

The Society of American Archivists

SAA Newsletter

January 1985

ISSN 0091-5971

International Archives Week

Under the aegis of the International Council on Archives, the Society of American Archivists has established April 15-19, 1985, as International Archives Week in the United States.

This week has been set aside as a particular opportunity for archivists to celebrate the importance and contribution of archival institutions to their own communities within the larger context of archives throughout the world. The goal of International Archives Week is to give publicity to the aims and activities of archival institutions and of professional archival associations and to further better understanding between archivists of different nations.

The International Council on Archives has established an optional theme for International Archives Week, 1985: "The Challenge of Archives: Growing Responsibilities and Limited Resources." The Janus symbol, designed by ICA, is the common symbol of the weeks throughout the world.

All activities throughout the year that contribute to a better understanding of the work and importance of archives and to improved understanding among archivists worldwide are within the spirit of International Archives Week. The week itself has been designated to encourage attention to these goals and to offer a focus for their implementation. Reports concerning the celebration of International Archives Week from every nation in the International Council on Archives will be received by the ICA's Section of Professional Archival Associations so that archivists may benefit from one another's ideas and experiences.

Following is a selected list of successful activities from previous International Archives Week programs throughout the world:

---Exhibits in archival institutions on the International Archives Week theme, on the history of one or more archival institutions, on the activities and services of archival institutions, or on some aspect of a community's documentary heritage.

---Exhibits in shopping centers, libraries, government buildings, or other public spaces concerning archives or a community's documentary heritage.

---Traveling exhibits for display in schools, community libraries, and other sites.

---Public lectures concerning archives and documents of special local interest presented to civic or service clubs, library audiences and other community groups of all kinds.

---General interest programs presented to records-creators in agencies and offices concerning the importance of archives and the life-cycle of records.

---Archives radio "phone-ins" in which listeners are invited to telephone the radio station for advice on possible historical value of documents.

---Classroom presentations concerning the importance of documents or the use of archives.

---Publication of facsimile documents or instructional materials.

---Film festivals of archival holdings in archives buildings and other sites.

---Development of documentary films concerning archives for television or classroom use.

---Displays of archival publications in public places, schools, and universities.

---Development of videotape or slide/tape productions on the opportunities for use of archives for repeated use in schools, universities, and libraries.

---Open houses for archival institutions: guided tours, film showings, skilled conservation or restoration demonstrations, "Ask the Archivist" advice concerning the value or care of family documents.

---Publication of posters honoring archival institutions, documentary heritage, or in commemoration of International Archives Week.

---Printing of T-shirts concerning archives.

---Publication of special issues of archival journals or institutional newsletters.

---symposia relating to archives holdings or problems in archives administration.

---Participation in radio interviews or talk show programs concerning archives and documents of local interest.

---Development of media information packets to encourage general interest stories concerning (to p. 2)

International Visitors to U.S.

The International Archival Round Table will meet in Austin, Texas, October 24-28, immediately before SAA's 1985 annual meeting. The Round Table brings together small national delegations from member nations of the International Council on Archives between regular ICA Congresses to discuss problems in archives administration. The theme of the 1985 Round Table will be access and privacy.

The presence in the United States of archivists from around the world offers American archivists a unique opportunity. Many of the archivists expected to attend the Round Table speak fluent English and might welcome invitations to visit American archival repositories or organizations to present papers and consult with their American colleagues. In order to promote such invitations, the Society of American Archivists Committee on International Archival Affairs has developed a limited list of English-speaking archivists who are likely to attend the Round Table and who might be able to share ideas and information of particular interest to their American colleagues. Please contact Maygene Daniels, chair of the International Archival Affairs Committee (Gallery Archives [GA], National Gallery of Art, Washington, DC 20565, 202-842-6175) for a copy of this list or further information.

International Archives Week, cont.

archival institutions.

---Publication of public information brochures concerning archival institutions.

---Publication of histories of archival institutions.

---Printing of bumper stickers.

---Organization and presentation of courses concerning practical aspects of archives administration.

---Informal exchange of information with visiting archivists and researchers from other nations concerning archives and archives services and problems worldwide.

The information above was compiled by Maygene Daniels, chair of SAA's International Archival Affairs Committee. Persons with questions about International Archives Week or with suggestions of ways of celebrating it may contact Daniels at Gallery Archives (GA), National Gallery of Art, Washington, DC 20565, (202) 842-6175.

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. Copy deadline for the March 1985 issue is February 15.

Julia Young Named AA Editor

SAA Council, on the recommendation of the Publications Management Board, has appointed Julia Marks Young to a three-year term as editor of the *American Archivist* beginning with the Winter 1986 issue. Young will succeed Charles Schultz, whose term expires with the Fall 1985 issue.

Young is adjunct instructor in the School of Library Service, University of Southern Mississippi, where she teaches "An Introduction to Archival Organization." She previously worked as assistant archivist for reference and university records at the Bentley Historical Library, University of Michigan, and as a project assistant on the Bentley's University Records Project and Immigration Sources Project. For the past two summers, she participated in the Mellon-sponsored Seminar on Modern Documentation at the Bentley Library, where her research focused on the appraisal of university administrative records.

Young says of the *American Archivist*: "Above all, I believe that the journal should serve as an arena for intellectual inquiry and discussion. . . . The need for more theoretical analyses of archival principles and practices remains essential. . . . At the same time, the journal must serve as a forum in which the archivist-as-practitioner can discuss new techniques and procedures."

SAA Council to Meet

SAA's Council will meet January 25-27 at the National 4-H Center, Chevy Chase, Maryland. Major items on Council's agenda will include discussion of a preliminary report from SAA's working group on individual certification of archivists; consideration of procedures and a timetable for the recruitment of a new executive director; and discussion of the recommendations of the Goals and Priorities Task Force. The final agenda will be available from the Chicago office by January 15 for members requesting it.

