The Society of American Archivists

SA Newsletter

March 1985

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Choosing a New Archivist of the United States

The legislation that creates the National Archives and Records Administration, effective April 1, 1985, establishes a new procedure for the selection of the Archivist of the United States. Instead of being an appointment of the Administrator of General Services, the Archivist is nominated by the President and confirmed by the Senate.

Robert M. Warner, Archivist since 1980, has announced his intention to return to the University of Michigan in April, thereby necessitating a search for a successor at the same time NARS' independence from GSA becomes effective.

Member organizations of the National Coordinating Committee for the Promotion of History have formulated a joint statement concerning appropriate qualifications for a new Archivist. SAA's Council considered that statement at its January meeting, made some revisions, and approved the following:

"In order to assure that the National Archives and Records Administration fulfills its potential for leadership within both the federal government and the historical/archival community, an individual should be sought for the position of Archivist who exhibits all of the following attributes:

- 1. A commitment to preserving government records for their administrative and cultural value, an understanding of archival concerns and an appreciation of the role of historical research in documenting our government's policies, programs, and actions.
- 2. The ability to administer a large organization.
- 3. The stature and presence to work effectively with other heads of executive branch agencies, as well as members of the legislative branch.
- 4. An ability to work within the governmental and budgetary process so that he/she can use the administrative and statutory authority of the position to the fullest extent.
- 5. A commitment to adapting the National Archives and Records Administration to the new information environment and a willingness to use modern information technology for the benefit both of records/archives administration and of research.

- 6. The capacity to assert a leadership role for the National Archives among federal records managers, archivists, historians, genealogists, and related constituencies.
- 7. A reputation of leadership and excellence in his or her profession."

Although many names of possible candidates are circulating, there is no evidence that the White House has decided on a specific nominee. With the many recent changes in the President's staff, many observers think that it may be some time before any action is taken.

Archivist of the United States Warner has named SAA Fellow Frank G. Burke, now acting head of the Office of the National Archives, to succeed, on an acting basis, retiring Deputy Archivist George Scaboo upon his departure April 3, 1985. Burke, who served as Executive Director of the National Historical Publications and Records Commission from 1975, was named to his present position in September 1984. Warner said the appointment was announced early "to further our efforts for a smooth transition to an independent agency." Since it is increasingly unlikely that his successor will be in place by the time of Warner's departure, it is anticipated that Burke will serve as acting U.S. Archivist.

NEH Conservation/Photo Grant to SAA

The National Endowment for the Humanities awarded SAA a grant of \$185,000 in December 1984 to enable the Society to continue its work in training archivists in conservation and the management and preservation of photographic collections.

SAA has been involved in programs to further knowledge in and practice of archival conservation since 1980. Through two previous NEH-funded projects, the Society has sponsored basic workshops on archival conservation and the administration of photographic collections, and conservation and photographic consultant services. In addition, two major publications were produced by these projects: Archives & Manuscripts: Conservation, (cont. on p. 3)

NEH Reorganization

Far-reaching organizational changes affecting four of the National Endowment for the Humanities' five divisions were announced in January by Chairman William Bennett before he left NEH to become Secretary of Education. John Agresto, the deputy chairman, has been named acting chairman. The changes affected all agency divisions except state programs.

One of the more significant changes involves the creation of an Office of Preservation as part of a major NEH initiative to provide national leadership and grant support for preservation efforts. A budget of \$5 million is earmarked in FY86 for this purpose.

Under the reorganization, Richard Ekman, director of the Division of Education Programs, became director of the Division of Research Programs. The Research Resources Program in the division has been abolished. Harold Cannon, former director of the Division of Research Programs, has been appointed director of the new Office of Preservation. Other Office of Preservation staff include Jeffrey Field, formerly assistant director of the Research Resources Program, as assistant director, and Marcella Grendler and Steven Mansbach as program officers.

Most of the projects formerly funded in the Research Resources Program, whose major purpose was to improve access to research collections, should be directed to the Access category, which remains in the Division of Research Programs, but is now under the Reference Works Program. The Reference Works Program, headed by assistant director Dorothy Wartenberg, will continue to consider applications in the category of Tools, Editions, and Translations. Other program staff in the Access category are Richard Cameron, serving as a program officer on leave from the Minnesota Historical Society, and Patricia Shadle.

