

The Society of American Archivists

SAA Newsletter

November 1983

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GSA "Reign of Terror" Charged

In mid-October apparently well-founded rumors started to circulate about high level personnel changes slated at the National Archives and Records Service. The changes, ordered by GSA Administrator Gerald Carmen, would fill three of the seven positions just below Archivist and Deputy Archivist of the United States with former GSA executives with no specialized training or experience in archives and records management work. In a statement released to the *SAA Newsletter*, Rep. Glenn English (D-OK), chairman of the House subcommittee which oversees NARS activities, said: "Even if some of the rumors during the last two weeks about personnel changes at the Archives are true, it would seem that the Administrator has decided to influence archives operations through a reign of terror. A few weeks ago I introduced a bill to reestablish the Archives as an independent agency. I was motivated in part by concerns that the Administrator was overly involved in the day-to-day operations of the Archives. The rumors certainly have not lessened my concern."

In communications to key members of Congress, SAA Executive Director Ann Morgan Campbell noted that the slated personnel changes were unprecedented in NARS' history and would create a situation in which no top executive could manage successfully.

At the end of October, rumors of pending personnel changes persisted and suggestions that GSA intended, with the stroke of a pen, to transfer management of Federal Records Centers from NARS to another GSA service were also widely circulated.

The latest GSA actions may have been triggered by the firm negative response of Archivist of the U.S. Robert M. Warner to GSA's attempts in September to name a new head of Presidential Libraries who was apparently selected on the basis of political affiliation rather than any known archival competence.

Meanwhile, the House NARS independence bill (H.R. 3987), introduced by English and Jack Brooks (D-TX), is gaining new sponsors, according to Page P. Miller, SAA's representative on Capitol Hill. Archivists interested in the future of the National Archives are urged to be in contact with their representatives in the House to enlist their involvement in this critical issue--one in which SAA has played a significant role since the mid-1970s.

Fellows and Award Winners Recognized

The winners of SAA awards and three new Fellows of the Society were honored at the SAA awards banquet in Minneapolis on October 7.

The Society's new Fellows, selected by the Professional Standards Committee chaired by Edward Weldon, are Sue E. Holbert, Minnesota Historical Society; Alan Ridge, Provincial Archives of Alberta; and Helen W. Slotkin, Massachusetts Institute of Technology.

Holbert was recognized for her work on many Society committees, including the Government Records PAG, of which she was the first chair, her service on SAA's Council, and her publications, in particular, *Archives & Manuscripts: Reference and Access*, part of SAA's Basic Manual Series. Ridge was honored for 35 years of service to the archival profession both in Canada and in Great Britain. He has been active on many SAA committees and in professional education and training. His experience with government, business, and university archives gives his extensive list of publications a unique perspective. Helen W. Slotkin has been very active on SAA committees and task forces. She has chaired the College and University Archives PAG, served on program committees for annual meetings, and currently is a member of the Goals and Priorities Task Force. She directs an important grant-funded appraisal project at MIT, was active in the Joint Committee on the Archives of Science and Technology, and is one of SAA's representatives to NHPRC.

The Waldo Gifford Leland Prize, awarded to an outstanding published work in the archival field, was shared by James O'Toole for his *Guide to the Archives of the Archdiocese of Boston* and Lucy Fisher West for *The Papers of M. Carey Thomas in the Bryn Mawr College Archives: Reel Guide and Index to the Microfilm Collection*. The Philip M. Hamer award for outstanding work be an editor of a documentary publication went to Robert E. McCarthy, Nathaniel Green Papers.

Two Colonial Dames Scholarships to the Modern Archives Institute at the National Archives were awarded in 1983. They went to Richard H.F. Lindemann, Emory University, and Thomas E. Camden, New Hampshire Historical Society. The Oliver W. Holmes

(cont. on p. 2)

Task Force on Archives and Society

At its June 1983 meeting, SAA Council created a Task Force on Archives and Society to address the image/perception that persons outside the archival profession hold of archival work and the people who do it. Specifically, the Task Force is charged "to study and recommend ways and means that we as a profession in our societies (national, regional, state, and local), in our institutions, and as individuals can increase public awareness, understanding, appreciation, and support of archives and recordkeeping."

In the course of its work, the Task Force will draft a statement all archivists can use on the importance of archives to and in society; serve as a clearinghouse of ideas and information; and propose actions the SAA specifically can take.

The Task Force is chaired by Frank Mackaman, executive director of the Dirksen Congressional Center. Task Force members include Bruce Dearstyne, New York State Archives; Kevin Flood, National Archives Trust Fund Board; Linda Henry, American Psychiatric Association; James A. Nelson, State Librarian, Kentucky Department for Libraries and Archives; and Faye Phillips, Troup County Archives.

The Task Force held its first meeting in Minneapolis in early October. As a result of that meeting, Task Force members are requesting that archivists submit to them their observations and anecdotes on the image of the archival profession and archivists as well as descriptions of any programs they have developed to deal with image problems. All such information should be sent to Frank Mackaman, Dirksen Congressional Center, Broadway and Fourth St., Pekin, IL 61554.

Awards, cont.

Award, given to support travel by a foreign archivist already in the United States, was presented to Stuart Strachan, National Archives of New Zealand.

The first Fellows' Posner Prize, for the outstanding article in volume 45 (1982) of *The American Archivist*, went to Mary Jo Pugh, University of Michigan, for "The Illusion of Omniscience: Subject Access and the Reference Archivist," published in the winter 1982 issue.

The 1983 Awards Committee was chaired by V. Nelle Bellamy, Archives of the Episcopal Church. Awards Committee members were: Richard Cox, Mary Walton Livingston, and Jacqueline Goggin (Colonial Dames); Charles R. Schultz, Douglas Bakken, Sue E. Holbert (Distinguished Service Award--not presented in 1983); Fred Shelley, Karl L. Trever, William Miller (Leland Prize); H.G. Jones, Judith Schiff, Carolyn Mattern (Hamer Award); Mary J. Morgan, John Kinney, James M. O'Toole (Sister M. Claude Lane Award--not presented in 1983); and Trudy H. Peterson, Kenneth Duckett, William N. Davis, Jr. (Posner Prize).