SAA Staff

| | |
|------------------------|---------------------------------------|
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| Mary Lynn Ritzenthaler | Program Officer |
| Charles Schultz | Editor, <i>The American Archivist</i> |
| Linda Ziemer | Program Assistant |

New Archivist Sought

After working for years to secure independence for the National Archives, the attention of the Society of American Archivists and other professional associations has turned to the appointment of the next Archivist of the United States. Robert M. Warner, present Archivist, has announced his intention to leave the post in April, 1985, the month in which the National Archives become independent from the General Services Administration.

The independence legislation states: "The Archivist of the United States shall be appointed by the President by and with the advice and consent of the Senate. The Archivist shall be appointed without regard to political affiliations and solely on the basis of the professional qualifications required to perform the duties and responsibilities of the Archivist."

Working with the National Coordinating Committee for the Promotion of History, SAA is involved in the preparation of a statement of qualifications for a new archivist.

The President's nominee will be considered by the Senate Governmental Affairs Committee, a group which spearheaded independence legislation.

The National Archives' two top positions will be vacated in April. Deputy Archivist George Scaboo will retire on the first of the month, with Warner staying until mid-month, when he will return to the University of Michigan to direct its library school.

Although rumors abound in Washington, and many names of possible candidates for the position of Archivist are circulating, there is no evidence that the White House has decided on a specific candidate to submit for confirmation. Three-fourths of the members of this committee in 1984 were cosponsors of the independence legislation and all but two endorsed the committee report that emphasized the need to establish an independent National Archives "on a professional basis unaffected by political considerations or other extraneous factors."

You Can Help

Sometimes it's easy to forget how much the *SAA Newsletter* depends on its readers. Our "People and Papers" section and the new "Archives Go Public" section must come almost entirely from you. Clippings from local papers, examples of archival publications, and so forth mailed to us inspire much of the content of this publication. Readers also help us in countless other ways--calling with ideas for stories is one of the most important.

This is to thank those of you who've given us assistance--and to urge even more of you to join in.

Archives Administration Fellowships

The National Historical Publications and Records Commission will offer three fellowships in archival administration for the 1985-86 academic year. The fellowships are intended to provide nine to ten months of advanced training in archival administration for persons who possess both archival work experience and graduate training in a program containing an archival education component. The fellowships carry a \$15,000 stipend and up to \$3,000 for fringe benefits. The fellowship year will begin in August or September 1985 and last nine to ten months.

Host Institution Proposals

Archival institutions and organizational archives are encouraged to submit applications to act as hosts for fellows. A committee of the Commission will evaluate the prospective hosts' proposals, which should be designed to expose fellows to a broad range of archival administrative experiences.

The committee will select three participating institutions by March 1, 1985, and each host will be asked to nominate one fellow and one or more alternates from a pool of eligible candidates. The fellowships will be confirmed at the June Commission meeting.

Institutions and organizations wishing to participate as hosts should request guidelines and application forms from the National Historical Publications and Records Commission, National Archives Building, Washington, DC 20408. Host applications must be returned to the Commission no later than February 1, 1985. For further information, contact NHPRC at (202) 523-5384.

Individual Fellowship Applications

Candidates for the fellowships should have at least three years archival work experience and have completed the equivalent of two semesters of full-time graduate work in a program containing an archival education component.

Persons interested in applying for a Fellowship in Archival Administration should request application forms from the NHPRC at the above address. The deadline for submission of completed Individual Fellowship Applications is March 30, 1985.

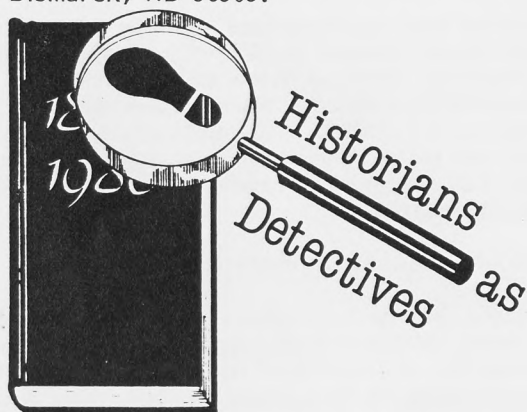
To begin the fellowship program by fall 1985, the Commission has adopted a compressed application schedule. Individual applicants may receive the application forms before the final institutional selections have been made by the Commission. In that case, applicants will be informed in early March of the participating institutions and asked to rank them according to preference.

Funds to support the Fellowships in Archival Administration are provided by the NHPRC and the Andrew W. Mellon Foundation.

ARCHIVES GO PUBLIC

A new section is being introduced in this issue of the *SAA Newsletter*. "Archives Go Public" will highlight ways in which archivists and archival institutions are reaching for a broader public. *Newsletter* readers are encouraged to submit examples from their own experiences. All the entries below from college and university archives were compiled by Timothy Eriscon, State Historical Society of Wisconsin.

- The State Historical Society of North Dakota has developed a program entitled "Historians as Detectives" which utilizes the resources of the State Archives and Historical Research Library. The program is designed to be a series of study packets which address historical issues in North Dakota. The first packet addresses the removal of the Dakota territorial capital from Yankton to Bismarck in 1883. "Corruption or Common Sense" encourages junior high and high school students to use primary sources, analyze evidence and use their interpretive skills as historians to determine why the capital was re-located. Each study packet contains a teacher guide, five sets of duplicate documents, and student worksheets. The cost is \$9.00 plus tax and postage. For more information, contact Gerald Newborg, State Archivist, North Dakota Heritage Center, Bismarck, ND 58505.



- The staff of the Loyola University Archives in Chicago distributes a brochure and bookmark to every university employee to promote awareness of the University's archival program and to solicit cooperation in preserving permanently valuable records of the University. New students also received the brochure and bookmark in their orientation packets. The bookmark contains the slogan, "Make your mark in history" and the archives' address.

