

The Society of American Archivists

# SAA Newsletter

November 1984

ISSN 0091-5971

## National Archives Independence a Reality at Last

After a decade of intensive effort, the priority national legislative goal of the Society of American Archivists has been achieved. On October 19, President Ronald Reagan signed legislation creating the independent National Archives and Records Administration, effective April 1, 1985.

It was disclosed just days before the bill was signed that Archivist of the United States Robert M. Warner will return to the University of Michigan in the spring of 1985 to serve as the Dean of the School of Library Science. Warner was appointed Archivist in 1980.

NARA legislation provides that the Archivist is to be appointed by the President "by and with the advice and consent of the Senate." A term of office is not specified. Although the Archivist may be removed from office by the President, the conference report of the Congress indicates the legislators' intention that "he be an officer performing archival and records management functions insulated from the political orientation of a particular administration. Because of the non-political nature of the Archivist's duties, the office ought not to change hands automatically with the election of the new President." If the President removes the Archivist, he must share his reasons for such action with Congress.

In signing the bill, President Reagan released a statement that read in part: "The principal purpose of S.905 is to extend independence to an agency that many believe has suffered as a result of its placement within the General Services Administration. I concur in this assessment and my Administration has supported independence for the Archives.

The public papers and other materials that the Archives safeguards are precious and irreplaceable national treasures, and the agency that looks after the historical records of the Federal government should be accorded a status that is commensurate with its important responsibilities."

Major credit for the passage of legislation to create an independent National Archives and Records Administration goes to Senators Mark Hatfield (R-OR), Charles Mathias (R-MD), and

Thomas Eagleton (D-MO), and Representatives Jack Brooks (D-TX), Frank Horton (R-NY), and Glenn English (D-OK). In the last months, Edwin Meese acted for the Reagan administration in facilitating successful consideration of the bill.

Under the legislation, GSA is required to transfer 115 full-time positions to NARA, 30% of which must be vacant, to allow the new agency to perform administrative tasks previously handled by GSA.

Lawmakers indicated that hearings would be held in 1985 on strengthening the authority of the Archives to inspect records--an issue not satisfactorily addressed in the 1984 act in the view of many archivists.

See the Congressional Record, October 1, 1984, pp. H 10586-94 for the Conference Report on the legislation. The January *SAA Newsletter* will carry expanded coverage of the effort for NARS independence and details of implementation.

### Warner to Leave NARS

As the *Newsletter* went to press, Archivist of the United States Robert M. Warner issued the following statement:

*With the enactment of independence legislation the National Archives has been restored to independent status. A key provision of this legislation is the appointment of the Archivist of the United States by the President. I have informed Mr. Meese that I do not wish to be considered for this position as I am committed to return to the University of Michigan. I have been asked, and I have agreed, to lead the transition to independent status. The University of Michigan has been most accommodating and has extended my leave in order to allow me to accomplish this task. Therefore, I plan to leave office in April of 1985. This date also allows ample time for a search for my successor.*

*Achieving independence for the National Archives accomplishes my chief goal here. It affords the next Archivist an unparalleled opportunity to create a national cultural institution second to none in the United States and a recognized leader among archives of the world.*

## 1985 Program Committee Update

The 1985 SAA Program Committee appreciates the efforts of individuals who have submitted proposals for sessions to be included in the meeting to be held in Austin, Texas, October 28-November 1, 1985. The Program Committee will be meeting in mid-January and Committee members will be contacting individuals to finalize program plans during the weeks following that meeting.

Although the deadline for submission of proposals for paper sessions, workshops, panel discussions, and roundtables has passed, the Committee continues to solicit proposals for poster sessions. This format is intended to provide an outlet for "this-is-how-we-did-it" communications between individuals who have undertaken a particular project and others who are interested in learning about it. The "poster" aspect, i.e., the visual presentation on a piece of poster board, is intended as much to draw people in for discussion with the author as to communicate information on its own. Proposals for poster presentations need only summarize the project or activity that is to be presented. They should be postmarked by December 15 to be considered for inclusion in the printed program. The Program Committee anticipates being able to accommodate a limited number of additional poster presentations, using a later deadline, to include "late-breaking" developments. More information on this will appear in subsequent *Newsletters*.

Questions about the program should be directed to Committee chair David Klaassen (612) 373-4420, 109 Walter Library, University of Minnesota, Minneapolis, MN 55455, or other members of the Committee. A list of Committee members appeared in the September *Newsletter*.

## Archives Study Tours Planned

Plans are underway for two SAA-sponsored archives study tours abroad. The first will take place immediately following the 1985 annual meeting in Austin, which is scheduled for October 28-November 1. This tour will visit archives in Mexico and will be coordinated by Virginia Newton of the Alaska State Archives, who is an expert on Mexican archives. The tour\* will last a week to ten days.

The second tour will visit the People's Republic of China in the spring of 1986 and will last approximately three weeks. William Moss, archivist of the Smithsonian Institution and coordinator of the 1982 study tour to China, also will coordinate the 1986 tour.

Enrollment in each tour will be limited. Persons interested securing a place on either tour should contact Toni Pedroza at SAA headquarters as soon as possible.

## Speak Out on Certification

At its May 1984 meeting, SAA Council asked the Committee on Education and Professional Development to make a report by spring 1985 on individual certification of archivists. A working group of this committee is now attempting to draft a plan based on these assumptions specified by Council:

1. The purpose of the program would be to establish standards for archivists and increase incentive for individual archivists to maintain and improve their professional competency.
2. The program would require qualifications in three major areas: education, experience, and written examination.
3. Persons with specified education and experience would be "grandfathered"—i.e., certified without examination.
4. Periodic recertification would be required.
5. The program would be post-employment.

Council also stated that the program should be self-sustaining financially, advised that it would take some years to develop, and offered assurances that "instant perfection is not required."

The members of the working group on certification are eager for the assistance of all members of the Society in carrying out their charge. Anyone who would like to express views or submit documents should call or write Susan Grigg, IHRC Collection, University of Minnesota, 826 Berry Street, St. Paul, MN 55114 (612) 376-2749, (612) 373-5581, or (612) 871-3040 (home) or call any other member of the working group: Maygene Daniels (202) 842-6175; Kenneth Duckett (503) 686-3068; Ruth Helmuth (216) 368-4289. Please try to respond by December 15.

### SAA Staff

Ann Morgan Campbell	Executive Director
Terry Abraham	Projects Editor
Bernice Brack	Membership Assistant
Sylvia Burck	Bookkeeper
Suzanne Fulton	Publications Assistant
Antonia Pedroza	Administrative Aide
Deborah Risteen	Managing Editor
Mary Lynn Ritzenthaler	Program Officer
Charles Schultz	Editor, <u>The American Archivist</u>
Linda Ziemer	Program Assistant

## Nominating Committee Selects Candidates

SAA's 1985 Nominating Committee has selected the following candidates for office:

### Vice President (becomes President Fall 1986)

Edmund Berkeley, Jr., University of Virginia  
William Joyce, The New York Public Library

### Council (3-year terms)

Edwin C. Bridges, Alabama State Archives  
Paul Chestnut, Library of Congress  
Anne Kenney, University of Missouri-St. Louis  
Patrick Quinn, Northwestern University  
Victoria Irons Walch, consulting archivist  
J. Karyl Winn, University of Washington

### Treasurer (3-year term)

Anne Diffendal, Nebraska State Historical Society  
Gerald J. Munoff, Kentucky Department for  
Libraries and Archives

### Nominating Committee (1-year terms)

Patricia Aronsson, National Archives

Valerie Browne, Loyola University  
Lucious Edwards, Jr., Virginia State University  
Mary Janzen, Chicago Historical Society  
Harold Naugler, Public Archives of Canada  
Thomas Wilsted, Salvation Army Archives

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

Additional nominees may be placed on the ballot by a petition signed by 50 members of the Society. Anyone who plans to initiate a petition should contact the Society's office by February 1, 1985, in order to assure all candidates of equivalent exposure on the printed ballot. Deadline for receipt of petitions in the executive director's office is February 15, 1985. Ballots will be mailed March 22; members who have not received them by April 17 should contact SAA. Nominating Committee members for 1985 were Anne Van Camp, chair, Liisa Fagerlund, John Fleckner, William Joyce, and James O'Toole.