In the Access category funds continue to be available for the arrangement and description of archival and manuscript collections, for cataloging special collections of printed and non-textual material, and for the preparation of bibliographies, surveys, and guides to sources. New guidelines for the Access category and for the Office of Preservation are currently being prepared. The Access category deadline is June 1, 1985, for projects beginning no earlier than April 1, 1986. The Office of Preservation deadlines are June 1 and December 1, 1985. Interested applicants may contact the Office of Preservation, NEH, at MS-802, 1100 Pennsylvania Ave., NW, Washington, DC 20506, and Reference Works-Access, NEH, at MS-319, 1100 Pennsylvania Ave., NW, Washington, DC 20506.

The SAA Newsletter is a bimonthly publication of the Society of American Archivists. Copy deadline for the May issue is April 15.

What Council Did

At its January 25-27 meetings in Chevy Chase, Maryland, SAA Council:

- *Heard a report from Susan Grigg on the preliminary findings of the working group on individual certification.
- *Approved a plan for a search for a new SAA Executive Director. The position will be announced in the July or September Newsletter.
- *Created a new opportunity for groups to organize within SAA: the roundtable, an informal forum for members who have similar professional interests.
- *Applauded NEH's initiative in preservation while expressing the hope that the Endowment's significant support for other archival undertakings would be continued.
- ★Issued a statement on appropriate qualifications for a new Archivist of the United States (see p. 1).
- *Identified priority legislative issues for the Society: selection of Archivist of the United States; adequate funding for the National Archives and Records Administration; funding for the National Historical Publications and Records Commission; reauthorization and adequate funding for the National Endowment for the Humanities; Freedom of Information Act; Executive Order on classification; and status of the work of UNESCO.
- *Approved the creation of a Committee on Goals and Priorities for the Archival Profession, to succeed the Task Force on Goals and Priorities.
- *Created a committee headed by Sue Holbert to advise Council on child care at the Austin annual meeting.

SAA Staff

Ann Morgan Campbell

Executive Director

Terry Abraham Bernice Brack Sylvia Burck Suzanne Fulton Antonia Pedroza Deborah Risteen Charles Schultz Projects Editor
Membership Assistant
Bookkeeper
Publications Assistant
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Elizabeth Trankina Linda Ziemer Publications Assistant Program Assistant

FY86 Budget: A Mixed Bag for Archivists

The Reagan Administration's FY86 budget, released in early February, proposes spending cuts in or the abolition of almost all discretionary domestic programs in order to increase spending in the areas of defense, social security, and interest payments on the national debt. Specifically, \$39 billion would be cut from domestic programs in order to keep overall spending level.

If the administration's proposals are adopted, the Institute for Museum Services and the Fund for the Improvement of Postsecondary Education would be phased out in the coming fiscal year, which begins October 1, 1986. The budget also contains proposals that the President has made in prior years to eliminate funds for aid to college libraries, international education, cooperative education, and a program to encourage veterans to enroll in college.

There are expectations that the President's plan may be modified substantially. However, the continuing budget deficit and proposals to drastically reduce or eliminate many federal programs, places activities of special interest to archivists at greater risk in FY86 than ever before.

National Archives

In this critical transition period for the National Archives, which will become an independent agency on April 1, a "status quo" budget is requested by the President, with the exception of additional initial funding of \$3 million for an ambitious 20-year preservation program. NARS' FY85 budget is \$98.5 million. It rises to \$104.0 million in the administration's FY86 request. Some of that amount is non-recurring expenses, originally planned in FY85 and deferred to FY86. Since NARS' hiring has been restricted due to GSA regulations, modest staff expansions are anticipated in the new budget year.

NHPRC

As he has in previous budget requests, the President proposed to eliminate funding for the grant program of the National Historical Publications and Records Commission. Last year Congress rejected similar administration proposals and appropriated \$4 million for NHPRC grants.

