seeking continuing education opportunities in various aspects of archival work will be interested in these workshops being offered over the next few months by SAA:

July 27-29, Basic Archival Conservation:  
Midland Hotel, Chicago, IL. Registration fee: \$75. Contact Sylvia Burck at SAA headquarters for details.

August 10-12, Administration of Photographic Collections: Newark, NJ. Registration fee: \$50. Contact Sylvia Burck for details.

October 2-3, Career Development and Job-Seeking Skills: Minneapolis, MN. In conjunction with SAA's 1983 annual meeting. Registration fee: \$100. Contact Mary Janzen, Chicago Historical Society, Clark St. at North Ave., Chicago, IL 60614. (312) 642-4600, ext. 29.

October 2-4, Administration of Photographic Collections: Minneapolis, MN. In conjunction with SAA's 1983 annual meeting. Registration fee: \$50. Contact Sylvia Burck for details.

October 2-4, Archives: An Introduction: Minneapolis, MN. In conjunction with SAA's 1983 annual meeting. Registration fee: \$110. Contact Linda Ziemer at SAA headquarters for details.

October 2-4, Educational Program for Machine-Readable Records: Minneapolis, MN. In conjunction with SAA's 1983 annual meeting. Registration fee: \$40. Contact Linda Ziemer for details.

October 4, An Introduction to Oral History in the Archives: Minneapolis, MN. In conjunction with SAA's 1983 annual meeting. Registration fee: \$36. Contact Toni Pedroza at SAA headquarters for details.

## Colonial Dames Scholarship Awarded

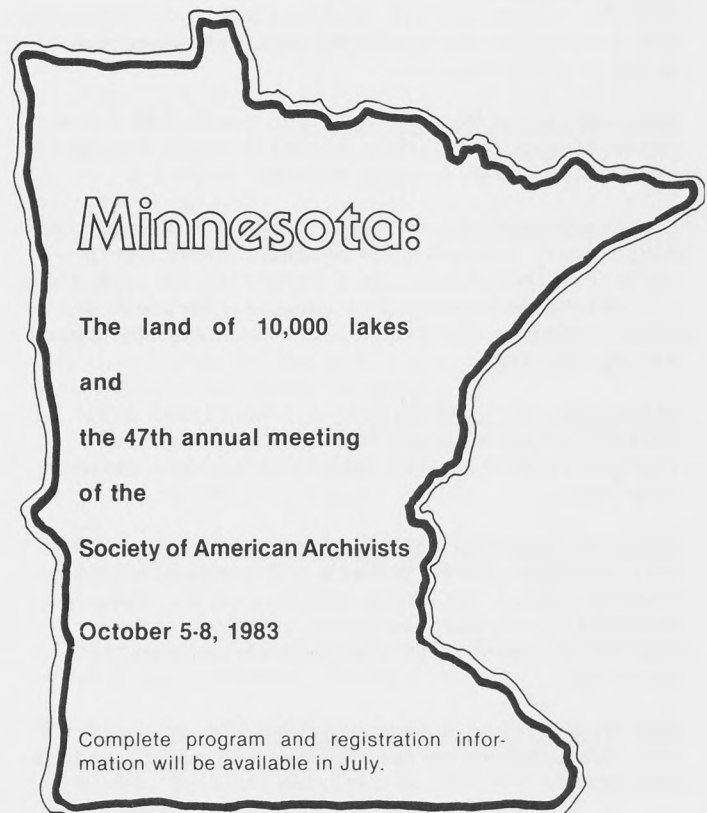
Richard H.F. Lindemann, University of Virginia, has been awarded the Colonial Dames Scholarship to the June, 1983, Modern Archives Institute at the National Archives.

The Colonial Dames Scholarship is funded by the Colonial Dames of America, Chapter III, and awarded by the Society of American Archivists. A subcommittee of SAA's Awards Committee selects the winners. The subcommittee for 1983 was composed of Richard J. Cox, chairman, Mary Walton Livingston, and Jacqueline Goggin. Information on future scholarships will be published in the *SAA Newsletter*.