## American Archivist Seeks Book Reviewers

Charles Schultz, editor of *The American Archivist*, has appointed Nicholas C. Burckel to a three-year term as the journal's book review editor. Burckel is seeking to develop a comprehensive and up-to-date file of potential book reviewers for the journal. To insure as complete a file as possible, experienced archivists and reviewers as well as less experienced professionals are asked to complete the form below and mail it by December 1 to Nicholas C. Burckel, The Joseph Regenstein Library, University of Chicago, 1100 E. 57th St., Chicago, IL 60637.

Please rank your top four choices (1=first choice, etc.):

<input type="checkbox"/> Access/privacy	<input type="checkbox"/> Electronic data processing	<input type="checkbox"/> Outreach activities
<input type="checkbox"/> Administration of archives	<input type="checkbox"/> Finding aids	<input type="checkbox"/> Records management
<input type="checkbox"/> Archival theory	<input type="checkbox"/> Government records	<input type="checkbox"/> Reference
<input type="checkbox"/> Bibliographies	<input type="checkbox"/> History of archives	<input type="checkbox"/> Religious archives
<input type="checkbox"/> Buildings/equipment	<input type="checkbox"/> Library/archives relations	<input type="checkbox"/> Repair/preservation
<input type="checkbox"/> Business archives	<input type="checkbox"/> Manuscript collections	<input type="checkbox"/> Security
<input type="checkbox"/> Cartographic records	<input type="checkbox"/> Microforms	<input type="checkbox"/> Sound recordings
<input type="checkbox"/> College/university archives	<input type="checkbox"/> Motion pictures	<input type="checkbox"/> Still pictures
<input type="checkbox"/> Documentary publications	<input type="checkbox"/> Oral history	<input type="checkbox"/> Theme collections (specify type)
		<input type="checkbox"/> Other (specify)

Special interest in particular areas:

☐ U.S. history, general      ☐ U.S. history, \_\_\_\_\_ period      ☐ U.S. history, \_\_\_\_\_  
geographic area

Reading knowledge of foreign languages: \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office telephone \_\_\_\_\_

## ■ OSHA Issues Ethylene Oxide Standard

The Occupational Safety and Administration (OSHA) published its final standard on Occupational Exposure to Ethylene Oxide in the Federal Register on June 22, 1984 (pp 25, 734-25, 809). This standard applies to museums and other institutions using ethylene oxide as a fumigant, as well as to anyone handling objects that have been fumigated with ethylene oxide (unless they can prove the object will not release ethylene oxide in amounts above the action level of 1/2 part per million (ppm) in air.)

High concentrations of ethylene oxide can cause central nervous system damage, skin, eye and respiratory irritation including bronchitis and chemical pneumonia, and nerve damage (neuropathy). Lower concentrations can cause reproductive effects in both men and women, including chromosomal damage and spontaneous abortions, and leukemia and other cancers.

The standard sets the Permissible Exposure Limit (PEL) for ethylene oxide at 1 ppm in air as an 8-hour time-weighted average. It also established an action level of 1/2 ppm; if this level is exceeded, most of the standard's provisions become effective.

The following is a summary of the standard's main provisions:

- **Exposure monitoring.** 8-hour time-weighted average breathing zone air samples must be taken that are representative of each employee exposed to ethylene oxide. Initial monitoring is required to determine whether an employee's exposures are above the action level of 1/2 ppm. The frequency of subsequent monitoring will depend on the actual exposure level measured. If the ethylene oxide levels are below 1/2 ppm, further monitoring is not required unless there is a change in process of procedures which might result in new or additional exposure. Employees must be informed in writing of the results of monitoring within 15 days of receiving the analyses.

Note that the standard would require new monitoring for each different type of material being fumigated to determine whether ethylene oxide is being emitted above the action level of 1/2 ppm.

- **Regulated areas.** Areas in which exposure to ethylene oxide exceeds 1 ppm are designated regulated areas and access to these areas must be limited to authorized personnel. The intent is to minimize the number of people exposed to ethylene oxide. All entrances to regulated areas must have the following sign:

DANGER  
ETHYLENE OXIDE  
CANCER HAZARD AND REPRODUCTIVE HAZARD  
AUTHORIZED PERSONNEL ONLY  
RESPIRATORS AND PROTECTIVE CLOTHING MAY BE REQUIRED  
TO BE WORN IN THIS AREA

- **Methods of compliance.** The primary method of control shall be engineering controls and work practices (not including employee rotation). Respiratory protection shall be used only when other controls are not feasible or not sufficient to reduce exposure levels below 1 ppm.

- **Written compliance program.** If exposures are above 1 ppm, a written compliance program must include plans for reducing exposures below 1 ppm, a schedule for leak detection, and a written plan for emergency situations (such as equipment failure, container rupture, failure of control equipment, ) that are "likely to or does result in an unexpected significant release of ethylene oxide."

- **Respiratory protection and personal protective equipment.** Respirators may be used 1) while engineering and work practice controls are being designed and implemented, 2) in work operations such as maintenance and repair activities where engineering controls are not feasible, 3) where engineering controls and work practices are not sufficient to reduce exposure below 1 ppm, and 4) in emergencies.

At present only positive pressure supplied air respirators with full facepiece, hood or helmet are acceptable. A full facepiece respirator with ethylene oxide cannister will be allowed for exposures under 50 ppm when such a respirator is approved. The employer must pay for the respirator, and there must be a written respirator program.

Where there is a risk of skin or eye contact with liquid ethylene oxide, appropriate protective clothing or other equipment must be provided.

- **Medical surveillance.** A medical surveillance program must be provided for all employees who may be exposed at or above 1/2 ppm for at least 30 days per year, or who have been exposed to ethylene oxide in emergency situations. This must include a medical and work history, physical exam, complete blood count and laboratory tests specified by the physician.

- **Communications of ethylene oxide hazards to employees.** Signs must be placed at entrances to regulated areas, and ethylene oxide containers must have a warning label. In addition all employees who may be exposed above the action level of 1/2 pp, shall be provided with information and training on ethylene oxide when initially assigned to the area and annually thereafter.

This information should include the appendices on ethylene oxide found at the end of the standard, including a safety data sheet, technical guidelines, medical surveillance guidelines, and sampling and analytical methods.

- **Recordkeeping.** Records of monitoring, must be kept for at least 30 years, and medical surveillance for duration of employment plus 30 years. Records must also be kept of objective data supporting an exemption from the standard on the basis that a fumigated object will not give off ethylene oxide in amounts greater than 1/2 ppm.

**Compliance dates.** The ethylene oxide standard becomes effective on August 21, 1984. All provisions of the standard except the engineering controls must be complied with by February 17, 1985, and the engineering controls provision must be complied with by August 20, 1985.

