

The Society of American Archivists

# SAA Newsletter

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## Archives and the 98th Congress

Page Putnam Miller, director of the National Coordinating Committee for the Promotion of History and an SAA representative on Capitol Hill, has provided the following analysis of the first session of the 98th Congress in areas of concern to archivists and historians.

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The adjournment of Congress on November 18 brought to an end the first session of the 98th Congress. From my perspective as an advocate for the historical and archival professions, the 98th Congress acted in some very positive ways on several significant measures. Congress passed reauthorization legislation for the National Historical Publications and Records Commission's (NHPRC) grants program, increased the appropriation for the National Endowment for the Humanities by \$10 million, established a commission to coordinate plans for the bicentennial of the Constitution, appointed a professional historian for the House of Representatives, and increased the 1984 appropriations for both the National Archives and Records Service and the NHPRC. And finally, significant progress was made on S. 905 and H.R. 3987, bills to restore independence to the National Archives. This is not to say that there have not been some uphill struggles and periods of discouragement as the General Services Administration continues its practice of undermining the professional staff of the National Archives. Yet on balance, the Congressional record for the first session is a good one.

### NHPRC

During the eleventh hour of the first session of the 98th Congress, identical bills reauthorizing NHPRC's grants program passed both houses of Congress. This legislation extends NHPRC's grants program for five years with a ceiling for the appropriation of \$4 million for the next two years and \$5 million for the following three years.

### FY84 Appropriation for NARS

The National Archives and Records Service has  
(cont. on p. 2)

## Nominating Committee Selects Candidates

SAA's 1984 Nominating Committee has selected the following candidates for office:

### Vice President (becomes President fall 1985)

Shonnie Finnegan, SUNY at Buffalo  
Richard H. Lytle, Smithsonian Institution

### Council (3-year terms)

Francis X. Blouin, Jr., University of Michigan  
Nicholas C. Burckel, University of Wisconsin--  
Parkside  
Eva Moseley, Schlesinger Library, Radcliffe College  
Trudy Huskamp Peterson, National Archives  
Harold Pinkett, consultant  
Ian E. Wilson, Saskatchewan Archives Board

### Nominating Committee (1-year terms)

Thomas Battle, Howard University  
Liisa Fagerlund, Utah State Archives  
Gregory S. Hunter, United Negro College Fund  
Charles H. Lesser, South Carolina Department  
of Archives and History  
James M. O'Toole, Archdiocese of Boston  
Anne Van Camp, Chase Manhattan Bank

Three new Council members and three Nominating Committee members will be elected from the groups listed above. Candidates will not be paired on the ballot.

Additional nominees may be placed on the ballot by a petition signed by 50 members of the Society. Anyone who plans to initiate a petition should contact the Society's office by February 1, 1984, in order to assure all candidates of equivalent exposure on the printed ballot. Deadline for receipt of petitions in the executive director's office is February 17, 1984. Ballots will be mailed March 23; members who have not received them by April 18 should contact SAA. Nominating Committee members for 1984 were Anne P. Diffendal, chair, Robert S. Gordon, Diana Lachatanere, Mary Jo Pugh, and Virginia C. Purdy.

## Archives and Congress, cont.

been allocated \$90.8 million for FY84 with \$4 million earmarked for the NHPRC grants program. This represents an increase of \$1 million for NHPRC, and a \$3.8 million increase for NARS. Unfortunately, all the \$3.8 million will be required to absorb the additional expenses incurred because of the Pay Act and increases in costs such as rent, heat, and lights. In the present fiscal climate, increases are necessary just to maintain the status quo.

### NARS Independence from GSA

The National Coordinating Committee has targeted as a top priority work on legislation to restore independence to the National Archives and Records Service by separating it from the General Services Administration. If S.905 and H.R.3987, the independence bills, do not pass before the adjournment of the second session of the 98th Congress next November, it will be necessary for new bills to be introduced. The work of securing cosponsors, holding hearings, and progressing through the subcommittee and full committee process would have to begin all over again. This places a high premium on maximizing our resources and time during the next eleven months to develop a strong advocacy program that will insure passage of these bills.

On November 16, the Senate Committee on Governmental Affairs which has oversight responsibility for the National Archives met to consider S.905. Since a quorum was not present, the chairman (Roth) in consultation with those present decided to poll the members of the committee for the mark-up of S.905. The mark-up is an essential step in the legislative procedure during which the committee arrives at the final version of a bill before submitting it to the full House or Senate for action. The final results of the poll were 15 Senators in favor of S.905, two opposed --Roth (R-DE) and Rudman (R-NH)--with one abstention, Armstrong (R-CO). The Committee's report on S.905 will be completed shortly and the bill will be placed on the Senate calendar for a vote which may come during late January or February at the latest.

Constituent efforts in securing 43 cosponsors for S.905 were an important factor in moving this bill through the committee process. Now historians and archivists must turn their attention to members of the House.

### Advocacy Efforts on Behalf of H.R. 3987 Needed

Congress will not reconvene until January 23, 1984. Thus sometime during the next few weeks would be a good time to contact your Representative concerning H.R.3987, the National Archives independence bill. Since a reorganizational bill such as this is rarely seen as urgent it can easily be ignored. Constituent advocacy to secure a sizeable list of cosponsors is the only way to move this kind of legislation. Letters, phone calls, visits

to members of the House of Representatives, do make a difference. The Washington address is U.S. House of Representatives, Washington, DC 20515.

Current list of cosponsors: Brooks (D-TX), English (D-OK), Pickle (D-TX), Simon (D-IL), Owens (D-NY), Kogovsek (D-CO), Mackay (D-FL), McNulty (D-AZ), Weiss (D-NY), Conable (R-NY), Barnard (D-GA), Andrews (D-TX), Kostmayer (D-PA), Rahill (D-WV), Gingrich (R-GA), Watkins (D-OK), Nichols (D-AL), Synar (D-OK).

Members of the Government Operations Committee to which H.R. 3987 has been referred are : Fascell (D-FL), Fuqua (D-FL), Conyers (D-MI), Collins (D-IL), Levitas (D-GA), Waxman (D-CA), Neal (D-NC), Frank (D-MA), Lantos (D-CA), Coleman (D-TX), Wise (D-WV), Boxer (D-CA), Levin (D-MI), Levine (D-AL), Horton (R-NY), Erlenborn (R-IL), Kindness (R-OH), Walker (R-PA), Williams (R-OH), Clinger (R-PA), McGrath (R-NY), Gregg (R-NH), Burton (R-IN), McKernan (R-ME), Lewis (R-FL), McCandless (R-CA), Craig (R-ID).

Keys reasons for separating NARS from GSA are:

1. The basic missions of NARS and GSA are incompatible. NARS preserves historic documents while GSA oversees government buildings.
2. The records of the nation need protective independence from partisan political influence. Under GSA NARS is subject to various forms of political pressure.
3. NARS' lack of authority over budget, program priorities and personnel management has severely handicapped its ability to care for the records of this government.
4. Restoration of independent status to NARS would involve net offset and not additional cost.

### **SAA Staff**

Ann Morgan Campbell	Executive Director
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Deborah Risteen	Managing Editor
Mary Lynn Ritzenthaler	Program Officer
Charles Schultz	Editor, <i>The American Archivist</i>
Linda Ziemer	Program Assistant



## Archival Information Exchange

SAA's Standing Committee on Archival Information Exchange was created in early 1983 to carry on the work of the National Information Systems Task Force. CAIE adopted the following mission statement at its first meeting: to promote, encourage, and support the development of effective means for exchanging and disseminating information about archival programs and holdings. Of the specific objectives decided on at that meeting, four were given high priority. Since that organizational meeting progress has been made toward all four of these objectives.

1. Maintaining, jointly with the Library of Congress, a MARC format for the exchange of archival information. Kathy Hudson, Cornell University, has been designated the committee's liaison with LC for maintaining the MARC format. In addition, the committee has reached a verbal agreement with LC that proposals from SAA members to modify the format will come first to the committee. If the committee approves the changes, the proposals will be submitted to the LC MARC office for approval. If the MARC office concurs, the proposals will be submitted to ALA MARBI members (Committee on the Representation in Machine-Readable Form of Bibliographic Information). Proposals to change the format from non-members of SAA will come first to the LC MARC office, then to CAIE, and finally to MARBI members. Following further negotiations, this agreement will (perhaps in modified form) be approved in written form by LC and CAIE.