## SPINDEX Users Network to Meet

The annual "special meeting" of the SPINDEX Users Network (SUN) will be held in Portland, Oregon, August 15-16, 1983. Attendance is open to members and non-members. The Portland meeting will reflect a shift in interest among SUN member institutions. While all member institutions are committed to automated systems for archives and records management, there is a tendency toward diversification of both hardware and software used in a given institution's system. SPINDEX continues to be an important component in the system for all member institutions, but there is increasing utilization of other programs for tailoring reports and for streamlining data entry and updating procedures.

For more information on the meeting, contact Tom Converse, Division of Archives and Records Management, Box 537, Frankfort, KY 40602, (502) 875-7000, or Liisa Fagerlund, Portland Archives and Records Center, 9360 N. Columbia Blvd., Portland, OR, (503) 248-4631.



## NHPRC Grants to Archival Projects

During its April 21-22 meeting, the National Historical Publications and Records Commission recommended the following grants for records projects, totaling \$1,155,517.

Indiana State University, Terre Haute: an offer of \$24,617 to survey the active and inactive records of the university, develop a retention plan and disposition schedules for all major records series, and plan for the establishment of a university archives and records management system.

Franklin and Marshall College, Lancaster, PA: \$23,020 to establish an archival program for the college's historical records, 1787-1982.

Sioux Falls College, Sioux Falls, SD: \$7,694 to continue arrangement and description of the college's archives begun under a previous NHPRC grant, and to accession the records of the South Dakota American Baptist Convention as part of the American Baptist Church's current effort to establish state and regional archives.

Chicago Historical Society: a matching offer of \$30,000 to process its small manuscript collections and to develop an automated descriptive system using a microcomputer.

Maine Maritime Museum, Bath: up to \$1,500 for a consulting grant to help identify needs for an archival program for the museum.

Montana Historical Society, Helena: a \$4,000 outright grant and a \$2,000 matching offer for a technical consultant and a historian of technology to review, interpret, and evaluate technological information in the records of the Anaconda Copper Mining Company.

Athenaeum of Philadelphia: a conditional grant of \$30,800 to arrange and describe drawings and textual records in the Athenaeum's architectural archives.

National Business League, Washington, DC: \$3,980 for a survey of NBL records and preparation of a records manual outlining procedures for the systematic identification of archival records and their transfer to the Tuskegee Institute Archives.

Fort Peck Tribal Museum, Poplar, MT: up to \$2,000 for consultation on the development of the tribal archives.

Warm Springs Confederated Tribes, Warm Springs, OR: up to \$2,000 for consultation on the development of tribal archives and records management programs.

Oglala Sioux Community College, Kyle, SD: up to \$2,000 for consultation on the development of a

tribal archives project.

Illinois State Archives, Springfield: a matching offer of up to \$74,000 to survey and schedule the historic public records of Chicago and Cook County.

City Library, Springfield, MA: a matching offer of \$9,000 to arrange and describe historical records relating to the growth and development of Springfield and other Connecticut Valley communities. The grant will also include training in archives management for the library staff.

California State Archives, Sacramento: a matching offer of \$37,161 to produce and distribute a film to acquaint the public with the purpose and holdings of the State Archives and to develop support for this and other archival programs.

Connecticut State Historical Records Advisory Board and Connecticut Historical Society, Hartford: \$26,970 for their joint project to develop an archival network in Connecticut, publish a resources handbook, conduct workshops, hold conferences.

Kentucky Department for Libraries and Archives, Frankfort: \$198,300 for a re-grant program designed to demonstrate the need for support of a comprehensive Kentucky local records program. Re-grant funds will be used to support the development or improvement of local records archival programs.

Michigan History Division, Lansing: an offer of \$35,234 to complete its project to inventory, appraise, and preserve the archival records of Michigan counties.

South Dakota Archives Resource Center, Pierre: \$24,978 for its state government records policy planning and processing project.

American Association for State and Local History, Nashville, TN: \$144,334 to continue the work of the National Advisory Committee on the Management, Preservation, and Use of Local Government Records, and to produce for wide distribution a slide/tape presentation, brief pamphlet, and guide to managing local records.