*Reprinted by permission of Art Hazard News. The Center for Occupational Hazards will sponsor a one-day conference on November 30, 1984, at the Metropolitan Museum of Art in New York on how to comply with the OSHA ethylene oxide standard. Conference speakers will include representatives from OSHA as well as experts in occupational medicine, respiratory protection, and ventilation. The registration fee is \$125. To register, contact the Center for Occupational Hazards, 5 Beekman Street, New York, NY 10038, (212)227-6220.*

## 1984-85 Leadership List

### Officers

Andrea Hinding, President  
107 Walter Library  
University of Minnesota  
Minneapolis, MN 55455  
(612) 376-2931

Shonnie Finnegan, Vice President  
University Archives  
420 Capen Hall  
SUNY at Buffalo  
Amherst, NY 14260  
(716) 636-2916

Paul H. McCarthy, Jr., Treasurer  
Box 80687, Univ. of Alaska  
College Station  
Fairbanks, AK 99708  
(907) 474-7261

### Council

Francis X. Blouin, Jr.  
Bentley Library  
University of Michigan  
1150 Beal Ave.  
Ann Arbor, MI 48109  
(313) 764-3482

John A. Fleckner  
National Museum of American History-Archives  
Smithsonian Institution  
Washington, DC 20560  
(202) 357-3270

Larry J. Hackman  
New York State Archives  
Cultural Education Center  
Albany, NY 12230  
(518) 474-1195

Edie Hedlin  
National Archives--NZ  
Washington, DC 20408  
(202) 523-3270

Linda Henry (National Archives)  
1816 New Hampshire NW #709  
Washington, DC 20009  
(202) 724-1621

Sue E. Holbert  
Minnesota Historical Society  
1500 Mississippi St.  
St. Paul, MN 55101  
(612) 296-6980

William L. Joyce  
Rare Books & Manuscripts--Rm. 324  
The New York Public Library  
Fifth Ave. and 42nd St.  
New York, NY 10018  
(212) 930-0801

Eva Moseley  
Schlesinger Library  
Radcliffe College  
Cambridge, MA 02138  
(617) 495-8647

Trudy Huskamp Peterson (National Archives)  
810 Massachusetts Ave., NE  
Washington, DC 20002  
(202) 523-3120

### Sections

*Acquisitions*  
Patricia Meador  
7026 Klug Pines Rd.  
Shreveport, LA 71129  
(318) 797-5226

*Aural & Graphic Records*  
Gerald J. Munoff  
Kentucky Department for Libraries and Archives  
PO Box 537  
Frankfort, KY 40602  
(502) 875-7000

*Business Archives*  
Edward M. Rider  
Procter & Gamble Co.  
Box 599  
Cincinnati, OH 45201  
(513) 562-5443

*Conservation*  
Michael McColgin  
Arizona State Archives  
1700 W. Washington  
Phoenix, AZ 85007  
(602) 255-4159

*College and University Archives*  
Charles B. Elston  
Marquette Memorial Library  
1415 W. Wisconsin Ave.  
Milwaukee, WI 53233  
(414) 224-7256

*Description*  
Kathleen D. Roe  
Fairview Ave.  
Troy, NY 12180  
(518) 474-8319

*Government Records*  
Marilyn Ryall  
936 Loring St. #1D  
San Diego, CA 92102  
(714) 236-6227

*Manuscript Repositories*

Anne Diffendal  
3131 S. 41st St.  
Lincoln, NE 68506  
(402) 471-4774

*Oral History*

Marjorie Fletcher  
Archives  
The American College  
270 Bryn Mawr Ave.  
Bryn Mawr, PA 19010  
(215) 896-4498

*Reference, Access, Outreach*

Edward C. Oetting  
Hayden Library  
Arizona State University  
Tempe, AZ 85287  
(602) 965-3145

*Religious Archives*

H. Douglas Wright  
922 S. 73rd St., Apt. D  
West Allis, WI 53214  
(414) 476-3414

*Theme Collections*

W342 Pattee Library  
Pennsylvania State University  
University Park, PA 16802  
(814) 865-1793

Standing Committees

*Archival Information Exchange*

Lydia Lucas  
Minnesota Historical Society  
1500 Mississippi St.  
St. Paul, MN 55101  
(612) 296-6980

*Auditing*

Richard Marcus  
Spertus College of Judaica  
618 S. Michigan Ave.  
Chicago, IL 60605  
(312) 922-9012

*Awards*

Charles G. Palm  
2185 Waverly  
Palo Alto, CA 94301  
(415) 497-3563

*Education and Professional Development*

James B. Rhoads  
Western Washington University  
History Department  
Bellingham, WA 98225  
(206) 676-3465

*International Archival Affairs*

Maygene Daniels  
816 Massachusetts Ave., NE  
Washington, DC 20002  
(202) 842-6175

*1985 Local Arrangements*

David B. Gracy II  
Texas State Archives  
Capitol Station, Box 12927  
Austin, TX 78711  
(512) 475-2445

*1985 Program Committee*

David J. Klaassen  
Social Welfare History Archives  
Univ. of Minnesota Libraries  
Minneapolis, MN 55455  
(612) 373-4420

*1986 Program Committee*

H. Thomas Hickerson  
Cornell University  
101 Olin Library  
Ithaca, NY 14853  
(607) 256-2342

*1985 Nominating Committee*

Anne Van Camp  
Chase Manhattan Archives, 23rd Floor  
1 Chase Manhattan Plaza  
New York, NY 10015  
(212) 552-6658

*Professional Standards*

J. Frank Cook  
B134 Memorial Library  
University of Wisconsin  
Madison, WI 53706  
(608) 262-8899

*Regional Archival Activities*

James E. Fogerty  
Minnesota Historical Society  
1500 Mississippi St.  
St. Paul, MN 55101  
(612) 296-6980

*Status of Women*

Kathleen Marquis  
155 Hillside Rd. #1  
Watertown, MA 02172  
(617) 253-5690

Editorial Board

Kenneth W. Duckett  
University of Oregon  
Library-Special Collections  
Eugene, OR 97403  
(503) 686-3069

---

## SAA Basic Archival Conservation Program

---

# STORAGE ENCLOSURES FOR PHOTOGRAPHIC MATERIALS

---

Archival collections often contain a wide variety of photographic materials. Not only will there likely be a diversity of photographic processes represented, but format, physical condition, and chemical stability will vary as well. All of these factors must be evaluated when making decisions regarding storage enclosures. In addition, archivists must consider access requirements and relative costs when choosing among storage options. Exacerbating the whole decision-making process is the fact that there has been relatively little research done on the storage requirements of specific photographic processes, and recommendations in this area are thus in transition. This leaflet will outline the elements that must be considered when choosing storage materials.

The first step in determining which storage system (or systems) to adopt is to gain a thorough understanding of the photographic collection, considering such factors as types of photographic processes, formats, condition, and size of collection. It is likely that several different types of storage enclosures and systems will be required to meet the specific needs of the collection. The value and uniqueness of the photographs must also be considered when choosing storage materials, as well as the type of use they receive and access requirements. For example, if researchers are required to use copies rather than original prints, the storage devised for each generation can be quite different. Ideally, researchers should not have access to original prints for casual browsing. If, however, resources are not available to provide copy prints, the storage enclosure selected will need to provide maximum protection for the original photographs while they are in use. It also may be necessary to establish priorities for correcting or improving storage conditions for photographic holdings, perhaps re-housing groups of photographs in a phased fashion as time and resources permit. In such instances, photographs that are heavily used, in poor condition, or that have great value should be given priority for proper storage. Information on the numbers of photographs in the collection will aid in estimating costs for storage enclosures as well as the staff time required for completing a re-housing project. Since there are a growing number of recommendations for the storage requirements of specific photographic processes, it is important

for the archivist to be able to identify the types of photographs in the collection in order to impose the correct storage and handling requirements.<sup>1</sup>

Ideally, all photographic prints and negatives should be housed individually in their own enclosures, one item per enclosure. Prints and negatives should be filed separately and a numerical system imposed to maintain relationships between them. The practice of slipping an original or copy negative into the same enclosure as its print should be avoided. Once placed in individual enclosures, units or groups of photographs should be kept together in acid-free folders. The folders provide additional support for the photographs within boxes and filing drawers, and also help to create manageable units of photographs that are easily made available for research purposes. If financial limitations preclude individual enclosures for every photograph in the repository, it is possible to use interleaving sheets of neutral pH paper to provide some protection for photographs that are housed together within folders.