2. Maintaining and updating the data element dictionary of archival descriptive elements produced by NISTF. Nancy Sahli is currently working as an SAA consultant to review the dictionary and recommend updates.

3. Writing a grant proposal to NEH for SAA to sponsor a "broad program of education, communications, and research" in the area of archival information systems within and among repositories. Ann Morgan Campbell, with the assistance of committee members, submitted a proposal for a 2½-year educational program to NEH in June. News on its funding will come in the Spring of 1984.

4. Researching the need for and perhaps producing a users guide for the MARC format for archives and manuscripts. Nancy Sahli is presently conducting research on this question and will be making recommendations.

Readers who have an interest in CAIE and wish to be on its mailing list should contact the chair of the committee, Lewis Bellardo, Kentucky Department for Libraries and Archives, PO Box 537, Coffeetree Rd., Frankfort, KY 40602. Other committee members are John Dojka, Yale University; Kathy Hudson, Cornell University; William Joyce, The New York Public Library; Lydia Lucas, Minnesota Historical Society; William Wallach, University of Michigan; and Vicki Walch, NARS.

## Committee on the Records of Government

The Committee on the Records of Government (see July 1983 *SAA Newsletter*, p. 2) held its first meeting on October 27. At the meeting, the group's chair, Ernest R. May, Harvard University, summarized the goals of the Committee: the Committee will produce a report which will clarify the discussion of records of government, cite models of good practice, and propose desirable practices in the future. Second, it will concern itself with methods of implementing the report.

Others present at the meeting were committee members Richard W. Bolling, Philip W. Buchen, Phillip S. Hughes, Franklin A. Lindsay, and project director Anna K. Nelson. Committee members absent were Joseph A. Califano and Edward H. Levi.

May indicated that the work of the committee will proceed with a series of discussion/meetings on specific topics. These discussions will produce "creative memoranda" which will in turn be used in drafting the final report.

In the early fall of 1983, the AHA/OAH/SAA Joint Committee on Historians and Archivists expressed its concern to May regarding the absence of archivists, social scientists, and women on the panel. Responding to Joint Committee chair Nicholas Burckel, May stated that it was felt "we could probably accomplish more if the committee simply consisted, apart from me, of wise individuals with a broad range of experience in government."

Victoria Irons Walch, National Archives and Records Service, has been engaged by the committee to prepare a brief report on the present situation of government records. The committee's final report is to be issued by January 1, 1985.

As the *Newsletter* went to press, suggestions of the departure of GSA Administrator Gerald Carmen were heard often in Washington. Confirmation was not available as this publication was released to the printer.



"The past is prologue, the present is prologue, the future is prologue, everything is prologue."

Drawing by Richter. ©1983, The New Yorker Magazine, Inc.

## Archivist: A Definition

During the past few years, concerns over the status of the archival profession increasingly have been brought to Council. Some archivists are calling for revival of the concept of certification of individual archivists or accreditation of educational programs and/or archival institutions. Others want a clear statement of qualifications for consultants in archives. Still others call for the Society to become involved in protesting changes in proposed qualifications for government archivist positions.

After looking at these concerns, Council recognized that one central issue is the absence of, and the need for, a definition of an archivist. What qualifications characterize and distinguish an archivist from every other professional, particularly professionals concerned with recordkeeping? No one, at this point, can answer that question categorically. Without a definition, no one can determine who is qualified to be a consultant, who is eligible for certification, or what the minimum qualifications for a position called "archivist" should be. Apropos of this concern for the profession, Council, in January 1983, created a Study Group on the Definition of an Archivist to draft a definition.

The Study Group--consisting of Trudy Huskamp Peterson, chair, James O' Toole, and John Fleckner-- was charged to develop a definition that contained elements of theory and practice. The definition submitted by the Study Group is printed below. SAA President David B. Gracy II stated: "As this is a profession-wide concern, Council hopes that this document will stimulate and aid the profession in coming to grips with the problems, challenges, importance, and need of crafting a definition. We encourage your comments."

Direct letters to the Executive Director's office, 600 S. Federal St., Suite 504, Chicago, IL 60605.

The archivist is the trustee of the present and the past for future generations. The archivist is a saver and a destroyer, a holder and a sharer, a student of the past and an assessor of the future, a member of society and a documentor of it. The archivist's purpose is to preserve the evidence of the activities of individuals and institutions in order that others may also know and understand them. The archivist's mission is not to seek truth but to preserve truthfully those materials in which others may seek it. The archivist balances the needs of the records, the records creators, the record keepers, and the public served, assisting the many while keeping faith with the needs of the few. The archivist is a guide and a mentor but not an interpreter, a skeptic and a doubter, perhaps, but a steadfast keeper of the records held in trust.

Archivists share a body of knowledge and a set of values and beliefs, expressed in practice. The definition of an archivist must encompass each of these elements.

### I. Knowledge

There are two principal sources of the archivist's knowledge. The first is a general knowledge that is the result of a sound formal education. In particular, for most archivists this includes an emphasis on historical studies, consisting not only of a grounding in certain factual material, but also an introduction to modern historical method, based on the identification and critical use of primary and secondary sources. The archivist is exposed to the fundamentals of literature, sociology, psychology, philosophy, and the sciences; the most important thing an archivist learns from the study of each of these

disciplines is an appreciation of the nature of its method or approach to human life.

The second source of the archivist's knowledge is the result of specific education and practice in the discipline of archives. This knowledge includes an understanding of the historical development and present status of archival practice, both in the archivist's own country and elsewhere; the origins and functions of archival records, their customary forms, arrangements and contents, and their use as research resources, and awareness of standards for conduct and practice adopted by the organized profession.

### II. Values

As members of a profession, archivists share a set of values. Some of these derive from ethical standards widely shared in our culture and common to other organized professions. These include commitments to objectivity, impartiality, fairness, honesty, and institutional loyalty in dealing with employers, colleagues, and clients. Professionals collaborate with colleagues in pursuit of supra-institutional goals and in the continuing critical evaluation and improvement of professional theory and practice.

Other values are more specific to the archival profession and derive from a unifying belief in the value of historical records to society and of the archival mission to preserve them. These specific values are embodied in a set of commonly held beliefs:

1. Documents in any physical form may contain information that has long-term value.



## Archivist: A Definition, cont.

2. Preserving the integrity of the information in the record is a primary responsibility of the archivist and is best assured when the continuity of custodianship is clear.
3. Records have an organic unity, and the information in the records is most completely revealed in the context of that unity.
4. To ensure integrity and organic unity, records should be preserved through a systematic, intentional process that includes both retention and destruction.
5. Records are maintained for use by a variety of clients, and they are organized and described in a manner that will accommodate these divergent needs.
6. Records should be used in a manner consistent with their preservation, the protection of confidentiality of the information contained therein, and the observance of other legal and institutional constraints.

### III. Practice

From their knowledge and these beliefs, archivists derive a pattern of thought and practice. Archivists employ an analytical approach to archival materials. They identify the purpose and structure of records, evaluate their physical form, and seek to understand the information contained in them. This approach underlies standard archival practices:

1. Archivists review and judge records of individuals and institutions, such as units of government, businesses, voluntary associations, and educational and religious bodies, in order to select for preservation those with continuing value.
2. Archivists provide a physical and intellectual arrangement of the records in their custody to make the records coherent and usable. In accomplishing this arrangement, archivists maintain as a unit records from a common source and are predisposed toward the maintenance or reconstruction of the original order in which the records were created or compiled.
3. Archivists describe records in a fashion that provides the most information about the records in a concise manner. The precise nature of the description may vary within and among archival repositories, based on the nature of the several bodies of records and the needs of the clients.
4. Archivists provide information about and from the records in their custody and assist clients in using the records. Records are available to clients on equal terms of access.
5. Archivists encourage and promote the use of records through publications, exhibits, educational programs, and other outreach activities. These efforts are directed toward both users of records and the society at large.

6. Archivists are responsible for the preservation of the materials in their custody. In carrying out this responsibility they place first priority on preserving the information contained in the records. Information may be preserved through conservation of the original documents or through copying it onto another storage medium. In either case, archivists stress such preventive actions as maintenance of proper environmental conditions and use of protective storage materials.

## Rundell Memorial Fund Established

Friends, family, and colleagues of Walter Rundell, Jr., have established a memorial fund in his memory from which will come an annual prize to a graduate student in the Department of History at the University of Maryland at College Park. Rundell, an SAA Fellow and past president, was a professor at the University of Maryland at the time of his death in October 1982. Recipients of the award will be selected on the basis of their ability, promise, and character, and will be designated Rundell Scholars.