NEH

The White House has proposed a 10% cut for the NEH budget, while establishing a new Office of Preservation, funded at \$5 million. The Research Division's FY85 budget of \$18.62 million is cut to \$15.40 million, although a third of that cut is funding transferred to the new preservation activity.

Postal Subsidies

The President recommended that the Postal Service receive no more subsidies for handling certain types of mail at reduced prices. Non-profit groups would be expected to pay 12.5 cents per piece sent out by bulk mail in FY86, an increase of over 100%. About \$748.9 million is now being spent on such subsidies.

Key Congressional contacts on the NEH budget are: Senator James McClure (R-ID), chairman, Interior Appropriations Subcommittee, and Honorable Sidney Yates (D-IL), chairman, Interior Appropriations Subcommittee.

Contacts regarding funding for NHPRC grants include:

Senator Mark Hatfield (R-OR), chairman Committee on Appropriations

Senator James Abdnor (R-SD), chairman Subcommittee on Treasury, Postal Service, General Government

Honorable Jamie L. Whitten (D-MS), chairman House Committee on Appropriations

Honorable Edward R. Roybal (D-CA), chairman House Subcommittee on Appropriations—Treasury, Postal Service, General Government

Members of Roybal's subcommittee are:

Joseph Addabbo (D-NY)
Daniel K. Akaka (D-HI)
Sidney Yates (D-IL)
Ronald Colemen (D-TX)
Steny Hoyer (D-MD)
Joseph R. Skeen (R-NM)
Bill Lowery (R-CA)
Frank R. Wolf (R-VA)

As the legislative season progresses, SAA's Chicago office plans targeted mailings to archivists whose assistance is particularly needed in the budget process.

NEH Grant, cont.

by Mary Lynn Ritzenthaler, issued in fall 1983 and now in its second printing, and Archives & Manuscripts: Administration of Photographic Collections by Ritzenthaler, Gerald J. Munoff, and Margery S. Long, published in late 1984. SAA staff member Suzanne Fulton reports that the demand for the conservation manual in 1984 broke all previous records for Society publication sales. It appears that distribution of the photograph volume may exceed this record in its first year.

Ritzenthaler Joins NARS Staff

Mary Lynn Ritzenthaler, who directed SAA's Basic Archival Conservation Program from its inception in 1980, has joined the conservation staff at the National Archives in Washington. In her 4½ years at SAA, Ritzenthaler coordinated dozens of workshops, both on conservation and the administration of photographic collections and served as an instructor for every workshop. She established consultant services for both conservation and photographic collections, co-authored the recentlypublished Archives & Manuscripts: Administration of Photographic Collections with Gerald J. Munoff and Margery S. Long, and was the sole author of Archives & Manuscripts: Conservation, the fastest-selling publication in SAA history. Ritzenthaler can be reached in the Conservation Lab (NNPD), Rm. B-1, National Archives, Washington, DC 20408.

Hale Award Available

The Richard W. Hale, Jr., Professional Development Award is given annually by the New England Archivists to promote the professional development of archivists in the region. The award for 1985 is \$200, and the competition is open to all members of the New England Archivists.

Persons interested in applying for the award should write a letter proposing how they would use the \$200 stipend to develop professionally. The applicant may propose attending a professional meeting, participating in an educational program, preparing a paper for possible publication or oral presentation, or any other activity that would promote professional development. The expected benefit of the proposed activity should be explained. The application deadline is June 1, 1985. Send letters of application (not exceeding two pages) to: D. Gregory Sanford, State Archivist, Office of the Secretary of State, Montpelier, VT 05602.

NEH Submissions Encouraged

Resources available from the National Endowment for the Humanities for archival preservation projects will increase in FY86. Resources available for other programs will remain constant. June 1st is the deadline for applications. SAA urges archivists to analyze their institution's needs and discuss with NEH program officers ways in which those needs might be met with assistance from the Endowment. For preservation projects, contact Jeff Field, (202) 786-0570; for other archival projects, contact Richard Cameron, (202) 786-0204.