Environmental conditions within the repository also should be taken into account when selecting storage enclosures for photographic materials. For example, if the relative humidity is allowed to reach high levels, there is increased likelihood of moisture build-up and resultant ferrotyping (i.e., glazing, or the appearance of shiny patches on the emulsion surface) if photographs are stored in plastic enclosures. Also, if there is a great deal of airborne dust and dirt within the repository, plastic enclosures (notably polyester) should be avoided because of the static charge, which will attract particulate matter. Light is another environmental factor that must be evaluated. Paper enclosures, which are opaque, will provide protection from ultraviolet radiation, while clear plastic enclosures will not.

### Paper Enclosures

Paper enclosures have the following characteristics and attributes that should be considered when choosing a storage medium for photographs.

---

--Paper is opaque, which means that photographs will be protected from light, but also that they must be removed from their enclosures to be viewed. This can increase the amount of handling the photographs receive, as well as the possibility of abrasion as they are removed from their enclosures, and fingerprinting.

--Paper readily accepts written notations.

--Paper is a porous material, which means that the photographs will not be housed in an airtight environment and, equally important, that decomposition gasses and excess moisture can be dispersed rather than building up within the enclosure and hastening the deterioration of the photograph.

--Paper enclosures are usually less expensive than plastic materials.

Paper enclosures for the safe storage of photographic materials should contain no lignin, no groundwood, nor alum-rosin sizing. Research and discussion is currently underway in the field of photographic conservation regarding the advisability of using paper that has been buffered to have an alkaline reserve (pH of 8.5-10.2) versus neutral pH paper (pH of 7.0) with no buffering agents. Non-buffered paper stock that has a high alpha-cellulose content and none of the impurities mentioned above is currently recommended for the storage of albumen prints.<sup>2</sup> While it seems likely that this recommendation may be extended to other photographic materials, some confusion and conflicting information exists. For this reason, it is important that archivists read the photographic conservation literature to keep abreast of current thinking in this area. While no one is recommending that repositories discard the alkaline buffered enclosures they may already have, it seems wise when purchasing new supplies to acquire neutral pH paper or that with a low alkaline reserve.

A potential drawback with paper enclosures is that they are opaque and require that photographs be removed for viewing. Depending upon the construction of the enclosure, this can result in abrasion of the emulsion as a photograph is slipped in and out of a paper envelope or sleeve. Seamless paper enclosures that are constructed with three- or four-flaps to contain the photograph have no adhesives and also avoid problems of abrasion. Flapped enclosures are highly recommended for fragile photographs (such as unmounted thin paper prints, or those that are torn) as well as for photographs that exhibit broken or flaking emulsions that would be further damaged by abrasive action.

Paper envelopes with center adhesive seams should be avoided. Side and bottom seams are acceptable,

but photographs should be inserted into the envelopes with the emulsion side away from the seams. The adhesive employed in the construction of the envelope should be nonreactive with silver and nonacidic. Envelopes with thumb cuts are not recommended as they increase the likelihood of the emulsion being touched as a photograph is removed from its enclosure. Envelopes with top flaps are desirable because they prevent dust and dirt from entering the enclosure and possibly abrading the emulsion surface.

### Plastic Enclosures

Several inert plastics are recommended for the storage of photographic materials. The plastics that are acceptable are: *polyester* (Mylar<sup>®</sup>, DuPont; Melinex<sup>®</sup>, I.C.I. America; and Scotchpar<sup>®</sup>, 3M), *polyethylene*, *polypropylene*, and *cellulose triacetate*. Since these plastics are manufactured in a number of formulations (many of which are industrial grade and not acceptable for archival purposes), it is important when ordering plastic enclosures to specify that they contain neither plasticizers, surface coatings, nor UV absorbers or inhibitors. Inert plastic enclosures have the following advantages and disadvantages:

--Plastic enclosures are transparent and allow immediate visual access to the image. Dangers of abrasion, fingerprinting, and excessive handling are thereby greatly reduced.

--Plastic enclosures can be relative airtight, trapping both moisture and decomposition gasses within the unit. Deteriorating photographs, such as cellulose nitrate negatives, should therefore be stored in paper enclosures to avoid build-up of harmful gasses.

--Photographs stored in smooth plastic enclosures can exhibit ferrotyping under conditions of high humidity.

--The static electricity that polyester generates attracts dirt and dust, and also can exacerbate problems with broken or lifting emulsions.

--Plastic can be relatively difficult to write upon, and is usually more expensive than paper.

Some plastic enclosures have a matte surface to discourage ferrotyping, but as this can be too abrasive, it is recommended that photographs be inserted emulsion side away from the matte finish. Some plastics do not provide rigid support and may require the insertion of a piece of 2-ply museum board or bristol board (neutral pH) within the enclosure to inhibit the photograph from flexing and possibly cracking or breaking the

emulsion during handling. Given the unresolved questions regarding the use of buffered or neutral pH paper, inert plastic enclosures may be the best choice at this time for photographs that are physically and chemically stable.

#### Harmful Materials

A number of materials should be expressly avoided for the storage of photographic collections. These include any materials of unknown origin or composition. If, for example, the repository has a supply of plastic enclosures for which specific product information, source, or other documentation does not exist, they should be discarded. While it is relatively easy to undertake simple in-house testing of paper to determine the presence of acidity, groundwood, and alum, identification of plastic materials is much more problematic. It is far wiser to discard unknown or suspect supplies than to endanger valuable photographic records.

Enclosures made of polyvinylchloride (PVC) are not acceptable for archival storage. Unfortunately, such enclosures are widely available through photographic supply stores and via mail order houses. Polyvinylchloride is not stable and emits plasticizer and decomposition by-products that are harmful to photographic materials. Kraft paper enclosures (commonly used by photographers) are acidic and thus not acceptable for archival storage. Glassine envelopes, often used by photographers for negative storage, are generally acidic and are also hygroscopic, which means that the glassine attracts and emits moisture. Under humid conditions, the glassine can stick to emulsion surfaces. Although acid-free glassine is available from archival and conservation suppliers, it is certain that few--if any--photographers use the acid-free variety; retrospective collections most certainly contain acidic glassine. No matter the quality of the glassine, however, the hygroscopic nature of the material is its greatest drawback. All photographs received in harmful enclosures should be transferred to safe storage materials after all pertinent data (dates, photographer, job numbers, etc.) are recorded from the original sleeves and envelopes.

#### Storage Requirements of Specific Photographic Materials

In addition to considering the material composition of storage enclosures, attention also must be paid to the format and composition of the photographs themselves. Safe housing must be devised to support and respect the photographs as physical objects. To the degree possible, it is important to store like materials and formats together. For example, glass plate and plastic film negatives should not be interfiled, nor should 8" x 10" silver gelatin prints be stored with cartes de visite or cabinet

cards. It would be equally inappropriate to file cased photographs with paper prints. One goal of the storage environment is to provide overall, stable support to protect photographs from warping, cockling, curling, or having corners or mounts broken or cracked.