Persons interested in making a contribution to the fund should contact the Rundell Memorial Fund Committee in care of the University of Maryland Foundation, Inc., The Elkins Building, 3300 Metzerott Rd., Adelphi, MD 20783.

## "Adopt an Archives" Program

The College and University Archives Section of SAA has established an informal "Adopt an Archives" Program intended to match experienced academic archivists with other college and university archivists requesting assistance. Each experienced archivist will provide free, informal advice (by mail or telephone) to one other person. The program is designed to foster one-to-one relationships among archivists from various institutions and geographical areas, and to involve more people in the work of the College and University Archives Section. For more information about the program, please contact Gregory S. Hunter, Director of Archival Programs, United Negro College Fund, 500 E. 62nd St., New York, NY 10021.

## Council to Meet

The next meeting of SAA's Council will be January 27-30, 1984, in Washington, DC. Copies of the agenda are available from the executive director's office, 600 S. Federal, Suite 504, Chicago, IL 60605.

## SAA '84: The Profession of Archivists

SAA's 1984 Program Committee met in early December to formulate the final program for the annual meeting in Washington, DC, August 30-September 3. Over 250 suggestions were considered and from them the committee has selected more than 80 sessions and limited enrollment workshops. Committee members want to thank SAA members who took the time to send in program suggestions and to encourage all members to attend the annual meeting. David Horn, The Faxon Company, and Anne Van Camp, Chase Manhattan Bank, are co-chairs of the Program Committee. Committee members are Roland Baumann, Ed Bridges, Rev. Norbert Brockman, Judith Fortson-Jones, Austin Hoover, Richard Kesner, David Klaassen, Eleanor McKay, Nancy Parker, Timothy Walch, and Carolyn Wallace. Ann Morgan Campbell and Deborah Risteen of the SAA staff are ex officio members.

The theme of the 1984 meeting is "The Profession of Archivists," an acknowledgement of the fact that archivists currently are very involved in the creation of guidelines and definitions for the work they do. Program sessions are organized into three groups, each group based on the three main goals identified by the Goals and Priorities Task Force: identification and retention of records, responsible records administration, and maximum use. The program also features sessions focusing on the 50th anniversary of the National Archives and on the work of the Archives and Society Task Force. Finally, a large number of sessions on automation are included in this year's program as part of the five-year plan of the Automated Records and Techniques Task Force. Among the sessions on the program are: "Archives & Society: An Agenda for Action"; "Appraisal Strategies"; Local Government Records: A National Agenda"; "The Impact of the Information Revolution"; "Religious Archives: An Examination of Their Distinctiveness"; "In Search of Archival Theory"; "Managing a Processing Program"; "NARS and the Development of the Archival Profession"; "MARC Format for Archival and Manuscript Control"; "Archives of the McCarthy Years: Problems of Access." The list of automation presentations includes workshops on planning and implementing automated systems and the lone computer, and sessions on basic computer concepts, planning for machine-readable records, and copy-righting machine-readable data.

The Local Arrangements Committee has also begun preparations for the meeting. Tours of local repositories, a reception at the National Archives, a chance to dine in one of the capital's fine restaurants, and a performance of "Banjo Dancin'," a program featuring the stories of WPA writers ingeniously presented by storyteller Stephen Wade, are among the plans. Post-meeting tours, including one to Williamsburg, are also in the works. James E. O'Neill, NARS, is the chair of the Committee. Committee members are Alan Bain, Charles Dollar, Jacqueline Goggin, John Knowlton, Maida Loescher, Clifford Muse, Jon Reynolds, Susan Stein, Frederick

Stielow, and Barbara Vandegrift.

**CHILD CARE** In response to the resolution at the 1983 annual meeting requesting that the Local Arrangements Committee investigate providing child care at SAA meetings, the 1984 LAC has suggested that the best arrangement in Washington is a babysitting pool--parents taking turns caring for each others' children. Persons interested should contact Patricia Painter, 5075 Yorkshire, Detroit, MI 48224; work (313) 577-4024, home (313) 882-2166.

**COMPUTER FAIR** At the 1984 meeting, SAA will host a computer fair that will bring together vendors of popular computer hardware and software products. A number of systems specifically designed for the automated management of archives will be presented. To make the fair as beneficial as possible to conference participants, the Program Committee encourages SAA members to come prepared to demonstrate their own EDP applications. Archivists who perform any office or archival function on a computer are urged to notify the Computer Fair coordinators of the type of equipment and software they use. The coordinators then will make every effort to insure that the vendors of those products are present at the meeting. For more information, contact David Herschler, National Archives (NCD), Washington, DC 20408, (202) 724-1623, or Richard Kesner, The Faxon Company, 15 Southwest Park, Westwood, MA 02090, (617) 329-3350.

**POSTER SESSIONS** A new format, the "poster" session will be inaugurated at the 1984 meeting. These sessions will be used to present material which can be adapted to graphic form, could not be reasonably combined with other topics for a complete session, or which does not justify a longer treatment. The Program Committee would like to receive suggestions for topics which can be presented on posters. The posters will remain on display for the duration of the conference in a specially designated area. It will also be possible, though not necessary, to establish a time (10-15 minutes) for the person(s) responsible for the poster to be on hand to give a brief presentation or answer questions. Please send a brief description of proposed poster sessions by April 1 to Judith Fortson-Jones, Conservation Officer, Hoover Institution, Stanford, CA 94305, (415) 497-0141 or (415) 497-3563.

**PRE-CONFERENCE WORKSHOPS** SAA has scheduled four workshops to precede the annual meeting in Washington. They are Archives: An Introduction; Administration of Photographic Collections; Oral History; and Indexing and Thesaurus Construction. Details will be printed in an upcoming SAA Newsletter or can be obtained from SAA headquarters, 600 S. Federal, Suite 504, Chicago, IL 60605.



# ● SAA Bookcase

January 1984

## Basic Manuals

- \* **Archives & Manuscripts: Conservation**, by Mary Lynn Ritzenthaler, addresses problems and issues in archival conservation and proposes some solutions to assist archivists in caring for their collections from a sound conservation perspective. It emphasizes that conservation should be considered not as a new program element, but as an integral part of existing archival and curatorial functions. The manual is illustrated extensively with photographs and drawings. A glossary and bibliography are also included. (1983) 144 pp., paper. \$7 members, \$9 others. 3013.

**Basic Manual Series I** provides a wealth of introductory and advanced "how to do it" information for anyone interested in the theory and practice of administering archives and manuscripts. Professional archivists and manuscript curators, part-time and paraprofessional staff, and librarians will find these manuals invaluable for acquiring knowledge of the rudiments and substance of most basic archival functions.

**Archives & Manuscripts: Appraisal and Accessioning**, by Maynard Brichford. (1977) 24pp., paper. \$4 members, \$5 others. 3001

**Archives & Manuscripts: Arrangement and Description**, by David B. Gracy II. (1977) 49pp., paper. \$4 members, \$5 others. 3002

**Archives & Manuscripts: Reference and Access**, by Sue E. Holbert. (1977) 30 pp., paper \$4 members, \$5 others. 3003

**Archives & Manuscripts: Security**, Timothy Walch. (1977) 30 pp., paper, \$4 members, \$5 others. 3004

**Archives & Manuscripts: Surveys**, John Fleckner. (1977) 28pp., paper. \$4 members, \$5 others. 3005

**Series I, set of 5 manuals:** \$18 members, \$22 others. 3006

**Basic Manual Series II** goes beyond the basic archival functions discussed in Series I to illustrate the diversity of archival work. These five manuals offer practical explanations, examples, and illustrations that will help archivists involve the public in the activities of the archives, improve access to their collections through computerization and reproduction, and develop basic knowledge of the special needs of a map or architectural records collection.