Raymond Joins SAA Staff

Andrew Raymond, assistant director of the Northeast Document Conservation Center, has been named SAA's Director of Education. Prior to joining the NEDCC staff in 1977, Raymond was a public records analyst for the Commonwealth of Massachusetts from 1974 to 1977 and town archivist in Amherst, Massachusetts, from 1972 to 1974. Raymond is a graduate of Lake Forest College in Illinois and holds advanced degrees from the University of Massachusetts and Boston University.

According to SAA Executive Director Ann Morgan Campbell, "Raymond's impressive background in progam development will serve him well as the Society moves to coordinate and build on its various initiatives in education."

The initial work of SAA's new education office will be supported in part by anticipated external funding from governmental and private sources in addition to a substantial commitment from the Society's general fund budget. This Newsletter carries an announcement for a second full time position in SAA's education office, one that will be supported by external funding.

In addition to his responsibilities in the area of education, Raymond will assist SAA Task Forces working in the areas of institutional evaluation, goals and priorities, and archives and society.



"Tell me again what my place in history will be." Drawing by Stevenson; © 1985 The New Yorker Magazine, Inc.

1986 Program Committee Chooses Theme

"SAA at 50: Past Accomplishments, Future Challenges" will be the theme of the SAA's 1986 annual meeting. "The mood of the conference will be celebratory, " announced SAA Program Committee chair H. Thomas Hickerson. Some sessions will focus on the primary issues in the development of the Society, while others examine the current status of SAA and its critical role in addressing the needs of the profession. Additional sessions will consider the place of archives in the 21st century and how SAA could evolve to meet future challenges. The 50th anniversary meeting of SAA will be in Chicago from August 26-30, 1986, at the Marriott Hotel. 1986 Program Committee members are: Anne R. Kenney, deputy chair, University of Missouri-St. Louis; Liisa Fagerlund, Utah State Archives; Connell Gallagher, University of Vermont; Diana Lachatanere, Schomburg Center for Research in Black Culture, NYPL; Gerald J. Munoff, Kentucky Department for Libraries and Archives; Roxanne Nilan, Stanford University; Charles Palm, Hoover Institution; Peter Schinkel, Georgia Department of Archives and History; Joan Warnow, American Institute of Physics; and Elizabeth S. Wittman, Lutheran Church in America Archives.

Suggestions of ways to celebrate SAA's fiftieth anniversary should be addressed to Hickerson, Cornell University, 101 Olin Library, Ithaca, NY 14853.

Austin Session Explores Research Topics

The JCAST, NISTF, and GAP reports have outlined extensive research agendas. Likewise, authors and program participants have identified many topics relating to archival administration and information management that merit additional inquiry. In order to stimulate further consideration of some of these issues, a discussion session will be held at the upcoming SAA meeting in Austin in which six to eight such topics will be examined. Participants will present a 5-10 minute overview of the topic, outlining the problem, possible research strategies, and expected findings. Audience discussion and comments will follow. Persons who have research topics/ideas that they would like to investigate or that they would like to challenge their colleagues to explore should send a synopsis by May 1 to the chair of the session, Julia Marks Young, School of Library Service, University of Southern Mississippi, P.O. Box 5146 Southern Station, Hattiesburg, MS 39406. Participants in other program sessions also may participate in this session.

From SAA's Archivist

J. Frank Cook, archivist for the Society, is one issue short of having a complete set of the *American Archivist*, from the first issue in 1938 to the present. The missing issue is Volume 27, number 1 (January 1964). Anyone having a copy that he or she is willing to donate to the archives should contact Cook at B134 Memorial Library, University of Wisconsin, Madison, WI 53706, (608) 262-8899.