The interior dimensions of the enclosures should be sufficient to allow easy insertion and removal of the photographs, and to avoid pressure or tension during storage. Many mounted prints have a definite curvature or bow (such as some card stereographs), and the enclosure must allow enough ease to respect this shape rather than force it to conform to a flat plane. Condition of the photograph must also be evaluated. As mentioned, photographs with damaged emulsions should be stored in paper rather than plastic enclosures. Prints mounted on brittle supports or boards often require the addition of a piece of thin neutral pH board within the enclosure to provide rigid, non-flexible support. The following section describes the needs of a number of photographic processes and formats.<sup>3</sup>

*Cased Photographs* - Daguerreotypes, ambrotypes, and some tintypes are often housed in hinged decorative cases that have artifactual value and that therefore must be protected. The cases may be wrapped in neutral pH tissue paper, which is lightly held in place with unbleached cotton or linen tape. The wrapped cases may then be placed in small paper envelopes and/or microfilm boxes.

*Salt Prints* - A non-abrasive storage environment is mandatory since the photographic emulsion rests on the surface of the paper fibers. Flapped paper enclosures are recommended that can provide non-abrasive access.

*Albumen Prints* - Store in inert plastic enclosures or high alpha-cellulose content neutral pH paper. Unmounted albumen prints are generally on very thin paper that has a tendency to curl; they require the additional support of a thin neutral pH board within their enclosures.

*Glass Plate Negatives* - Strong paper envelopes are recommended. Glass plates should be stored upright on their long edge, never stacked. Cracked or broken plates should be sandwiched between two pieces of glass or museum board and stored flat.

*Film Negatives* - Plastic or paper enclosures are recommended. Since negatives--under ideal conditions--should not constitute browsing files for research purposes, paper sleeves or envelopes are often used because

they provide rigid support and protection from light. If negatives must be handled by researchers, however, clear plastic enclosures will provide the greatest protection, allowing direct viewing without the need for removal and the possibility of fingerprinting.

*Cellulose Nitrate Negatives* - Paper enclosures are recommended, as well as separate storage away from other photographic and textual records.

*Silver Gelatin Prints* - Rigid support is required given the laminate structure of the prints. Paper or plastic are satisfactory; thin boards may be used to provide extra support.

*Color Photographs* - Neutral pH paper or inert plastic enclosures are recommended. Alkaline buffered paper is thought to be harmful to color dyes.

*2" x 2" Slides* - Inert plastic sheets with an individual slot for each slide provide support and easy access. Depending upon the format of the slide holder, a dust cover should be incorporated into the storage unit; this will also discourage fingerprints.

#### Supplies

Storage enclosures for photographic materials should be purchased directly from archival and conservation suppliers. Generic names and precise product specifications should be included on all order forms, and no substitutions should be tolerated. Product data sheets should be requested from the manufacturer or supplier if questions arise regarding materials; independent testing may be warranted in some instances. The following is a partial list of suppliers who carry a variety of enclosure materials for the storage of photographic records.

Conservation Resources International, Inc.  
1111 North Royal Street  
Alexandria, VA 22314  
(703) 549-6610

Franklin Distributors Corporation  
P.O. Box 320  
Denville, NJ 07834

Gaylord Bros., Inc.  
Box 4901  
Syracuse, NY 13221  
(800) 448-6160

Hollinger Corporation  
P.O. Box 6185  
3810 South Four Mile Run Drive  
Arlington, VA 22206  
(703) 671-6600

Light Impressions Corp.  
439 Monroe Avenue  
P.O. Box 940  
Rochester, NY 14603  
(800) 828-6216

Photofile  
2000 Lewis Avenue  
P.O. Box 123  
Zion, IL 60099  
(312) 872-7557

Pohlig Bros., Inc.  
P.O. Box 8069  
Richmond, VA 23223  
(404) 644-7824

Printfile, Inc.  
Box 100  
Schenectady, NY 12304

TALAS  
Technical Library Service, Inc.  
213 West 35th Street  
New York, NY 10001-1996  
(212) 736-7744

University Products, Inc.  
P.O. Box 101  
South Canal Street  
Holyoke, MA 01041  
(413) 532-9431

#### Notes

1. For guidance in identifying photographic processes, see: Arthur T. Gill, *Photographic Processes: A Glossary and A Chart for Recognition*, Museums Association Sheet No. 21, London: Museums Association, 1978; and Gerald J. Munoff, "History of Photographic Processes," in *Administration of Photographic Collections*, Basic Manual Series, Chicago: Society of American Archivists, 1984.

2. James M. Reilly, "Albumen Prints: A Summary of New Research," *Picturescope* 30 (Spring 1982): 34-37.

3. For more detailed information on these issues, see: *Administration of Photographic Collections*, Basic Manual Series, Chicago: Society of American Archivists, 1984.

Mary Lynn Ritzenthaler

November 1984

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

## Task Forces

### *Automated Records & Techniques*

Carolyn Geda  
ICPSR  
Box 1248  
Ann Arbor, MI 48106  
(313) 764-2571

Harold Naugler  
Public Archives of Canada  
395 Wellington St.  
Ottawa, Ontario K1A 0N3  
(613) 593-4096

### *Copyright*

Linda M. Matthews  
Woodruff Library-Special Collections  
Emory University  
Atlanta, GA 30322  
(404) 329-6887

### *Institutional Evaluation*

Mary Jo Pugh  
Bentley Library  
University of Michigan  
1150 Beal Ave.  
Ann Arbor, MI 48109  
(313) 764-3482

### *Minorities*

Thomas Battle  
Moorland-Spangarn Research Center  
Howard University  
Washington, DC 20059  
(202) 636-7480

### *Museum Archives*

Alan Bain  
Smithsonian Institution Archives  
Washington, DC 20560  
(202) 357-1420

Carole Schwartz  
Cincinnati Art Museum  
Eden Park  
Cincinnati, OH 45202  
(513) 721-5204

### *Goals & Priorities*

F. Gerald Ham  
State Historical Society of Wisconsin  
815 State Street  
Madison, WI 53706  
(608) 262-3266

### *Archives & Society*

David B. Gracy II  
Texas State Archives  
Capitol Station Box 12927  
Austin, TX 78711  
(512) 475-2445

## Representatives

### *Advisory Committee on the Management, Preservation and Use of Local Government*

William S. Price, Jr.  
3008 Mayview Rd.  
Raleigh, NC 27607  
(919) 733-7305

### *Anglo-American Catalog Revisions*

John Lancaster  
Box 199  
Williamsburg, MA 01096  
(413) 542-2299

### *Association of Research Libraries*

C. Herbert Finch  
Cornell University  
106 Olin Library  
Ithaca, NY 14853  
(607) 256-5281

### *Council of National Library & Information Associations, Inc.*

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

Adele Lerner  
New York Hospital Cornell Medical Center  
1300 York Ave.  
New York, NY 10021  
(212) 472-5759

Gregory S. Hunter  
ITT Micrograph-Records Reg.  
320 Park Ave.  
New York, NY 10022  
(212) 752-6000

### *Joint AHA/OAH/SAA Committee of Historians and Archivists*

Ann Morgan Campbell  
Society of American Archivists  
600 S. Federal, Suite 504  
Chicago, IL 60605  
(312) 922-1040

Nicholas Burckel  
Joseph Regenstein Library  
University of Chicago  
1100 E. 57th St.  
Chicago, IL 60637  
(312) 962-8699

Edwin C. Bridges  
Alabama Dept. of Archives & History  
624 Washington Ave.  
Montgomery, AL 36130  
(205) 832-6510