- Most colleges have special events such as home-coming, alumni day, and class reunions which bring former students back to the campus. At the University of Wisconsin-River Falls, the archives staff uses the student newspaper collection to create "Alumni Scrapbooks" by copying articles and pasting them onto newsprint paper pads. This is a quick and inexpensive way to entertain people who are in the mood to reminisce and to acquaint alumni with the archives.

- The University of Wisconsin-Madison Archives has made working with alumni groups an ongoing, priority activity. The focus of much of their effort is upon reunions that take place regularly on campus. The Archives assists with publicity and with supplying documents, photographs, and yearbooks for alumni receptions. The archives also has presented programs focusing on the years when alumni were on campus as students. This has resulted in a high profile for the archives. Alumni support for the photograph preservation program has been strong; contributions more than doubled in less than a year. Work with alumni groups also has brought in valuable additions to the archival collection.

- In order to increase the visibility of the University Archives records management program at Rutgers University, the archives staff began publishing a newsletter. Convinced that any piece of paper with the words "records management" on it would merit only a yawn and a toss into the wastebasket, the Rutgers archivists entitled their newsletter *Search and Seize*. The writers make an effort to make the publication lively, readable, and entertaining.

- Wayne State University has produced two *Records Management Handbooks* to assist campus offices in the disposal of non-current records. The first deals with "Managing Inactive Records" and the second with "A University Filing System." The handbooks explain the advantages of efficient records disposition, the role of the archives, and suggest a method for organizing files to achieve greater efficiency in retrieving information.

- A second volume of writings by former Prime Minister Zhou Enlai was published in China on December 15. The book contains 56 speeches, articles, and telegrams written after 1949, including 35 that were unpublished before Zhou died in 1976. A Peking radio commentary on the day of publication said, "Zhou was a good Premier who enjoyed the heartfelt love and esteem of the Chinese people."

- Delta Airlines' *Sky Magazine* carried a feature article on presidential libraries in its November 1984 issue. According to author Walter Roessing, "There are other U.S. museums that feature more extensive collections of artwork, photography, and historical artifacts. But America's presidential libraries and museums reflect the intensely personal character of each of these seven chief executives. More importantly, each reflects the man more than his administration. . . . [T]he buildings themselves are national historical treasures. Inside, they are vividly alive with remarkable exhibits, personal correspondence, artifacts, photographs, artwork, murals, and an intriguing collection of videotape and film presentations."

GAP Update

Archivists responded in record numbers to the draft report of the Society's Task Force on Goals and Priorities. At its December 17-18 meeting in Chicago, the Task Force considered nearly 30 written replies, representing both individuals and archival organizations. Based on these responses, and on discussions at the SAA annual meeting and regional meetings, the Task Force planned its formal submission to SAA Council's January 25-27 meeting.

The Task Force sharply revised its proposed "on-going mechanism," calling for a Committee on Goals and Priorities to consist of members of the profession appointed by SAA. The Committee is proposed as a means for the archival community to actively shape its future through systematic assessment of current conditions, projections of future developments, and identification of priorities for future action.

"User friendliness" was the key concept guiding the Task Force in planning revisions of the initial draft report. A rewritten introduction to the report will explain its various potential uses and an index will help to locate references to explain its various potential uses, as well as subjects and concepts

scattered throughout the report. In addition to substantive changes in the text, the report will be designed and printed to make it inviting and readable. The final report should be available late this summer. The work of the Task Force will be discussed at the Austin annual meeting.

The Task Force also turned its attention to the process of preparing a list of priorities for the profession based on the statements of goals, objectives, strategies, and activities. It distinguished between those actions and strategies which could be substantially accomplished in the short run (three years) and those requiring longer term commitments. It also recognized that some areas have a high priority for the profession because progress in them is necessary for accomplishments to be made in a wide range of other undertakings. To assist the Task Force in this priority-setting exercise, members are once again urged to contribute their views and opinions, using the form below. Task Force members are F. Gerald Ham, chair, Larry Hackman, vice chair, Paul Chestnut, John Fleckner, Anne Kenney, and Helen Samuels.

The Task Force on Goals and Priorities is grateful for the many helpful comments received on the content and organization of its initial discussion draft and on the proposal for a continuing planning process. Now the Task Force seeks the advice of the profession as it compiles an initial statement of priorities. Members should consult their copies of the draft GAP report in completing the form below. Limited numbers of the report are available from SAA headquarters for those who do not have one. The form should be returned to SAA headquarters, 600 S. Federal, Suite 504, Chicago, IL 60605, no later than March 1, 1985.

Short Run Priorities (within three years) List five in priority order

| <u>Page # in report</u> | <u>Strategy and/or Activity</u> | <u>Suggestions for Implementation</u> |
|-------------------------|---------------------------------|---------------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Long Run Priorities (beyond three years). List five in priority order

| <u>Page # in report</u> | <u>Strategy and/or Activity</u> | <u>Suggestions for Implementation</u> |
|-------------------------|---------------------------------|---------------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Name (optional)

SAA Awards Competition Announced

The Society of American Archivists announces competition for Society awards to be presented at the 1985 annual meeting in Austin, Texas, October 28-November 1. The awards will recognize accomplishments for calendar year 1984. Winners of each award will be selected by subcommittees of the Awards Committee, chaired by Charles Palm, Hoover Institution. Individual and institutional members of SAA are welcome to nominate themselves or others for awards. The Society's awards policy is described in the *American Archivist* 39: 415-420. All nominations for SAA awards should be sent to Charles Palm, Hoover Institution, Stanford University, Stanford, CA 94305, by August 15, 1985.

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

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

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

The Oliver Wendell Holmes Award, established to facilitate the supplementary travel of foreign archivists already in the United States or Canada for training, was first presented in 1979. Information on eligibility and application rules is available from Maygene Daniels, chair of the International Archival Affairs Committee, Gallery Archives (GA), National Gallery of Art, Washington, DC 20565.

The Waldo Gifford Leland Prize, first awarded in 1959, is a cash award funded by income from the Waldo Gifford Leland Prize Fund. The prize is awarded to the author of an outstanding contribution in the field of archival history, theory, or practice. Periodicals are not eligible.