**Archives & Manuscripts: Exhibits**, by Gail Farr Casterline. (1980) 72 pp., paper. \$5 members, \$7 others. 3007

**Archives & Manuscripts: An Introduction to Automated Access**, by H. Thomas Hickerson. (1981) 60 pp., paper. \$5 members, \$7 others. 3008

**Archives & Manuscripts: Maps and Architectural Drawings**, by Ralph E. Ehrenberg. (1982) 64 pp., paper. \$5 members, \$7 others. 3009

**Archives & Manuscripts: Public Programs**, by Ann E. Pederson and Gail Farr Casterline. (1982) 96 pp., paper. \$5 members, \$7 others. 3010

**Archives & Manuscripts: Reprography**, by Carolyn Hoover Sung. (1982), 68 pp., paper. \$5 members, \$7 others. 3011

**Series II, set of 5 manuals:** \$22 members, \$32 others. 3012

## Specialized Interests

**Archivists and Machine-Readable Records**, edited by Carolyn Geda, Eric W. Austin, and Francis X. Blouin, Jr., contains the proceedings of a 1979 conference on archival management of machine-readable records. Papers address the following topic areas: research opportunities of machine-readable records; archival programs for machine-readable records; management and dissemination of machine-readable data for social research; developments in computer technology; and confidentiality and privacy. (1980) 248pp., paper. \$8 members, \$11 others. 1004

**Audiovisuals for Archivists**, compiled and annotated by Timothy L. Ericson, is a listing of 50 audiovisual programs for, about, and/or by archives and archivists. Each citation includes information on type of program, length, equipment required, purchase price, cost and terms of loan, ordering address, and a brief description of the program. (1982) 8 pp., individual copies \$2 to members and others. Quantity discount if ordered in multiples of 25: \$7 for 25 copies, \$14 for 50, etc.

**Basic Archival Workshops: A Handbook for the Workshop Organizer**, by Thomas C. Pardo, is designed for archival organizations and institutions that are considering conducting basic archival workshops. It covers all aspects of an archival workshop from needs assessment and scheduling through development of curricular materials and workshop evaluations. (1982) 72 pp., paper. \$8 members, \$11 others. 1028

**Basic Archival Workshop Exercises**, by Trudy Huskamp Peterson, contains exercises on appraisal and acquisition, arrangement and description, and reference and access. Each exercise is designed to illustrate a particular archival point and a specific workshop technique. Included are the student's copy of each exercise, which may be duplicated for distribution, and a teacher's guide. (1982) 88 pp., paper. \$10 members, \$14 others. 1029

**Workshop and Exercises package:** \$14 members, \$22 others. 1030

**Basic Bibliography for Conservation Administration** is a brief list of books, articles, and newsletters which will provide useful information for planning and administering a program for the conservation of archival and library materials. Over 100 sources cited. (1981) Available in multiples of 50. \$10 for 50, \$20 for 100, etc. 1006

**Business Archives: An Introduction**, by Edie Hedlin, covers all aspects of establishing a business archives, from physical requirements and staffing to such procedures as appraisal standards, arrangement and description and conservation techniques. Unique to this publication are more than eighty business archives forms reproduced on microfiche. (1978) 28 pp., paper. \$5 members, \$7 others. 1008

**College and University Archives Guidelines** is a booklet containing the guidelines approved by SAA's Council in 1979. The guidelines cover administration, personnel, facilities and equipment, supporting services, and records management. 12 pp., paper. \$2 for single copies. \$1 each when ordered in quantities of 10 or more. 1032

\* New!

**College and University Archives: Selected Readings** is a collection of 17 articles by archivists, records managers and historians. Topics addressed include establishing a college archives, records management programs, reference use, and administration. Appendices include a sample records retention and disposition schedule and university filing system. (1979) 234 pp., paper. \$9 members, \$12 others. 1010

**College and University Archives: Selected Readings and College and University Archives Guidelines.** When ordered together, the cost of both publications is \$10 to SAA members, \$13 to others.

**A Donor's Guide to the Preservation of Personal and Family Papers and the Records of Organizations** was prepared by SAA's Committee on Collecting Personal Papers and Manuscripts to help archival repositories in their relationships with prospective donors. The brochure covers access to donated papers; the distinction between gifts and loans; copyright of donated papers; and financial aspects of donations. Space is provided for the imprinting of a repository's name and address. (1980) Available only in multiples of 50. \$7.50 for 50; \$15.00 for 100, \$22.50 for 150, etc. 1013

**Evaluation of Archival Institutions: Services, Principles, and Guide to Self-Study** was developed by SAA's Task Force on Institutional Evaluation to assist archivists' efforts to better serve the public by defining standards and articulating measurable performance criteria. The process of self-assessment and peer review outlined in this publication allows archives to be evaluated in terms of goals they set for themselves. This booklet includes the principles of institutional evaluation (organized under four broad categories: organization and institutional setting, building archival and manuscript holdings, preserving archival and manuscript holdings, and making materials available for use), an explanation of the purposes of and the procedures for conducting a self-study, and a systematic guide to the self-study of an archival institution. (1982) 48 pp., paper. \$4 members, \$5 others. 1031

**Intellectual Access to Archives: I. Provenance and Content Indexing Methods of Subject Retrieval and II. Report of an Experiment Comparing Provenance and Content Indexing Methods of Subject Retrieval**, by Richard H. Lytle (offprints from the *American Archivist* Vol. 43 # 1 and # 2). The first article describes two methods of gaining subject access to archives; the second reports the results of an experiment using those two methods. (1980) 29 pp., \$2 members, \$3 others. 1016

**Management of Archives and Manuscript Collections for Librarians**, edited by Richard Lytle, is directed toward librarians who have archival responsibilities but little archival training or experience. Chapters cover such topics as defining collections and collecting; aural and graphic archives; arrangement and description of manuscripts; and the law and the manuscripts curator. (Reprinted from the *Drexel Library Quarterly*, Vol. 11, # 1.) 124 pp., paper. \$6 members, \$8 others. 1018

\* **Museum Archives: An Introduction**, by William A. Deiss, is intended to encourage museums to preserve their historically valuable records and to offer guidelines for the establishment of museum archives. The manual addresses such topics as why a museum should have an archives, planning a museum archives, how to start an archives program, and basic archival procedures. A brief bibliography and some sample forms are also included. (1983) Paper, \$4 members, \$6 others. 1037

Written by August Suellflow, a distinguished pioneer in North American religious archives, **Religious Archives: An Introduction** provides needed guidance in this period of unprecedented growth in the field. Topics addressed include the history and nature of religious archives, the place of the archives in religious organizations, collections policies, basic requirements for an archival program, acquisition and processing, reference services, exhibits, publications, photoduplication, and micro-filming. (1980) 56 pp., paper. \$5 members, \$7 others. 1024

\* New!

**State Archival Law: A Content Analysis**, by George W. Bain (offprint from *The American Archivist*, vol. 46 #2) categorizes state law in three concept groups: legal (including access, replevin, and privacy limitations), administrative (including the powers and duties of the state archivist and records manager, and records scheduling procedures), and standards (including technological specifications and fireproofing). (1983) 18 pp., \$2 members, \$3 others. 1036

\* **Understanding Progress as Process**, edited by Clark A. Elliott, is the final report of the Joint Committee on Archives of Science and Technology, established in 1979 to explore problems concerning scientific and technological records. The report contains the following chapters: "Science and Technology in the United States: Its Organization and Documentation;" "Science and Technology Studies: Documentary Requirements;" "Characteristics of Scientific and Technological Activity: Implications for Archivists;" "Unique Documentation of Science and Technology;" "Documenting Science and Technology: Actions for Reconstruction;" and "Research in Documentation: Needs and Opportunities." A brief bibliography is also included. (1983) 64 pp., paper. \$1.50 to members and others. 1036

## Reference

Developed by SAA's Committee on Terminology, the **Basic Glossary for Archivists, Manuscript Curators, and Records Managers** contains terms regarded as basic to the disciplines of these professions. Definitions are drawn from the basic literature and the policies and practices of leading North American institutions. (1974). 19 pp., paper. \$2 members. \$2 others (\$1 each for quantities of 10 or more delivered to one address) 1007

**The Directory of College and University Archives in the United States and Canada** contains nearly 1,000 listings compiled by SAA's College and University Archives Committee. Each listing gives the name of the institution, the type of records (archives, manuscripts, or both), the address and telephone number, and the names and responsibilities of staff members. Indexes to individuals and repositories are included. (1980) 80 pp., paper. \$6 members, \$10 others. 1011

**1983 Directory of Individual Members** contains the names, institutional affiliations, preferred mailing addresses, and telephone numbers for SAA individual members. Also included is a membership roster for each of the Society's Professional Affinity Groups and a separate page listing the names of officers, Council members, PAG, standing committee, and task force chairs, representatives, and SAA staff. (1983) 92 pp., paper, \$8 members, \$20 others. 1035