National Center for State Courts, Williamsburg, VA: \$50,000 to gather information on court record retention schedules, prepare comparative matrices, and publish the results.

Temple University Urban Archives Center, Philadelphia: \$38,955 to survey machine-readable records in public and quasi-public agencies in seven counties and two states, as part of the university's program to establish a data archives for the area.



## NHPRC Grants, cont.

Northeast Document Conservation Center, Andover, MA: \$10,000 to offer a minimum of eight hands-on conservation workshops in the Center's service region.

National Association of State Archives and Records Administrators, Atlanta, GA: a supplemental grant of up to \$4,000 to offer a seminar on planning techniques and approaches for State Historical Records Coordinators and/or project staff in states receiving assessment and reporting grants during the current cycle. This will be in addition to the June conference for states that have already conducted planning grants.

The Commission recommended a total of \$368,974 to State Historical Records Advisory Boards in sixteen states for assessment and reporting projects to analyze the current condition of historical records in the state, identify problems, frame potential solutions, and outline actions that can be taken now and in the future. The following grants were recommended:

Alabama	\$25,000	Michigan	\$25,000
Arkansas	\$25,000	Missouri	\$24,724
Delaware	\$10,950	Nevada	\$23,933
District of Columbia	\$20,197	New Hampshire	\$25,000
Florida	\$25,000	Oklahoma	\$25,000
Indiana	\$24,800	Oregon	\$25,000
Louisiana	\$25,000	Utah	\$24,970
Maryland	\$25,000	Vermont	\$14,400

## Illinois Conservation Program

Morris Library, Southern Illinois University at Carbondale, has been awarded a second Library Service and Construction Act Title I grant to extend the Illinois Cooperative Conservation Program (ICCP) into a second phase. Phase 2 focuses on delivering a unique series of intensive hands-on workshops to train library staff in simple book repair procedures.

For more information, contact, ICCP, Morris Library, Southern Illinois University, Carbondale, IL 62901. (618) 453-5122.

## Call for Users of Small Computers

SAA headquarters is interested in hearing from archivists who are using small computers to assist them in archival work. Specifically, information is sought on the brand and model of equipment, the ways in which it is being used, whether or not copies of the program(s) are available to others, and whether you might be interested in participating in a users' group. Reply to Debbie Risteen at SAA headquarters.

## SAA Publications Procedures

At its June meeting, SAA's Council reviewed general procedures for the submission of manuscripts for possible publication by the Society. The procedures were prepared by the Publications Management Board, a body established in 1982 to monitor the publication activities of the Society. The PMB is composed of the chair of the Editorial Board, the executive director of SAA, the treasurer of SAA, a representative from the Editorial Board, the editor of *The American Archivist* and the special projects editor. The PMB has been delegated authority by SAA's Council to establish directions and priorities for the Society's publications program, based on input from the Editorial Board and an awareness of the funds available for this purpose.

During the past year, the PMB developed some general goals for the publications program. It recommends concentrating on publications which generate new knowledge for the Society's membership and the profession at large. In addition, the PMB urges that the Society focus on bibliographic activity which will be comprehensive of the concerns of the profession as well as standardized in its ways of reporting bibliographic citations to the profession.

The PMB has developed procedures for the submission of proposals for SAA publications:

1. Proposals should be submitted to SAA Projects Editor Terry Abraham, P.O. Box 2863, Pullman, WA 99163. Proposals should include a table of contents, schedule for the project, intended audience, all costs involved in taking the manuscript to final draft stage, and other considerations deemed useful in evaluating the proposal.
2. Abraham will prepare a general summary of proposals received and other publications activity for discussion by the Editorial Board when it convenes at the annual meeting.
3. The Editorial Board will suggest topics and possible authors for future publications that fall within the PMB's plan.
4. At the annual meeting, the PMB will review specific proposals and select those it wishes to pursue.
5. Abraham begins developing proposals more fully, working with authors, reviewers, etc.
6. Based on Abraham's recommendations and review by the PMB, the decision may be made to sign an agreement between SAA and the authors of new publications.
7. General fund support for publications is approved by Council.