The C.F.W. Coker Prize for finding aids was established by SAA Council in 1983. The prize recognizes works or activities or exceptional merit that advance the practice of archival description. More details on this prize are published in the March 1984 SAA *Newsletter*. Nominations should be submitted to the chair of the Awards Committee.

Colonial Dames Scholarship Available

A scholarship to the National Archives' Modern Archives Institute, to be held June 3-14, is available from SAA. The award is funded by the Colonial Dames of America, Chapter III. To be eligible, an applicant must be an employee of an archival institution or agency, employed less than two years as an archivist or archives trainee, actually working with archives or manuscripts regardless of title, and be employed in an institution or agency with a fair percentage of its holdings in the period predating 1825.

Resumes, accompanied by two letters or recommendation from persons who have a definite knowledge of the applicant's qualifications, should be submitted to Jacqueline Goggin, Library of Congress, J. Franklin Jameson Papers, Washington, DC 20540, by April 1, 1985.

Child Care in Austin

Will you be needing child care at SAA's annual meeting in Austin? It is important to those planning the meeting to know now how many people may require child care services. To help the Committee on the Status of Women and the 1985 Local Arrangements Committee, please fill out this survey and return it to SAA headquarters.

— I may be interested in making use of child care services in Austin and would like more information.

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

I would be: (x)interested in (xx) prefer

— in-hotel babysitter in a hotel sleeping room.

— lists of child care agencies/sitters in Austin

— names of other parents for cooperative child care.

1985 Annual Meeting

Just a reminder that the dates for the 1985 annual meeting in Austin, Texas, are October 28-November 1. The 1985 Program Committee is meeting January 12-14 to finalize program sessions. The March *Newsletter* will describe program highlights as well as descriptions of the many archival repositories in the Austin area.

Directory of Regional Archival Organizations

This guide to the regional archival organizations in the U.S. and Canada was compiled by David Murrah, former chair of SAA's Regional Archival Activities Committee, and Sylvia Burck, SAA program assistant. For more information on current activities of the Committee, contact current chair James E. Fogerty, Minnesota Historical Society, 1500 Mississippi St., St. Paul, MN 55101; (612) 296-6980..

Society of Alabama Archivists, founded 1977.

President: Deborah H. Owens
Administrative Office of Courts
817 S. Court St.
Montgomery, AL 36130
(205) 834-7990

Editor: ACCESS
Richard J. Cox
Alabama Dept. of Archives & History
624 Washington Ave.
Montgomery, AL 36130
(205) 261-4361

Alberta Society of Archivists (ASA)

President: John McIsaac
c/o Provincial Archives of Alberta
12845 102nd Ave.
Edmonton, AB
(403) 432-0644

Editor: In care of above address.

Arkansas Archivists & Records Managers, founded 1979.

President: Beverly Watkins
1025 McCullough
Camden, AR 71701
(501) 836-8858

Boston Archivists Group (BAG)

This organization is an informal one. For information, contact:

Robin Carlaw or Barbara Meloni
Harvard University Archives
Pusey Library
Cambridge, MA 02138
(617) 495-2461

Association of British Columbia Archivists, founded 1974.

President: David Chamberlin
c/o Provincial Archives of British
Columbia
Parliament Buildings
Victoria, BC V8V 1X4
(604) 387-6516

Editor: T. James Ross and Donald Baird
Simon Fraser University Archives
Burnaby, BC V5A 1S6
(604) 291-3261

Society of California Archivists, founded 1971.

President: Sr. Mary Helena Sanfilippo
Sisters of Mercy
2300 Adeline Dr.
Burlingame, CA 94010
(415) 342-1461

Editor: John Faibisy
P.O. Box 4899
Norton AFB, CA 92409
(714) 887-3517

Association of Canadian Archivists (ACA)

President: Miriam McTiernan
Yukon Archives
Box 2073
Whitehorse, Yukon Territory Y1A 2C6
(403) 667-5333

Editor: Fred Farrell
Provincial Archives of New Brunswick
P.O. Box 6000
Fredericton, NB E3B 5H1
(506) 453-2637

Chicago Area Archivists, founded 1982.

Mailing Address: Chicago Area Archivists
P.O. Box 5087
Chicago, IL 60680

Editor: CAA News
Susan Sacharski
Northwestern Memorial Hospital
Archives - 2nd Floor
516 W. 36th St.
Chicago, IL 60609
(312) 649-3090

Society of Colorado Archivists, founded 1979.

President: Bonnie Hardwick
Western History Dept.
Denver Public Library
1357 Broadway
Denver, CO 80203
(303) 571-2013

Editor: The Colorado Archivist
Bonnie Hardwick
1001 S. Columbine St.
Denver, CO 80209

D.C. Archivists (D.C. Caucus within the
Mid-Atlantic Regional Archives Conference).

Co-chairs: Barbara Vandergrift
National Press Club - Archives
529 14th St., N.W.
Washington, DC 20045
(202) 662-7523

Michele Pacifico
National Archives
Washington, DC 20408
(202) 724-1621

Society of Florida Archivists, founded 1983.

President: Gerard J. Clark
Florida State Archives
R.A. Gray Bldg.
Tallahassee, FL 32301-8020
(904) 487-2073

Editor: Deborah Walk
Florida State Archives
R.A. Gray Bldg.
Tallahassee, FL 32301-8020
(904) 487-2073

Society of Georgia Archivists, founded 1969.

President: Nancy Bryant
5485 Lakeside Dr.
Union City, GA 30291
(404) 955-9550

Editor: Sheryl Vogt
Richard P. Russell Memorial Library
University of Georgia
Athens, GA 30602
(404) 542-5788

Grand Rapids Archives & Museum Professionals
(GRAMPS)

Contact: Robin Roberts, Registrar
Gerald R. Ford Museum
303 Pearl, N.W.
Grand Rapids, MI 49504
(616) 456-4675

Society of Indiana Archivists, founded 1972.

