

The Society of American Archivists

SAA Newsletter

May 1984

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Archives: What They Are, Why They Matter

Dear Colleague:

In December I asked you to join me and SAA's Task Force on Archives and Society in working to overcome the image problem of our profession. Your responses to my letter reaffirmed the deplorable fact that most Americans know neither what archivists do nor why archival service is important to them. Persons who do know something about archives all too often have such a hazy idea of the profession that they cannot appreciate the true archival contribution.

To begin to turn the tide, SAA Council charged the Task Force on Archives and Society with accomplishing four missions (see SAA Newsletter, November, 1983) before our next annual meeting. The first of these is to draft a statement the archival profession can use in explaining the importance of archives to and in society. The statement is to be one we can provide to administrators, enclose in letters, pass out during talks or tours, and distribute in schools and to interested groups. It should introduce and explain the nature, purpose, and value of archives and archival work.

The first draft of that statement, written primarily by Task Force member Bruce Dearstyne and revised at the Task Force's March meeting in Chicago, appears on pp. 6-7. We seek your comments. How would you improve it for wide distribution to audiences of non-archivists? In responding, please include examples, from your knowledge or experience, of the use, benefits, and value of archives that could be included, or substituted, in the final draft to strengthen it. Please send your comments by June 15 to Frank Mackaman, chair, Task Force on Archives and Society, Dirksen Congressional Research Center, Broadway and Fourth Sts., Pekin, IL 61554. Unless writers request otherwise, responses may be published in an upcoming Newsletter.

Thank you for your help. It helps us all.

David B. Gracy II
President

NARS Independence: A Real Possibility

The long-sought goal of National Archives independence is nearing realization in Washington.

The Senate Governmental Affairs Committee's report on the independence bill, S.905, has been issued. It reflects the same strong endorsement the bill received last November when the committee voted 15-2 in favor of it during the mark-up. The bill can now be placed on the Senate calendar for a vote.

On the House side, hearings were held March 7 by Rep. Jack Brooks' Subcommittee on Legislation and Security on H.R. 3987, the bill to restore independence to the National Archives by separating it from the General Services Administration. The subcommittee and the full Government Operations Committee subsequently reported the bill out. The one dissenting congressman on the committee, Representative Thomas Kindness (R-OH), has told constituents that he feels NARS is not capable of managing itself.

At the March hearing, former Archivist of the United States and 1974-75 SAA President James B. Rhoads referred to an international study on the placement of archives in 99 countries. Only in the United States and two other countries--The Phillipines and Iran--are the national archives placed under a government services agency.

SAA President David B. Gracy II argued that "Administrators of GSA, charged to direct an agency focused on supply and housekeeping, have lacked background, inclination, and with an average tenure of less than two years, the time to make sound archival and records management policy." He told the subcommittee, "The archivists of America ask the House, through this committee, to open a new chapter in the history of the National Archives and Records Service, to reaffirm the commitment of this country to efficiency in government through sound record-keeping, and to guarantee, clearly and without reservation, that both the records and the institution keeping the records of the federal government are free of partisan political manipulation and misguided interference. Enact H.R. 3987 and once and for all create an independent National Archives and Records Administration."

As the votes in the House subcommittee and committee were taken, archivists were active in contacting key congressmen. The nearly unanimous votes are a tribute to the success of these last-minute contacts and to years of effort on behalf of this issue. Additional contacts to Members of Congress now would be well-timed. Letters to the White House would be timely as well, as President Reagan's signature will be required on any bill clearing Capitol Hill.

State Archives News

Maryland--A bill which separates the Maryland State Archives from the state's Department of General Services passed with overwhelming majorities in both houses of the Maryland legislature and will be signed into law by Governor Harry Hughes on May 8. The bill was introduced by the governor and cosponsored by the speaker of the House and the president of the Senate. It creates a state archives that is an independent agency within state government and within the office of the Governor. State Archivist Edward C. Papenfuse reports that while the bill separates records management from the archives, it leaves control of the scheduling of records for retention and disposition in the hands of the state archivist. In addition to codifying existing law, the bill strengthens the role of the state archives with regard to the disposition of local records.

Passage of Maryland's state archives independence bill coincides with the breaking of ground for a new \$8.9 million archives building, to be completed in 1986.

Kentucky--The Kentucky General Assembly passed a bill authorizing funding for a continuing local records program within the state, and Governor Martha Layne Collins signed it into law in early April. The bill authorizes the Department for Libraries and Archives to administer the program and provides \$950,000 per year for at least the next two years to fund it. The funds will be used primarily in two ways: as grants to local governments to preserve and manage their records, as well as for services to local governments by the Department for Libraries and Archives. Some funds also will be used to provide automated indexing systems for local governments and to assist city governments in codifying ordinances. In order to fund the program, the legislature found it necessary to increase the fees which individuals pay for recording certain vital records in county clerks' offices, including deeds, mortgages, powers of attorney and chattels.

In 1983, the National Historical Publications and Records Commission awarded the Department for Libraries and Archives \$198,000 for a two-year demonstration of this type of grant-awarding program. That trial program was the basis for the new legislation. State Archivist Lewis Bellardo reports that passage of the bill is a tribute to massive lobbying efforts on the part of local government officials, historical and archival groups, private citizens, and the Department's support group, Friends of Kentucky Public Archives.

Massachusetts--Legislation was signed in late April creating the Judicial Records Archives within the Massachusetts Archives. A special exhibit, entitled "A Wealth of Judicial Records," was prepared for the occasion of the signing ceremony.

Archives of Western Europe Study Tour

SAA will sponsor an archives study tour to Europe between the SAA annual meeting in Washington, DC, and the International Congress on Archives meeting in Bonn. The tour will visit archives, museums, and historical sites in the Netherlands, Belgium, and France.

Participants will leave Washington on September 3, fly to New York, and then on to Amsterdam. They will spend 3 nights in Amsterdam, 2 nights in The Hague, 2 nights in Brussels, and 5 nights in Paris. The tour escort will be Forest Williams, an SAA member and retired National Archives employee.

The tour price is \$1,700 per person, double occupancy. A deposit of \$300 must be made by June 15; the balance is due by July 13. Checks should be made payable to the Society of American Archivists and sent to SAA, 600 S. Federal, Suite 504, Chicago, IL 60605. The tour price includes air fair, hotel accommodations, land transportation by deluxe motorcoach, 12 breakfasts, two receptions and dinners with local archivists (one in The Hague, one in Paris), guided tours of Dutch towns and chateaux near Paris, and admission fees on tours and sightseeing trips.

The scheduled return date for the tour is September 24, following the ICA meeting, and motorcoach transportation from Bonn to the airport in Amsterdam will be provided. Tour participants may elect to return on either September 17, the day the ICA meeting begins, or October 1, but will be responsible for their own transportation from Bonn to Amsterdam.

Persons with questions about the tour should contact Toni Pedroza at SAA headquarters, (312) 922-0140.

Study tours of this nature have been found by the Internal Revenue Service to be tax deductible to working professionals.

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Annual Meeting Potpourri

SAA's 48th annual meeting will take place August 30-September 3 at the Capital Hilton Hotel in Washington, DC. Complete program packets, including hotel reservation cards and registration forms, will be mailed to all SAA members in late May. Others may request a packet from SAA headquarters.

The theme of this year's meeting is "The Profession of Archivists," and the Program Committee, co-chaired by David Horn and Anne Van Camp, has put together 85 sessions reflecting on various aspects of that theme. Particular attention is paid to the topics of automation and the work of the Task Forces on Goals and Priorities and Archives and Society.

The Local Arrangements Committee, chaired by James O'Neill, also has planned a busy week for meeting participants. Some of the highlights include:

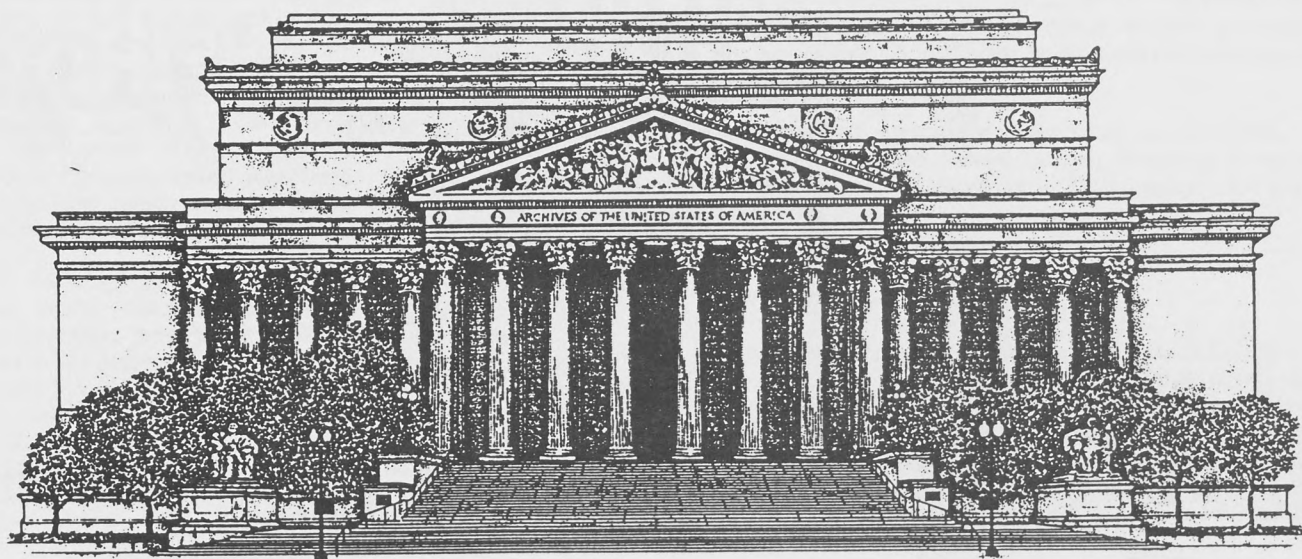
National Archives Open Houses Washington, D.C. was chosen as the site for this meeting because 1984 marks the 50th anniversary of the National Archives. On Thursday, August 30, and Friday, August 31, various custodial, processing, and public reference areas of the Archives will be open for meeting participants. These will include the computer room, the compact shelving project, the Document Conservation Branch, research rooms, and stack areas. A shuttle bus will be available to take interested persons to the Archives' annex in Virginia, where the moving image and sound duplication lab and the motion picture refrigerated vaults are located.