Persons wishing to submit publications proposals are urged to do so well in advance of annual meetings.

## Consultants for Photographic Collections

Through its Basic Archival Conservation Program, SAA is offering a consultant service for archival and manuscript repositories maintaining collections of photographic materials. Consultant visits will be one day in duration, and will focus on such concerns as identification of photographic media, arrangement and description, access provisions, preservation, and storage and handling. A written report containing program recommendations will be submitted following the site visit. Institutions requiring assistance in evaluating and devising appropriate systems for managing their photographic holdings are urged to apply for the service. Host institutions are required to support their consultant's travel expenses; the Program provides the honorarium. To be eligible for the consultant service, institutions must maintain significant holdings of photographic materials and have at least one full-time staff member devoting at least a portion of his/her time to the photo collection. A limited number of consultations is available. For an application or further information, contact Mary Lynn Ritzenthaler at the SAA office.

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

## "Wretched Papers" Sought

Manuscript and archival repositories weeding collections are urged to set aside duplicate and other materials intended for disposal for possible use in the Basic Archival Conservation Program. Examples of various types of photographic processes are needed for use in sessions on identification and arrangement and description in the Administration of Photographic Collections workshops. Textual records on a paper base are needed for the hands-on practicum in the Basic Archival Conservation workshops. Dirty and torn papers are especially desirable! Persons with materials suitable for these instructional purposes should contact Mary Lynn Ritzenthaler at SAA headquarters. Donations may be kept confidential.

## Appraisal Fellowships Available

Through funds received from the Andrew W. Mellon Foundation, the Bentley Historical Library, University of Michigan, will offer fellowships for research on appraisal problems associated with modern documentation. Fellowships for the 1984 summer program in Ann Arbor will be awarded for periods of one, two, three, or four months. Professional archivists, historians, and other scholars at any stage of their professional careers are eligible for fellowships. U.S. citizenship is not a requirement. Applications for the summer 1984 fellowship program must be postmarked by December 12, 1983. For application forms and further information, contact Francis X. Blouin, Director, Bentley Historical Library, University of Michigan, 1150 Beal Ave., Ann Arbor, MI 48109, (313)764-3482.

## Census Microfilm Contract Awarded

When budget cuts struck the National Archives last year, NARS stopped lending microfilmed census records in an effort to cut costs. Since 1969, the public had been able to borrow microfilmed census records free from 11 regional repositories, and, since 1980, from a clearinghouse in Fort Worth, Texas. In its last year, this program cost \$500,000, including \$200,000 just for mailing.

Realizing that the Archives could no longer afford to subsidize this activity, NARS officials sought a private contractor to handle the distribution of the microfilm. On April 6, the contract was awarded to DDD Company of Landover, Maryland, a firm specializing in computer management and information delivery. The microfilm will be available on a rental basis at a cost of \$2.25 per roll. The company is already taking orders and the first shipments will go out in July. The microfilm covers census records from 1790-1900; the 1910 records will be added later this year. To order, contact Census Microfilm Rental Program, P.O. Box 2940, Hyattsville, MD 20784. NARS' catalog of census microfilm, available in many libraries, should be used when ordering.

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. Copy deadline for the September issue is August 15. We encourage 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 (August 1 for the September issue). Letters received after the first of the month will be held for possible publication in a subsequent issue.

The *Newsletter* editor will solicit responses (to appear in the same issue) to letters that seem to warrant 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 SAA headquarters.

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



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## Transitions...