SAA '85: A Mix of Old and New

SAA's 1985 annual meeting will take place October 28-November 1 in Austin, Texas. The 1985 Program Committee, chaired by David Klaassen, met in January to finalize the content of the program, which will include many familiar features, enhanced by several new ingredients. As always, the annual meeting will serve participants in a number of important ways:

- Serious consideration of issues that shape the archival endeavor—including sessions on the theory of archival description, on defining an archival research agenda, on the effects of reorganizations in archives and their parent institutions, and on the effects of the automated office.
- Reports and analyses of projects and initiatives with broad ramifications—among them the U.S. Newspaper Project, the AASLH Local Government Records Project, a report on the Committee on the Records of Government, and a number of preservation projects.
- A forum for discussion of important issues on the profession's agenda—most notably, the plan for certification of individual archivists.
- Offerings to meet the continuing education needs of archivists—including limited enrollment workshops on machine—readable records, exhibit planning, volunteer programs, micrographics, reference letters, and accessioning, and an open enrollment session updating developments of the USMARC format for archives and manuscripts.

The presence in Austin of international visitors attending the International Archives Roundtable immediately before the SAA meeting provides an unusual opportunity to enrich the program with international topics and perspectives. There will also be a number of sessions focused on automation and on "archives and society" issues—the public image of archivists and efforts to reach new constituencies.

For the first time, an SAA program will feature extensive implementation of the poster format that has proven successful in other professional meetings. Approximately 20 persons will make individualized presentations on topics ranging from digitization to Native American archives to micrographics quality. The posters summarizing these presentations will be displayed throughout the conference and each presenter will be scheduled for a 30-minute discussion period at a time and place listed in the printed program.

Also for the first time, SAA plans to publish abstracts of papers presented at the meeting. This booklet will be included in registration materials received at the conference and will be available for sale to persons unable to attend.

PEOPLE M PAPERS

Washington, DC In March 1984, after more than two years of investigations by the Defense Criminal Investigative Service and a San Francisco grand jury, National Semiconductor, one of the country's major defense contractors, was indicted on 40 counts of fraud for cutting short tests and for faking quality reports to the Defense Electronics Supply Center. The same day the indictment was handed down National agreed to plead guilty and pay \$1.8 million in fines and penalties.

Writing in the February 1985 Washington Monthly, David Sylvester details the case, including National's "chaotic" paperwork. "Crucial government reports documenting the long testing procedures were scattered on desks and in boxes or, perhaps, sent to a room grandiloquently called Archives that one employee called a 'big black hole' because documents sent there might never be seen again."

New York, New York Writing in the February 5 Wall Street Journal, Ellen Posner reports the upcoming sale of Frank Lloyd Wright drawings in a New York gallery, the second such sale in little more than a year. At the first sale, more than 100 drawings were available, 30 were sold, and about \$2 million were raised for the Frank Lloyd Wright Foundation. Proceeds from the first sale were to be used for refurbishing the architect's former studio and home in Spring Green, Wisconsin. Posner reports that no expenditures have been made to date and that the foundation's priorities for spending the income from the sales now appear to be shifting.

A new archives building and study center, that will house the remaining drawings as well as other items, is projected at the foundation's headquarters in Scottsdale, Arizona. William Keens, executive director of the American Council for the Arts, compared this plan to "selling the children in order to finance their college educations."

Washington, DC A fundraising appeal from the "Republican Presidential Task Force," widely distributed in January 1985, asks for a \$120.00 donation for charter membership. Benefits of membership include a lapel pin, U.S. flag, special U.S. Senate Gallery passes AND "Presidential Honor Roll listing of members to be kept with permanent Presidential Papers." The primary objective of the task force is to maintain a Republican majority in the Senate.

New Haven, Connecticut Thirty-three unknown organ chorales of Johann Sebastian Bach were found in an 18th-century German music manuscript owned by the music library at Yale University. The discovery increases the number of organ chorales by Bach by approximately 25 percent. The manuscript contains 83 chorale preludes for organ by J.S. Bach, J.C. Bach, J.M. Bach, F.W. Zachau, J. Pachelbel, D. Erich, and G.A. Sorge. Even though the 33 chorales are ascribed to Bach in

the manuscript, they apparently escaped the attention of scholars because they were inconspicuously labelled "Chorales without text" and no references to composers or repertory were given in the library catalogue. Yale University Press will publish a facsimile edition containing all 83 chorales as well as a performing edition of those attributed to J.S. Bach. Plans are being made at Yale to hold a festive first modern performance of the newly-discovered music in the near future.