"Banjo Dancing" On Thursday evening, meeting participants will be treated to a special performance of the longest-running show in Washington's history, "Banjo Dancing, or the 48th Annual Squitters Mountain Song Dance Folklore Convention and Banjo Contest. . .and how I lost." The one-man show, starring Stephen Wade, has been described as a combination of "some old-time tunes. . .and some robust tales from a day when the American imagination was as wide as the untamed continent." Wade will also appear on a session entitled "The Archivist and the Performing Artist" on Monday.

Gala Opening Reception Following President David B. Gracy II's presidential address on Friday afternoon, meeting participants are invited to join in the celebration of NARS's 50th anniversary with a gala opening reception in the Archives' Exhibition Hall. A special exhibit entitled "Recent America: 1934-1984" will be open for viewing nearby.

Automation Tour On Thursday and Friday, meeting participants may take part in tours of the automation facilities at the National Archives and the Library of Congress. At NARS, they will learn about the A-1 system, and the use of automation in records administration, cartographic records, and at the federal records centers. The tour of the Library of Congress will include a slide show on the optical disk project and discussions of the use of automation to catalog manuscript collections.

National Museum of American History Tour This tour on Thursday afternoon will visit the Museum's Dibner Library, the Archives Center, the Office of Printing and Photographic Services, and the Conservation Analytical Laboratory. (cont. on p. 4)



Annual Meeting Potpourri

Conservation Tour This tour on Thursday morning will feature activities in the new James Madison building of the Library of Congress. Lectures, slide shows, and demonstrations will cover such topics as paper, book, and phased conservation applications and treatments and the experimental programs of diethyl zinc mass deacidification and access/preservation by optical disk storage and retrieval.

Moorland-Spingarn Research Center Tour Located at Howard University, the Center is an important facility for research in black history. Staff members will discuss the holdings and activities at the Center and SAA's Task Force on Minorities, chaired by Thomas Battle, will sponsor a roundtable discussion on minorities in the archival profession. The tour will take place Thursday afternoon.

Washington Cathedral/Shrine of the Immaculate Conception Bus transportation will be provided to both of these churches on Sunday morning for those wishing to participate in worship services.

Alexandria/Mt. Vernon Tour This post-meeting tour, scheduled for the afternoon of September 3, will visit Alexandria, one of the nation's oldest incorporated towns, and Mount Vernon, the plantation home of George and Martha Washington.

Colonial Williamsburg Tour This tour will leave Washington on Monday afternoon and return on Wednesday, September 5. While in Williamsburg, tour participants will have dinner at the King's Arms Tavern, tour the Governor's Palace, and walk through the Historic Area. Tours of the Colonial Williamsburg Archives and the Manuscript Collection at the College of William and Mary are also planned.

Awards Luncheon and Plenary Session SAA Fellows and award winners will be honored at this luncheon on Saturday, September 1. F. Gerald Ham, chair of SAA's Goals and Priorities Task Force, will present a plenary address entitled "Planning for the Profession: An Agenda for American Archivists."

Closing Luncheon The meeting officially closes on Monday, September 3, following the luncheon. Andrea Hinding, incoming SAA president, will deliver the closing remarks.

The American Political Science Association APSA's annual meeting will take place in Washington, August 29-September 2, at the Washington Hilton. SAA members who are interested in sessions and events at this meeting should contact Norinne Hessman, APSA, 1527 New Hampshire Ave., NW Washington, DC 20036, (202) 483-2512.

*Colonial
Williamsburg*
Where 18th Century America lives



GAP Task Force Meets

"A well-articulated, comprehensive document--a framework for analysis, coordination, and communication," is chair F. Gerald Ham's goal for the final report of SAA's Task Force on Goal and Priorities, scheduled to be completed in January, 1985. On March 26-27, eighteen archivists met in SAA's Chicago offices to bring the report and an on-going, overall planning process for the profession a step closer to realization.

Support from the Records Program of the National Historical Publications and Records Commission enabled the Task Force to add a dozen working group members to its original membership of six. This enlarged body has revised the Task Force's mission, goals, and objectives statement (see March 1983 SAA Newsletter, pp. 6-7) and has developed a list of strategies for achieving these ends. The final report will list specific activities in pursuit of these strategies and suggest "actors" to carry them out. Equally important, it will propose a means--perhaps a permanent committee--to institutionalize planning and to initiate activities rated as a high priority for the profession.

The urgent need for greater support of this country's archival programs, in order to assure the identification, propose administration, and maximum use of historical documentation, is a starting point for Task Force efforts. The final report is intended as a tool for organizations, associations, institutions, and individuals who wish to reverse the ugly reality of our national neglect of essential cultural resources.

The expanded Task Force represents archivists from a wide range of backgrounds, including federal, state, local, higher education, and religious institutions. This summer the Task Force will take its tentative recommendations to the archival community through a draft statement in the SAA Newsletter, appearances on regional archival programs, and at the annual meeting of the state historical records advisory board coordinators. SAA's Program Committee has requested the Task Force to play a large role in the annual meeting. These activities continue previous Task Force efforts to engage the profession in shaping a planning document. Efforts have included meetings and sessions at the annual meeting and publication of periodic statements and progress reports in the Newsletter.

The six original Task Force members are F. Gerald Ham, State Historical Society of Wisconsin; Larry J. Hackman, New York State Archives; Paul I. Chestnut, Library of Congress; John A. Fleckner, Smithsonian Institution; Anne R. Kenney, University of Missouri; and Helen W. Slotkin, Massachusetts Institute of Technology. Members of the working groups are Richard J. Cox, Alabama Department of Archives and History; Charles Dollar, NARS, Susan Grigg, University of Minnesota; Alan Negus, Alan Negus Associates, Inc.; James M. O'Toole, Archdiocese of Boston; Peggy Barber, American

Library Association; Edmund Berkeley, Jr., University of Virginia; M. Liisa Fagerlund, Utah State Archives; Ian E. Wilson, Saskatchewan Archives Board; Thomas Wilsted, Salvation Army Archives; Timothy L. Ericson, University of Wisconsin--River Falls; Page Putnam Miller, National Coordinating Committee for the Promotion of History; Nancy Sahli, NHPRC; Ruth J. Simmons, Rutgers University.

NHPRC Records Grants Available

June 1 and October 1 are the next 1984 deadlines for submission of grant applications to the records program of the National Historical Publications and Records Commission. Any nonprofit institution in the United States and its territories is eligible to compete for records program grant funds, which support projects leading to the improvement or development of archival programs. Records grant funds available during the current year total \$2 million. Preferred projects for funding are:

- Projects that advance archival methodology and practice and are of benefit to the entire profession.
- Projects that focus on types of records, records problems, or records programs that are of major national significance.
- Projects that are cooperative in nature, particularly those that address common problems and foster the use of shared resources.
- Projects that improve, on a continuing basis, systems, procedures, resources, or the overall functioning of a repository's archival program.
- Projects that establish archival programs where none exist and where the applicant institution assumes continuing responsibility for the support of its archives.
- Projects that identify, preserve, and make available for use records valuable to an understanding of American history.

For more information on the records program, or for application forms, write, Records Program, NHPRC, National Archives, Washington, DC, 20408.

SAA Council to Meet

SAA Council's spring meeting is scheduled for May 19-22 at the 4-H Center, Chevy Chase, Maryland. Major topics of discussion will include the Society's FY85 general fund budget and approaches to certification/accreditation. Members wishing to obtain a copy of the formal agenda may do so by contacting the Chicago office after May 10.

Archives: What They Are, Why They Matter

Why should we care about archives? Archives--not a familiar word to most people! The term may have connotations of dusty old records locked away in storerooms for use by antiquarians with narrow, personal research interests. Actually, archives are much more than that. They may be informally defined as those records that are worthy of permanent preservation and special care and management because of the value of the information they contain--information that is useful for understanding the past, for dealing with the present, and for preparing for the future. Archives may include correspondence, diaries, journals, ledgers, minutes, reports, photographs, maps, drawings, blueprints, agreements, memoranda, deeds, case files, clippings, and other material. They may take many physical forms--parchment, paper, microfilm, cassette tape, film videotape, and computer tapes, discs, and other "machine-readable" formats. Archives are the record of our activity--as individuals, as institutions, as government, as a people. They are our fullest, most direct link with the past. They constitute an informational and cultural resource, a storehouse of knowledge, a key element in perpetuating our heritage.

How do we use archives? The real significance of archives is their usefulness for a wide range of important purposes. Thousands of people use archives every day for a wide variety of immediate, practical purposes and needs, with tangible benefits both to individuals and to society as a whole.

In general, use of archives falls into five categories:

1. Research on contemporary problems and issues. Archives are used constantly for gleaning information about practical, everyday matters. In many cases, the information needed must be derived from archival sources for it is simply not available any other place. Archives offer valuable information to people in their jobs, their homes, their clubs and organizations, and in their leisure. For example, medical researchers use archives to support research that traces genetic and familial diseases and the spread of contagious diseases. Planners, builders, engineers, and surveyors use archives for research into the infrastructure. Every day, they consult maps, plans, sketches, and specification reports, on the location, age, and construction of bridges, highways, sewer and water lines, etc. Home owners, engineers, architects, and historic preservationists use archives in their efforts to preserve historic houses and sites. Historical records help them to determine the original appearance of buildings being renovated or restored, to ensure authentic restorations.

Public safety sometimes depends on archival records. Archives sources have been used to locate toxic waste dumps, to trace the flow of underground streams, and as background for analysis of a variety of ecological issues. Seismologists have checked a variety of archival sources to ascertain the location and severity of past earthquakes as a way

of predicting future quakes. Climatologists have used archival sources to trace climatological changes during the past two centuries as a way of predicting future weather patterns.

2. Administrative continuity. Institutions and organizations, including government, make use of their own archives to study the origins of policy and programs, to analyze program development, and to construct policy that is consistent with the past. The use of archival sources to make sure that policy flows smoothly from the past is important at a time when the rapid turnover of personnel in management positions contributes to loss of historical perspective and an absence of continuity. Through reliance on archival records, organizations, institutions, businesses, and governments can learn from (and avoid) past mistakes, capitalize on past insights, understand past decisions and draw on past practical solutions to recurring problems to avoid wasting time and resources.