Completing a 45-year career in state archival work, CHARLOTTE CAPERS retired from the Mississippi Department of Archives & History on April 1. She had served the Department as secretary, acting director, director, and public information officer. The Archives & History building in Jackson was re-named the Charlotte Capers Building in her honor. . . TOBY MURRAY (formerly Toby Fishbein Kemp) has been appointed archivist and preservation officer, McFarlin Library, University of Tulsa. She was formerly university archivist at Iowa State University. . . ANTHONY R. DEES has been named assistant director of the Georgia Department of Archives and History. He was previously director of the Georgia Historical Society. . . RICHARD A. RYERSON has been named editor-in-chief of the Adams Papers. He was formerly associate editor of the Papers of William Penn. . . GARY L. MORGAN has begun work as an archivist/historian with the State of Wyoming Archives, Museums, and Historical Department. Previously, he was with the National Archives and Records Service. . . JOSEPHINE L. HARPER, a Fellow of the Society, retired in June from her position with the State Historical Society of Wisconsin. . . PAUL A. KOHL, a Fellow of the Society, died on May 16 at Western Washington State University where he directed the graduate program in archival and records management administration. He was 62 and had retired from the National Archives and Records Service. . . SAA Fellow LUCILE M. KANE received one of the first two Minnesota Humanities Commission Distinguished Service Awards in March. The award honors Minnesotans outside of academic life who have augmented and supported scholarship in the humanities. . . Archivist of the United States and SAA Fellow Robert M. Warner received an honorary degree from DePaul University in Chicago in June. Warner also delivered the commencement address for the College of Liberal Arts and Sciences. . . JOYCE GIANATASIO, SAA's Director of Administrative Services and Annual Meetings, has resigned to devote herself to the care of her twin baby girls. . . SAA Fellow C.F.W. COKER, head of the Reference and Reader Services Section, Manuscript Division, Library of Congress, died on June 20 of cancer. . . RICHARD J. COX, formerly with the City of Baltimore Archives, has been named head of the Government Records Division, Alabama Department of Archives and History.

## Wanted

Letters to and from Emma Goldman (1869-1940), active anarchist and feminist in the U.S. from 1886-1919. Also letters or articles about her written by contemporaries. Contact: Emma Goldman Papers Project, Institute for the Study of Social Change, 2420 Bowditch, Berkeley, CA 94720.

The American Museum of Natural History is undertaking a one-year project to catalog, with automation, part of its photographic collection. One of the project's main goals is to provide subject cataloging at the sub-collection level. In order to confirm the choice and structure of subject terms used, periodic lists will be distributed to other related institutions for comment. Institutions interested in participating in this evaluation process or in being put on the subject terms mailing list should contact Diana Shih, Project Librarian, American Museum of Natural History, Central Park West at 79th St., New York, NY 10024. (212) 873-1300 x541.

Has any archivist working for an institution holding in its archives public records open to all had the experience of receiving orders to close those records to the plaintiffs in a suit brought against the institution? Our university is being sued over its proposed use of real estate. We have been ordered by the university's attorney to close all university records (considered public records in our state) to the plaintiffs unless they request to see specific records by routing their requests from their attorney through the university's attorney. Anyone with comments on this situation should send them to "Wanted," SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

# Professional Opportunities

**ARCHIVIST**, City of Tucson. Two year position beginning September 1983. To establish and develop a continuing archival program. Qualifications: Considerable knowledge of archival methods and practices. Master's degree in history (preferably American or Southwest history) or library science and three years' experience in historical research, records management or archives are required. Salary: \$18,000 (no fringe benefits). Submit resumes to: City of Tucson Personnel Department, P.O. Box 27210, Tucson, AZ 85726-7210. No closing date provided.

**CURATOR**, Archives Department, Louisiana State University. New, tenure-track position for large political collections. Responsible to Head, Archives Department for administration, processing of current holdings, and collection development for political collections. Qualifications: ALA-accredited M.L.S. and/or graduate degree in recent U.S. history and/or related field required. Two years' experience processing archival collections necessary with evidence of having processed at least one large (several hundred cubic feet) twentieth century collection. Four years' working experience in an archives highly desirable. Salary: minimum of \$15,400 or \$19,000 (or above for well-qualified candidates) depending upon qualifications, experience, and rank. Applications received before August 1, 1983, given preference. Apply to: George J. Guidry, Jr., Director of Library, Louisiana State University, Baton Rouge, LA 70803. No closing date provided.