Washington, DC The National Portrait Gallery reports the theft of four Civil War documents, taken from a case at the gallery on December 31. The four handwritten notes were signed by Abraham Lincoln, U.S. Grant, George Armstrong Custer, and George G. Meade. The Lincoln note is actually an Army pass dated Sept. 23, 1864, introducing the artist of the painting "Grant and His Generals", Ole Peter Hansen Balling, to Gen. Grant. The other three notes were written in 1866 on lined ledger paper and are appreciations by the generals of Balling's portraits of them. Any information concerning this loss should be reported to the Smithsonian Institution Emergency Line (202) 357–7000. Callers wishing to provide information anonymously may use the Solution Finder number (202) 287–3500.

Los Angeles, California The first James V. Mink Award for outstanding contributions to oral history in the southwestern region recently was presented to Enid H. Douglass, the director of the Oral History Program at the Claremont Graduate College. The Mink Award was established in 1983 by the Southwest Oral History Association to honor the many accomplishments of James V. Mink, who retired in 1983 after nearly thirty years as University Archivist, Director of the Oral History Program, and head of the Department of Special Collections at UCLA.

Washington, DC The Copyright Office of the Library of Congress has returned a reel of microfilm submitted for copyright by the International Star Registry of Northbrook, Illinois, and closed the file on the firm's application. The microfilm contained a list of names of individuals who paid a fee to the company to register a star in their name. The company promotes this service by telling people that their names "will be listed in a book which will be copyrighted at a later date in the Library of Congress of the United States of America." The International Star Registry's application file was closed due to the company's failure to respond to a request for clarification of authorship of the list of names. The list itself is eligible for copyright, but that copyright does not extend to the association of any proper name with any star or planetary feature. According to John Kominski, General Counsel to LC, many organizations have sought to trade on a certain authenticity falsely associated with copyright in the Library of Congress.

PEOPLE M PAPERS

Montgomery, Alabama Former Alabama state Insurance Commissioner Joe Holt was sentenced to 48 hours in Montgomery County Jail and ordered to serve a year on probation, perform 400 hours of community service work, and pay a \$1,000 fine and court costs for tampering with state records. Holt is the first person in Alabama to serve time for this offense. While Insurance Commissioner, Holt removed unfavorable information about his son, an insurance salesman, from an insurance file. When evidence of the tampering was discovered, Holt resigned.

Durham, North Carolina A 1982 controversy between the Duke University governing board and faculty members over a proposal to locate Richard Nixon's presidential library on campus has resulted in a program to improve communication between the two groups.

Once every several months, professors at Duke play host to the university's trustees for dinner in their homes. The meals are scheduled prior to the trustee's periodic meetings. The university provides \$100 to each host, who, in turn, supplies food and drink for several trustees and faculty members.

"In hindsight," a faculty spokesperson suggests, "the trustees might not have been so surprised about how the faculty felt about the Nixon library had they been at these dinners beforehand."

Urbana, Illinois A man who took hundreds of engraved book illustrations and rare books from university libraries pleaded guilty in federal court in Illinois to a charge of transporting stolen goods across state lines. Robert Kindred, owner of an art gallery in Dallas, will be sentenced in March. He was arrested in 1980 outside the library of the University of Illinois, later pleaded guilty to state charges and was sentenced to 30 months probation. Kindred has agreed to help identify the institutions from which the materials were stolen, among them Loyola University in New Orleans, Oklahoma State, Rice, Texas A&M, and the University of Maryland.

New SAA Publications Assistant

Elizabeth Trankina has joined SAA's staff as a publications assistant. She is a graduate of the University of Illinois, Chicago, with a major in English and spent a peace corps tour in Togo.

SAA's publications service now distributes 34 titles published by the Society, 8 titles of other publishers, and 11 Problems in Archives Kits. A complete publications list is available on request.