**Directory of State Archives in the United States** lists the chief archival and records management officials for each state; staff members; name, address, and telephone number for each agency; research facilities provided; and a brief summary of each agency's archival holdings. A compendia of comparative information on programs, staffs, budgets, and salaries is also included. (1980) 66 pp., paper. \$4 members, \$8 others. 1012

**Information Management, Machine-Readable Records, and Administration: An Annotated Bibliography**, by Richard M. Kesner, is a completely revised version of Kesner's 1979 bibliography. The 1983 version contains three times as many citations (nearly 900) as the earlier one, mainly because Kesner selects more broadly from the information management literature to include writing in such areas as office automation, videodisc technology, and data transmission networking. 168 pp., paper. \$8 members, \$11 others. 1034



As the outgrowth of introductory courses in the administration of modern archives, **Modern Archives and Manuscripts: A Select Bibliography**, by Frank B. Evans, is a useful working tool for every practicing archivist. An effort was made to include all writings that have contributed to or which illustrate the development of archival principles and practices in the United States. (1975) 209pp., paper. \$8 members, \$11 others. 1020

**A Select Bibliography on Business Archives and Records Management** is an annotated listing of over 400 articles and books dealing with aspects of business archives. The bibliography was compiled by Karen M. Benedict, Nationwide Insurance Company, and publication was funded, in part, by a gift from Nationwide. The 144-page volume also contains author, title, and classified subject indexes. (1981) \$6.00 members, \$9.00 others. 1026

**A Selective Bibliography on the Conservation of Research Library Materials**, by Paul N. Banks, contains over 150 pages of sources that the compiler felt would be most useful to librarians and archivists concerned with conservation. Entries are arranged by subject within such broad categories as "Protection and Care of Books and Manuscripts," "Materials, Structure, and Technology of the Book," and "Physical Treatment of Books and Other Materials." (1981) \$8.50 members, \$10.00 others. 5003

**The WPA Historical Records Survey: A Guide to the Unpublished Inventories, Indexes, and Transcripts** lists repositories in the United States which hold HRS materials. The guide contains summaries of HRS activity in each state, separate entries for repositories in which HRS materials have been located, and lists of specific holdings in each repository. Detailed lists of counties, municipalities, and denominations that are covered by inventory forms in specific project areas are included on microfiche. (1980) 42pp., paper. \$5 members, \$7 others. 1027

## Sample Forms

**The Archival Forms Manual**, prepared by SAA's Forms Manual Task Force, contains over 100 forms from all types of archival repositories. The forms are arranged into five major categories: appraisal and disposition, accessioning, arrangement and description, use, and specialized forms. Each category begins with a narrative introduction and short bibliography and is then broken down into subcategories by the specific functions of the forms. A bibliography of archival manuals is also included. (1982) 148pp., paper. \$7 members, \$10 others. 1015

**Inventories and Registers: a Handbook of Techniques and Examples** distills the essence of current practice in North American archival repositories. Sample forms are included. (1976) 36 pp., paper. \$4 members, \$5 others. 1017

**Records Retention and Disposition Schedules** includes forms used in various state archival and records management programs. (1977) 30 pp., paper. \$4 members, \$5 others. 1023

## Classics

**The Management of Archives**, by T. R. Schellenberg, is the work of one of America's archival pioneers in arrangement principles and descriptive techniques. Chapters devoted to cartographic and pictorial records are included. An important addition to every archivist's library. (1965) 383 pp., hardcover, \$25 members, \$30 others. 5001

**Modern Archives: Principles and Techniques**, by T. R. Schellenberg, outlines tested and proved plans and procedures for the adequate management of public records in all areas of federal, state, and local government. (1956) 248 pp., paper. \$8.50 members, \$9.50 others. 5002

**Norton on Archives: The Writings of Margaret Cross Norton**, edited by Thornton W. Mitchell, has been termed "the first American manual for archives administration." One archivist wrote: "Norton is BASIC! Archivists everywhere are indebted to Thornton W. Mitchell for skillfully editing and bringing together these articles and giving all the younger members of the profession the full benefit of her contributions to archival theory and practice . . ." (1975) 288 pp., paper. \$7 members, \$10 others. 1021

## PAKs

**Problems in Archives Kits (PAKs)** are a new publications service in a flexible format which may include reports, manuals, forms, sound tapes, and other materials chosen for their usefulness. Each kit will address a specific archival problem area.

**Developing a Brochure.** Provides practical assistance to the institution which needs to develop or revise a basic information brochure, in the form of a graphic arts production handbook, articles illustrating simple design techniques, and a sample transfer lettering sheet. Sample brochures for a number of repositories are also included. (1981) \$9 members, \$12 others. 4006

**Disaster Prevention and Preparedness** contains materials especially relevant to institutions and/or geographic regions formulating disaster plans or actually attempting to cope with a disaster. The kit includes Margery S. Long's 1982 *Disaster Prevention and Preparedness Bibliography*, The Michigan Archival Association's *Program for Disaster Response in Michigan*, Peter Waters' *Procedures for Salvage of Water-Damaged Library Materials*, and disaster plans from several archival institutions which may be used as models. (1982) \$12 members, \$15 others. 4010

**Finding an Archival Position: Resumes, Application, Letters, and Interviews.** Includes a tape recording of a roundtable discussion among veteran archival administrators at the spring 1981 meeting of the Midwest Archives Conference. The useful dialogue includes tips on application, letters, resumes, and preparing a skills inventory. The discussion discloses what administrators seek in prospective entry-level employees and what candidates should expect in the interview process. A role-playing exercise demonstrates interviewing for an entry-level position. A *Resume Writing Guide* is also included. (1981) \$9 members, \$12 others. 4009

**The Lone Arranger.** Focuses on the problems of one-person archival repositories and contains a cassette tape of presentations from a workshop of the same title held during the 1982 annual meeting of the Society, many sample forms, processing guidelines, policies and procedures, and a sample index. (1983) \$9 members, \$12 others. 4012

**Long-Range Planning.** Includes a cassette tape of the presentations at a session at SAA's 1982 annual meeting, plus sample statements of goals and objectives, a projected timetable for program development, a job description for a university archivist, and a list of suggested readings. (1983) \$7 members, \$9 others. 4011

**Starting an Archives.** Materials developed for a session at the 1980 meeting of the Mid-Atlantic Regional Archives Conference, plus a cassette tape of the discussion by session participants. Also included are articles, pamphlets, and brochures dealing with various aspects of starting an archives. (1980) \$12 members, \$15 others. 4003

## Special Items

**SAA note pads** are cube-shaped (3½ x 3½ x 3) scratch pads with the phrase "Archives are Primary" printed on three sides in the three primary colors, and the SAA logo, address, and telephone number printed on the back. A must for every archivist's desk. \$ 5 members, \$7 others.

Preserve and protect copies of SAA publications in the **SAA Binder**. 2" vinyl, three-ring binder perfect for holding the *SAA Newsletter*, the *Membership Directory*, the basic manuals, and many other SAA publications. \$6 members, \$8 others. 1025

**A Code of Ethics for Archivists** provides standards for archivists in the areas of acquisition, access, appraisal, arrangement, preservation, reference, and interaction with other archivists. 8½ x 14, parchment-like paper, suitable for framing. (1980) \$1.00 each. 1009

Both Indexes will be supplied free of charge with the purchase of a complete set of microfilm.

**The American Archivist: Back issues** — SAA's publications service has copies of many back issues of the journal, particularly those published between 1962 and 1982. \$8 members, \$9 others.

## Order Form

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## SAA Awards Competition Announced

The Society of American Archivists announces competition for Society awards to be presented at the 1984 annual meeting in Washington, DC. The awards will recognize accomplishments for calendar year 1983. Winners of each award will be selected by subcommittees of the Awards Committee, chaired by Charles Palm, Hoover Institution. Individual and institutional members of SAA are welcome to nominate themselves or others for awards. The Society's awards policy is described in the *American Archivist* 39: 415-420. All nominations for SAA awards should be sent to Charles Palm, Hoover Institution, Stanford University, Stanford, CA 94305, by July 1, 1984.

The Distinguished Service Award was established in 1964 by three Fellows of the Society: Leon deValinger, Jr., Mary Givens Bryan, and Dolores Renze. The award, a trophy, is presented annually to an archival institution or organization that has made an exemplary contribution to the profession. Nomination forms for the award are available from Charles Palm.