3. Legal documentation. Archives protect citizens' rights, define government's responsibilities, provide legal documentation for corporations, and serve as legal evidence in court proceedings. They document agreements and obligations, substantiate claims, and back up contentions. For instance, birth, education, and employment records determine our eligibility for social benefits, our qualifications for employment, and other rights. Deeds and wills recorded in county court houses determine our right to inherit and own property. Incorporation, patent, and trademark records define corporations' legal standing and protect important trade rights.

4. Historical research. Historians, political scientists, economists, demographers, sociologists, and many other kinds of researchers draw upon archives for information to support and enrich their historical studies. Letters, diaries, journals, court records, and other archival materials present direct, unprocessed information, evidence of events, lives, and developments--essential grist for historical researchers' mills. Archives are indispensable for community history. Archival materials are especially helpful for studying the lives of individuals, through letters, diaries, and other personal or family records, and through government and institutional records. And they are used every day by thousands of people studying their genealogies or family history. More generally, archives provide the basis for understanding where we have been; they help orient us to our present; and they provide guidance for our progress into the future.

5. Education and enrichment. Archives educate, entertain, and enrich our lives by providing appealing, tangible manifestations of our history. Copies of documents are used in classrooms to provide students with a first-hand account of past events in history, and the study of these materials helps develop students' analytical and cognitive skills. Historical photographs provide pictorial representations of the past. Businesses draw on them for

Archives: What They Are, cont.

advertising campaigns and displays, newspaper writers use them as background for stories, novelists study them to derive a feel for the people and times they are writing about, and movie makers and television producers seek them out for background for documentaries and other presentations.

Who's responsible? Archival materials are found in thousands of repositories throughout the nation. These include the National Archives and Records Service, which cares for the federal government's archival records; state archives in each state; and archival programs in a number of local governments. They include the Library of Congress Manuscripts Division and thousands of libraries and historical societies throughout the nation. Many colleges and universities also collect and hold archival materials. Dozens of businesses, religious organizations, and labor, ethnic, fraternal, and social organizations have established programs for their archives. Archivists--the people who preserve and manage archival materials--act as trustees and custodians of the past and the present for the future. The archivist's mission is to preserve the evidence of the activities of individuals and institutions in order that others may know and understand them. Archivists must possess a wide range of skills to carry out the important work of saving the past for the future. These skills include appraising and evaluating records to identify those that are truly archival and should be kept; arranging and describing these records so that they can be easily used; preserving them in appropriate facilities; maintaining reference services for users; and publicizing the availability of archives and encouraging their use. Archivists belong to a number of professional associations, including the Society of American Archivists, the nation's oldest and largest archival organization, founded in 1936.

Archivists have day-to-day responsibility for the materials in their care. But, because of the long-term significance of archives to all citizens, their care should be of concern to all of us. If archives lie scattered, inaccessible, and unpreserved, the protection they afford is compromised, the pleasure they provide is missed, and the fragile but essential knowledge they hold may be lost. We should all assume responsibility for ensuring the sound and systematic care of our archival heritage through sound, adequately supported archival programs. Archivists are saving something for you!

Conclusion. Archives--essential links with the past, fundamental building blocks for the future, indispensable informational and cultural resources, important assets for the benefit and welfare of society.

[SAA members: your comments are solicited. See President Gracy's letter on page 1.]

Data Base for Moving Image Material

On February 21-22, the Library of Congress was host to a meeting of film and video catalogers and computer advisors from film archives, film studios, and television networks to continue planning for a national data base for information about archival moving image material. Henriette Avram, assistant librarian for processing services, and Robert Rosen, director of the new National Center for Film and Video Preservation at the American Film Institute, jointly chaired the meeting. The sessions had as their goal the preparation of a set of general requirements for an automated information system that would support the current national effort to preserve fast-deteriorating film stock, provide a mechanism for shared cataloging among the film archives, and produce a major new research tool for students of film and television.

Although there was consensus concerning the general requirements for the information system, many questions remain to be answered. The number of potential participants, the location and choice of a host computer system, governance, financing, and other questions will continue to be studied by the National Center for Film and Video Preservation. A comprehensive report on these topics will be issued by the center later this year.

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

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

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

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

All correspondence regarding the Newsletter should be sent to Deborah Risteen, Managing Editor, SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

PEOPLE PAPERS

Washington, DC "Yesterday, December 7, 1941--a date which will live in infamy--the United States of America was suddenly and deliberately attacked by the naval and air forces of the Empire of Japan." Thus began a speech read by President Franklin D. Roosevelt before a joint session of Congress on December 8, 1941. The words have not been forgotten, but the reading copy of the speech was lost until a few months ago when an archivist at the National Archives located it among some U.S. Senate papers. Roosevelt apparently left the speech on the lectern where it may have been picked up by a Senate aide and filed with other documents. Since then, archivists have been trying to locate it, but without success until archivist Susan Cooper happened upon it while looking for materials about the declaration of war for an exhibit celebrating the 50th anniversary of the National Archives. Now the typewritten speech will become part of the anniversary exhibit, going on display on June 19 in the Archives' rotunda. William Emerson, director of the Roosevelt Library in Hyde Park, New York, says that he hopes that after the exhibit ends the speech will be sent to Hyde Park where reading copies and drafts of Roosevelt's other 982 speeches are housed.

Washington, DC President Reagan has nominated longtime Republican Party campaigner Jack L. Courtemanche to head the General Services Administration, succeeding Gerald P. Carmen. GSA is the agency which oversees the National Archives. Confirmation hearings before the Senate Governmental Affairs Committee have not yet been scheduled and the Reagan administration recently notified the Committee that a lawsuit against Courtemanche is pending. The lawsuit stems from the sale last year of the holding company for Crown Coach Corp., of which Courtemanche was president. The purchasers of the company are asking for more than \$30 million in damages from Courtemanche, his brother, and his attorney, alleging that they committed "intentional fraud" by deliberately misrepresenting the company's financial condition. Among the buyers' claims is the charge that internal financial statements shown to them by Courtemanche indicated that the company's pre-tax profit in 1982 was \$1.8 million, although an outside audit later showed that the figure was less than half that. In an affidavit filed in court, Courtemanche states that "it is normal and expected that these [financial] statements will be adjusted, sometimes significantly, when final audited statements are prepared."

New Delhi, India Rats are eating up important government records, according to a member of India's parliament. Kamal Nath said a virtual explosion in the city's rat population is demonstrated by the fact that rats were not only eating tons of food stored in warehouses, but also chewing up files and documents in government offices. He said he was amazed to find the cats of New Delhi "lacking in predatory zeal." Instead of hunting

for rats, the cats seemed to have entered into an "unprincipled coalition" with the rats.

Chapel Hill, North Carolina The inaugural meeting of the Society of North Carolina Archivists took place on March 9, with 103 archivists from across the state participating. SAA President David B. Gracy II addressed the group on the need for archivists to expand their public recognition and Governor James B. Hunt, Jr., proclaimed the day Archives Day in North Carolina, urging the citizens of the state to honor the contribution of its archivists to the state's history.

Washington, DC Historians are backing the claim of the Grenadian government that official papers seized by the United States during the invasion of Grenada last year should be returned. The documents are being held by the U.S. Defense Intelligence Agency. Committees of both the American Historical Association and the Organization of American Historians have passed a resolution calling on the U.S. government to "reaffirm its support of the principle that archives belong in the country where they were created" and recommending that "all records seized on the island of Grenada should be temporarily transferred from all U.S. government agencies now holding them to the National Archives. In the National Archives they can be properly and professionally cared for pending their return to Grenada." "Our concern," said a historian, "is that the Defense Agency seems to be leaking selected documents to the press. . .to prove the Administration's point. It looks like the documents are being exploited for political purposes, and that is damaging their credibility."

A spokesman for the Archives said, "Talks are under way between the Defense Intelligence Agency, the State Department, and the Archives about returning the originals to Grenada, and getting some form of the records into the Archives."

Carmarthenshire, England The Carmarthenshire Record Office has developed a program of archives therapy for the elderly, the mentally ill, and young offenders. The program involves taking archival documents to these groups and inviting group members to examine them and ask questions of the archivist. The documents used for discussion generally cover a wide time span and deal with the locality in which group members live. The program is seen as benefiting participants in a number of ways. For the elderly, looking at and discussing the documents can help stimulate mental awareness and memory. Psychiatric patients appear to derive positive feelings of enjoyment from looking at pictorial items, such as albums of Victorian greeting cards. For young offenders, it is hoped that an increased knowledge of local history might encourage respect for the community and concern for preservation, rather than vandalism.

Documenting America: Assessing the Condition of Historical Records in the United States

Archivists as Turtle or Sisyphus

Documenting America: Assessing the Condition of Historical Records in the States (72 pages, Atlanta, 1984), edited by Lisa B. Weber, summarizes the findings and recommendations of historical records assessment and reporting projects completed in nearly two dozen states in 1982-83, with grants from the National Historical Publications and Records Commission. These projects, carried out by State Historical Records Advisory Boards, analyzed the condition of historical records programming in four areas: state government records, local government records, historical records repositories, and statewide functions and needs. The projects were intended to profile conditions and to provide a basis for establishment of statewide priorities, statewide planning, and the allocation of resources. The National Association of State Archives and Records Administrators secured a grant from NHPRC to hold a conference of project managers in Atlanta in June 1983 and to engage four consultants to summarize the state reports. The consultants' summaries, together with the recommendations for action derived at that conference, make up *Documenting America*. Excerpts from the consultants reports are printed below. To request full copies of *Documenting America*, contact NASARA Executive Director Bruce W. Dearstyne, New York State Archives, Room 10A75, Cultural Education Center, Albany, NY 12230.

CONSULTANT REPORT: STATE GOVERNMENT RECORDS PROGRAMS

EDWIN C. BRIDGES

When Ernst Posner prepared his survey of American state archives, he described "conditions that prevailed on June 30, 1963." The state records sections of the historical records assessment projects afford us another view of the ground Posner surveyed--twenty years later. Of the twenty-seven state historical records advisory boards that received National Historical Publications and Records Commission (NHPRC) assessment grants, twenty had submitted project reports by the time of this writing. . . .