1985 Bentley Fellows Named

The Bentley Historical Library, University of Michigan, announced the award to eight fellowships to support research on problems relating to the administration of modern documentation. The third year of the fellowship program is funded by the Andrew W. Mellon Foundation, New York, and the Earhart Foundation, Ann Arbor. The recipients are Roland Baumann, Pennsylvania Historical Museum Commission; Paul Conway, Gerald R. Ford Library; Richard J. Cox, Alabama Department of Archives and History; Larry J. Hackman, New York State Archives; Eleanor McKay, Library of Congress; Fredric M. Miller, Urban Archives Center, Temple University; Teresa Thompson, General Synod Archives, Anglican Church of Canada; and Joan Nelson Warnow, American Institute of Physics.

The range of proposed studies includes development and analyses or documentation strategies and collection management procedures; preparation of model guidelines governing access to restricted public records in state archives; an analysis of the concept of professionalism in the archives field; development of procedures for the systematic gathering of data about users and reference services; and a citation study of the use of primary sources for the writing of social history.

Fellows were selected upon the recommendation of an advisory committee composed of Margaret Child, Smithsonian Institution Libraries; Joan Hoff-Wilson, Organization of American Historians; Philip P. Mason, Wayne State University; and Robert M. Warner, National Archives and Records Service. Project directors for the Research Fellowship Program for Study of Modern Archives are Francis X. Blouin, Jr., director, and William K. Wallach, assistant director of the Bentley Library. Further information about the 1985 program and application forms for the 1986 program can be obtained from the Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, MI 48109.

Certification Update

The working group on certification of SAA's Committe on Education and Professional Development met in Washington on January 24–25, 1985, to work on a certification plan (as described in the November 1984 SAA Newsletter). The resulting proposal was outlined for Council on January 26 and is now being revised. Anyone who would like to examine the draft and help with its revision should write to Susan Grigg, Sophia Smith Collection, Smith College, Northampton, MA 01063, or call her at (413) 584–2700, ext. 2971. A revised version of the plan will be presented to the CEPD and to Council at their next meetings.

ARCHIVES GO PUBLIC

- The Archives of Appalachia provides varied services and materials to assist area teachers in classroom instruction. Eight outreach slide/tape programs have been developed on such topics as quilting, country music, and logging. Educational packets to accompany these slide/tape programs, including study questions, suggested activities, a bibliography, and information about the archives also are available on loan. The archives also has audio and video tapes available for loan on a wide range of subjects, from regional politics to midwifery. The archives has also produced 41 sets of documentary photo aids on a variety of topics in U.S. history and current events, which may be borrowed for three weeks at no charge.
- As a result of an article in the National Archives¹ Calendar of Events by James Zeender, the New York Times and Time magazine ran stories about early photographs of Presidents Hoover and Franklin Roosevelt. As subjects of pioneer news photographer Oscar Jordan, they are thought to be the first American presidents photographed in natural color. The collection of more than 500 images was found in a Capitol Hill warehouse by Jordan's children and has been acquired by the Hoover and Roosevelt Presidential Libraries. Time ran a large print of Roosevelt at his desk in the "People" section of its January 14 issue, and quoted Archivist of the United States Robert M. Warner's remark that these softly tinted images "add a human dimension to people we tend to think of as stiff and aloof."
- The Ohio State University Archives has researched its holdings and compiled a file of historic eventshumorous as well as serious--that commemorate nearly 80% of the days of the year. Typical entries include not only inaugural dates of university presidents and dedications of campus buildings, but also such novelties as the day the first typewriter was purchased on campus and the day the trustees voted to feed the squirrels on campus. This information has been distributed to university publications for use as "filler." Recently, a portion of this file led to the creation of a 1985 calendar that is sold by the Friends of the Libraries as a fund-raising effort. Historic photographs from the University Archives decorate the calendar, copies of which can be purchased for \$5.00 from Friends of the OSU Libraries, Main Library, 1858 Neil Mall, Columbus, OH 43210.
- •The New York State Archives has published a pamphlet entitled "Our Number One Client is State Government!", aimed at encouraging awareness of the State Archives within the state bureaucracy. The pamphlet was initially sent, with a cover letter from the Commissioner of Education, to all of his fellow agency heads throughout state government. This has resulted in cooperation with the Archives by a number of agencies at much higher levels than in the past. After the initial