What Council Did

At its October 1983 meetings in Minneapolis, SAA Council:

- * Received from the study group on defining an archivist, a paper called "Archivist: A Definition" which will be published in the January *SAA Newsletter* for comment.
- * Received the final report of the Task Force on Standard Reporting Practice (see pp. 13-16).
- * Authorized the creation of a working group to gather documentation for use in the celebration of the Society's 50th anniversary in 1986.
- * Authorized the creation of the C.F.W. Coker Prize for finding aids.
- * Passed a resolution reaffirming and outlining ways to achieve SAA's commitment to improve the participation of minorities in the profession.
- * Instructed SAA's NHPRC representatives to urge the Commission to conduct a nationwide search when replacing the director of the Records Program.
- * Authorized adjustments in institutional dues from \$50 to \$65 and in sustaining member dues from \$100 to \$150, effective January 1.
- * Selected Virginia C. Purdy as Council's representative to the Executive Committee for 1983-84.
- * Heard that the Society's general fund expenditures for the period July 1982-June 1983 were \$402,926, while income reached \$415,659. In addition, grant expenditures for the period were \$202,788.

SAA Staff

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

Nixon Materials Suit Filed

A group of 29 former Nixon aides, from Richard Allen through Ronald Ziegler, has filed suit in a District of Columbia U.S. District Court to challenge the release of 1.5 million pages of "special file" White House records from Richard Nixon's presidency. The suit contends that the public access regulations under which the files have been reviewed violate their privacy and confidentiality rights because there was unconstitutional Congressional involvement in the creation and review of the regulations.

The suit raises precisely the same matters which Richard Nixon himself raised some years ago and is to be argued by Nixon's attorney, Stan Mortenson. In a 1979 agreement with the government, Nixon had told a U.S. District Court that he would not raise the issue on which the aides' suit is based and this latest action is viewed by some as a way to circumvent that accord.

As the *Newsletter* went to press, it appeared that a number of organizations would seek to enter the suit as intervenors.

The special files consist of materials created in the individual offices of the aides and the President. Persons concerned were recently given the opportunity by the National Archives to review those files which they created in the 1969-74 period. According to one observer, the records may contain, for example, colorful observations about colleagues, congressmen, and federal judges--many of whom are still active.

Purely personal papers and materials relating to the exercise of private political association have already been withdrawn by NARS archivists.

Processing of Nixon materials began at the National Archives in early 1978. Well over 100 person-years have been devoted to the task. The White House tapes, the most celebrated of the materials, have undergone preliminary processing--which includes preparation of a subject outline for each tape. They are now being edited to excise two categories of information: purely personal and that to which access must be restricted because of national security, etc. It is anticipated that White House tapes may be ready for release in two years.

In the current fact sheet on the subordination of NARS to GSA issued by the National Coordinating Committee for the Promotion of History, an organization whose lobbying efforts on behalf of NARS get significant financial support from SAA, the following key point is made: NARS' lack of authority over budget, program priorities, and personnel management has led to the devastation of morale among archival employees and to the perception both inside and outside the government that the National Archives is poorly managed. As long as the Archivist of the United States cannot speak out frankly about archival issues and problems, there will be no acceptable national archival program.

This point bears repeating by archivists in contacts to Members of Congress in support of passage of S.905 and H.R. 3987, bills to restore the independence of the National Archives and Records Service by separating it from the General Services Administration.

FBI Appraisal Decision II

The United States Court of Appeals in the District of Columbia ruled on September 30 in the case in which appraisal decisions on the National Archives regarding FBI records were contested by a number of plaintiffs, including the American Friends Service Committee.

The 95-page decision was still being analyzed as the *Newsletter* went to press. These findings were receiving considerable attention:

1) NARS archivists have no right to access to records for appraisal purposes without permission of agency heads. Appraisals may be made from agency-prepared lists. This finding addresses the contention of some parties to the suit that NARS had no right to inspect certain materials found in FBI files, specifically IRS, grand jury and electronic surveillance records. This finding seems to contrast with the earlier decision of the U.S. District Court which pointed to NARS' failure to inspect FBI records adequately.

2) The plaintiffs in the original case had standing to bring the action. The government had pointed to the purpose of records management and disposal laws "to require the establishment of standards and procedures to assure efficient and effective records management," and contended that this statement reveals "the laws. . .are 'housekeeping' statutes passed solely for the government's own benefit." Therefore, the government argues that private citizens and organizations had no standing to sue regarding appraisal decisions. The Court did not support the government's position, which had been prepared by the Department of Justice. This finding seems to suggest that any appraisal decision of the National Archives may be subject to judicial review.

Meanwhile, review of the massive NARS FBI appraisal plan, instituted in light of the earlier litigation, continues. The plan was submitted in November 1981 to District Judge Harold H. Greene. Seventeen NARS archivists, plus support staff, worked on the \$500,000 project which was headed by SAA Fellows James E. O'Neill and Charles Dollar. (See F. Gerald Ham's review of the plan, *American Archivist* 45 (Fall 1982): 475-77.)

Archivists Stick Together in Minneapolis

Humming the strains of Garrison Keillor's ode to archivists (see facing page), participants in SAA's 47th annual meeting in Minneapolis returned to their hometowns after an eventful week of discussion, instruction, sightseeing, and theatrical extravaganzas.

The meeting was preceded by four pre-conference workshops: Administration of Photographic Collections; Archives: An Introduction; Educational Program for Machine-Readable Records; and Introduction to Oral History. All four were well-attended and received enthusiastic endorsements from participants.

Tuesday, October 4, was devoted to meetings of committees and task forces. Other meeting participants joined the conservation tour, which took them to conservation labs at the Minnesota Historical Society and the Minneapolis Institute of Art, or the General Mills Tour, where they were able to view the company's extensive collection of 20th century art. That evening, nearly 200 meeting participants gathered at the beautifully restored Landmark Center in downtown St. Paul for "An Evening with F. Scott Fitzgerald," which included scenes from a play about Scott and Zelda, twenties music, and Charleston dancers.

Professional Affinity Groups, now known as Sections, met on Wednesday. (A complete list of Section chairs is included on p. 9.) Later Wednesday afternoon, President J. Frank Cook delivered his presidential address, "The Blessings of Providence on an Association of Archivists," in which he traced the history of the Society. His talk will be published in the Fall 1983 issue of *The American Archivist*. Late Wednesday evening, members of the Midwest Archives Conference presented "Raiders of the Lost Archives," featuring archival songs and comedy sketches. Among the highlights were a cooking class using an archival processor, a scene between a researcher and a samurai archivist, and a demonstration by an archival terrorist group.

On Thursday, sessions began in earnest, with those on the various aspects of automating the archives being among the most popular. At the annual business meeting Thursday afternoon, a resolution was adopted calling on the local arrangements committees for future annual meetings to seek to make reasonably-priced child-care available for those SAA members who wish to be or must be accompanied by their children when they attend SAA meetings. Thursday evening, many meeting participants had the opportunity to attend a performance of the play *The Entertainer* at the renowned Guthrie Theater.