**CONSERVATION SPECIALIST**, Nebraska State Historical Society. Responsible for the administration of the paper conservation program at the Nebraska State Historical Society, including applied conservation work; setting treatment standards and priorities; supervision of one or more assistants; training and education of staff; monitoring of environmental and storage conditions in storage and work areas; preparation of reports and proposals; and participation in educational and outreach programs as workload and resources permit. Qualifications: Bachelor's degree, social sciences preferred, plus some graduate training in paper conservation work or equivalent experience in a recognized library or archival conservation program. Salary: \$17,000-\$18,000. Classification: Manuscripts Curator. Send resume and addresses of three references to: James E. Potter, State Archivist, Nebraska State Historical Society, Box 82554, Lincoln, NE 68501; (402) 471-3270. Application deadline: August 1, 1983.

**DIRECTOR**, Georgia Historical Society. Duties include supervising a small staff; maintaining a close relationship with the Georgia Department of Archives and History and with the President and Board of Curators of the Georgia Historical Society; supervising interns and volunteer staff; preparing grant proposals and other fund-raising projects for expanding organization; and participating in community, civic, and professional programs; maintain close relations with other historical societies and archival personnel. Qualifications include: Completion of an undergraduate major in history, political science, and/or government, which included two courses in American or Georgia history and one course in research methodology at a four year college or university; and three years of experience in supervisory or administrative position in an archival institution or library which was responsible for the handling, inventorying, research, and/or preservation of historical material. Salary approximately \$25,000 dependent upon qualifications. This is a Georgia State Merit System position. The Georgia Historical Society is the only branch depository of the State of Georgia Department of Archives and History. Applications should be directed to the Chairman of the Search Committee, c/o Georgia Historical Society, 501 Whitaker Street, Savannah, GA 31499-2001. Application deadline: September 1, 1983.

**ARCHIVIST**, Los Alamos National Laboratory. To work in recently established archives of large national laboratory, operated by the University of California for the U.S. Department of Energy. Will work with one other archivist on appraisal, arrangement, description, and conservation of laboratory's historical records; will assist in planned automation of archival procedures; will participate in vigorous oral history program; will work closely with archivist and records management staff in providing reference service to laboratory personnel, historians, and scholars conducting research in laboratory records; will work closely with historians of science on four-year project to write comprehensive history of the laboratory; archivist may be assigned some non-technical portions of the history. Qualifications: Training and significant experience in archives and/or records management, ability to communicate well orally and in writing. Undergraduate degree in science useful but not required. Advanced degree in appropriate scientific discipline, history, history of science, or library science required. U.S. citizenship required. Salary: \$22,200-\$35,520 plus benefits. To apply, send resume in confidence or call Elmer Salazar, Associate Group Leader, PA-TS, Personnel Administration Division, Division 83-T, Los Alamos National Laboratory, Los Alamos, NM 87545. (505) 667-5108. No closing date provided.

*Three positions, University of Maryland Libraries:*

To head departments within the Special Collections Division. Each position requires an M.L.S. from an ALA-accredited program, four years' professional experience in academic/research library, and demonstrated success in supervision and administration.

**CURATOR OF MARYLANDIA**. Manages department (3.5 FTE) with comprehensive collection of published works about Maryland; state, county, and municipal documents; maps. Ph.D. in history desirable.

**CURATOR OF HISTORICAL MANUSCRIPTS AND ARCHIVIST**. Manages department (2 FTE) with personal papers, organizational and university records, photographs, oral history materials. Develops the university archives program. Ph.D. in history desirable.

**CURATOR OF RARE BOOKS AND LITERARY MANUSCRIPTS**. Plans and directs work with literary manuscripts and rare books in a wide range of scholarly fields. Devises collection development policies and programs. Administers the conservation and preservation activities of the Special Collections Division. Broad command of European languages essential; Ph.D. in history or literature desirable.

Twelve-month appointment. Salary: \$22,700 minimum, generous fringe benefits. For full consideration, submit resume and names of three references to: University of Maryland Libraries, Personnel Officer, McKeldin Library, College Park, MD 20742. Application deadline: July 31, 1983.