The Sister M. Claude Lane Award was established in 1974 by the Society of Southwest Archivists in memory of Sister M. Claude Lane. The cash award is funded by SSA and is presented to an individual who has made significant contributions in the field of religious archives.

The Philip M. Hamer Award, first given in 1973, was established with an initial gift from Elizabeth Hamer Kegan. The award recognizes high quality work in documentary publication by an associate or assistant editor on publication projects sponsored or endorsed by the National Historical Publications and Records Commission.

The Oliver Wendell Holmes Award, established to facilitate the supplementary travel of foreign archivists already in the United States or Canada for training, was first presented in 1979. Information on eligibility and application rules is available from the Awards Committee chair.

The Waldo Gifford Leland Prize, first awarded in 1959, is a cash award funded by income from the Waldo Gifford Leland Prize Fund. The prize is awarded to the author of an outstanding contribution in the field of archival history, theory, or practice. Published entries may be letterpress, offset, microform, audiovisual, or other media. A separate prize has been created for finding aids (see below), which were once eligible for the Leland Prize. Periodicals are not eligible.

The C.F.W. Coker Prize for finding aids was established in 1983 by SAA Council. The Prize will be awarded to an archival finding aid of exceptional merit. Nominations should be submitted to the chairman of the Awards Committee.

## Scholarship Winner Selected

Earl M. Henner, Jr., Mississippi Department of Archives and History, has been awarded the Colonial Dames Scholarship to the January, 1984, Modern Archives Institute at the National Archives. The scholarship is funded by the Colonial Dames of America, Chapter III, and awarded by SAA.

A scholarship to the June Institute is also available. To be eligible, an applicant must be an employee of an archival institution or agency, employed less than two years as an archivist or archives trainee, actually working with archives or manuscripts regardless of title, and be employed in an institution or agency with a fair percentage of its holdings in the period predating 1825.

Resumes, accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications, should be submitted to Mary Walton Livingston, Seminary Post Office, Alexandria, VA 22304, by April 1, 1984.

## JCAST Report Available from SAA

The final report of the Joint Committee on Archives of Science and Technology is available from SAA. The 64-page report, entitled *Understanding Progress as Process*, costs \$1.50. It addresses the following topics: "Science and Technology in the United States: Its Organization and Documentation"; "Science and Technology Studies: Documentary Requirements"; "Characteristics of Scientific and Technological Activity: Implications for Archivists"; "Unique Documentation of Science and Technology"; "Documenting Science and Technology: Actions for Reconstruction"; and "Research in Documentation: Needs and Opportunities." The SAA members who contributed to the writing of the report are Maynard Brichford, David Bearman, Clark Elliott, Helen Slotkin, Sharon Gibbs Thibodeau, and Joan Nelson Warnow. Elliott edited the report as well.

To order, clip the coupon below and return it with payment to SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

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Please send me \_\_\_\_\_ copies of the JCAST final report, *Understanding Progress as Process*.

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

## International Archives Weeks

In conjunction with the Xth International Congress on Archives, the International Council on Archives has announced plans for a series of International Archives Weeks in 1984-85. The Weeks are intended to be used by archival repositories as a means for promoting archives and archival service to the communities they serve. April 15-19 has been designated 'International Archives Week in the United States and SAA's International Archival Affairs Committee will serve as a clearinghouse for information and ideas. International Archives Week in Canada is in early October and already the Association of Manitoba Archivists has acquired the use of a shopping mall as one of the locations for their outreach activities. American archivists with ideas for International Archives Week or those needing more information should contact Maygene Daniels, chair of the International Archival Affairs Committee, National Archives and Records Service, Washington, DC 20408.

## Xth ICA Congress in Bonn

The Xth International Congress on Archives will take place in Bonn, West Germany, September 17-21, 1984. The theme of the Congress is "The Challenge to Archives: Growing Responsibilities and Limited Resources." Four plenary sessions will highlight the meeting: "The Challenge;" "Management and Technical Resources;" "Management and Human Resources;" and "International Joint Venture for Exchange of Archival Materials through Reprography."

Other activities will include a concert by the Philharmonia Hungarica, a reception in the baroque Augustusburg Castle, and a boat trip on the Rhine to the Loreley Rock, and a tour of the Federal Archives in Koblenz.

Tours to many archives in the region are available as are sightseeing tours of Bonn, Cologne, Trier, and Berlin. Post-meeting tours of both northern and southern Germany have also been scheduled.

The registration fee for the congress is 80 deutschmarks and should be submitted by June 20 to allow registrants to receive copies of the papers to be presented at the congress. To receive registration materials, write Klaus Oldenhage, Federal Archives, P.O.B. 320, D-5400 Koblenz, Federal Republic of Germany.

SAA is considering organizing a study tour to the 1984 ICA meeting. It would originate at the close of SAA's own 1984 meeting, spend approximately two weeks touring archival establishments and other points of historical interest in Europe, and arrive in Bonn in time for the ICA sessions which begin in mid-September. Those interested in such a tour are urged to contact Toni Pedroza at SAA headquarters no later than January 20.

## The Classifieds

All ads in the "Classified" section must involve archives-related items or services. SAA reserves the right to refuse inappropriate ads. The minimum charge for a classified ad is \$5.00 for 25 words or less. Beyond 25 words, the charge is 20¢ per word. Ads must be submitted in writing and paid for in advance. Ad copy and payment should be sent to Deborah Risteen at SAA headquarters.

Archivist/historian wishes to purchase pre-1920 western documents, autographs, stock certificates, checks. Send photocopies for my offer. Warren Anderson, Box 1475, Orem, UT 84057.

## Archivists' Calendar

The Indiana Historical Society and the Indianapolis Mayor's Office are sponsoring a conference on black genealogy February 18 in Indianapolis. For information contact Donald West, Indiana Historical Society, 315 W. Ohio St., Indianapolis, IN 46202, (317) 232-1879.

The 13th annual Institute for Historical Editing is scheduled for June 17-29 in Madison, Wisconsin. The Institute is sponsored by NHPRC, the University of Wisconsin, and the State Historical Society of Wisconsin. For information and application forms, write to NHPRC, National Archives, Washington, DC 20408. The application deadline is March 15.

The spring meeting of the Mid-Atlantic Regional Archives Conference will take place April 27-28 in Rochester, New York. For more information, contact Bruce Dearstyne, Program Chair, MARAC Spring 1984 Meeting, New York State Archives, Cultural Education Center, Albany, NY 12230.

The 18th annual Archives Institute sponsored by Emory University in cooperation with the Georgia Department of Archives and History will be held in Atlanta, June 4-15. Tuition is \$250. For more information, contact Linda M. Matthews, Special Collections Department, Woodruff Library, Emory University, Atlanta, GA 30322.

## Submissions to Journal Encouraged

Charles Schultz, editor of *The American Archivist*, encourages archivists to submit articles for possible publication in the journal. Manuscripts should be submitted in English, typed double-spaced throughout (including footnotes at the end of the text). Full-length articles should not exceed 5,000 words and should be accompanied by a 100-word abstract. Three copies of the manuscript should be submitted. Articles published in the journal are eligible for the Fellows' Posner Prize, awarded each year at the annual meeting to the best article published in the preceding year's volume of *The American Archivist*.

Manuscripts for consideration should be submitted to Deborah Risteen, Managing Editor, SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.



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## Transitions...

ALAN M. SCHWARTZ has been named director of NHPRC's assessment project for the state of New Hampshire. He previously was archivist for Augustana College, Sioux Falls, South Dakota. . . CHARLOTTE B. BROWN has been appointed archivist at Franklin and Marshall College, Lancaster, Pennsylvania. She was formerly acting head of the Archives and Manuscripts Department, University of Maryland. . . GEORGE ROLLIE ADAMS, assistant director for planning and development for AASLH, has accepted the position of director of the Buffalo and Erie County Historical Society. . . ROGER MYERS has been named archivist for the Center for Creative Photography. . . The Ohio Historical Society has three new employees in its Archives-Library Division: JILL HARRIS, formerly at the Illinois State Historical Library; KATHLEEN MCINTYRE CONWAY, formerly at the University of Missouri-Columbia; and KAREN R. SNOW, formerly at Bowling Green State University. . . ESTHER R. DYER has been named manager of Archives and Information Services for Blue Cross and Blue Shield of Greater New York. Previously, she was on the faculty of Rutgers University. SCOTT BOWKER has been named assistant archivist for Blue Cross/Blue Shield. . . MICHAEL J. DABRISHUS has accepted the position of curator of special collections at the University of Arkansas. He was formerly an archivist at the Texas State Archives. . . JOE SAMORA has been named to head the reference services division at the California State Archives, where he has been employed since 1968. . . RICHARD N. MURRAY is the new director of the Archives of American Art. He was previously director of the Birmingham Museum of Art. . . LINDA HENRY has left her position as archivist for the American Psychiatric Association to join the staff of the National Archives. . . A.R.N. WOADDEN, deputy city clerk of Toronto, will retire in mid-January. Woadden was SAA Local Arrangements Committee chair in 1974 and former Toronto city archivist.