*Joint ALA/SAA Committee on Archives and Library Relationships*

Ronald J. Chepesiuk  
822 McArthur St.  
Rock Hill, SC 29730  
(803) 323-2137

Adele A. Lerner  
New York Hospital Cornell Medical Center  
Medical Archives  
1300 York Ave.  
New York, NY 10021  
(212) 472-5759

Eleanor McKay  
419 Ferry Point Rd.  
Annapolis, MD 21403  
(202) 287-7954

Robert Sink  
37½ St. Mark's Place  
New York, NY 10003  
(212) 930-0868

J. Karyl Winn  
Library FM-25  
University of Washington  
Seattle, WA 98195  
(206) 543-1879

*Joint SAA/AAM/AASLH Committee on Minorities*

Elsie Thorpe Freeman  
National Archives--G-11  
Washington, DC 20408  
(202) 523-3298

Diana Lachatanere  
34 S. Oxford St.  
Brooklyn, NY 11217  
(212) 283-4915

*National Archives Advisory Committee on Preservation*

Mary Lynn Ritzenthaler  
Society of American Archivists  
600 S. Federal, Suite 504  
Chicago, IL 60605  
(312) 922-0140

*National Conservation Advisory Council*

Mary Lynn Ritzenthaler  
Society of American Archivists  
600 S. Federal, Suite 504  
Chicago, IL 60605  
(312) 922-0140

*National Historical Publications and Records Commission*

Edward Papenfuse (effective 2/85)  
206 Oakdale Rd.  
Baltimore, MD 21210  
(301) 269-3915

Helen W. Samuels  
Massachusetts Institute of Technology  
14N-118  
Cambridge, MA 02139  
(617) 253-5688

*Native American Archives Project*

Ann Morgan Campbell  
Society of American Archivists  
600 S. Federal, Suite 504  
Chicago, IL 60605

Society of American Archivists Staff

*The following people work in SAA's headquarters office, 600 S. Federal, Suite 504, Chicago, IL 60605, (312) 922-0140:*

Ann Morgan Campbell, Executive Director  
Bernice E. Brack, Membership Assistant  
Sylvia Burck, Program Assistant  
Suzanne Fulton, Publications Assistant  
Toni Pedroza, Administrative Aide  
Deborah Risteen, Managing Editor  
Mary Lynn Ritzenthaler, Program Officer  
Linda Ziemer, Program Assistant

*Also on the SAA staff are:*

*Projects Editor*  
Terry Abraham  
Box 3213  
Moscow, ID 83843  
(208) 885-7951

*American Archivist Editor*

Charles Schultz  
University Archives  
Texas A&M University  
College Station, TX 77840  
(409) 845-1815

## NEH Awards Grants to Archives Projects

In August, the National Endowment for the Humanities made five grants of interest to archivists:

Los Angeles Library Association: \$87,096 to support cataloguing and conservation of images from a collection of nitrate and glass plate negatives.

Columbia University, New York: a \$450,000 matching grant to support cataloguing and preservation of the Avery Library's architectural drawings and development of a database/videodisc interface.

New York Association for the Blind, New York: \$725 for support the employment of an archival consultant.

Research Libraries Group, Inc., Stanford, CA: a \$162,666 matching grant to support entry on the RLIN data base of records describing manuscript and archival collections at 12 research institutions.

University of Minnesota, St. Paul, MN: \$10,000 to support a conference to discuss the problems in developing criteria for selection and preservation of historical materials generated through modern information processing technology.

# PAIGE FILES

work everywhere



Selected by successful companies and institutions for over 20 years.

They say: "Economy is definitely a factor"

## Paige Files are unique.

The only storage/transfer file boxes protected by existing patents! AVAILABLE ACID FREE.

Only Paige Files are manufactured and shipped direct from 6 factories: Los Angeles, Chicago, Dallas, Kansas City, New York and Newark.

Paige Files are made of ICC-tested 200# corrugated fiberboard for last-forever strength.

Write or call for Case Histories, brochures and prices. Tel: (212) 679-6626



The Paige Company  
275 Madison Avenue, New York, NY 10016

## Archivists' Calendar

The Northeast Document Conservation Center will present a three-day workshop on conservation and management of photograph collections, December 3-5, at the Metropolitan Museum of Art in New York. For further information, contact NEDCC at 24 School St., Andover, MA 01810, (617) 470-1010.

Conservation Management for Libraries and Archives will be offered during the spring of 1985 at the Graduate School of Library and Information Science, Simmons College. Classes begin January 23. For further information, contact Director of Admissions, Graduate School of Library and Information Science, Simmons College, 300 The Fenway, Boston, MA 02115, (617) 738-2264.

The Walter P. Reuther Library of Labor and Urban Affairs, Wayne State University announces the Rockefeller Foundation Residency Program in the Humanities for the 1985-86 academic year. Two full-time residents will be selected. The fellowships are open to junior and senior academic scholars and also to other qualified writers and scholars. They are designed to encourage and facilitate the publication of scholarly humanistic studies based upon the archival sources at the Reuther Library. Deadline for applications is December 1, 1984. Contact Philip P. Mason, Director, Walter P. Reuther Library of Labor and Urban Affairs, Wayne State University, 5401 Cass Ave., Detroit, MI 48202 (313) 577-4003.

Records Control, Inc. is sponsoring a full day seminar on records management December 5, 1984, at the Midland Hotel in Chicago. For further information, contact them at 1215 National Ave., Addison, IL 60101, (312) 543-8040.

## 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.

ARCHIVAL CONSULTANTS--Offering a consultancy service to archives or organizations planning to start an archives. Specializing in religious archives, one-person archives, organizing archival and library materials, records management, photographs, basic conservation, and exhibitions. Both consultants have experience in starting archives. For information, contact:

Douglas Wright  
922 S. 73rd St., Apt. D  
West Allis, WI 53214  
(414) 476-3414

Duane Hand  
7864 N. 55th St.  
Milwaukee, WI 53223  
(414) 355-5324

## Wanted

The editors of *Correspondence in The Writings of Henry D. Thoreau* would appreciate hearing from owners of letters to or from Thoreau who have not already been approached by this editorial project or by Professor Walter Harding. They would also welcome information about the location of other Thoreau manuscripts, particularly those tipped into the first volume of the 800 sets of the Manuscript and Deluxe Walden Editions of 1906 (*The Writings of Henry David Thoreau*, ed. Bradford Torrey and Francis H. Allen [Boston: Houghton Mifflin Co., 1906]). Contact Elizabeth Witherell, Editor-in-Chief, *The Writings of Henry D. Thoreau*, Department of English, University of California, Santa Barbara, CA 93106.

Information on the whereabouts of records pertaining to the Oglala Sioux tribe and the Pine Ridge Indian Reservation of South Dakota is sought by Mark J. Thiel, archivist, Oglala Lakota College, PO Box 490, Kyle, SD 57752, (605) 455-2321.

The American Historical Association received a grant for the NHPRC to publish a selective edition of papers of J. Franklin Jameson (1859-1937). The project editors, Jacqueline Goggin and Morey Rothberg, would appreciate information concerning Jameson or materials relating to his life, especially correspondence, writings, speeches, reminiscences, photographs, and other memorabilia. Contact them at the John Franklin Jameson Papers Project, Manuscript Division, Library of Congress, Washington, DC 20540.