FINDINGS OF CURRENT CONDITIONS

The major conclusion about state records that emerges from these twenty assessment project reports is that American state records agencies are in an impoverished condition and are currently unable to provide adequate care for their records. This conclusion probably surprises no one, and many people, in fact, may feel it is so obvious that it need not be stated. Any deliberations about where we are going, however, should begin with a realistic assessment of where we are. Also, a closer examination of the particular elements of our poverty reveals its magnitude more fully

and may help spur us into action. To summarize the report findings and show how they support this conclusion, this section will (1) examine the legal status of state records programs, (2) describe the cycle of poverty in which these programs seem locked, and (3) compare the status of these programs today to that of 1963 when Posner completed his survey.

The Inadequacy of the Legal Authority of State Records Programs

Records managers and archivists understand that one of the first steps in evaluating the records of a state agency is to analyze the laws under which the agency operates. They know that laws establish agencies, prescribe duties, and cause records to be created. Archival literature amply documents this awareness, and these reports reflect a strong sensitivity to the fundamental importance of the laws which authorize each state records program. Despite continuing professional interest in this subject, the reports reveal that current state records laws are deficient in many areas.

■ The Placement of Archives

The twenty state archives covered in this analysis reflect a hodgepodge of placement arrangements for state records programs, with few enjoying the independence called for by archival professional principles. Four state archives are under secretaries of state, seven are under state historical societies, two are under departments of administration, two are under state libraries, two others are under departments of education, one is in a department of cultural resources, and two are divisions of state historical commissions. These assessment reports indicate that the lack of archival independence, or at least clear, legal safeguards to protect the integrity of the archival program, is a serious impediment --if not a threat--to most state archives....

■ The Relationship Between Archival and Records Management Programs When They Are Located in Separate Agencies

In eleven of the twenty reporting states, records management and archives are located in separate agencies. In every case where this separation occurs, it is the source of major problems. The difficulties in running a public records program are severe enough when the authority is unified under one agency. When the program is divided, the problems are multiplied. Records management is usually assigned to a department of administration or general services, and the archives is generally attached to a historical agency. The result of this separation is that differences between the objectives of the records managers and archivists are accentuated, and the cohesion required for an effective overall public records program becomes virtually unobtainable....

■ The Authority of the Archival Agency over Historical State Records Outside the Archives

Most state laws designate the archival agency as the repository for the state's historical records and allow other agencies to deposit their records. The system is passive and permissive. The best of the current records laws seem to be those which stipulate that properly approved retention schedules have the force and effect of law. While good programs may operate reasonably well under these provisions, most states report serious gaps in their control over historical records outside the archives. One major weakness results from inadequate or unclear laws about who determines what constitutes historical records. The other

deficiency is the lack of a firm, specific requirement that each state official transmit to the archives those records identified as historical....

■ The Inadequacy of Laws for Machine-Readable Records and Microfilm

Several states report that computerized records are scheduled as any other records. No state, however, claims that such schedules provide a satisfactory system of preserving computerized records of historical value....

Similar control problems are also reported with microfilmed records. Many state agencies now maintain a substantial percentage of their records on microfilm and often destroy the originals after the filming is completed. Only one state reports an effective program to ensure the approval of all microfilm applications and, when necessary, to check the film quality....

■ General Comments on State Records Laws

As Albert Ray Newsome pointed out in his presidential address to the Society of American Archivists in 1938, adequate legal authority "is indispensable to, though not a guarantee of effective archival administration."²⁵ These assessment reports indicate that forty-five years after Newsome's comments, this fundamental requirement for an effective archival program is not satisfied in any of the reporting states. In some states, the records program is virtually crippled by deficiencies in the state's records laws.

The Cycle of Poverty

■ Resource Deficiencies: People, Money, and Separate Physical Facilities

Most state records agencies lack the basic resources necessary for their work--people, money, and adequate physical facilities. Of the twenty assessment states, only Colorado, Georgia, and North Carolina do not specifically cite shortages of personnel as a serious problem. For the seventeen others, however, one of the major findings is that they lack sufficient staff to handle their present responsibilities. Hawaii refers to the "chronic understaffing" of its microfilming and scheduling functions. The consultant to the Kansas board wrote that its archives staff was "grossly insufficient" to meet its respon-

sibilities. Nebraska and South Dakota use the milder term "inadequate" to describe their staffing conditions, but their needs are also clearly urgent. The latter state, for example, has only one professional and one clerk to operate its Archives Resource Center. The expression may be desperate or hesitant, but seventeen of the twenty reporting boards agree with Massachusetts' comment about its retention scheduling program: "there are simply . . . too few hands." . . .

■ Trapped in the Cycle of Poverty

As a group, the twenty reports paint a bleak picture of resource deficiencies on one hand and program deficiencies on the other--images analogous in many ways to those used in describing the plight of underdeveloped nations. The trap in which underdeveloped nations are caught is usually characterized as one in which poverty creates conditions that prevent economic growth. The lack of economic growth along with increasing population creates more poverty, and the cycle continues in endless repetition. The picture of public records programs is one of inadequate resources which prevent state archives from mounting effective programs, while the lack of effective programs renders the archives vulnerable to disregard by departmental administrators and state budget officials. This cycle, too, seems to continue in endless repetition. . . .

Poverty and Progress: A Comparison to Conditions in 1963

Another means of viewing state government historical records programs is by comparing these reports to Posner's assessment of the same agencies twenty years ago. Acknowledging in advance that distortions are bound to appear in judgments two steps removed from reality, an effort to characterize some of the changes over the last twenty years still seems worthwhile. A comparison of the reports of the twenty states to Posner's findings for those states reveals that two states have apparently suffered a relative deterioration in their programs. Their agencies may have survived and their staffs may even have increased a little, but their programs appear to have fallen behind the general pace of governmental change. Eight states seem to have kept up with these changes, but have failed to distinguish themselves. Nine states appear to have made substantial progress in at least one or two major areas of their public records programs, though their progress does not seem exceptional.

Only one of the twenty assessment states, Kentucky, appears to have made that exceptional leap from an almost nonexistent program twenty years ago to a position of national leadership today. The progress of all twenty states as a group seems to have been only slightly better than the general growth of government and probably lags well behind the pace of change in technology. . . .

THOUGHTS ON WHERE WE GO FROM HERE

The image of state records administrators that emerges from these reports is of a small, haggard band of defenders surrounded by forces that threaten to overwhelm them and desperately struggling just to survive. A few states used the assessment projects as opportunities to go on the offensive and break out of their trap. For others, however, the report merely provided another opportunity to call for help.

The earlier section on project findings presents a list of weaknesses in state archival programs. In looking at these reports as evidence of the condition of state archives, rather than as a source of information about them, another deficiency becomes apparent--the shortcomings of archivists as administrators. The textbook responsibilities of a manager are to plan, organize, lead, and control. State archivists, however, are often so deeply engaged in activity that they fail to carry out these basic managerial responsibilities. Only two of the twenty assessment states, for example, indicate that they now operate under a formal long-term planning system. Another state archives wrote that its lack of a formal planning program was its "weakest feature." While planning may not be as useful as professional planners wish us to believe, it is an essential responsibility of management and is more important than ever in a period of change and austerity. Continued neglect of the responsibility for serious, sustained planning may be more harmful to state records programs than many of the outside threats archivists fear.

Planning is not the only management function that archivists have neglected. Organizing and leading follow directly from the planning function as administrators mobilize resources and motivate people to carry out the plans. Where there has not been adequate planning, there is often a lack of the clear vision and drive necessary to manage tasks effectively. The control function is equally suspect. Very few state archivists have attempted to analyze

carefully the impact of their services or even to measure their costs. Many, in fact, do not even have sufficient control over their budgets to calculate the costs of services.

After twenty years of reflection on the subject of what makes one archival program succeed where others stagnate, H.G. Jones came to the conclusion that "blame for the failure to develop an adequate program must be borne in large measure by that official" who "accepts appointment as the state's chief archival officer." Jones acknowledges that outside, uncontrollable circumstances may retard a program's growth, but the results of the assessment project appear to confirm his general conclusion that the importance of good administration--and particularly the promotional responsibilities of the administrators--can hardly be overstressed.

The analogy of state archives to underdeveloped nations offers several interesting parallels in considering potential solutions. The strategies historically used by underdeveloped nations to break out of their cycle of poverty include dictatorial regimentation, drives for educational improvement, searches for unique products, and requests for foreign aid. Public records officials have tried all of these strategies. Some have flirted with systems of dictatorial regimentation--

institutional accreditation or professional certification--but the profession as a whole has backed away from these options. Others have prepared basic educational manuals, established formal courses in archival administration, and mounted institutes, workshops, and conferences. Many of these educational efforts have been helpful, though they clearly have not been adequate. The search for unique products always looms over archivists as a hope that one day someone in a position of influence will want something only they can deliver, and maybe then the archives may finally strike it rich--like state highway departments. Perhaps nothing should be said about the strategy of foreign aid--in deference to the sponsor of the assessment projects.

To stretch the analogy one step further, there is an additional strategy that deserves consideration. Except perhaps for those which have found oil, the most successful developing nations are those which have taken their destinies into their own hands and have lifted themselves out of poverty by intelligent hard work--the Japanese model. In the long run, this is the only strategy that can be depended upon. The beginning point of this effort is for the individual state administrators and staff to accept fully the responsibility for the development of their programs and to offer their best in intelligent administration and hard work....

CONSULTANT REPORT: LOCAL GOVERNMENT RECORDS PROGRAMS

RICHARD J. COX

Statement of Purposes

The purposes of this report are to evaluate the local government records sections of the assessment and reporting projects in three areas: the findings about and recommendations for improvements in the current condition of these records; the process of the projects both as practiced by individual states and as recommended by the National Historical Publications and Records Commission (NHPRC); and the final products of the projects as planning documents for future work with local government records. Such an evaluation should help the next round of projects avoid the mistakes and emulate the strengths of the completed assessment and reporting projects, and assist the institutions which completed the first round in reevaluating their work, especially regarding the usefulness of the first reports for continued archival planning and action. An additional benefit

of this evaluation is the summation of a large quantity of information gathered about the status of local government records in the United States and about the priority the archival profession has placed upon these records....