**CONSULTING BUSINESS ARCHIVIST**, Bishop Museum. NEH-funded, one year project to organize business and sugar plantation records, approximately 3,000 cu. ft. Grant period July 1, 1983 to June 30, 1984. Responsibilities will include training and supervision of entry-level staff archivist and clerical help. Qualifications: Applicants with extensive experience in the appraising and processing of business records and knowledge of 19th century bookkeeping practices will be preferred. Salary: \$21,000 plus dislocation allowance and transportation. Send resume and three references to: Project Director, Mrs. Cynthia Timberlake, Head Librarian, Bishop Museum, P.O. Box 19000-A, Honolulu, HI 96819. No closing date provided.

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



## Professional Opportunities

**ARCHIVIST, Video Archive for Holocaust Testimonies, Yale University Library.** Under general direction of Head, Manuscripts and Archives, is responsible for collection management, technical services, and reader services functions. Prepares registers, abstracts, guides, cataloging records, finding aids, and indexes to the collection, as appropriate, to facilitate research use. Provides reference assistance. Participates in the formulation of policies and procedures for use of the collection. Makes recommendations on personnel selection, space utilization, and equipment needs. Monitors conditions of materials and recommends preservation procedures; is responsible for collection security. Trains and supervises small support staff. Qualifications: M.L.S. or M.A. in modern European history, Judaica or other related discipline or equivalent background. One year cataloging, indexing, or archival experience. Working knowledge of Yiddish or German. Evidence of interest and/or experience in working with oral history, video-taped materials or Holocaust survivors. Salary from \$18,000. Position available from July 1, 1983 through June, 1985. Send resume listing three references to Diane Y. Turner, Yale University Library, Box 1603A Yale Station, New Haven, CT 06520. No closing date provided.

**ARCHIVIST, Kraft, Inc.** For new archival project to be headquartered in Kraft's corporate center located in Glenview, Illinois. Responsibilities will include appraisal, conservation, cataloging, reference and project management as well as establishing and implementing goals, policies and programs for the archives. Qualifications: Experience in archival management, a working knowledge with automated information systems, with a Master's degree in an appropriate discipline. Please send letter and resume to: Ted Mussatti, Kraft, Inc., Kraft Court, Glenview, IL 60025. No closing date provided.

**ARCHIVIST, Franklin and Marshall College.** Will develop new archival program. In consultation with the Library Director, will establish priorities for collecting, managing, and describing college records. Will direct day-to-day operation of college archives, arrange records, prepare inventories, and serve in reference capacity for the collection. Will survey campus records and recommend modest records management program. Initially grant-funded, but position expected to continue. Position available September 1, 1983. Qualifications: M.A. in history or ALA-accredited M.L.S.; professional archival training and several years' experience. Salary dependent upon qualifications and experience, \$17,000 minimum. Send letter of application, resume, names and telephone numbers of three references and transcripts to Kathleen Moretto, Director, Shadck-Fackenthal Library, Franklin and Marshall College, Box 3003, Lancaster, PA 17604. No closing date provided.

SAA's placement service will operate again at this year's annual meeting. Candidates should bring multiple copies of their resume to the placement booth. Job listings will be posted at the booth and the placement service will assist candidates in setting up interviews with employers during the week of the meeting. Employers who have a position vacancy and would like to interview candidates at the annual meeting, should bring their vacancy announcement to the placement booth to be posted and to set up an interview schedule. Employers who will not be attending the meeting, but who have a job announcement to be posted, should send the announcement to Linda Ziemer at SAA headquarters before September 30, 1983.

**ARCHIVIST, Winterthur Museum and Gardens.** Responsible for the management or direction of the historical records program in accordance with statutory regulations, institutional policy, accepted archival standards and procedures, and the SAA code of ethics. Administrative duties include planning and evaluation of goals and priorities; work and space planning for processing; storage and use of records; staff supervision and instruction; reporting, budgeting, special funding and cost analysis; educational and public relations activities; and planning and implementation of preservation activities. Responsible for development and operation of the archives, including appraisal, accessioning, arrangement and description, security and preservation, reference and access, publications and public programs, record-keeping and clerical functions. Qualifications: Bachelor's degree and graduate or post-graduate degree in archives, plus 3-5 years' archives experience. Send resume with salary requirements to: Personnel Manager, Winterthur Museum, Winterthur, DE 19735. Application deadline: July 25, 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.*

## Archivists' Calendar

The University of Maryland will sponsor a workshop in oral history and folklore sound collections, August 9-13, in College Park, Maryland. For further information, contact Jean Diepenbrock, College of Library and Information Services, 4110 Hornbake Library, University of Maryland, College Park, MD 20742, (301) 454-3016.