President: Eric Pumroy
Indiana Historical Society
315 W. Ohio St.
Indianapolis, IN 46202
(317) 232-1879

Editors: Connie McBirney and George Hing
c/o Indiana Historical Bureau
140 N. Senate Ave.
Indianapolis, IN 46204
(317) 232-2537

Conference of Intermountain Archivists (CIMA),
founded 1973.

Chairman: Loretta Hefner
Utah State Archives
Archives Bldg., State Capitol
Salt Lake City, UT 84114

Editor: Linda Thatcher
Utah State Historical Society
300 Rio Grande
Salt Lake City, UT 84101
(801) 533-5808

Kansas City Area Archivists, founded 1978.

Co-chairs: Steven D. Cooley
Church of the Nazarene Archives
6401 The Paseo
Kansas City, MO 64131
(816) 333-7000

Editor: The Dusty Shelf
Jean Skipp
Kansas Collection
Spencer Research Library
Kansas University
Lawrence, KS 66045
(913) 864-4274

Kentucky Council on Archives

Chair: Charles Robb
Kentucky Dept. for Libraries and
Archives
P.O. Box 537
Frankfort, KY 40602
(502) 875-7000

Editor: Jeffrey M. Duff
c/o Montgomery County Clerk's
Office
Mt. Sterling, KY 40353
(606) 498-0136

Lake Ontario Archives Conference

Contact: Bruce Dearstyne
New York State Archives
Cultural Education Center
Albany, NY 12230
(518) 473-8037

Long Island Archives Conference, founded 1974.

President: Agnes Packard
18 Homestead Path
Huntington, NY 11743
(516) 423-0194

Association of Manitoba Archivists

President: Diane Haglund
University of Manitoba Library
Winnipeg, MB R3B 2E9
(204) 786-7811

Editor: Nancy Stunden
c/o Provincial Archives of Manitoba
200 Vaughan St.
Winnipeg, MB R3C 0P8

Michigan Archival Association, founded 1958.

President: Frederick L. Honhart
Archives & Historical Collections
EG-13 Main Library Bldg.
Michigan State University
East Lansing, MI 48824-1048
(517) 355-2330

Editor: Mary Jo Pugh
Bentley Historical Library
1150 Beal Ave.
Ann Arbor, MI 48109
(313) 764-3482

Mid-Atlantic Regional Archives Conference (MARAC), founded 1972.

Chairman: Bruce Ambacher
Machine-Readable Branch
National Archives
Washington, DC 20408
(202) 523-3267

Editor: Ron Becker
Special Collections
Alexander Library
Rutgers University
New Brunswick, NJ 08903
(201) 932-7006

Midwest Archives Conference (MAC), founded 1972.

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

Editor: Nancy Lankford
Western Historical Manuscript
Collection

23 Ellis Library
University of Missouri-Columbia
Columbia, MO 65201
(314) 882-6028

Society of Mississippi Archivists, founded 1977.

President: Bernice Bell
c/o Society of Mississippi Archivists
P.O. Box 1151
Jackson, MS 39205
(601) 968-2123

Editor: Marja Lynne Mueller
c/o Society of Mississippi Archivists
P.O. Box 1151
Jackson, MS 39205
(601) 325-3060

New England Archivists, founded 1972.

President: Edward Galvin
Corporate Archivist
The MITRE Corp., K-450
Burlington Rd.
Bedford, MA 01730
(617) 271-7854

Editor: Peter Drummey
Massachusetts Historical Society
1154 Boylston St.
Boston, MA 02215
(617) 536-1608

Association of Newfoundland and Labrador Archivists

President: Heather Wareham
Association of Newfoundland and
Labrador Archivists
c/o Colonial Bldg.
Military Road
St. John's, Newfoundland A1C 5C9
(709) 737-8428

Editor: David Davis
c/o above address

Archivists Roundtable of Metropolitan New York, founded 1979.

Chair: Mary M. Bowling
Edison National Historic Site
Main St. & Lakeside Ave.
West Orange, NJ 07052
(201) 736-0550

Northwest Archivists, founded 1972.

President: Lory Morrow
Montana Historical Society
225 N. Roberts
Helena, MT 59601
(406) 449-2694

Editor: Easy Access
Julie Eulenberg
1250 17th E.
Seattle, WA 98112
(206) 324-4424

Association of Nova Scotia Archives/Consiel
de la Nouvelle-Ecosse

President: Robert Morgan
Beaton Institute
University College of Cape Breton
Sidney, Nova Scotia B1P 6L2
(902) 539-5300 ext. 346

Editor: Alan Dunlop
Public Archives of Nova Scotia
6016 University Ave.
Halifax, Nova Scotia B3H 1W4

Society of Ohio Archivists, founded 1968.

President: Raimund E. Goerler, Archivist
Ohio State University
2121 Tuttle Park Pl.
Columbus, OH 43210
(614) 422-2409

Editor: John Grabowski
Western Reserve Historical Society
10825 East Blvd.
Cleveland, OH 44106
(216) 721-5722

Association of Eastern Ontario Archivists

President: Doug Whyte
Public Archives of Canada
395 Wellington St.
Ottawa, ON K1A 0N3

Association des Archivistes du Quebec (AAQ),
founded 1977.

President: Ginette Noel
Association des Archivistes du Quebec
C.P. 241
Trois-Rivieres, PQ G9L 5G1
(418) 694-6371

Association of St. Louis Area Archivists (ASLAA),
founded 1972.

President: Anne Kenney

Western Historical Manuscripts Col-
lection
University of Missouri-St. Louis
8001 Natural Bridge Rd.
St. Louis, MO 63121
(314) 553-5143

South Atlantic Archives and Records Conference,
founded 1966.

Contact: Edward Weldon
Georgia Dept. of Archives & History
330 Capitol Ave., S.E.
Atlanta, GA 30334
(404) 656-2358

Society of Southwest Archivists, founded 1972.