On Friday, meeting participants concentrated on attending sessions, open houses, and audio-visual presentations, and then relaxed at the awards banquet and reception.

The meeting officially concluded at 1:00 on Saturday, with incoming president David B. Gracy II addressing the closing luncheon on the topic, "Archives and Society: The First Archival Revolution," which will appear in the Winter 1984 *American Archivist*. Not everyone left following the luncheon, however. Three afternoon tours gave participants a chance to see a little more of the Twin Cities and environs, from the architecture of Frank Lloyd Wright, to historic Fort Snelling, to an apple orchard at the peak of the season. The grand finale was the chance to be in the audience for the live Saturday evening radio broadcast of "A Prairie Home Companion" with Garrison Keillor. Keillor noted that a group of archivists was present in the audience and described them as "the people with the dust on their shoulders." He then proceeded to sing what he called "an archivists' union song" since as far as he could tell archives was one profession that didn't have a song of its own.

It was a satisfying and successful annual meeting, due in large part to the work of the Program and Local Arrangement Committees. The Program Committee, chaired by Linda Henry, consisted of Patricia Aronsson, Lewis Bellardo, Paul Chestnut, Susan Davis, Victoria Davis, John Dojka, H. Thomas Hicker-son, Joan Howard, Anne Kenney, Wilda Logan, Patrick Quinn, William Wallach, Thomas Wilsted, and ex officio members James Fogerty, David E. Horn, Ann Morgan Campbell, and Deborah Risteen.

The Local Arrangements committee was chaired by James Fogerty. Committee members included Bruce H. Bruemmer, John Davenport, Marie K. Elsen, Mary K. Jankiewicz, Bradford J. Jensen, Bryan C. Johnson, Jean M. Kirby, David J. Klaassen, Alan K. Lathrop, Dallas R. Lindgren, Lydia Lucas, Marion Matters, Dennis E. Meissner, Bonnie Palmquist, Mollie Price, Jean G. Toll, and ex officio members Ann Morgan Campbell, Antonia Pedroza, and Linda Ziemer.

So, until next year when SAA meets in Washington, D.C., August 30-September 3, "Keep your eyes upon the index and your hands upon the files."

Upcoming SAA Meetings

1984--Washington, D.C., Capitol Hilton, 8/30-9/3
1985--Austin, Texas, Hyatt Regency, 10/28-11/1
1986--Chicago, Illinois, Marriott Hotel, 8/26-8/30
1987, New York, New York, Grand Hyatt, 9/2-9/6

All Archivists Stick Together

$\text{♩} = 108$ Original Key: C

Archi - vist's life is like a mi - ner's, Work - ing
dai - ly un - der - ground In the base - ments dark and
dust - y, Load - ing da - ta by the pound. Tons of
doc - u - ments and pa - pers, Un - proc - essed, stretch on for miles.
Keep your eyes up - on the in - dex And your
hands up - on the files. All ar - chi - vists stick to -
geth - er. Mi - cro - film those dust - y piles. Keep your
eyes up - on the in - dex And your hands up - on the files.

Institutions are short-sighted,
Thinking only of today.
Dump their records in the corner,
Throw a lot of stuff away.
We must fight and fight the harder,
Buckle down, roll up our sleeve,
Let us make a better system
Information to retrieve.

All archivists, stick together.
Microfilm those dusty piles.
Keep your eyes upon the index
And your hands upon the files.

Papers flowing ever faster,
Every day another stack.
Every page has several copies,
Thanks to Xerox and Kodak.
Struggle on, you brave archivists,
Do not falter. Formulate
Integrated reference structures.
Keep your flow charts up to date.

All archivists, stick together.
Microfilm those dusty piles.
Keep your eyes upon the index
And your hands upon the files.

Lyrics © Garrison Keillor, 1983. All rights reserved. Sung to the tune of the hymn "Life's Railway to Heaven."

PEOPLE PAPERS

Mystic, Connecticut Texas A&M Archivist Charles Schultz spent the month of August in this New England town, researching sea stories of whaling ships and ships going to the Gold Rush. While looking through a Hawaiian newspaper of the 1850s, he came across the following story:

Sale of Washington's Farewell Address, and Other Valuable Relics--The Rotunda of the Merchant's Exchange was crowded to overflowing last evening on the occasion of the sale of the original manuscript of Washington's farewell address and other valuable relics. The sale commenced at seven o'clock, and the address was put up by Mr. Thomas, auctioneer, and Mr. Richard Willing offered as the starting bid \$500. He did not appear willing to advance, and others entered into competition with considerable spirit. \$550 was next bid, then \$600, then \$650, and then a jump was made to \$1000, quickly \$1100 followed, \$1200, \$1300, \$1400, and so on until the sum of \$2300 was named, and the document was knocked down to the Rev. Dr. Boardman. In a few moments Mr. Thomas said that he was authorised and pleased to state that the document would not go to Washington, D.C., as it had been purchased by Mr. Boardman for a gentleman who resides some distance from that place, as well as from Philadelphia. The announcement that the paper was not to go to Washington was received with considerable applause.

New York, New York A gala reception and auction for the benefit of the New York City Municipal Archives will be held on November 3. Mayor Ed Koch will be guest auctioneer for the event which will give the public a chance to bid on nonarchival ephemera and memorabilia relating to New York City's nineteenth-century past. Among the items to be auctioned are cast iron ornamental seals from the West Side Highway; photographic reproductions from early glass plate negatives of the Brooklyn Bridge and other historic scenes; expired saloon licenses from the turn of the century; and cancelled engraved bonds underwriting the construction of New York public works.

Scottsdale, Arizona An exhibition and potential sale of 100 drawings from the archives of the Frank Lloyd Wright Foundation has raised questions from numerous scholars and architectural historians. They say that the sale will mean that a portion of the Wright archive, which now contains nearly all of the architect's drawings and records, will be scattered. The money from the sale of the drawings, which are priced from \$5,000 to \$100,000, will be the start of a fund of \$20 million to restore Taliesin, Wright's home and studio in Spring Green, Wisconsin. Bruce Pfeiffer, the archivist at Taliesin said that the drawings which are going on sale roughly duplicate others in the collection. "There are several one-of-a-kind drawings in the sale, but for the most part we tried to choose things that will not deplete the

archives," he said. But some scholars who are familiar with Wright drawings question the extent to which the drawings for sale are in fact duplicated by those that will remain in the collection. For years, the foundation has rejected suggestions that the entire Wright archives be turned over to a museum. The goal, according to Pfeiffer, is "to work in the opposite direction" away from institutional affiliation and toward greater self-sufficiency. "This is what Mr. Wright wanted," he said.