### The American Archivist on Microfilm

All back issues from 1939-1979 on 12 rolls of 35 mm microfilm. \$25 per roll, \$250 set of 12 rolls, SAA members. \$32 per roll, \$325 set of 12 rolls, others.

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Roll 8: Vol. 28 (1965) - Vol. 29 (1966)  
Roll 9: Vol. 30 (1967) - Vol. 33 (1970)  
Roll 10: Vol. 34 (1971) - Vol. 37 (1974)  
Roll 11: Vol. 38 (1975) - Vol. 39 (1976)  
Roll 12: Vol. 40 (1977) - Vol. 42 (1979)

Order from the Society of American Archivists, 330 S. Wells, Suite 810, Chicago, IL 60606.

# SAA Newsletter

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## PUBLICATIONS FROM THE SOCIETY OF AMERICAN ARCHIVISTS

The publications program of the Society of American Archivists has grown continually since the Society's founding in 1936. SAA's publications cover a wide range of topics in archives, from basic archival functions to advanced archival theory. The Society also distributes many archives-related publications of other publishers. Discount prices on all publications from the Society are available to SAA members. A complete publications list may be requested from SAA headquarters, 330 S. Wells St., Suite 810, Chicago, IL 60606.

### Basic Manual Series I

*Archives & Manuscripts: Appraisal & Accessioning*, Maynard J. Brichford  
*Archives & Manuscripts: Arrangement & Description*, David B. Gracy II  
*Archives & Manuscripts: Reference & Access*, Sue E. Holbert  
*Archives & Manuscripts: Security*, Timothy Walch  
*Archives & Manuscripts: Surveys*, John A. Fleckner

### Basic Manual Series II

*Archives & Manuscripts: Exhibits*, Gail Farr Casterline  
*Archives & Manuscripts: An Introduction to Automated Access*, H. Thomas Hickerson  
*Archives & Manuscripts: Maps and Architectural Records*, Ralph E. Ehrenberg  
*Archives & Manuscripts: Public Programs*, Ann Pederson and Gail Farr Casterline  
*Archives & Manuscripts: Reprography*, Carolyn Hoover Sung

### Archival Forms Manual

*Archivists and Machine-Readable Records*, ed. Carolyn Geda, Francis Blouin, Jr., and Eric Austin

*Basic Archival Workshops: A Handbook for the Workshop Organizer*, Thomas C. Pardo

*Basic Archival Workshop Exercises*, Trudy Huskamp Peterson

*Basic Glossary for Archivists, Manuscripts Curators, and Records Managers*

*Business Archives: An Introduction*, Edle Hedlin

*College and University Archives: Selected Readings*

*Evaluation of Archival Institutions: Services, Principles, and Guide to Self-Study*

*Information Management, Machine-Readable Records, and Administration: An Annotated Bibliography*, ed. Richard M. Kesner

*Management of Archives and Manuscript Collections for Librarians*, ed. Richard H. Lytle

*Modern Archives and Manuscripts: A Select Bibliography*, Frank B. Evans

**Problems in Archives Kits (PAKs)** are a publications service in a flexible format which may include reports, manuals, forms, sound tapes, and other material chosen for its usefulness.

<i>Developing a Brochure</i>	<i>The Lone Arranger</i>
<i>Disaster Prevention and Preparedness</i>	<i>Long-Range Planning</i>
<i>Finding an Archival Position</i>	<i>Starting an Archives</i>
<i>Local Government Records</i>	

*Religious Archives: An Introduction*, August Suefflow

*Select Bibliography on Business Archives and Records Management*, ed. Karen M. Benedict

*Selective Bibliography on the Conservation of Research Library Materials*, Paul N. Banks

*The WPA Historical Records Survey: A Guide to the Unpublished Inventories, Indexes, and Transcripts*, comp. Loretta Hefner