A SUMMARY OF FINDINGS: THE NEGLECT OF LOCAL GOVERNMENT RECORDS

The worsening condition of these records is the predominant theme of the project findings, despite the renewed activity in this area over the past decade. These reports examine in considerable detail the neglect of local government records by both the local governments themselves and by the archival profession. Collectively, the reports represent the strongest indictment of our profession's failings with these records. Only in a few reports are any positive assessments made, and these

statements are usually tempered by description of serious deficiencies. In sum, there are no model local government records programs visible in these reports; at best, we can detect parts of programs that are working and that might be replicable in other states, or can identify programs with potential to serve as that model.

Nearly every state report emphasizes that few local governments have adequate records programs. Some states characterize the neglect as complete, whereas others, including some with more developed programs at the state levels, are only willing to recount the problems in less bleak descriptions. The focus of the reports is upon the inadequacies in storage and inaccessibility of documents. In Hawaii, "on one island, 3,000 cubic feet from the 1930's are 'piled in heaps' on the floors of World War II quonset huts and military bunkers. . . ." In Mississippi, there is "a general reluctance to dispose of anything . . . it seems preferable to throw, toss, or occasionally stack noncurrent records in a basement, attic, or elsewhere than to risk public outcry at the disposal of such records." In Minnesota, "rats, mice, bats, and pigeons inhabit countless attics and basements of courthouses and school buildings where valuable records are stored." Records are so carelessly stored that they are often inaccessible even to their creators, let alone to researchers who might wish to use them. . . .

The immediate cause for the inadequacy of records programs at the local level is the lack of trained, professional records administrators. There is hardly a report that does not at least cite this deficiency. Although some reports indicate that local officials seem interested in remedying this problem, many of the states pessimistically report that these individuals are often unreceptive, uninterested, and uninformed about such matters. This should be, obviously, a matter of concern to the archival profession for it reveals the depth of the problem and something of the vast labor required ahead. . . .

The fundamental source of poor local records programs, however, is the equally poor, or even non-existent, legislation relating to local government records. . . .

A SUMMARY OF RECOMMENDATIONS: THE NEED FOR STATE LEADERSHIP

Although most of the reports are not explicit about this, the unifying feature of the recommendations was the understanding that state archival institutions must provide revitalized or new leadership in rectifying the neglect of local government records.

Legislation seems to be the first priority for action, with every report returning to this matter again and again. The various recommendations usually include plans for the clarification of the role of the state archives, the elimination of confusing and miscellaneous statutes, improved instructions for the scheduling and disposition of records, and the establishment of standards in technical aspects of local government records. . . .

Epilogue

The final comments of this paper extend beyond the immediate context of the assessment and reporting projects and relate to the broader issue of the future prosperity of our profession. The reports reveal a profession that seems to be in tatters--split apart within by special interests, insulated from other professions and the general public, underfunded, and, often, without direction. David Bearman has called our attention to the "poverty" of our profession and its "threatened" condition, a characterization that is certainly borne out by the overwhelming indictment of the neglect of local government records. And yet, local government records are often the most fundamentally important of all records to the history and lives of individuals, neighborhoods, communities, towns, and cities. If we continue to fail here, or, at least, continue to do as badly as we have, can we really consider ourselves successful in any way? Leadership is needed. Planning is essential. . . .

CONSULTANT REPORT: HISTORICAL RECORDS REPOSITORIES

WILLIAM L. JOYCE

INTRODUCTION

About ten years ago, on the occasion of the founding of a regional archival organization, a former president of the Society of American Archivists was invited to address

the group. True to the character of such events, the archivist, a gifted raconteur, exhorted his archival colleagues to public service and also related an episode from that essential source of American folk wisdom, the comic strip "Pogo." In this

episode, Pogo encouraged his friend Turtle to accept his responsibility of being a turtle. "After all," Pogo added, "you oughtn't to have taken on the job of being a turtle if you wasn't up to it."...

We may very well empathize with Turtle, especially as we reflect on conditions that currently characterize historical records programs in this country. Rising costs, declining levels of support, growing demands for archival professionalism, and a variety of other pressures, make us all too aware of the factors that might have discouraged Turtle. And, if any of us doubted that this is the situation we face, the reports produced by the various states that have received National Historical Publications and Records Commission (NHPRC) Assessment and Reporting Project grants dispel any doubt that historical records programs throughout the country face some very difficult problems indeed....

The findings of the several reports that provide the occasion for this meeting are enough to incline all of us to emulate Turtle. In our more discouraged moments, we may indeed decide that we just aren't "up to it." In their generality, the reports themselves provide dreary if not depressing reading. In Pennsylvania, half of the two hundred repositories that were surveyed have fewer than one hundred cubic feet of records. The report further states that these small institutions have no permanent staff, no climate control or security systems to protect the records, and poor arrangement and description procedures that make it difficult for researchers to use the records in any event. Those researchers who do use the records tend to be primarily genealogists and amateur historians, and the records holdings are limited mostly to older materials, while more recent documentation is scarcely represented....

In Georgia, 21 percent of the repositories that responded to the questionnaire (more than 350 were solicited) had less than three hundred linear feet of material, averaged 2.8 employees, and barely half of those employed in historical records repositories

had any archival training. Of the eighty-one California repositories that provided information, 61 percent had budgets of less than \$5,000 per year, 64 percent had no written policy, and 59 percent of the repositories reported fewer than one hundred research visits per year. Over 80 percent of reporting Kentucky repositories had annual budgets of less than \$5,000 per year. As the report from Minnesota states, possibly belaboring the obvious, "the lack of institutional commitment to records proved the most serious finding of the survey." The author of the Iowa report glumly concluded that most records in local repositories are uncataloged, poorly stored, and "mostly unusable"....

THE STATE REPORTS

The twenty-one state reports available for review revealed a kaleidoscopic variety of conditions that present a contradiction. The contradiction is that, despite an almost bewildering diversity of circumstances, remarkably similar problems allow for ready characterization of historical records programs in this country. In a culture often described as ahistorical and rootless, there is a limited public appreciation of history and the usefulness of historical records. Lack of public understanding and regard leads to underfunding of historical records repositories and underutilization of their holdings. This process has a circular effect in that low use perpetuates low funding which prevents repositories from upgrading the management of their collections which might in turn increase their use.

Indeed, the prevailing pattern is one in which the majority of historical records repositories are barely capable of providing even the most rudimentary and basic maintenance of their holdings. As one report noted, one-third of the repositories had no descriptive information about their holdings, 85 percent did not report their holdings to any publication, and 69 percent kept no records of research use....

CONSULTANT REPORT: STATEWIDE FUNCTIONS AND SERVICES

MARGARET CHILD

At times, the American archival profession seems to resemble nothing so much as Sisyphus endlessly rolling his rock up the mountainside. The reports submitted by the states which participated in the first round of assessment grants confirmed this impression by identifying a wide range of

problems which were often intractable in nature. In spite of this dismal picture, the reports were nonetheless also striking because they simultaneously reflected the seriousness with which virtually every state addressed the task of assessment and the impressive amount of energy and thought

which went into collecting data on conditions in each state, evaluating it, and producing the reports. . . .

It should be noted that a number of reports pointed to an underlying characteristic of many of the states which affects the nature and extent of any statewide function and service, that is the conflict between the desire for central direction and a strong tradition of local control. As a result there were some reports which asked for more leadership and guidance from the historical records advisory boards and/or the relevant state agency or historical society in instructing and advising local institutions about what they should be doing and how to do it. There were also some reports which said that any hint of central direction was anathema in their state and that the most a central body could hope to do was serve as a coordinator. Sometimes these were the same reports.

SUMMARY OF STATES' RECOMMENDATIONS

Education and Training

In the majority of states the main area perceived as needing statewide services and activities can be generally classified under the heading of education and training of all kinds at all levels to be directed at and participated in by a wide range of target groups. Many states felt that there currently is inadequate graduate level archival training available within their state and that an effort is needed to convince local universities to offer additional or more comprehensive and complete courses. In addition, as if with one voice, everyone spoke out for workshops. . . .

Several states were also concerned to educate both the public and the administrators to whom archivists report. To that end they proposed various kinds of exhibits, presentations, videotape and slide shows to improve the level of general knowledge about what an archives is, how it does its work and why it is important. It is interesting to note that many states saw the primary value of the assessment projects and the final reports as educational, both in heightening public awareness and in providing the data needed to educate administrators and budget officers about programmatic requirements.

Better Mechanisms for Information Dissemination and Communication Links

Running through almost all the reports was a theme complementary to the need to beef up formal training efforts of all kinds, i.e., the need for better mechanisms for the dissemination of information both vertically and laterally and the need for better communication links to encourage exchange of opinion and discussion among all those having anything at all to do with archives and manuscripts. . . .

Conservation

The other most striking area of unanimity in regard to statewide functions and services was that of conservation. In all its ramifications and permutations, this was clearly perceived as an urgent need. . . .

Statewide Directory of Repositories

Another need recognized by most reports was for a statewide directory of repositories if none already existed and especially for a statewide guide to collections. The latter was seen as important both to improve research access to the materials in repositories and more importantly as a basis on which to begin to build coordinated collecting policies. . . .

CRITIQUE OF THE PROCESS AND THE STATES' RECOMMENDATIONS

Difficulty in Considering the Statewide Functions and Services Concept

. . . First of all, it is clear that most states found the charge to consider statewide functions and services to have been the most difficult aspect of the project with which to grapple. . . . the instructions advocated a particular mindset: instead of thinking only vertically in an effort to secure greater support and additional resources from the appropriate level of government or parent institution, archivists were being urged to think laterally by focusing on what could be accomplished by combining and sharing skills, equipment, time, imagination, and even funds. . . .

Single State Context

... this chapter would have been more productive (and interesting) if states had been asked to discuss specifically the levels at and the mechanisms through which specific functions and services might be most appropriately performed or offered. This would have encouraged each state to examine more consciously its own peculiar geographic, demographic, and cultural shape as well as have allowed more flexibility in the patterns suggested....

... conceptualizing the reports within the framework of a single state reinforced the dominance of the state archives, their bureaucratic procedures, their preoccupation with political infighting within the state government, their concern for the overwhelming mass of records and the legal requirements for retaining many of them, and skewed the reports heavily in the direction of government records. This in turn encouraged a tendency to focus on narrow, specific, operational issues.

Ignorance of Developments in Library and Information Science

Tunnel vision was also evidenced by the fact that the reports, with a few notable exceptions, ignored, and indeed displayed almost total ignorance of, the main areas of change and development in the library world. This meant that no consideration was given to ways in which archivists could learn from the experience of libraries in a number of areas and thereby avoid their mistakes as well as profit from their successes....