Stony Brook, New York In mid-October, seven United States senators, Governor Cuomo of New York and hundreds of other guests gathered at the State University of New York campus in this Long Island community to dedicate the archives of former Senator Jacob K. Javits. The collection consists of over two million items, many of which have not been catalogued, but Javits, perhaps because of his poor health, felt it was time for the ceremony. Javits spent part of the last two summers doing work on the collection with the five archives staff members, headed by Mary Boccaccio, assigned to the project. Their work is funded by a \$250,000 state grant. Boccaccio says she has never seen a collection quite like Javits'. "He was there so long. It's a very, very complete collection. It's like taking a course in post-World War II history."

Gamma Radiation as a Sterilant

The Alan Mason Chesney Medical Archives of The Johns Hopkins Medical Institutions has experimented with the use of gamma radiation as an exterminant for mold and insect infestation. The pilot project conducted by the Medical Archives indicates that: (1) Gamma radiation is a highly effective exterminant for mold and insect infestation--295 record storage boxes of valuable historic papers with extensive mold and insect infestation were exposed to 0.45 megarads of gamma radiation (cobalt) for approximately 45 minutes. 10 cultures made from a broad sampling of the irradiated materials produced only one minor and incidental strain of *Penicillium* sp. (2) Gamma radiation is an inexpensive and logistically simple process--The cost of having the infested materials treated with gamma radiation at a commercial radiation plant was \$1.00 per cubic foot. (3) Gamma radiation in low and carefully regulated dosage will not damage paper and ink composition. (4) The gamma radiation process does not leave any hazardous residues (chemical or radioactive) on the treated papers. The pilot gamma radiation project was supported by an emergency grant from the National Endowment for the Humanities. Archivists will questions about this process may contact Nancy McCall, Chesney Medical Archives, 35 Turner Auditorium, 720 Rutland Ave., Baltimore, MD 21205, (301)955-3043.

Conservation Workshop Calendar

Administration of Photographic Collections

February 22-24, 1984, Massachusetts Institute of Technology, Cambridge, in cooperation with the New England Archivists.

This workshop will address such topics as the historical development of photography, identification of images, appraisal and collecting policies, arrangement and description, and legal issues. Preservation, storage and handling, exhibition policies, and publication also will be discussed. This introductory workshop is open to individuals currently working with photo consultants. Tuition: \$50. Instructors: Margery S. Long, Gerald J. Munoff, and Mary Lynn Ritzenthaler.

Basic Archival Conservation

March 26-28, 1984, Mississippi Department of Archives and History, Jackson.

Through a series of lecture/discussion sessions and the demonstration and practice of basic conservation techniques, participants will gain an introduction to archival conservation and learn means of integrating conservation practice into archival processing. Subjects covered include causes of deterioration, environmental controls, conservation administration, disaster preparedness, care of non-textual records, and preservation microfilming. A kit of conservation supplies provided to each participant is used during the hands-on practicum. Tuition: \$75. Instructors: Edward R. Gilbert and Mary Lynn Ritzenthaler.

Contact Linda Ziemer, SAA headquarters, 600 S. Federal, Suite 504, Chicago, IL 60605, for an application or additional information. These workshops are funded in part by the National Endowment for the Humanities.

Photographic Consultant Service

The SAA photographic consultant service, part of the NEH-funded Basic Archival Conservation Program, will assist archival and manuscript repositories in evaluating the needs of their photographic holdings and developing programs to manage photographic materials from an archival perspective. Consultant visits will be of one day in duration, and will focus on such concerns as identification, arrangement and description, access, preservation, and storage. A written report containing program recommendations will be submitted following the site visit. The service is available on a cost-sharing basis. For an application or further information, contact Mary Lynn Ritzenthaler at SAA headquarters.

SAA Publishes Conservation Manual

The Society of American Archivists has added a new title to its list of publications on archival topics. *Archives & Manuscripts: Conservation, A Manual on Physical Care and Management*, by Mary Lynn Ritzenthaler, addresses problems and issues in archival conservation and offers solutions to assist archivists in caring for their collections from a sound conservation perspective. It emphasizes the need to consider conservation as an integral part of existing archival and curatorial functions. Chapter headings include the following:

- Conservation Philosophy
- Nature of Archival Materials
- Causes of Deterioration
- Creating a Suitable Environment
- Storage of Archival Materials
- Integrating Conservation and Archival Administration
- Conservation Treatments

The manual is extensively illustrated with photographs and drawings, and also contains a bibliography and glossary of terms. It was written under the auspices of SAA's Basic Archival Conservation Program, which is funded in part by the National Endowment for the Humanities.

To order, complete the form below and return it to SAA, 600 S. Federal, Suite 504, Chicago, IL 60605. Checks should be made payable to the Society of American Archivists.

ORDER FORM

Archives & Manuscripts: Conservation. 144 pages, paper. \$7 to SAA members, \$9 to others.

Please send me _____ copies of *Archives & Manuscripts: Conservation*.

Total amount enclosed: \$ _____

Name _____

Address _____

City _____ State _____ Zip _____

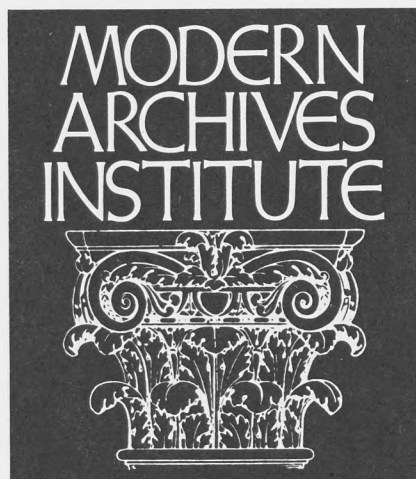
Return this form, with payment, to SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. Copy deadline for the January issue is December 15.

The Modern Archives Institute
of the National Archives and Records Service
announces for 1984

Introduction to Modern Archives Administration

(in cooperation with the Library of Congress)
January 9-20, 1984
June 4-15, 1984



For information and
applications, please write:

Modern Archives Institute (NDX)
National Archives and
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Washington, DC 20408

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Virginia C. Purdy
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Sections

Acquisitions
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38 Crestmont Rd
Binghamton, NY 13905

Aural & Graphic Records
Gerald J. Munoff
Kentucky Dept. for Libraries
and Archives
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Business Archives
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Oral History
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Basic Archival Conservation Program

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1984 Local Arrangements

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395 Wellington St.
Ottawa, ON K1A 0N3

Leadership List, cont.

Copyright

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Leadership List, cont.