## STAFF CHANGES AT NARS

Two new working groups have been created recently at the National Archives. The Archival Research and Evaluation staff is a technology assessment unit charged with monitoring research and development in new technologies and exploring ways of applying that technology to NARS activities. WILLIAM HOLMES, formerly of the Social Security Administration, is staff director and CHARLES DOLLAR is assistant director. Other staff members are CHARLES GELLERT, EDIE HEDLIN, and BILL HOOTON.

The Documentation Standards staff was created to provide standards and guidance to federal agencies regarding the adequacy of the recorded documents they should create and preserve. PATRICIA ARONSSON is staff director. Other staff members are TOM BROWN and JOHN VERNON.

## Wanted

The editor of the Zebulon Baird Vance Papers publication project is interested in any letters, manuscripts, and other documents related to Vance's private life and career as a congressman, governor, and United States Senator. Contact Gordon McKinney, Department of History, Western Carolina University, Cullowhee, NC 28723.

A volunteer woman librarian familiar with the feminist/gay/lesbian movements is sought by the National Gay Archives in Hollywood to assist in the finalization of a new "Gay and Lesbian Library Catalog System" to be promulgated shortly. Contact Jim Kepner, Curator, National Gay Archives, 1654 N. Hudson Ave., Hollywood, CA 90028, (213) 463-5450.

The SAA Newsletter is a bimonthly publication of the Society of American Archivists. The copy deadline for the March 1984 issue is February 15. The editor encourages SAA members to submit clippings, cartoons, and other items they feel would be appropriate for publication in the Newsletter. All correspondence regarding the Newsletter should be sent to Deborah Risteen, SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

SAA Newsletter  
January 1984

## Professional Opportunities

**ARCHIVIST**, Edison National Historic Site, West Orange, New Jersey, National Park Service, U.S. Dept. of the Interior. Directs operation of extensive document, photograph and recorded sound collection related to the life and work of Thomas Edison. Serves as liaison between collection and ongoing microfilm publication project. Reports to Supervisory Museum Curator. Qualifications: Applicants should have a minimum of three years' archival experience. Graduate-level education can be substituted for a portion of required experience. Successful candidate will have proven ability in collection management of diverse archival materials and be able to handle and understand material related to the history of technology, invention, industry, and finance. This is a federal civil service position, GS-1420-11 (\$25,366 starting). Applications must be submitted on form SF 171 available at any federal office and sent to U.S. Office of Personnel Management, Syracuse Area Office, James M. Hanley Federal Office Bldg., 100 S. Clinton St., Room 843, Syracuse, NY 13260., Attn: Ron Kuss. Applications will be accepted only between February 1, 1984 and February 28, 1984. Applications must not be sent to the site in New Jersey.

**PROJECT COORDINATOR**, Appalachian Consortium. One-year position to coordinate a seven-state directory/needs assessment/training project in South Central Appalachia. Coordinator will compile and distribute a computer-assisted survey of repositories in the region; analyze the responses; prepare and print a directory of the repositories responding; and coordinate a training workshop based on the responses. Project office located in Johnson City, Tennessee; travel in seven-state region required. Qualifications: M.A. in appropriate field; experience in archival administration; familiarity with problems of archivists in Appalachia, particularly those in small repositories, and ability to work with a variety of individuals in a sympathetic and informative manner; familiarity with computer-based data-gathering and analysis. Experience with state needs-assessment grant or comparable multi-institutional project desirable. Salary: \$15,000 plus benefits. Contact: Ellen Garrison, Archives of Appalachia, E.T.S.U., Johnson City, TN 37614. Application deadline: February 1, 1984.

**LIBRARIAN/ARCHIVIST** (Search Extended), University of Massachusetts. As head of archives, will acquire, arrange, describe, preserve, and provide access to new and existing archival materials according to established procedures. Will provide specialized reference service and instruction relating to archives. May act as liaison with faculty, alumni, administrators, students, and other appropriate groups, and will work closely with the head of special collections. Qualifications: ALA-accredited M.L.S. and a minimum of two years' professional archival experience in an

academic library. A graduate degree in an appropriate subject, such as history, and formal archival training are highly desirable. Salary range: \$18,000-\$25,000 commensurate with experience. Send resume to: R. F. MacDonald, University of Massachusetts Library, Amherst, MA 01003. Application deadline: January 31, 1984.

*The Eleutherian Mills Historical Library, New Jersey State Archives, New York Public Library, Pennsylvania State Archives, Temple University's Urban Archives, University of Michigan's Bentley Library, and the University of Pittsburgh's Archives of Industrial Society have received a two-year NHPRC grant to appraise and distribute the records of the Pennsylvania and New York Central Railroads. This Philadelphia-based project seeks to fill three positions:*

**APPRAISAL ARCHIVIST**. Under the supervision of the project steering committee, assumes primary staff responsibility for evaluating the 360,000 cubic foot collection of railroad archives. The appraisal archivist will then, in consultation with representatives of the seven repositories make decisions about retention, destruction and sampling of records, and directly supervise the implementation of decisions in these areas. The appraisal archivist will develop techniques, methodologies, and procedures for implementing the various phases and activities of the program, as well as supervise the personnel listed below. Qualifications: M.A. in American history with some formal training in archival management; three years' experience one of which should be in appraisal work. Salary: \$20,000 plus benefits.

**ASSISTANT APPRAISAL ARCHIVIST**. Assists in all phases of the appraisal process. Assumes primary responsibility for surveying records in remote storage areas in various cities throughout the Northeast and Midwest, and for sampling repetitive case files according to standard archival principles. Qualifications: Master's degree in either American history or library science, with some formal training in archival management; one year experience preferably working on large industrial collections. Salary: \$16,000 plus benefits.

**STACK ASSISTANT**. Responsible for retrieving material from warehouse stacks for appraisal and assistant appraisal archivists. Other work assignments will include opening packages, labeling boxes and compiling contents descriptions. Qualifications: B.A. in American history or related field, ability to lift 50 pounds. Salary: \$12,000 plus benefits.

To apply, send letter and resume to: Personnel Officer, Eleutherian Mills Historical Library, P.O. Box 3630, Wilmington, DE 19807. Application deadline: January 15, 1983.

**CURATOR**, Bakhmeteff Archive of Russia and East European History and Culture, Columbia University. Responsible for administering the operations of the Archive, including providing general and in-depth reference service for the Archive and the Rare Book and Manuscript Library Reference Center; processing, describing, and cataloging manuscript collections and archives; inputting data into the RLIN data base; maintaining and developing the collections by gift and purchase; and assisting on special projects of the Rare Book and Manuscript Library. Qualifications: Accredited M.L.S.; knowledge of manuscript and archival management techniques and skills, and cataloging skills as demonstrated through formal training and/or previous relevant experience; a thorough knowledge of the Russian language and pre-1917 handwriting; and a strong background in Russian and East European culture and history, preferably including an advanced degree in Russian studies, as well as a knowledge of the Russian emigre community. A working knowledge of Ukrainian, Czech, Serbian, French, and German is highly desirable. Also highly desirable are effective writing and speaking skills; knowledge of historical, social science, and literary research methods; knowledge of American and English literature, history, and publishing; and knowledge of and experience in descriptive bibliography. Excellent benefits, including free tuition and assistance with university housing. Salary ranges: Librarian I--\$18,000-\$23,400; Librarian II--\$20,000-\$26,000. Submit resume, listing salary requirement and 3 references to: Box 35, Butler Library, Columbia University Libraries, 535 W. 114th St., New York, NY 10027. Application deadline: January 18, 1984.