Preference to "Go It Alone"

Unfortunately, one of the overriding impressions left by these reports is that each state is bound and determined not only to go it alone but to reinvent the wheel wherever and whenever possible. For instance, virtually every report called for writing one or more manuals in various areas of archival management. Conversely, there was not a single reference to any of the SAA manuals or any suggestion that in order to serve the entire profession SAA needed to prepare a new manual in a given area not covered to date....

Archives & Manuscripts:

Conservation

by Mary Lynn Ritzenthaler

The newest addition to SAA's Basic Manual Series emphasizes the need to consider conservation as an integral part of existing archival and curatorial functions.

Chapter headings include:

- The Nature of Archival Materials
- Causes of Deterioration
- Creating a Suitable Environment
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- Conservation Treatments

Illustrated instructions for 12 basic conservation procedures, an extensive bibliography, and a list of conservation supplies and suppliers are also included. This 144-page manual is available for \$7.00 to SAA members, \$9.00 to others.

Order from the Society of American Archivists, 600 S. Federal, Suite 504HN, Chicago, IL 60605.

Publication of this manual is supported in part by a grant from the National Endowment for the Humanities.

Museum Archives: An Introduction

by William A. Deiss

Museums not only preserve history, they are part of history. However, the role museums play in the cultural history of the world could be forgotten if their records are not saved.

This new publication from the Society of American Archivists is intended to encourage museum administrators to preserve historically valuable museum records. The author, who is assistant archivist for the Smithsonian Institution, discusses why a museum should have an archives, how to start an archives program (including establishing the basic authority of the archives and conducting a records survey), and basic procedures involved in the operation of a museum archives, such as arrangement, description, reference, and conservation.

This 40-page manual is available for \$4.00 to SAA members, \$6.00 to others from the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

The Presidential Library Beat

Reagan: In March the Stanford University Board of Trustees rejected a White House proposal to establish a Ronald Reagan Public Affairs Center on the Palo Alto campus to be administered by an independent foundation. The trustees said having the center run by outsiders would not be "consistent with the need for the university's normal academic governance of such activities on its land" and voted 22 to 4 against it. The Board said it would still like to have a Reagan Public Affairs Center as long as it is administered by the university, but the White House has made it clear that this would not be acceptable to the President. The proposal for management by an independent foundation was a compromise from an earlier plan for administration by the Hoover Institution, where Reagan's gubernatorial papers are housed.

The decision of the Board is not expected to affect a January agreement between Stanford and the White House to build on campus the Ronald Reagan Presidential Library and Museum to house the President's papers and memorabilia. This institution will be administered by the National Archives and Records Service.

In a January exchange of correspondence with White House Counselor Edwin Meese III, William R. Kimball, President of the Trustees, noted the assumption that the library "could be affiliated with the Hoover Institution by name, by coordination of catalogs, or in other ways permitted under the law, in order to facilitate research and permit the intellectual integration of the material at the Hoover Institution with the new presidential material."

Hoover Institution Director W. Glenn Campbell, who has worked with the White House in efforts to establish the presidential complex on the Stanford campus, said after the March vote that he regretted that the trustees "in response to the urging of Stanford President Kennedy" rejected the Reagan Administration's proposal. "Those who have lost in this vote are the many Stanford students, staff, and faculty who will not be able to benefit from the outstanding conference facilities and association with the many distinguished national and international scholars who will spend a year or more at the Center," Campbell said.

Plans for the Reagan Library at Stanford are being formulated. Meese visited the campus in late April to discuss them.

Nixon: The Richard Nixon Presidential Library will be an 81,000 square-foot white stucco and red tile building on a bluff overlooking the Pacific Ocean in San Clemente, according to architectural drawings and site plans released in southern California in January. However, just who will administer the facility appears to be very much in question. The original proposal for the institution called for the building to be constructed with private funds, as are all presidential libraries, but run

by the National Archives and Records Service.

The Archives has said that it will not approve plans for the proposed library until all questions of public access to the Nixon papers are resolved. "The litigation could go on for years," Nixon aide John C. Whitaker said. "We'll go ahead and Xerox what is historically relevant and go into business and open a library. . . We're going on the assumption that we will open a library that will be privately run. If later there is an understanding between Mr. Nixon and the government, then, sure, it's possible it would be under the aegis of the National Archives." According to Whitaker, the \$12-\$15 million facility is scheduled to be opened in 1986. Fundraising is now underway among Nixon friends and associates.

A federal judge, ruling in December 1983 in a lawsuit filed by 19 former Nixon aides, barred release of the first 1.5 million pages of White House materials, a collection that includes many of the most sensitive documents of the Nixon Administration. The Presidential Recordings and Materials Preservation Act of 1974 allowed one house of Congress to veto or approve any guidelines governing the Nixon papers. But in a landmark decision last year, the Supreme Court ruled unconstitutional laws allowing one house of Congress to veto regulations issued by the executive branch.

In line with that decision, U.S. District Judge Thomas F. Hogan said the regulations the Archives had issued under the preservation act were unconstitutional. The judge's opinion did suggest that the Archives could issue new regulations and open the papers at a later date. As of late April, the Archives had not determined if it would appeal Judge Hogan's ruling or issue new regulations.

Carter: Fundraising for the Carter Library was highlighted last fall by an auction at the New York galleries of Sotheby-Parke-Bernet. Items up for bid included four chairs made by President Carter, who even sawed down the trees for the lumber he used.

Groundbreaking for the Library, which will include a public policy study center administered by Emory University, may be delayed by continuing controversy over a proposed four-lane parkway around the site. Community and historic preservation groups claim that the "Ex-presway" would detract from some of the oldest suburbs near Atlanta and from numerous historic districts in the area. The situation is complicated by the fact that the Carter Library and the highway are to be situated on land that, because of its history as an old right-of-way, must, under the law, be used at least partially for transportation purposes.

Following hearings on the impact of the proposed parkway, the Advisory Council on Historic Preservation voted in March to recommend to the U.S.

(cont. on p. 10)

The Presidential Library Beat

Department of Transportation that the road not be built.

Despite the opposition, there are indications of strong support for the \$25 million library project, at least outside of the immediate neighborhood. More than half the \$21.5 million in gifts and pledges raised so far to fund the building has come from Georgia, fundraisers say.

Meanwhile, eight National Archives staff members are processing Carter records in a federal building in Atlanta. It is not anticipated that any materials will be released until the library is open.



"If it makes you feel any better, Madam, in our opinion you have purchased one of the first fake Jimmy Carters."

Drawing by Stevenson. ©Copyright 1983, The New Yorker Magazine, Inc.

Upcoming SAA Meetings

Archivists who plan ahead should mark their calendars for SAA's next three annual meetings:

October 28-November 1, 1985, Hyatt Regency Hotel, Austin, Texas.

August 26-30, 1986, Marriott Hotel, Chicago, Illinois. At this meeting, SAA's 50th anniversary will be celebrated.

September 2-6, 1987, Grand Hyatt Hotel, New York, New York.

SAA Workshop Calendar

Administration of Photographic Collections

May 21-23, 1984, Hoover Institution, Stanford University, Palo Alto, California

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

August 28-30, 1984, Washington, D.C., prior to SAA's annual meeting.

Basic Archival Conservation

June 1-3, 1984, Grand Hyatt, New York City

October 1-3, 1984, The Huntington Library, San Marino, California

Contact Linda Ziemer at SAA headquarters for application forms or additional information about any of these workshops, which 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 needs and developing programs to manage photographic materials from an archival perspective. Consultant visits will be 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 through August, 1984. A limited number of consultations are still available. For an application or further information, contact Mary Lynn Ritzenthaler at SAA headquarters.

AA Book Review Editor Sought

SAA is inviting applications from members interested in serving as book review editor for the American Archivist. This is a part-time, volunteer position for a three-year period. Duties include receiving books from publishers, securing competent individuals to review books, collecting the completed reviews on a quarterly basis, proofreading galleys, writing short reviews for the "Brief Notes" section; and preparing lists of selected recent publications which are neither reviewed or noted. The book review editor works closely with the editor and the managing editor of the journal. Ability to work within a fairly rigid time schedule is necessary, as is institutional support for postage. It is anticipated that the selection of the book review editor will be made in July 1984 and that the individual selected will begin work soon thereafter. Applications in the form of a letter and resume should be sent to Deborah Risteen, Managing Editor, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605 by June 10.

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Transitions...

LAUREN BROWN is leaving Rice University for a position as curator of historical manuscripts and archivist at the University of Maryland. . . JUDITH M. DOWNEY has been appointed manuscripts librarian at the Whaling Museum Library of the Old Dartmouth Historical Society, where she previously worked as a manuscript processor. . . SUSAN R. FALB has been appointed the first historian of the Federal Bureau of Investigation. She was formerly with the National Archives. . . KERRY BARTELS has been named assistant archivist at Washington State University in Pullman. He was formerly director of the archives division of the Indiana Commission on Public Records. . . DALE FOSTER has been appointed archivist/records manager at George Mason University in Fairfax, Virginia. . . ANNA DEAN KEPPEL, curator of the special collection department at the University of Nevada, Las Vegas, died recently. . . BRUCE BRUEMMER has joined the Charles Babbage Institute in Minneapolis as archivist. Prior to this appointment, he was a project archivist at the Minnesota Historical Society. . . CARLA KEMP, currently with the Florida State Archives, has been appointed university archivist at the University of Florida. . . MARK WALSH, formerly the archivist in charge of the Hudson's Bay Company archives' microfilm program, has accepted the position of municipal archivist with the Windsor (Ont.) Public Library. . . NICHOLAS C. BURCKEL, associate director of the University of Wisconsin-Parkside's Wyllie Library, has been selected by the Council on Library Resources for its 1984-85 Academic Library Management Intern Program. . . KATHRYN KEMP and DON ROONEY have joined the staff of the Atlanta Historical Society as archivist and assistant archivist, respectively. . . ELSEBETH L. ELTZROTH has been named assistant processing archivist at Emory University. . .

Archivists' Calendar

"Preserving Women's History: Archivists and Historians Working Together," a conference co-sponsored by the Sophia Smith Collection of Smith College and the Schlesinger Library at Radcliffe College, will take place May 30-31 at Smith College. For more information, contact Virginia Christenson, The Sophia Smith Collection, Smith College, Northampton, MA 01063, (413) 586-5395.