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Ann Morgan Campbell
Society of American Archivists
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Chicago, IL 60605

Presidential Materials Review Board (NARS)

Andrea Hinding
107 Walter Library
University of Minnesota
Minneapolis, MN 55455

Society of American Archivists Staff

The following people work in SAA's headquarters office, 600 S. Federal, Suite 504, Chicago, IL 60605:

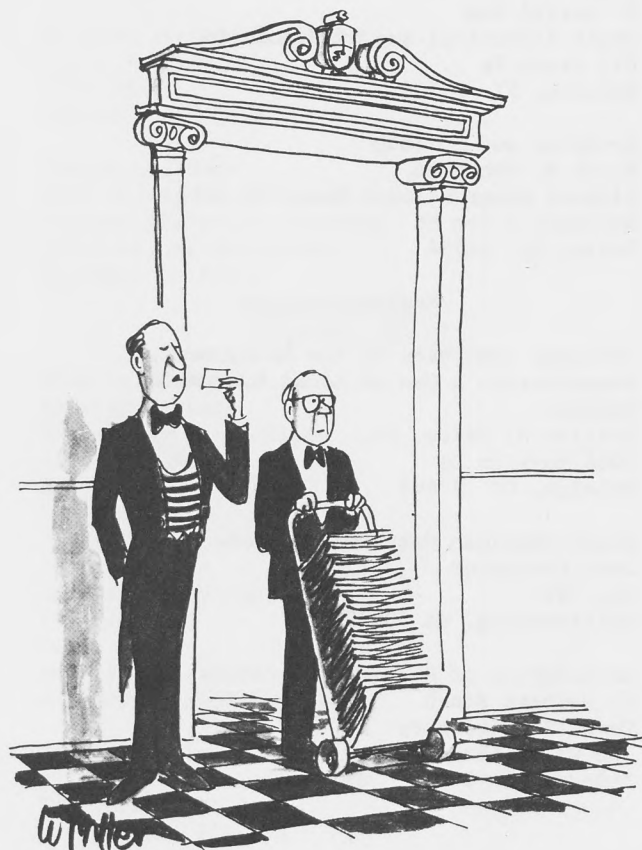
Ann Morgan Campbell, Executive Director
Bernice E. Brack, Membership Assistant
Sylvia Burck, Program Assistant
Suzanne Fulton, Publications Assistant
Toni Pedroza, Administrative Aide
Deborah Risteen, Managing Editor
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Drawing by W. Miller. ©1983,
The New Yorker Magazine, Inc.

*"Truscott Farnsworth III and his brilliant though
as yet unpublished memoirs."*

Final Report of Task Force on Standard Reporting Practice

The SAA Task Force on Standard Reporting Practice was appointed in 1980 and charged to recommend a small number of the most valuable measures for archives and manuscript repositories to collect and report on their holdings and operations, and to provide standardized units of measure where necessary.

The Task Force members were Katherine Emerson, chair, Nicholas Burckel, David Klaassen, Penelope Krosch, Sidney McAlpin, Arthur Murdoch, Adele Newberger, Charles Schultz, Carolyn Sung, Richard Szary, and JoAnn Williamson.

The meetings of the Task Force in 1980, 1981, and 1982 were supplemented by "table topics" and program-discussion sessions at the SAA annual meetings in 1981 and 1982 and sessions at three regional archival associations in 1982 and 1983. Correspondence within the Task Force has been supplemented by contacts with many other SAA groups and individuals. A draft report was published in the July 1982 *SAA Newsletter* and comments received in response. All suggestions have been considered carefully and the proposal strengthened considerably as a result. There has been a developing consensus, which is represented in the recommendations below.

Task Force members believe that these recommendations go as far as the profession can go toward standardization at this time. The measure most likely to be controversial, the linear measure of holdings, is the only measure of holdings likely to be acceptable to those now using item counts on the one hand and those using cubic measure on the other. The main effort of the Society now, the Task Force feels, should not be in spelling out additional measures but in encouraging adoption of this modest number of essential items. SAA's Task Force on Institutional Evaluation seeks reaction from institutions that implement the reporting practices recommended here.

Recommendations for Reporting on Archives and Manuscript Collections

A. PURPOSE AND SCOPE

These recommendations have been prepared to assist archivists and manuscript curators in collecting and reporting useful statistical data common to archives and manuscript collections by indicating and defining appropriate measures for obtaining quantifiable information. They are intended to provide a body of comparable and valid data on the status of archives and manuscript repositories. They are not intended to represent the full range of activities of any repository, but to recommend the most valuable measures.

It is recommended that, wherever applicable and feasible, information be recorded and reported separately and identified as:

- (1) archives of the parent institution or government;
- (2) manuscripts, including the archives of other institutions; and
- (3) total of archives and manuscripts.

Where resources, staff, or activities are shared between archives and manuscripts, or with other types of materials (such as rare books), estimates

should be provided (by proration as appropriate) and indicated as such [by listing in brackets].

B. HOLDINGS

1. Basic Report - Every effort should be made to convert all of a repository's holdings to linear or cubic feet as indicated in a. and b. below, or their estimated equivalent. If this is not possible, the report in B.2 should indicate which materials are not included in the Basic Report in B.1.

a. Materials stored on shelving, or in drawers that are suitable for letter-size or legal-size paper files, should be reported in linear feet of shelving and drawer space occupied.

b. Materials stored in units of other dimensions, such as microform cabinets and map cases, should be reported in cubic feet for the Basic Report.

c. Total feet of holdings. For the Basic Report, cubic feet (for b) may be added to linear feet (for a) at a 1:1 ratio.

d. Total number of (1) Archival record series (2) Manuscript groups.

Reporting, cont.

2. Report by Format - In addition, some repositories may find individual counts useful for various types of materials. In such cases the units of measure below should be used. Any such itemization should be understood to represent a subset, or breakdown for special purposes, of the total feet of materials reported in in B.1 above. Please indicate any unavoidable exceptions as specified in B.1.

a. Textual materials, typically on letter-size or legal-size paper, that are legible without magnification or machine interpretation: linear feet of shelving and drawer space occupied. A count of items may be added at the option of the repository, in addition to, but not instead of, the report of footage.

b. Microfilm: number of reels. Include all copies, whether for use, security, reproduction, or other purposes.

c. Flat microforms: number of separate pieces of microfiche, ultrafiche, micro-opaque sheets, micro-opaque cards, and aperture cards. Include all copies as for b. If microforms have not been previously counted, the total number of each format can be derived from the average number of pieces per sample foot of each.

d. Photographs and other graphic materials, except cartographic: (1) ordinarily, by linear or cubic feet occupied, as specified in B.1.a and b; or alternatively, (2) by number of separate pieces, such as number of photographs, prints, architectural plans.

e. Cartographic materials: number of sheets of maps plus items of other formats.

f. Audio materials: number of cartridges, cassettes, discs, reels, etc.

g. Motion pictures: number of cartridges, cassettes, loops, reels, etc.

h. Video materials: number of cartridges, cassettes, discs (non-digital), reels, etc.

i. Machine-readable materials: (1) number of programs, and (2) number of data files.