President: Jane Kenamore
Rosenberg Library
2310 Sealy
Galveston, TX 77550
(409) 763-8854

Editor: David Chapman
Archives
Texas A & M University
College Station, TX 77843
(409) 845-1815

Tennessee Archivists, founded 1977.

President: John H. Thweatt
Tennessee State Library & Archives
403 Seventh Ave., N.
Nashville, TN 37219
(615) 741-3376

Editor: Mark Winter
1447 Brenda Rd.
Chattanooga, TN 37415

Toronto Area Archivist Group (TAAG)

Contact: c/o P.O. Box 97
Toronto, ON M4Y 2L4

Twin Cities Archives Roundtable (TCART),
founded 1982.

Co-chairs: Bruce Bruemmer
104 Walter Library
University of Minnesota
Minneapolis, MN 55455
(612) 376-9336

Jean Toll
General Mills, Inc.
Box 1113
Minneapolis, MN 55440

Mary Klauda
Minnesota Historical
Society
1500 Mississippi St.
St. Paul, MN 55101

Historical Society of Wisconsin Joins RLG

In October, 1984, the State Historical Society of Wisconsin accepted an invitation from the Research Libraries Group (RLG) to join as a special member. The following statement, prepared by Max Evans and Lisa Weber, explains why the Historical Society decided to join RLG. An expanded version of this statement is available from Weber, State Historical Society of Wisconsin, 816 State St., Madison, WI 53706.

Early in 1984, the Archives Division of the State Historical Society of Wisconsin (SHSW) began a project, funded by the National Historical Publications and Records Commission, to create an integrated archival data base management system. The staff envisioned an on-line system capable of supporting two distinct functions: the descriptive/information retrieval function, or the ability to retrieve specific information about the content of the collections, and the process control function, or the ability to document actions and to retrieve data about archival records throughout their life cycle.

The decision to join the Research Libraries Group as a special member was made after examining several systems and is based on several factors. Most importantly, RLIN is the only system that currently provides many of the functions required by the Historical Society. The majority of the systems examined support adequate online retrieval of descriptive information; RLIN is the only one that also allows the user to maintain and retrieve process control information.

Another factor is the fact that RLIN is a national system; repositories across the country share information about collections in the same data base. This sharing feature allows for possibilities that a local system--a data base of information consisting solely of one institution's holdings--cannot accommodate.

Although RLIN is a powerful and well integrated system, it does not provide all the features SHSW desires. Some major disadvantages are that RLIN will not easily support Wisconsin's Area Research Center network on-line or integration with the Records Management Section of the Wisconsin Department of Administration; RLIN has no circulation system; a repository cannot "customize" its search indexes because they are defined by a predetermined set of indexes; the process control segment cannot be searched online; and repositories cannot tailor the RLIN system to integrate it with its own archival procedures.

Undoubtedly, many of these desired features do not need to be, in fact should not be, part of a national system. Archival institutions must pursue the development of local systems such as OCLC, LS/2000, AIR's MARCON, and other mini-computer and micro-computer based systems to support these local requirements. For this reason, the

SHSW, at the same time it is joining RLG, continues to take part in the development of local systems by specifying system requirements and by responding to proposals of system vendors. Because of developments in library networking, there will be links between the national data bases and local systems; the future lies in distributed processing where the two types of systems can work together. In joining the Research Libraries Group and in continuing to pursue the development of local systems, the SHSW is moving toward that goal.

Grants to Archival Projects

- The Western Jewish History Center of the Judah L. Magnes Museum in Berkeley, California, has received a grant of \$54,000 from the National Endowment for the Humanities to publish a catalog of its extensive archival and oral history collections.
- The Northeast Document Conservation Center, Andover, Massachusetts, has been awarded a grant by the Charles Ulrick and Josephine Bay Foundation to bring a visiting conservator program within the reach of institutions in need of expert consultation. On-site surveys will be provided at reduced cost to museums, historical organizations, and libraries with collections of art on paper, photographs, or archival materials. The fee for consultation and preparation of a written follow-up report summarizing observations and recommendations is \$150 plus travel expenses. Institutions are encouraged to submit a letter of application for this service. The letter should include information about the nature and size of collections involved, number and training of staff, budget size, and the specific objectives of the survey. Letters of application or requests for additional information should be addressed to Mildred O'Connell, Field Service Director, Northeast Document Conservation Center, 24 School St., Andover, MA 01810.
- A grant of \$48,566 from the National Endowment for the Humanities will support research necessary to publish the supplement to Max Farrand's *Records of the Federal Convention of 1787*. Awarded to Project 87, a joint undertaking of the American Historical Association (AHA) and the American Political Science Association (APA), the grant will be administered by AHA. Additional funding has been provided by the Oliver Wendell Holmes Devise. A nationwide search for documents will be conducted by SAA Fellow Leonard Rapport. James H. Hutson, chief of the Library of Congress Manuscript Division, will prepare and edit the manuscript. The first edition of *Records of the Federal Convention of 1787* was published in three volumes in 1911. A fourth volume was published in 1937. In the 47 years since the fourth volume appeared, numerous other documents generated by members of the convention have been discovered.

Transitions...