The Office of Museum Programs of the Smithsonian Institution will offer a workshop on museum archives June 18-22 in Washington, DC. For more information, contact Mary Lynn Perry, Office of Museum Programs, Arts and Industries Building, Rm. 2235, Smithsonian Institution, Washington, DC 20560, (202) 357-3101.

The State Historical Society of North Dakota is sponsoring a conservation workshop series to be held in Bismarck July 14 and in Fargo July 20. For more information, contact the Education and Interpretation Division, State Historical Society of North Dakota, North Dakota Heritage Center, Bismarck, ND 58505.

The 8th Annual Conference of the Association of Canadian Archivists will take place May 21-25 in Toronto. The theme of the meeting is "Society and the Record." For more information, contact ACA '84, Local Arrangements Committee, c/o The Bank of Nova Scotia Archives, 3rd Floor East, 44 King Street West, Toronto, Ontario, M5H 1H1.

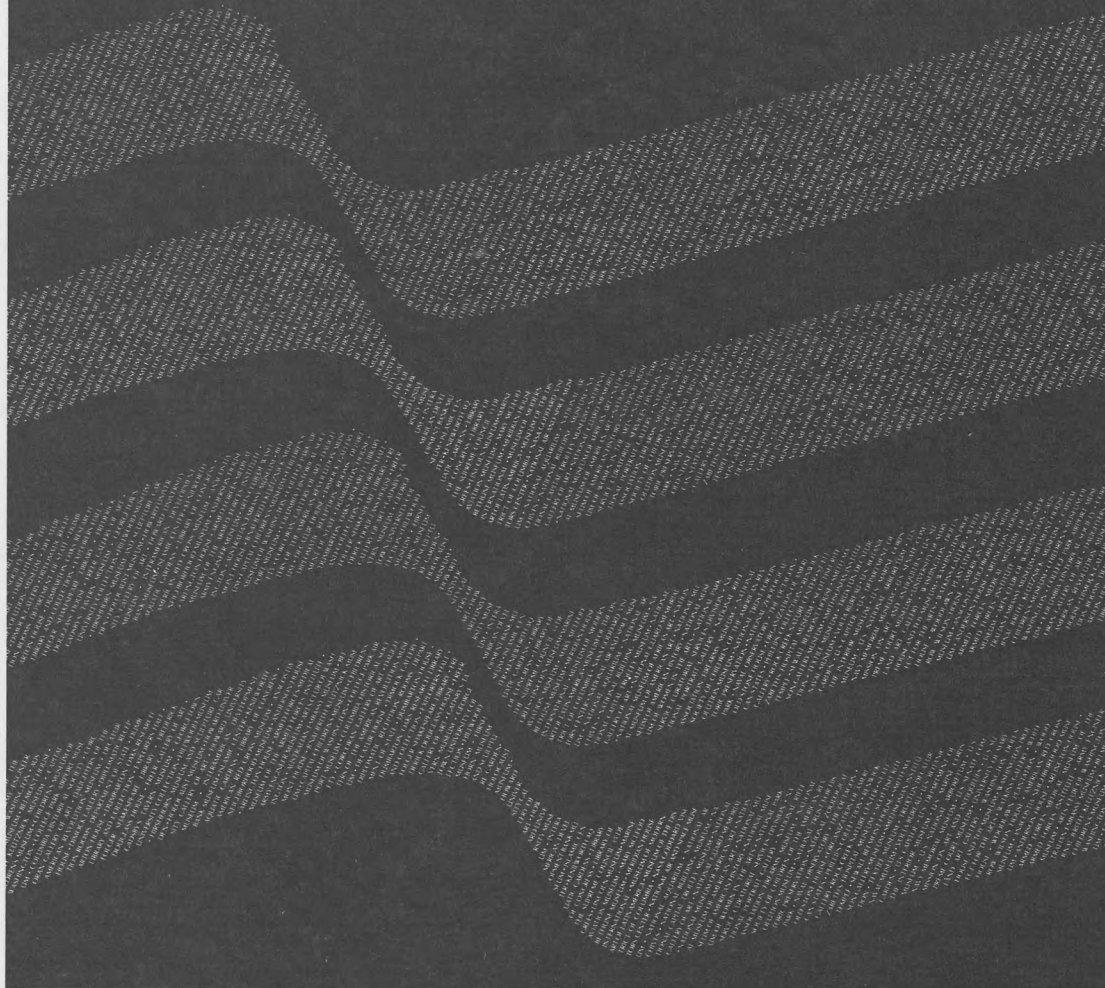
The Classifieds

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.

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Professional Opportunities

ASSISTANT RECORDS MANAGER, Troup County Historical Society (pending funding). For 12-month NHPRC-funded project beginning August 1, 1984 to implement a records management and vital records microfilming program for the local governments of the City of LaGrange and Troup County. Duties include records appraisal, scheduling records, microfilming, developing procedures and forms, and planning records management training workshops. Qualifications: Master's degree in appropriate field with records management training or experience or B.A. with records management experience. Salary: \$17,500. Send resume to Faye Phillips, Director, Troup County Historical Society-Archives, P.O. Box 1051, LaGrange, GA 30241. Telephone: (404) 884-1828. Application deadline: May 31, 1984.

MANUSCRIPT LIBRARIAN, University of Utah. To manage collection of 800 manuscripts related to Utah and the Intermountain West and to supervise a staff of 6. Responsible for accessioning, processing and classifying manuscript materials following general manuscript and archival principles. Qualifications: M.L.S. from an ALA-accredited library school, Master's degree in history of the American West, and two years of directly applicable manuscripts and archives experience. Preferred qualifications include knowledge of Utah history, supervisory experience, and demonstrated public relations, writing, and verbal skills. Salary: \$18,000+ depending upon qualifications. Send resume, a cover letter, and three references or a placement bureau address to: Janeal Cooper, 328 Marriott Library, University of Utah, Salt Lake City, UT 84112. Application deadline: May 30, 1984.

HEAD, Special Collections and Archives, University of Idaho. Supervise one professional, two classified, and several part-time staff. Qualifications: ALA-accredited M.L.S. Second master's degree desirable. Knowledge of the history of Idaho and the Pacific Northwest. Working knowledge of one or more European languages. Experience in public relations, fund raising, special events, collection development, archives and special collections, the book trade, and reference work. Assistant or Associate Professor rank. Salary: negotiable depending upon experience and qualifications. Starting date: September 1, 1984. Send resume and names of four references to Richard J. Beck, Associate Dean of Libraries, University of Idaho, Moscow, ID 83843. Telephone: (208) 885-6534. Application deadline: May 31, 1984.

FIELD ARCHIVIST, Center for History of Chemistry, University of Pennsylvania. One-year appointment for project work beginning July 1, 1984 with possibility of renewal. Will be responsible for identifying and appraising uncollected historical manuscripts in certain areas of chemistry and chemical technology and facilitating their placement in appropriate repositories. Qualifications: M.L.S. or M.A. in history, archival training and experience. Familiarity with chemistry and/or scientific collections desirable, but not required. Must have ability to work effectively with a variety of people and in various situations. Salary: \$18,000 minimum plus benefits. Send letter of application, resume, and names of three references to: The Director, Center for History of Chemistry, University of Pennsylvania, E. F. Smith Hall D-6, 215 S. 34th St., Philadelphia, PA 19104. Application deadline: May 30, 1984.

MANUSCRIPT PROCESSOR, Roman Jakobson Collection, M.I.T. Libraries. The Roman Jakobson Collection is located in the Institute Archives and Special Collections, a department of the M.I.T. Libraries. Under the supervision of the Institute Archivist, the Manuscript Processor will organize the papers of Roman Jakobson. This work involves arranging and describing a wide variety of original materials including correspondence, manuscripts of scholarly writings, and reprints in linguistics and related areas. Will perform research necessary to organize the collection and will assist in the preparation of a finding aid to the collection. Qualifications: Proficiency in Czech and Russian is required including the ability to read these languages in script. Reading knowledge of French, German highly desirable. Undergraduate degree in a relevant field is required; graduate degree preferred. Ability to work systematically and carefully, to communicate and write clearly, and to respect the confidentiality of records is required. Experience with archival, bibliographic, and research techniques is highly desirable. Salary: \$18,000-\$20,000 per year. This is an 18-month position, funded by the National Endowment for the Humanities, beginning on or after September 1, 1984. Send a resume including the names of three current references to: Search Committee for Manuscript Processor, The Libraries, Room 14S-216, M.I.T., Cambridge, MA 02139. Application deadline: July 15, 1984.

Professional Opportunities

Four positions, New York State Archives:

ASSOCIATE ARCHIVIST. To direct a new state-funded program, initially authorized for two years, for archival records in machine-readable, audiovisual and micrographic formats. Responsible for identification and analysis of such records held by state agencies and for recommending guidelines and procedures for their treatment by state agencies, and, after transfer, by the State Archives. Reports to the Principal Archivist for State Records, one of two senior administrators in the State Archives. Salary range: \$28,800-\$33,740.

SENIOR ARCHIVIST. To assist the Associate Archivist in survey, analysis, recommendations, and other phases of program development for the special media archival records referred to above. Salary range: \$22,100-\$26,000. Two positions available.

ARCHIVIST. Professional entry-level position to assist in appraisal, arrangement and description, reference, and other archival activities of the State Records staff of the State Archives. Provisional appointment will be made to this position, with permanent status contingent upon candidate meeting state civil service classification requirements. Reports to a Senior Archivist. Salary range: \$17,700-\$21,200.

Qualifications: Master's degree in archival administration, history, government, economics, public administration, library administration, or a closely related field. For Archivist, one year of experience administering, selecting, preserving or making available for use archives and historical records. For Senior Archivist, two years of such experience. For Associate Archivist, three years of such experience, of which two must have been in archival program administration or supervision of professional archival staff. Note: For the two positions involved in the special media records program, preference will be given to candidates who have experience with such records, particularly automated records. To submit resume or for further information, contact Larry Hackman or Tom Mills at the New York State Archives, 10A46, Cultural Education Center, Empire State Plaza, Albany, NY 12230; (518) 474-1195. No closing date provided.