C. CHANGE IN HOLDINGS

Totals accessioned and removed from holdings during the year.

1. Accessions, including accretions: number of receipt transactions.

2. Physical size of accessions including accretions, in units used to report holdings in B.

3. Physical size of materials removed from holdings, in units used to report holdings in B.

D. PROCESSING: ARRANGEMENT AND DESCRIPTION

1. Total work accomplished during the year, as in Table 1. It is possible for a series or group to be listed as described at one level of detail in one year and listed again if processed in more detail in a later year.

2. Processing status of holdings at end of year, by level of access.

a. Percentage of total footage of holdings that were covered at end of year by finding aids, or self-indexed, at the record series or manuscript group level.

b. Percentage of total footage of holdings that were covered at end of year at the record series or manuscript group level and also by more detailed finding aids, or self-indexed (a subset of D.2.a).

c. Percentage of the total number of record series and manuscript groups held that were covered at end of year by finding aids, or self-indexed, at the record series or manuscript group level.

d. Percentage of the total number of record series and manuscript groups held that were covered at end of year at the record series or manuscript group level and also by more detailed finding aids, or self-indexed (a subset of D.2.c.).

Reporting, cont.

TABLE 1
Processing: Arrangement and Description

UNITS	ARRANGED		DESCRIBED	
	During this Year	Total	During this Year	Total
1. Number of record series or manuscript groups				
2. Accretions to existing record series and manuscript groups				
3. Physical size of materials in (1) plus (2), in units used for B. for holdings				

E. REFERENCE SERVICE

Totals during the year.

1. Daily visits
2. Requests received by telephone.
3. Requests received by mail.
4. Number of discrete individuals doing research during the year.
5. Materials consulted by or for users, in container units, i.e., number of folders, boxes, reels, discs, or other units separately delivered and or reshelfed (a workload figure, rather than a collection use figure).
6. Number of reproductions supplied to users.
 - a. Reel-to-reel duplication of complete microfilm reels: number of reels.
 - b. Electrostatic, photostatic, and scattered-frame microform reproduction: number of exposures.

F. STAFF

Report staff as in Table 2.

TABLE 2
Staff, in Full-Time Equivalents (FTE)

CATEGORY	PAID		VOLUNTEERS (Include unpaid students working for credit or experience)
	By the Institution	By Grants or Other Sources	
1. Professional			
2. Clerical & Technical			
3. Students, if you record separately			
4. Total			

Reporting, cont.

G. DEFINITIONS

Most terms used in the "Recommendations" are defined in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," by Frank B. Evans et al, *American Archivist* 37: 415-433 (1974); also available in pamphlet form from the Society of American Archivists, Chicago. Additional terms not adequately defined for this purpose in a standard dictionary are defined below.

daily visits. The sum of daily counts of users who spend all or part of any day in the repository. A user is counted only once on any day, and is reported again on each subsequent day in the repository.

full-time equivalent (FTE). The number of staff working full-time as defined by the reporting repository plus the FTE of part-time staff. To calculate the latter, add the total number of hours worked per week by all part-time staff and divide the number of hours considered by the repository to be a full-time work week.

reference request. A request made by a user for a repository to supply information about or from archives, manuscripts, or records, or for use or copies of them. A request is counted only once, at the time the response is made.

self-indexed. Arranged in such an order, usually alphabetical or numerical, that the materials can be located without separate finding aid.

ICA 1984

The International Council on Archives announces the Xth International Congress on Archives September 17-21, 1984, in Bonn, West Germany. The theme of the Congress is "The Challenge to Archives: Growing Responsibilities and Limited Resources." More information on the Congress can be obtained by contacting Dr. Klaus Oldenhage, Postfach 320, D-5400, Koblenz, Federal Republic of Germany.

Archival institutions and individual archivists are eligible to become members of ICA. The yearly dues for an institution are \$50 and for an individual, \$30. To join ICA and find out more about the benefits of membership, write Secretariat, International Council on Archives, 60, rue des Francs-Bourgeois, F75003, Paris, France.

SAA is tentatively planning an archives study tour in conjunction with ICA's 1984 meeting. Watch future issue of the *Newsletter* for details.

Council Drafts Consultant Suggestions

In response to requests from various subgroups within the Society, most notably the Business Archives Section, that the Society develop guidelines to be used by institutions seeking the services of a consultant in archives, SAA's Council drafted the following suggestions:

1. Review SAA's "Principles of Institutional Evaluation." These will introduce to you the elements of an archival program important to your institution.
2. Review more detailed SAA guidelines where these exist, e.g., the Business Archives Guidelines and the College and University Archives Guidelines.
3. Make certain that your consultant is knowledgeable and experienced in:
 - A. institutional planning, evaluation, and administration in an archival setting.
 - B. contemporary archival practice in core archival functions, including records appraisal, arrangement and description, preservation.
 - C. the types of historical records to be collected or created by your organization and the archival appraisal of such records.

SAA members are encouraged to submit comments on these recommendations. Comments should be sent to SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