## Transitions...

J.D. PORTER, former state archivist of Oregon, died in September at the age of 66. . . ANITA PREWETT, formerly archivist at the University of North Alabama, has been named special collections librarian at the Albin O. Kuhn Library, University of Maryland Baltimore County . . . There have been several staff changes at the National Archives recently. JAMES MOORE will head a new office created to handle questions of appraisal documentation standards and records administration. FRANK B. EVANS will be his deputy. LINDA BROWN has been named assistant archivist in charge of the Office of Public Programs and Exhibits. FRANK G. BURKE has been named acting assistant archivist for the National Archives. TRUDY HUSKAMP PETERSON is acting deputy assistant archivist for the National Archives. RICHARD JACOBS is acting director of the NHPRC. . . RICHARD CAMERON is on a one-year leave from his position as field director at the Minnesota Historical Society to serve as a program officer in the Research Resources Program at the National Endowment for the Humanities. In his absence, HAMPTON SMITH is serving at the Society's acting field director. . . TIMOTHY ERICSON is taking a 20-month leave of absence from the University of Wisconsin-River Falls to work on a project at the State Historical of Wisconsin to formulate a collection development policy for the Society and the Area Research Network. SUSAN STEINWALL will serve as acting archivist at River Falls during his absence. . . VICTORIA IRONS WALCH has resigned from her position at the National Archives and is working as an independent consultant in archives.

## Opportunities

RECORDS ANALYST, American College of Physicians. Provides technical, clerical and custodial support for integrated archives-library-records management division. Inventories records for storage, maintains off-site records center organization, records transfers and inventory control data bases. Accessions records received in the archives and assists with microfilming preparations. Assists with library organization and records and bibliographic research. Qualifications: Minimum training 2 years post-high school, Bachelor's degree preferred. Word processing training/experience essential. Fields of training, experience: records-oriented, archives, or library preferred. Must be able to lift 50 lb. cartons. Salary: \$13-\$14,000+ depending on training/experience. Send resume with two references to Joanne DiSanto, Personnel Manager, American College of Physicians, 4200 Pine St., Philadelphia, PA 19104. No closing date provided.

LIBRARIAN/ARCHIVIST, Southern Oregon Historical Society. Administration of a large county historical society library covering local history, historic preservation, museum management and all official county records. Duties include the supervision of and participation in cataloging, acquisitions, and work of staff and volunteers. Training and experience desired in manuscript and archival materials, photographs, oral history recordings, maps, ephemera, etc. Qualifications: M.L.S. and training in archival theory required. Salary range: \$16,000-\$22,000 plus benefits. Send application letter, resume, and three references to: Search Committee, Southern Oregon Historical Society, P.O. Box 480, Jacksonville, OR 97530. Application deadline: November 30, 1984.

ASSISTANT PROFESSOR, Applied History, University of South Carolina. Tenure-track, assistant professorship, commencing 8/16/85. Primary field archival management. Position will require teaching graduate courses in archival management within a well established applied history program, and survey and upper level undergraduate courses. Qualifications: Ph.D. in history required. Archival and teaching experience necessary. Applications with resume to: George C. Rogers, Jr., Chairman, History, University of South Carolina, Columbia, SC 29208. Application deadline: December 10, 1984.

DIRECTOR, Vermont Historical Society. To oversee its museums and reference library and be responsible for its quarterly, Vermont History, its bimonthly, Vermont History News, and other publications. Additional areas of responsibility include program and membership development, budgeting and operational management, fund raising, legislative liaison, and cooperation with local historical societies. Position open July 1, 1985. For further information, write Search Committee, Vermont Historical Society, 109 State St., Montpelier, VT 05602. Application deadline: February 1, 1985.

EDITORIAL ASSOCIATE OR ASSISTANT EDITOR, Thomas A. Edison Papers, Rutgers University. Responsibilities include organizing, selecting, and indexing documents in the archive at the Edison National Historic Site, and preparing these documents for microfilming. Qualifications: M.A. in history and training or experience in archives management is highly desirable. A background in business and economic history, the history of technology, and nineteenth century American social history is desirable. Forward cover letter, resume, and names of three references to: Thomas A. Edison Papers, Rutgers, The State University of New Jersey, New Brunswick, NJ 08903. Application deadline: November 23, 1984.

DIRECTOR, Troup County Archives. To serve as administrator for local government archives and records management program, and local history manuscript and reference collection. Responsible for fiscal planning, collection development, and community service. Qualifications: Master's degree in American history, five years of supervisory and administrative experience in an archives or records management program, knowledge of records management theory and practice, and demonstrated ability in the areas of financial and grants administration and oral and written communication. Salary: \$22,000 minimum plus benefits, negotiable depending on experience. Submit resume and names of three references to: Chairman, Search Committee, Troup County Historical Society, P.O. Box 1051, LaGrange, GA 30241. Application deadline: December 15, 1984.

PHOTO ARCHIVIST, Kansas State Historical Society. To catalog backlog of uncataloged images, assist researchers, participate and supervise photograph preservation and conservation procedures, acquire and accession new photographs, and supervise the department's film, video and audiotape collections. Minimum qualifications: B.A. from an accredited college or university supplemented by a master's degree in American history, archival administration, historical administration, library science, or a related field. Experience may be substituted for the required master's degree. Specific qualifications: experience cataloging photographs, familiarity with the Library of Congress classification system, and experience in automation and computerization. Salary: \$19,188. Additional information and application forms may be obtained from Nancy Sherbert, Manuscript Department, Research Center, Kansas State Historical Society, 120 W. 10th, Topeka, KS 66612; (913) 296-3165. Application deadline: November 16, 1984.

ASSOCIATE ARCHIVIST, University of Missouri. To manage the archives of the Kansas City, Missouri campus. Duties include recommending acquisitions, processing and maintaining materials, providing research assistance to the university community and general public, managing budget and personnel matters, and coordinating with the university archivist at central administration. Qualifications: Master's degree in history, library science, or an equivalent combination of education and experience is necessary. Ph.D. in history is desirable. Four to five years of research level experience in archival work is necessary. Minimum salary: low 20's, salary negotiable based on experience. Submit letter of application and resume to: Personnel Services, University of Missouri, 1205 University Ave., Suite 600, Columbia, MO 65211. Application deadline: November 16, 1984.

## Professional Opportunities

*Two positions, Illinois State Historical Library:*

**HISTORICAL DOCUMENTS CONSERVATOR.** With training in all phases of paper and book conservation to develop a comprehensive conservation/preservation program. Duties will include responsibility for commercial and in-house binding; encapsulation and deacidification of paper materials; supervision of preservation microfilming; preparation and maintenance of a disaster preparedness plan; and other duties generally related to conservation/preservation. Qualifications: Prefer M.L.S. (or equivalent), advanced organic chemistry, and two years' experience in a conservation/preservation program. Salary: \$17,340.

**CONSERVATION TECHNICIAN.** With experience in paper and book conservation to assist Historical Documents Conservator. Duties will include repair, deacidification, and encapsulation of documents; construction of solander and phase boxes; repair and reconstruction of books, etc. Qualifications: Prefer B.A. with significant work in chemistry, organic chemistry, and art history, one year experience or internship in book and paper conservation, and knowledge of library materials. Salary: \$15,408.

Apply in writing to Roger D. Bridges, Head, Library Services, Illinois State Historical Library, Old State Capitol, Springfield, IL 62706. No closing date provided.

**ARCHIVIST/RESEARCHER,** Discovery Hall Museum. Duties include processing and preparation of finding aids for the business records and photographic collections of the museum. Assisting researchers and general public with reference and research questions. Performing other curatorial and museum related functions as assigned. Performing clerical duties related to archival collections. Qualifications: B.A. in history, economics, American studies, or related field is required; a master's degree in archival training, museum or library science preferred. Candidate must demonstrate ability to process materials accurately and prepare finding aids for the collection. Experience in archives or manuscript collections preferred. The position involves some moving of heavy boxes and materials as well as typing and other clerical skills for the performance of duties. Salary: \$12,500 plus benefits for a one year appointment. Candidate should be able to begin work on or before 2/1/85. Send resume and references to: Gust A. Saros, Jr., Director, Discovery Hall Museum, 120 South St. Joseph St., South Bend, IN 46601. Application deadline: December 1, 1984.