DOWE LITTLETON, formerly of the Florida State Archives, and MARK LUCCIONI, formerly of the Historic New Orleans Collection, have joined the staff of the Archives and Records Division, Alabama Department of Archives and History. ALICE KNIERIM, formerly of the Georgia Department of Archives and History, has joined the Alabama Department of Archives as head of its education division. . . MARY M. WOLFSKILL, formerly an archives specialist in the Library of Congress Manuscript Division, has been appointed assistant head of that Division's Reference and Reader Service Section. . . RANDY L. GOSS has been named project archivist for the Delaware Division of Historical and Cultural Affairs' two-year NEH-funded photo archives project. Previously, he had been a field survey archivist at the Pennsylvania State Archives. . . SAA Fellow ALAN D. RIDGE has stepped down as provincial archivist of Alberta, a position he held for sixteen years. . . MICHELE F. PACIFICO has left her position as archivist at the Brookings Institution to join the National Archives' Records Disposition Division. . . The College of Information Studies Alumni Association of Drexel University has presented TONI CARBO BEARMAN, executive director of the National Commission on Libraries and Information Science, with the Distinguished Alumni Award. . . PAUL BRECK, University of Alabama at Birmingham, was recently appointed historian for the U.S. Air Force, Sumter, South Carolina. . . RICHARD MARCUS, archivist at Spertus College of Judaica in Chicago, will join the staff of the Disposition Branch, Office of Federal Records Centers, National Archives. . . FAYE PHILLIPS, archivist, Troup County, Georgia, also has joined the National Archives' staff. . . ALAN M. SCHWARTZ has been named project archivist for the Manchester Historical Association, Manchester, New Hampshire. . . JESSICA GOLDZWEIG has joined the staff of the Peabody Museum to complete a processing project. . . DEBORAH K. McANALLEN, formerly at the University of Arkansas, has joined the archives staff at Michigan State University. . . SHARRON UHLER, formerly of the University of Missouri-Kansas City Archives, is now archivist for Hallmark Cards in Kansas City. . . SUSAN GRIGG, head of archives, manuscripts, and special print collections at the University of Minnesota's Walter Library, has been appointed director of the Smith College Archives and the Sophia Smith Collection. . .

Archivists' Calendar

The fourteenth annual Institute for Historical Editing is scheduled for June 16-28, 1985, in Madison, Wisconsin. Funded in part by the Andrew W. Mellon Foundation and sponsored by the National Historical Publications and Records Commission (NHPRC), the State Historical Society of Wisconsin, and the University of Wisconsin, the Institute provides detailed theoretical and practical instruction in documentary editing. Applicants should hold a master's degree in history or American studies. For information and application form contact the NHPRC, National Archives, Washington, DC 20408 (202) 724-1616. Application deadline is March 15, 1985.

"Archives, Automation and Access" is the title of a conference sponsored by the University of Victoria, British Columbia, March 1-2, 1985. For further information contact Catherine Panter, Research Coordinator, Vancouver Island Project, Rm. 404, McPherson Library, University of Victoria, Victoria, BC V8W 2Y2.

On March 7th and 8th, 1985, the Toronto Area Archivists Group (TAAG), in association with the Archives of Ontario, will be presenting a major symposium dealing with disaster contingency planning for vital records and archives. For further information, contact Roy Schaeffer, c/o The Law Society of Upper Canada, Osgoode Hall, Toronto, Ontario M5H 2N6. Registration fee is \$225 (\$200 prior to February 1).

The 19th annual Archives Institute sponsored by Emory University's Division of Library and Information Management, in cooperation with the Georgia Department of Archives and History, will be held in Atlanta June 10-21, 1985. Tuition is \$275. Application deadline is April 1. For additional information, contact Archives Institute, Division of Library and Information Management, Emory University, Atlanta, GA 30322 or The Georgia Department of Archives and History, 330 Capitol Ave., S.E., Atlanta, GA 30334.

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Professional Opportunities

ARCHIVIST, Westchester County Records Center and Archives. New position funded by NHPRC grant to develop an archival program. Responsible for the preparation of finding aid formats, drafting archival policies, arrangement and description of the archival collection and the development of a conservation program. Qualifications: M.A. in library science or history with a concentration in archival administration; plus substantial experience with government records. Salary: \$25,000, March 1, 1985-February 28, 1986. Send letter of interest, resume, and three references to: Mrs. Oriol A. Redd, 2199 Saw Mill River Road, Elmsford, NY 10523. Application deadline: January 31, 1985.

ARCHIVIST, Pennsylvania Academy of Fine Arts. To manage all aspects of an established archival program for art museum and school. Qualifications: M.A. in history, American studies, or art history, and formal training in archives administration required; previous museum or university archives experience preferred. Salary range: \$16,000-\$18,000. Send resume to Chief Curator, Pennsylvania Academy of the Fine Arts, Broad and Cherry Streets, Philadelphia, PA 19102. Application deadline: February 15, 1985.

DIRECTOR, State Historical Society of Wisconsin. Chief administrative officer of leading state historical agency that includes major research library, state archives and private manuscript collections, scholarly research and publications, historic preservation, museum, and six historic sites. Permanent staff of 148, with annual operating budget of \$7.5 million, of which 63% is legislative appropriation. Salary range of \$41,092 to \$57,529, plus excellent fringe benefits. Prospective candidates write William C. Kidd, President, State Historical Society of Wisconsin, 816 State St., Madison, WI 53706, for instructions on submitting applications. Application deadline: March 1, 1985.

COLLEGE RECORDS MANAGER, Dartmouth College. Responsible for developing and implementing a new records management program. Provides program that assures cost-effective protection for important College records. Works with department managers to assure compliance with records management standards; coordinates effort with College archivist; supervises personnel. Reports to Director of Personnel and Administrative Services. Qualifications: Bachelor's degree including courses in methods and systems analysis with at least four year's experience in work methods, procedure analysis and system management; or library archives work; or the equivalent. Send resumes to: Manager of Employment, Records Manager Search, Dartmouth College, Hanover, NH 03755. Review of resumes begins January 15, 1985. No closing date provided.

MANUSCRIPT/ARCHIVES LIBRARIAN, Washington State University. Supervise the operations of the manuscript/archives section of the unit. Responsibilities include analyzing and maintaining the collections; selecting, training, and supervising support staff; appraising, processing, arranging and cataloging collections; and applying computer-based techniques to the control of and access to collections. Collection development responsibilities are shared with the Head of Manuscripts, Archives, and Special Collections, to whom the position reports. Qualifications: ALA-accredited M.L.S.; manuscript/archival experience; communication skills. Prefer supervisory experience; familiarity with computer applications to manuscript/archival processing; knowledge of Pacific Northwest history; master's degree in the social sciences or humanities; knowledge of organizational/institutional records; visual archives (historical photographs) experience. Rank: Librarian 2; salary commensurate with qualifications and experience; tenure-track position. Send letter of application, resume, and names and addresses of three references to: Donna L. McCool, Assistant Director for Administrative Services, Washington State University Libraries, Pullman, WA 99164-5610. Application review begins February 15, 1985.