Coker Prize Established by Council

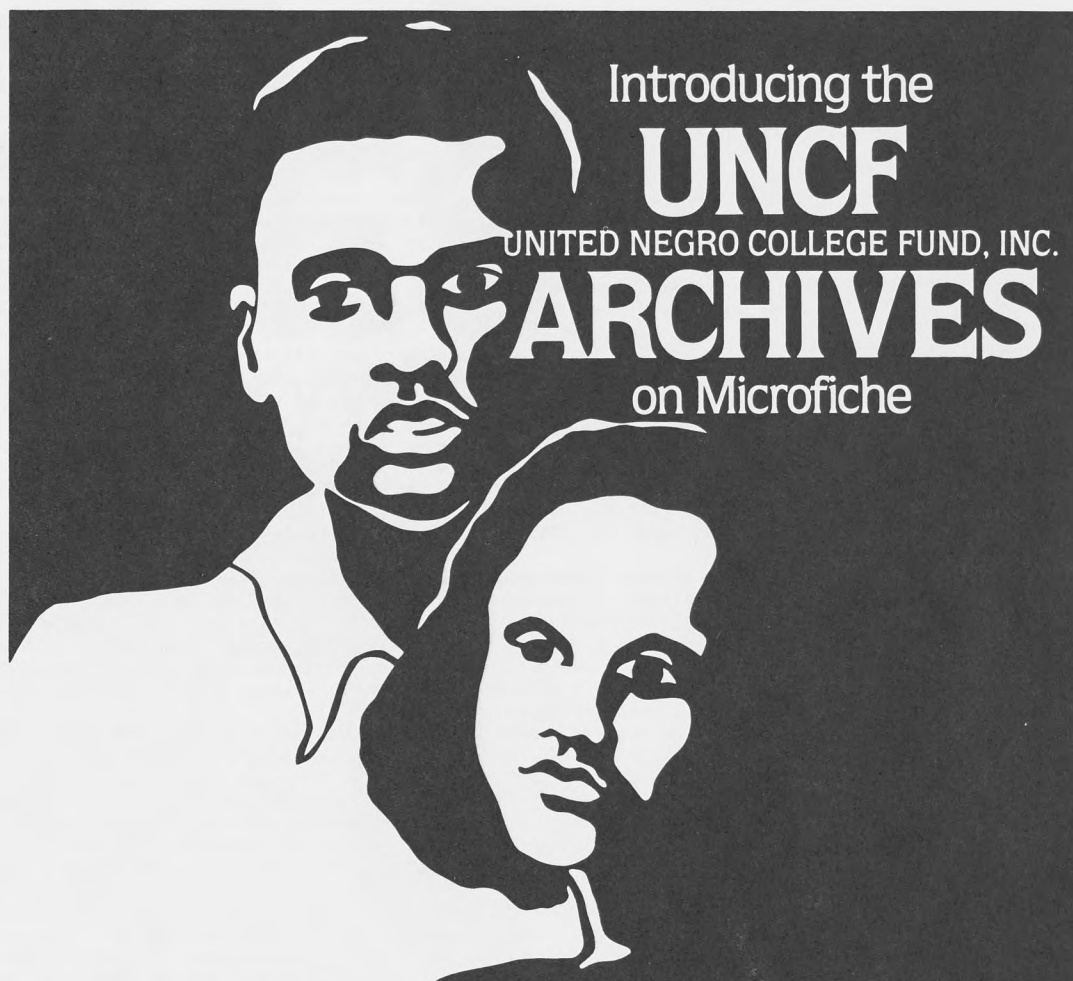
At its meeting in Minneapolis in October, SAA Council approved the establishment of the C.F.W. Coker Prize for finding aids, in memory of Fred Coker who died last June.

Contributions from Coker's relatives and friends are being received by SAA to support the award.

Coker, a Fellow of the Society, served as associate editor and editor of *The American Archivist*, editor of SAA's first basic manual series, director of the National Archives' Modern Archives Institute and a member of SAA's editorial board.

The Coker Prize will be awarded to an archival finding aid of exceptional merit. The recipient of the award will be selected from nominations received by a subcommittee of SAA's Awards Committee and an announcement of the winner will be during the Society's annual meeting each fall.

Instructions on submitting nominations for the Coker Prize will be published in an upcoming issue of the *SAA Newsletter*.



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Professional Opportunities

UNIVERSITY ARCHIVIST, State University of New York at Albany. Responsible for the archival records and services of the university. Coordinates the SUNYA Records Management Program: advises campus administrators concerning the creation, maintenance and disposition of records and papers and meeting the requirement of laws and regulations in the maintenance and disposition of official records. Participates in all work of the department and provides reference services as needed. Library Faculty at SUNYA are expected to fulfill faculty obligations in the areas of contributions to the advancement of the profession and University services as well as specific library assignments. Qualifications: M.L.S. from an ALA-accredited library school. 1-2 years' archival experience. Candidate with Ph.D. in subject area may receive preference and if qualified, be asked to teach. Ability to communicate effectively with faculty, staff, students, and alumni. Salary and rank: Commensurate with education and experience; salary from \$18,000 depending on qualifications. Send letter of application, current resume and names of three references to: Kevin McCarthy, Library Personnel Officer, State University of New York at Albany, 1400 Washington Avenue, Albany, NY 12222. Application deadline: November 30, 1983.

UNIVERSITY ARCHIVIST, University of Florida. As head of the university archives and a designated liaison to the State Bureau of Archives and Records Management, the archivist will recommend policy and direct implementation for all operations including acquisitions, transfer of departmental records, processing, the development of retention and disposal schedules for university records, development of storage and retrieval systems and finding aids, staff training and supervision, reference, exhibitions, and instructional support services. Qualifications: ALA-accredited M.L.S. with a specialization in archival administration; candidates with completed advanced degrees in history will be preferred. Candidates should have at least 5 years' supervisory experience, with preference given to experience in university archives/records management, and evidence of scholarly potential as indicated by publications and participation in appropriate professional organizations. Salary range: \$15,686-\$22,191 depending upon qualifications, plus fringe benefits and faculty status. Send complete resume with names of five references and salary requirements to: R. Max Willocks, Acting Director of Libraries, 210 Library West, University of Florida, Gainesville, FL 32611. Application deadline: November 30, 1983.

POLICY ANALYST (ASSISTANT ARCHIVIST), South Dakota State Library and Archives. Will complete 15 months of an NHPRC-funded policy planning and processing grant project. Responsible for systematic review of collection to determine level of processing and retention format for individual series. Also responsible for processing series and creating finding aids. Qualifications: B.A. in history, political science or related subject field and one year of experience (including internships) in archives or records management; knowledge of professional archival practices and tools. Equivalent education may be substituted for experience. Salary: \$13,500 per year plus standard South Dakota state government benefits package. To apply, contact: South Dakota Bureau of Personnel, Pierre, SD 57501; (605) 773-3148. Refer to Policy Analyst (Assistant Archivist) position #120755. Application deadline: November 25, 1983.

ARCHIVIST I, Alabama Department of Archives and History. Permanent position. Soliciting applications for the filling of several Archivist I positions in early- and mid-1984. Responsibilities include: appraisal of public records; arrangement and description of public records; work on records administration manuals, technical leaflets, reports, and other similar projects as assigned by the head of the government records division. Qualifications: B.A. in history or related field, although M.A., archival training, and some experience is preferred. Salary range: \$14,315-\$21,772. Apply to: Richard J. Cox, Head, Government Records Division, Alabama Department of Archives and History, 624 Washington Avenue, Montgomery, AL 36130. Applications should be submitted by January 1, 1984 for consideration for any of these positions and to be placed upon civil service lists for future openings.