REFERENCE LIBRARIAN/BIBLIOGRAPHER, RARE BOOK AND MANUSCRIPT LIBRARIAN, and CURATOR, Herbert H. Lehman Suite and Papers, Columbia University. Overall administration of the Lehman suite and reference responsibilities in the Rare Book Library. Full announcement will appear in June "Employment Bulletin," or contact Jane Hunt, Box 35, Butler Library, Columbia University, 535 W. 114th St., New York, NY 10027; (212) 280-3544. Application deadline: July 6, 1984.

Two positions, Hagley Museum and Library:

ASSISTANT CURATOR. Responsibilities include: appraising, processing, and inventorying the library's large industrial archives. The assistant department head will also help with reference and design. Qualifications: M.A. in American history (familiarity with the literature of business and economic history); formal training in archival management; three years' experience.

ARCHIVAL SPECIALIST/ACCESSIONER. Responsibilities include: accessioning and processing collections; maintaining case and card files; assist with reference work. Qualifications: M.A. in American history or library science; formal training in archival management; one year experience preferred.

To apply, send resume to: Personnel Officer, Hagley Museum and Library, P.O. Box 3630, Wilmington, DE 19807. Application deadline: June 1, 1984.

ARCHIVES ASSISTANT, Archives of the Lutheran Church in America, Lutheran School of Theology, Chicago. Permanent three-fourths time position, working under a full-time professional archivist and with a part-time secretary and volunteers. The archives contains official records of the LCA and its predecessor seminaries, Christ Seminary-Seminex and the Association of Evangelical Lutheran Churches. Primary responsibilities: processing of archival collections, including writing descriptive finding aids; archival reference work, including genealogy requests; and some supervisory responsibility for volunteers. Qualifications: B.A. minimum; archival experience preferred; archives administration course work a plus. Salary: \$5.75/hour, 30 hours per week; limited benefits. Send letter of application and resume, including names of references to: Elisabeth Wittman, LCA Archives, 1100 E. 55th St., Chicago, IL 60615-5199. Position available May 31, 1984. 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, contact Linda Ziemer at SAA headquarters.

ARCHIVES AND HISTORY EDUCATIONAL PROGRAMS DIRECTOR, Alabama Department of Archives and History. Develops and coordinates a variety of educational instructional programs for public schools, universities, and general public; manages exhibit design and fabrications; prepares grant applications and administers grant-funded projects; coordinates publications, volunteer activities, and special projects; and supervises professional and technical personnel. Work involves extensive contact with the academic profession, government agencies, and citizens interested in the historical educational activities of the department. Performs related work as assigned. Qualifications: Master's degree in English, journalism, communications, history, or closely related field, including or supplemented by training in educational and outreach programs in the archives-museum field. Three years of experience in a museum or archival educational program involving interpretative educational activities, exhibit planning and design, grant writing and administration, and preferably coordination of volunteer activities and development of publications, including one year of experience in a supervisory capacity. Salary: \$20,732-\$31,408. How to apply: Use an official Application for Examination form which may be obtained from the Alabama Department of Archives and History, 624 Washington Avenue, Montgomery, AL 36130 or the State Personnel Department, 402 Administrative Building, Montgomery, AL 36130. For more information contact Patricia Sweet, Alabama Department of Archives and History, (205) 261-4361. No closing date provided.

ARCHIVIST, The Historical Foundation of the Presbyterian and Reformed Churches. Responsible for administering the archives of the former Presbyterian Church, U.S., several smaller archival collections, and a large manuscripts collection. Responsibilities include all phases of archival administration of 6,000 cubic feet of records; computerized archival processing; supervision of volunteers; and consultation in denominational records management program. Qualifications: Master's degree or be in process of completing a Master's program. Familiarity with Presbyterian polity and history considered an asset but not a requirement. Salary: \$12,500-\$14,500 depending upon experience and qualifications; liberal fringe benefit program. Send resume and three letters of reference to: Jerrold Lee Brooks, Executive Director, Historical Foundation, P.O. Box 847, Montreat, NC 28757. Application deadline: May 31, 1984.

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

Professional Opportunities

MANUSCRIPTS PROCESSOR, University of Oregon Library. Two positions for one-year NEH-funded project to increase access to the manuscript collections in the Research Collection for Conservative and Libertarian Studies, to begin September 1, 1984. Responsibilities include arrangement and description of personal papers of 20th century conservatives and libertarians, and data entry for a cumulative computer-generated name index. Qualifications: Graduate-level work in American history, political science, American studies, or library science with specialized archival training; satisfactory work experience involving arrangement and description of modern manuscript collections. Salary: \$15,000 for 12-month appointment, plus benefits. Send letter of application, resume, and names of three references to Personnel Librarian, University of Oregon Library, Eugene, OR 97403. Application deadline: July 15, 1984.

PHOTO ARCHIVIST, Delaware Bureau of Archives and Records Management. Two-year NEH-funded position. To establish physical and intellectual control over one-half (ca. 25,000 items) of the Delaware State Archives' photograph holdings and devise systematic accessioning practices, group cataloging procedures, and subject headings to serve as standards for all future photograph arrangement and description. Minimum qualifications: B.A. in American history or related field and two or more years experience in arrangement and description, with prior photo work preferred. Salary range: \$14,715-\$16,808, depending on qualifications. Send completed State job application form, letter of application, resume, and list of three references to: Mrs. Abbey G. Feierstein, Personnel Officer, Department of State, Townsend Building, Dover, DE 19901; (302) 736-4111. Application deadline: June 15, 1984.

PAPER CONSERVATOR, Historical Society of Pennsylvania. To take charge of the Society's conservation facility. Operational responsibilities will include planning and execution of conservation surveys, development of treatment programs. Administratively, will be responsible for work plans, budgets, and special projects. Qualifications: The successful candidate's primary expertise will be with archival materials and works of art on paper and will have completed a minimum of one year's work beyond formal graduate or equivalent apprenticeship training in paper conservation. Apply in writing to Peter J. Parker, Acting Director, Historical Society of Pennsylvania, 1300 Locust Street, Philadelphia, PA 19107, enclosing resume, salary requirements, and names of three references. Position available on or after June 1, 1984. No closing date provided.

RECORDS MANAGEMENT COORDINATOR, Oconee Area Planning and Development Commission (pending funding). For NHPRC-funded project beginning July 1, 1984. Duties will be to establish an Areawide Records Management Program to serve 29 rural local governments. Qualifications: Experience in working with local government records. Degree preferred. Salary commensurate with training and experience. Send resume to: Ed Kirkland, Oconee Area Planning and Development Commission, P.O. Box 707, Milledgeville, GA 31061. No closing date provided.

CURATOR OF RARE BOOKS AND LITERARY MANUSCRIPTS, University of Maryland (search reopened). Plans, organizes, directs work with rare books and literary manuscripts; facilitates and promotes use of collections in wide range of scholarly fields and in all European languages; analyzes collections; devises collection development policies and programs; selects and solicits materials; administers conservation and preservation activities of Special Collections Division; coordinates services with other units; provides public services. Qualifications: M.L.S. from ALA-accredited school; minimum of four years' professional academic or research library experience; broad command of European languages sufficient for library purposes; demonstrated success in supervision and administration. Preferred: Ph.D. in history or literature. Salary: \$22,700 minimum; excellent fringe benefits. For full consideration, submit resume and names of three references to: Virginia Sojdehei, Personnel Librarian, McKeldin Library, University of Maryland, College Park, MD 20742. Application deadline: June 29, 1984.

RECORDS PROCESSOR, Chester County Historical Society. The Chester County Historical Society has received a two-year grant from NEH to arrange and describe the 1714-1820 papers of the Chester County Court of Common Pleas. The Common Pleas papers are part of the collection of the Chester County Archives which is administered by the Chester County Historical Society and located in the county court house. The project will run from June 1984-May 1986. The work will entail arranging and describing some 300,000 civil court documents according to a plan devised by the archivist and the project consultant. Qualifications: Bachelor's degree required, Master's degree preferred, in history, library science, or related field. Experience in records or manuscript processing highly desirable. Salary: \$12,500 beginning salary, plus benefits. Contact: Jack McCarthy, Archivist, Chester County Archives, Chester County Court House, West Chester, PA 19380; (215) 696-5370. Application deadline: June 8, 1984.

ASSISTANT HEAD, Archives and Rare Books Department, University of Cincinnati Libraries. Assists Head in the management of the department and is responsible for implementation of the university records management program, for assisting in the acquisition, processing, and reference assistance with the university archives and other departmental collections. Receives general direction from and reports to the head of the department. Acts as liaison and consults with other departments, libraries, and faculty on matters concerning archives and rare books. Acts as head in absence of that individual. Qualifications: M.L.S. from ALA-accredited library school and appropriate subject master's degree or relevant combination of education or experience. Ph.D. desirable. Relevant experience working with archival or manuscript collections required. Records management experience desirable. Ability to communicate clearly, both orally and in writing. Ability to work effectively with patrons, other library staff, and university personnel. Send resume with cover letter and the names of three references to: Sharon Tussendsam, Libraries Personnel Officer, University of Cincinnati, M.L. 33, Cincinnati, OH 45221. Applications must be postmarked by July 15, 1984.

ARCHIVIST/RECORDS MANAGER, American Bible Society (search reopened). 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 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.

SAA Newsletter

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

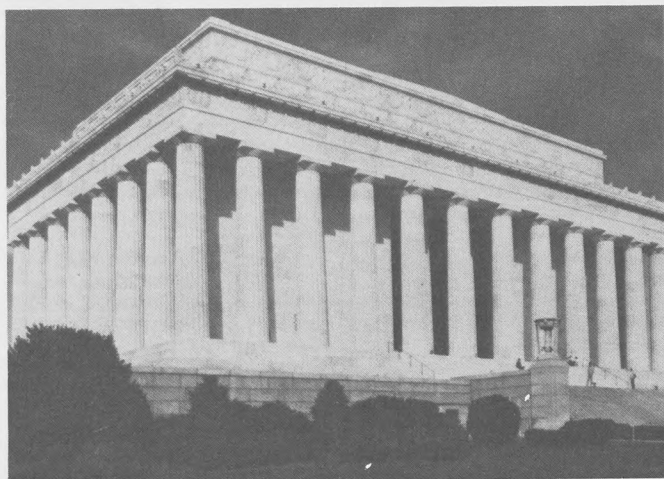
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. . . AND MORE!!

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The sights of Washington await participants in SAA's 1984 annual meeting, August 30-September 3.