COLLEGE ARCHIVIST, Carleton College. To provide leadership and assume responsibility for managing the historical records of the College, advising all offices on records management, stimulating the use of archives as a resource relevant to the educational program, providing information services for internal and external archival materials, supervising rare book and other special collections, coordinating a program of exhibits. Qualifications: M.A. or equivalent in history, successful completion of a recognized program in archives management or comparable experience, at least two years' experience in archives management, and excellent communication skills essential. Prefer some library science background and/or work beyond the M.A. level in history, some teaching or comparable experience. Personal qualities of cooperativeness, good judgement, and resourcefulness will be required. Term of appointment and salary negotiable. For further information and/or a detailed job description, contact: T. John Metz, College Librarian, Carleton College, Northfield, MN 55057; (507) 663-4267. To apply, send resume, names of three references, and statement explaining qualifications for this position. Position available July 1985. Application deadline: February 1, 1985.

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

UNIVERSITY ARCHIVIST/MANUSCRIPTS LIBRARIAN, Mandeville Department of Special Collections, University of California, San Diego. The Mandeville Department of Special Collections houses a non-circulating collection of books, manuscripts, maps, newspapers, recordings, art, ephemera, and other materials supporting selected research and instructional programs of UCSD. Under the general guidance of the Head of Special Collections, has responsibility for the acquisition, arrangement, description, and servicing of all materials acquired by the University Archives, plus collections of personal papers and archives obtained from faculty and extra-university sources. Identifies and gathers non-current records of the University in a program of preservation, organization, description, and retrieval consistent with generally recognized principles of archival administration. Works with campus administrators and faculty in the collection of materials and the provision of services. Cooperates with the campus Records Management Office in the establishment of records disposition schedules. Supervises support staff. Participates in the development of automated processes for the organization and retrieval of archival and manuscripts holdings; responsible for the development of effective guides and other means of access to the collections. Participates in the development of security and preservation procedures for non-book materials in the department. A major portion of the appointee's first year may be dedicated to supervising the organization and arrangement of the papers of one of the world's most eminent biologists. Qualifications: M.L.S. from an ALA-accredited program and formal training in archival management; advanced degree in history of science desirable. Candidates must have thorough knowledge of archival theory and practice and knowledge of methods of historical research. Writing and communication skills are essential, as is archival processing experience. Supervisory experience as an archivist or manuscripts curator/librarian is highly desirable. An appointee at the Associate level would be expected to bring to the position extensive archival or curatorial experience. UCSD librarians are expected to participate in library-wide planning and to be active professionally. Salary: Assistant Librarian, \$21,024-\$26,892; Associate Librarian, \$25,692-\$36,996. Submit a letter of application, enclosing a resume and a list of references to: Jacqueline Coolman, Personnel Librarian, Library, C-075-H3, University of California, San Diego, La Jolla, CA 92093. Consideration of applications will begin on February 15, 1985. No closing date provided.

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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Preservation of Manuscripts

John D. Kilbourne, The Society of the Cincinnati, found the article reprinted below in a 1844 issue of The American Pioneer, a publication of the Logan Historical Society.

It is a disideratum with the Logan Historical Society, to preserve the manuscripts of the present day to the remotest ages of posterity, or at least, to use other words, as near FOREVER as the power and sagacity of man will effect. It is well known that the action of the atmosphere will destroy the color of the inks in common use. In one hundred years, at farthest, the iron seems to leave the tanin of the gall nut a dirty brown; and, it is said, three hundred years totally efface all the lineaments of our common inks. We have manuscripts now lying before us, no more than fifty years old, which, instead of black, are reduced to brown. It is true, ink might be prepared to last better, and oil ink forever. But the object is to preserve such manuscripts as are already written, or will unquestionably be written with just such ink as is commonly used.

It is not only inks that give way, but the texture of paper seems to be corroded by long exposure to the atmosphere. This would take place let the inks be what they might, and seems to show the necessity of pursuing some method of keeping paper from the inroads of earth, air, fire, water, and insects. These all seem to war against the preservation of them. To preserve them from dust, moisture, atmosphere, and insects, it has been proposed to encase files of papers, printed and written, in air-tight metallic cases, regularly numbered and indexed, so that it may be known what is contained in each case without opening it. One

of these cases now lies before us, filled with manuscripts. It is three and a half inches square by eight in length, and contains the original proceedings of the Logan Historical Society, all the manuscript copy of the first number of *The American Pioneer*, (except editorials), and many other papers, which it is desirable to keep. Those cases for keeping newspapers, one of which also lies before us, are in every way similar, except that they are nine and a half instead of eight inches long. Having a press for the purpose, all the papers are pressed before they are put in, and admit of very little air to remain with them. Lest there should be enough to sustain animal life, a small amount of aromatics are cased up with them.

We think the society is fairly organized agreeably to its wishes, and has an office built, in which there shall be nothing combustible but the papers themselves, and shall have that office protected from electric shocks, they will have done all they can do to put posterity in possession of as complete a knowledge of our days as it is in the power of man to do. We have but little doubt, however, but that other and better methods may, and we hope will be suggested: this being the case, the society will be disposed to adopt them.

Who does not see the great utility such an arrangement would be to posterity? What would our historians now give for a mine such as that would be three hundred years hence, containing the most minute account of things done two or three hundred years back? Family records, copied from old Bibles and transferred to the cases of this society, in many instances would be of great benefit in the settlement of family lineage, in fixing titles to estates, etc., long, long after the Bibles themselves, with the utmost care of their owners, will have been destroyed.