MANUSCRIPT CURATOR, East Carolina University. Duties include arrangement and description of collections, preparation of finding aids, and day-by-day supervision of research room and student workers. Minimum qualifications: M.A. in American history; professional archival training and/or substantial experience in manuscript work; ability to deal effectively with the public. Preferred: Demonstrated experience in North Carolina and/or Southern history and government; publication or editorial experience; master's degree from ALA-accredited library school. Salary commensurate with credentials; 12-month appointment; faculty rank and fringe benefits. Send letter of application with resume, and names of three references to: Elizabeth Smith, Faculty Personnel Committee, Joyner Library, East Carolina University, Greenville, NC 27834. Applications must be postmarked on or before November 26, 1983.

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

EXECUTIVE SECRETARY, Indiana Historical Society. The executive secretary is the chief administrative officer of the Society, subject to the discretion and control of the board of trustees, with overall responsibility for a full-time staff of 45 and a budget of \$2,000,000. The Indiana Historical Society includes an excellent research library of rare books, manuscripts, maps, pictures, and ephemera relating to the history of Indiana and the Old Northwest, a highly-reputed publications program, and a field services division, which actively promotes state and local history and local historical organizations. Qualifications: Advanced degree(s) in history, demonstrated record of scholarly achievement, with at least 5 years of administrative experience in relevant historical programs, and an ability to speak and write effectively and work harmoniously with others. Position available after July 1. Salary competitive. Nominations and applications should be sent to Richard O. Ristine, Chairman, Executive Secretary Search Committee, Indiana Historical Society, 315 W. Ohio St., Indianapolis, IN 46202, by January 15, 1984; those received after that date cannot be assured consideration.

CURATOR OF HISTORY AND BIBLIOGRAPHY, Rosenbach Museum & Library. The Rosenbach Museum and Library is an independent, research institution with important holdings of over 30,000 rare books and over 120,000 manuscripts in English and American literature, history of the Americas, history of books and printing, and book illustration. The successful applicant will be responsible for the development of these collections through cataloging, exhibitions, and publications, for promotion of the scholarly use and public knowledge of the collections, and for conservation planning. Qualifications: Master's degree in relevant subject required, at least two years' work experience and knowledge of automation systems desired. Salary range: \$15,000-\$16,000 plus benefits. Starting date: January 1, 1984. Send letter of application with resume and names of at least three references to: Ellen S. Dunlap, Director, The Rosenbach Museum and Library, 2010 DeLancey Place, Philadelphia, PA 19103. No closing date provided.

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.

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Transitions...

CHERRYL A. WAGNER has been appointed assistant archivist at the Detroit Institute of Arts. She was formerly interviewer for the Institute's oral history program. . .REV. PASCHAL BAUMSTEIN, O.S.B., has been appointed the archivist for St. Benedict Priory in Richmond, Virginia. . .ANNE M. GORDON has been appointed director of the Municipal Reference and Research Center, New York City Department of Records and Information Services. . .MARGUERITE GIGUERE-DAVIS has been named assistant archivist in the Archives, History, and Genealogy Unit of the Connecticut State Library. She previously worked as archivist for the Travelers Insurance Companies. . .MATTHEW BORMAN has been appointed assistant archivist and JOY RICH has been appointed archival technician at The Salvation Army Archives and Research Center. . .TIMOTHY WALCH has been appointed editor of *Prologue*, the magazine of the National Archives. . .RAY SMOCK has been named historian of the House of Representatives, a newly-created position. He was an editor of the Booker T. Washington Papers. . .LAURIE CADIGAN has accepted the position of archivist of Kraft, Inc. She was previously on the staff of the Weyerhaeuser Archives. . .PRUDENCE K. BACKMAN, a manuscript processor at the Essex Institute, won the first Richard Walden Hale, Jr., Professional Development Award offered by the New England Archivists. The award provided funds for use toward attending SAA's 47th annual meeting in Minneapolis. . .Two founding members and Fellows of the Society died recently: W. EDWIN HEMPHILL, former editor of the John C. Calhoun Papers, and KARL TREVER, past editor of *The American Archivist* and archivist with the National Archives. . .FRANK BOLES of the Bentley Historical Library, University of Michigan, has accepted a 10-month appointment as program officer with the Research Resources Program of the National Endowment for the Humanities. . .EDIE HEDLIN is joining the staff of the Archival Research and Evaluation unit at the National Archives. She formerly was acting director of the records program for NHPRC. . .HENRY E. EDMUNDS, former archivist of the Ford Motor Company, died in July after an extended illness. . .SAA Fellow JAMES E. O'NEILL was renamed head of Presidential Libraries, National Archives, in late September.

Wanted

The Institute of Gerontology at the University of Michigan would like information on a repository or collection which might be useful to researchers in the areas of work and health issues for older women. Contact Jeanne Miller, Research Librarian, Institute of Gerontology, 300 N. Ingalls, Ann Arbor, MI 48109 (313) 764-3493.

Archivists' Calendar

The Northeast Document Conservation Center will present a workshop on conservation and management of photographic collections, December 5-7, 1983, at the Addison Gallery, Phillips Academy, Andover, Mass. Details are available by contacting Photographic Conservation Workshop, NEDCC, 24 School Street, Andover, MA 01810, (617) 470-1010.

Opportunities

FIELD ARCHIVIST (two positions), New York University. 2-year NHPRC-funded positions to survey labor and working life source materials in metropolitan New York City. Qualifications: Minimum 2 years' archival experience, preferably in field work and/or records management highly desirable. M.A. in history with background in American labor history required. Strong communications skills required. Salary: \$17,000 plus benefits. Send letter of application and resume, including names of three references to: Connie Colter, New York University Libraries, 70 Washington Square South, New York, NY 10012. Application deadline: November 30, 1983.

SAA Newsletter

The Society of American Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605
Ann Morgan Campbell, Executive Director (312) 922-0140

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AND MORE!!

TIME VALUE MAIL

New Location for SAA Headquarters

As of November 1, 1983, SAA's headquarters office in Chicago will have a new home at 600 S. Federal, Suite 504, Chicago, IL 60605. The telephone number remains the same.

The new offices are located in an area just south of Chicago's Loop called Printers Square, which has been designated as a National Historical Landmark. A few years ago, the area was primarily a printing district, but the rise of the South Loop as a residential area prompted developers to convert the old printing warehouses into additional residential and commercial space.

The move is an economy measure for SAA. Rental rates at the Wells Street site were slated to rise considerably in the future. The new offices will provide SAA with an almost comparable amount of space and offices designed to better meet the needs of the Society.

SAA members who are in Chicago are cordially invited to pay a visit to the headquarters in its historic new home.

printers
square