**ARCHIVIST**, Montana Historical Society. To process the extensive records of the Holter Research Foundation. The Foundation conducted research in the fields of bio-telemetry, nuclear medicine, and biophysics from 1940-1983 at the Holter Laboratory, located in Helena, Montana. The collection reflects the broad spectrum of the Foundation's scientific interests and includes correspondence, minutes, financial records, lab notes, research reports, reusable data, published materials, etc. Qualifications: Master's degree in history, library science, or other related field; formal archival training; and at least 2 years of professional archival experience. Also required is the ability to produce an inventory of the collection suitable for publication. A demonstrated ability to arrange and describe a large collection of scientific records is preferred. The position is funded for 14 months with a possible extension up to 10 months. Beginning salary is \$17,475 with benefits. Send resume, 3 references, and request for application materials to: Brian Cockhill, State Archivist, Montana Historical Society, 225 N. Roberts, Helena, MT 59620; (406) 444-2694. Application deadline: January 16, 1984.



## Professional Opportunities

**ASSISTANT DIRECTOR FOR FIELD OPERATIONS**, Texas State Library. Plan and implement statewide local records management and preservation operation. Supervise work of field staff. Primary location of work will be in field offices of division and local government offices; most time will be spent travelling and not in home office. Qualifications: Master's degree in history, public administration, or related field; considerable successful experience in planning and implementing large archival and records management operation, including staff training and supervision; extensive public contact and experience in oral and written presentations. Prefer working experience in local government records or archival program. Salary: \$25,392. Send resume to Mary Jo Donovan, Texas State Library, P.O. Box 12927, Capitol Station, Austin, TX 78711; (512) 475-6729. Application deadline: January 31, 1984.

**ARCHIVIST**, Yale University Library. Under the direction of the Head Librarian, and Assistant Head, Manuscripts and Archives, has primary responsibility for the development, implementation, maintenance, and coordination of the RLIN Manuscripts and Archives data base, the Union and Departmental manuscript and archive catalogs, local automated catalogs and data bases, and the Department's records in the Library's public and official catalog. Qualifications: B.A. in history and M.L.S. or M.A. in history; 3-5 years' manuscript and archival cataloging experience. Broad familiarity with automated bibliographic and management information systems and specific experience with a system using MARC format, e.g., RLIN, OCLC. Excellent communications skills and demonstrated ability to work effectively with others. Demonstrated ability to coordinate and manage complex projects. Experience in the use of LC authority control including the application of AACR2 and in the development of local authority systems. Salary from \$23,000. Send resume listing 3 references to Diane Y. Turner, Yale University Library, Box 1603A Yale Station, New Haven, CT 06520. Application deadline: January 20, 1984.

*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, contact Linda Ziemer at SAA headquarters.*

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

**HEAD OF REFERENCE SERVICES**, Alabama Department of Archives and History. Responsible for planning, developing, and supervising the research and reference services. Duties include the management of eight professional, para-professional, and clerical staff members, and range in scope from the acquisition of secondary reference materials to the promotion of the use of official records by state agencies. Qualifications: M.L.S. from ALA-accredited school. Considerable experience as a professional librarian is required. Prior work in an archival setting and experience with automated bibliographic systems are desirable. Salary range: \$19,739-\$29,900. For further information contact: Edwin C. Bridges, Alabama Department of Archives and History, 624 Washington Ave., Montgomery, AL 36130; (205) 261-4361. No closing date provided.

**UNIVERSITY ARCHIVIST**, University of Pennsylvania. Collects and maintains related collections of the University and non-current and historical records of its active and past constituents (trustees, administrators, faculty, students, and alumni). Provides reference and research service to visitors and correspondents; organizes and executes exhibitions; engages where possible in historical publications; trains and directs support staff. Qualifications: Graduate degree in American history, American studies, or other relevant discipline, some scholarly historical or methodological publication, and professional archival training in a recognized program. At least five years of significant experience in collections development is preferable with foundation or other outside sourcing experience. Written, oral communications skills and the ability to interact effectively with members of the cultural community within the University and in the City of Philadelphia are highly desirable. Competitive salary. Nominations and applications should be addressed to: William G. Owen/SAA, Office of the President, 419 Franklin Bldg., University of Pennsylvania, 3451 Walnut St., Philadelphia, PA 19104. Application deadline: January 20, 1984.

**LIBRARIAN AND ARCHIVIST**, Southern Oregon Historical Society. To administer research library with holdings in local history, historic preservation, and museum techniques. Reference and cataloging duties; make acquisitions, including soliciting donations; supervise two part-time staff plus volunteers and student interns; prepare and administer annual budget. Qualifications: Training and/or experience in work with manuscript and archival materials, photographs, oral history recordings, maps, ephemera, etc., highly desirable; accredited M.L.S. and training in archival theory required. Salary: \$15,000-\$20,000; liberal benefits. Send letter of application, resume, and names of three references to: C. William Burk, Director, Southern Oregon Historical Society, P.O. Box 480, Jacksonville, OR 97530. Application deadline: January 31, 1984.

**HEAD, SPECIAL COLLECTIONS**, Memphis State University. Maintain and service a collection of published works (rare books, 24,761 volumes), 5,000,000 manuscripts, mementoes and correspondence of authors and figures prominent in the government of the Mississippi Valley; theater, circus, and oral history collections. Qualifications: ALA-accredited M.L.S. and M.A. in history. Experience processing and cataloging manuscripts; minimum of five years' experience in special collections; interpersonal and administrative skills; commitment to scholarship and public service. Salary minimum \$21,500. Tenure-track; faculty rank negotiable. Send letter of application, resume, placement credentials, official transcript and three letters of recommendation to: Wilma P. Hendrix, Coordinator of Public Services, Brister Library, Memphis State University, Memphis, TN 38152. Application deadline: February 1, 1984.

**ARCHIVIST/RECORDS MANAGER**, American Bible Society. To develop a fully-integrated archives and records management program. Archival tasks include the preparation of finding aid formats, drafting archival policies, arrangement and description of the archival collection, supervision of clerical staff, and the development of the conservation program. In addition, the archivist will be responsible for the development of a full records management program. Tasks will include surveying of records, the drafting of records retention schedules, and working with administrative and clerical staff and the microfilm center in carrying out a records management program. Qualifications include: Enthusiasm and ability to work well with people; a graduate degree in the humanities and theology; archival training and 3-5 years' relevant experience. The candidate should also have records management training, and/or experience, and familiarity with microfilm techniques and standards. A graduate library science degree would be helpful. Starting salary: \$22,000-\$25,000 depending upon qualifications and experience. Send letter of application, resume, and names of three references to: Henry Bucher, American Bible Society, 1865 Broadway, New York, NY 10023. No closing date provided.

**ARCHIVIST**, Museum of Fine Arts, Houston. To establish an archival program. Major responsibilities include organizing and preserving the Museum's records, preparing and maintaining finding aids, hiring and training an assistant, developing a records retention schedule for each Museum department, finding and acquiring missing Museum records. Qualifications: Advanced degree in the humanities, preferably history or library science, and archival training required. Three years of professional archival experience preferred. Samples of previous work will be required. Salary: \$21,000 plus benefits. Position available March 1, 1984. Send resumes to: Personnel Office, Museum of Fine Arts, P.O. Box 6826, Houston, TX 77265. Application deadline: February 1, 1984.

# 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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TIME VALUE MAIL

## Conservation Workshop Calendar

### Administration of Photographic Collections

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

April 30-May 2, 1984, Chicago, in cooperation with the Midwest Archives Conference.

June 11-13, 1984, University of Alaska, Fairbanks

August 28-30, 1984, Washington, DC, prior to SAA's annual meeting

### Basic Archival Conservation

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

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.

## 7th Business Archives Workshop Slated

SAA's seventh workshop on business archives, entitled "Business Archives: The Basics and Beyond," is scheduled for April 30-May 3 in Los Angeles, California. The workshop is divided into two parts:

"Basic Archival Procedures" (April 30-May 2) introduces prospective business archivists to the basic archival functions of appraisal, acquisition, arrangement, and description, as well as discussing methods of convincing corporate management of the need for an archives. Douglas A. Bakken, Ball Bros. Foundation, and Philip Mooney, Coca-Cola Company, will serve as instructors. "Selected Topics in Business Archives" (May 3-4) offers 2-3 hour sessions on more specialized topics of interest to business archivists. The schedule for this portion of the workshop has not been finalized. Tours of business archives in the Los Angeles area also will be included as part of the workshop.

Persons interested in receiving the detailed workshop brochure and registration form should contact Deborah Risteen at SAA headquarters, 600 S. Federal, Suite 504, Chicago, IL 60605.

## 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.