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

**ASSISTANT ARCHIVIST,** Roman Catholic Archdiocese of Boston. Principal responsibilities include processing archival collections, reference duties, and supervision of part-time staff and interns. Will also assume responsibility for broadening educational programs with local schools. Qualifications: Master's degree in history or library science with concentration in archives; 1-3 years' archival experience. Background in American religious history helpful. Send resume and salary history to: James M. O'Toole, Archivist, Archdiocese of Boston, 2121 Commonwealth Ave., Brighton, MA 02135. Application deadline: December 7, 1984.

**ARCHIVIST,** New York State Archives. Permanent position; available immediately. To assist in public and educational programs, including newsletter, publications, exhibits, and audiovisual productions. Strong writing skills essential. Public programs experience preferred. Qualifications: M.A. in history, public administration, library science, or a closely-related field and one year of archival experience. Provisional appointment will be made; permanent status contingent upon candidate meeting state civil service classification requirements. Send resume and samples of written materials to: Larry J. Hackman, New York State Archives, Cultural Education Center, Albany, NY 12230; (518) 474-1195. Application deadline: December 15, 1984.

**MANUSCRIPT SPECIALIST,** Western Historical Manuscript Collection, University of Missouri. Entry-level position, primary duty is processing collections, arrangement, and preparation of finding aids. May prepare collections for microfilming and assist with microfilm program. May assist with reference service. Qualifications: B.A. in history or another social science; archival training and/or experience preferred. Previous work with collections of business or organizational records desirable. Salary: \$13,752 plus University of Missouri benefits. Send letter of application, resume, and names, addresses, and telephone numbers of three references to Nancy Lankford, Associate Director, Western Historical Manuscript Collection-Columbia, 23 Ellis Library, University of Missouri, Columbia, MO 65201. Application deadline: December 31, 1984.

**ARCHIVIST,** Leo Baeck Institute. To administer major historical collection in German-Jewish history and culture. Responsibilities include assessing and setting priorities regarding cataloging, conservation, reference services, and acquisitions. Supervises small staff of professionals, clerical and volunteer help. Qualifications: Ph.D. required. Knowledge of German and German orthography essential. Hebrew helpful. Salary negotiable. Send vita to: Leo Baeck Institute, 129 E. 73rd St., New York, NY 10021. No closing date provided.

**LIBRARIAN/ARCHIVIST,** Monmouth County Historical Association. To manage and promote an important local New Jersey history research collection and library under the supervision of the Director. Responsibilities include day-to-day management of the library, development and preservation of collections, development and promotion of library programs, supervision of volunteers and interns, grants preparation and publication development. Qualifications include an M.L.S. or equivalent experience, knowledge of management and archival management, strong writing skills, familiarity with history and genealogy research and ability to work effectively with Board of Trustees, volunteers and a diverse public. Salary range is \$14,000 to \$18,000, depending upon qualifications. Send cover letter, resume, and three letters of recommendation to Director, Monmouth County Historical Association, 70 Court St., Freehold, NJ 07728. No closing date provided.

**HEAD,** Special Collections Department, Montana State University. Responsible for the organization and management of special collections and the university archives; provides access to and reference service; prepares grant proposals for special project funding; trains and supervises student and clerical staff, and is expected to participate in library and university committees. Qualifications: M.L.S. from an ALA-accredited institution required. Master's or Ph.D. in history, history of science, Native American studies, or other related area of study desired and eventually required for promotion. Three years of training and experience in special collections work in an academic library (including processing, cataloging, and indexing special collections materials) is required. Training and experience in archival organization and management and records management is desired. Experience in computer applications in libraries desirable. Must demonstrate ability to communicate effectively, both orally and in writing. Position available 2/1/85 or as soon as possible thereafter. Tenure-track, assistant professor level, \$22,000 minimum. Candidate must meet university's requirements for promotion and tenure. Send letter of application, resume, and three letters of recommendation, which specifically address the qualifications for this position, to: Special Collections Search Committee, Dean's Office, Roland R. Renne Library, Montana State University, Bozeman, MT 59717-0022. Applications must be postmarked or received no later than November 30, 1984.

# Newsletter

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

NON-PROFIT ORG.  
U.S. POSTAGE  
PAID  
CHICAGO, IL.  
PERMIT NO. 885

## INSIDE. . .

Nominating Committee Selects Candidates . . . . .	3
Ethylene Oxide Standard Set . . . . .	4
1984-85 Leadership List . . . . .	5-8
Professional Opportunities . . . . .	10-11

AND MORE!!

TIME VALUE MAIL

## Theft at Massachusetts State Archives

On the morning of Wednesday, August 8, the Massachusetts State Archives suffered a significant loss. The first leaf of the Massachusetts Bay Company Charter of 1629 was stolen from a locked display case in the archives museum. An accompanying brown wax seal of King Charles I also was stolen. The three remaining leaves of the Charter, which were on display in adjoining cases, were not disturbed during the theft.

Archives staff immediately notified the Capital Police, who hold jurisdiction over the State House. They, in turn, brought in the State Police for fingerprint analysis of the display case and for other technical services. The Capital Police, following the suggestions of archives staff, also contacted the FBI. While an FBI agent in Texas who had specialized in manuscript theft was found no longer to be with the Bureau, the police were able to make contact with the Boston office of the FBI. Although the FBI indicated that they were not able to formally enter the case on the basis of information available after the theft, they did discuss the progress of the investigation with the Capital Police.

Investigation indicated that the thief (or thieves) had entered the museum, which was open to the public, between 10:00 and 10:30 a.m. and had forced open the display case in which the Charter was held. The case had been custom-designed for the charter and had been used for its display since the opening of the archives museum in 1961. The museum is slated to be moved in the summer of 1985 to the new archives building presently under construction in the Columbia Point section of Boston.

In the hours immediately after the theft, archives staff alerted local and area manuscript dealers to the loss and also had a description of the item entered in the BAMBAM computer network for stolen manuscripts and rare books. The remaining

leaves of the charter were removed from the museum and placed in the secure archives vault. Other items deemed of particular importance, such as the Bradford diary, were also removed from the museum, and the museum closed. Since that time, a further decision has been made to remove all original items from the museum. Upon the reopening of the museum, photostats of original documents will be used exclusively until the move of the museum from the State House to Columbia Point.

Police investigations in the several weeks since the theft, have focused on two individuals, for whom composite drawings have been prepared. One man, age about 60, reportedly had become belligerent the previous day upon being directed to the archives by the State House tour office after requesting a copy of the Charter. A second man, age about 40, had been observed in the museum at the approximate time of the theft. A high school summer intern working for the archives had noticed this man carrying a large artist's portfolio. Unfortunately, the intern was called out of the museum by another staff member and did not have the opportunity to observe the subsequent actions of this person. The Capital Police are aided in their investigation by the presence of fresh fingerprints on a glass sheet, inside the Charter case, which was used to cover the leaf. Beyond the initial involvement of the State Police and the FBI, the Capital Police are being aided by the criminal investigation division of the Attorney General's office.

In a related area, the theft has brought about renewed interest in an archival theft bill which has been filed for the last two sessions by the archives division and which has failed to pass thus far. Successful passage of this bill would allow public records keepers, at the state and local level, to detain individuals thought to have stolen public records without incurring civil or criminal liability for slander, assault, or a number of other potential charges.