- limited mailing, the State Archives, which is part of the State Education Department, worked with agency records officers to ensure widespread distribution of the pamphlet throughout the Executive Branch. Agency heads, records officers, and agency librarians also regularly receive the State Archives newsletter, For the Record, which is distributed to nearly 10,000 archival, historical, cultural, and educational institutions, libraries, and state and local government officials throughout New York. An interview with New York State Archivist Larry Hackman appeared in Office of Employee Relations News, a publication of the Governor's Office of Employee Relations.
- •The Athabasca University Archives, Athabasca, Alberta, Canada, periodically runs a trivia contest in the university newspaper. The questions vary in degree of difficulty and are based on the University's history. If memories do not suffice, all the answers are easily available in the card catalogue situated in the Archives reading room. The purpose of the contest is to promote awareness of the University's history and to bring staff members into the archives, which is only one year old. University Archivist Wendy de Candole, the "quiz master," tries to make the questions easy, fun, and informative.
- Each year the Fiorello H. LaGuardia Archives at LaGuardia Community College produces a calendar about some aspect of community history. In 1985 the calendar is entitled "The Dreamer and Doer" and focuses on the former New York mayor's interest in flying. The calendar is illustrated with archival photographs of LaGuardia piloting different types of airplanes, celebrating the construction of LaGuardia Airport, and taking part in other aviation-related activities.
- The Archives of American Minority Cultures of the University of Alabama has produced a radio series entitled "Working Lives," which explores black working class history and culture in the South and which will be broadcast on public radio station WGHM-FM in Birmingham starting in February 1985. Program titles include: "Born in the Country, Raised in Town;" "Quarters, Camps, and Clacker;" "For the Union We Must Stand;" "Hard Times Come Here First;" and "Jim Crow Town." There are 13 programs in all. For more information, contact Brenda McCallum, Archive of American Minority Cultures, University of Alabama, PO Box S, University, AL 35486.

"Archives Go Public" highlights ways in which archivists and archival institutions are reaching for a broader public. Newsletter readers are encouraged to submit examples from their own experiences.

Constitution of the Society of American Archivists

I. NAME

The name of this organization shall be The Society of American Archivists. The Society is incorporated as a nonprofit organization under the laws of the District of Columbia.

II. OBJECTIVES

The Society of American Archivists is a professional organization established to provide a means for effective cooperation among persons concerned with the documentation of human experience; to stimulate and to publish the results of research in archival administration and records management; to promote the adoption of sound principles and standards by all public and private agencies responsible for the preservation and administration of records; to foster a better public understanding of the nature and value of archival operations and holdings; to develop professional standards, particularly for the training of archivists, records managers, and custodians of private papers, and to improve the facilities and increase the opportunities for such training; to maintain and strengthen relations with historians, librarians, educators, public administrators, and others in allied disciplines; to cooperate with other professional organizations, cultural and educational institutions, and international organizations having mutual interests in the preservation and use of recorded heritage.

III. MEMBERSHIP

There shall be several categories of membership.

- 1. Full membership shall be open to those who are or have been engaged in the custody or control of records, archives, or private papers, or who wish to support the objectives of the Society. Full members are eligible to hold office in the Society; to vote for officers, members of the council, and members of the nominating committee; and to vote on all matters requiring a vote which come before the Society as a whole.
- 2. Associate membership shall be limited to those who wish to support the objectives of the Society but are not professionally responsible for custody or control of records, archives, or private papers. Associate members may vote for officers, members of council, members of the nominating committee, and on all matters requiring a vote which comes before the Society as a whole.
- 3. Student membership shall be open to full time students for a two-year period only. Student members may vote for officers, members of council, members of the nominating committee, and on all matters requiring a vote which come before the Society as a whole.
- 4. Institutional membership shall be open to institutions or agencies concerned with or substantially interested in the custody, control, or use of records, archives, and/or private papers.

5. Honorary membership may be extended to any person chosen by a two-thirds vote of the full membership of the council in recognition of eminent distinction in any of the fields of the Society's objectives. Honorary membership shall be for life, and honorary members shall not be required to pay dues or other assessments; they shall have all the privileges of full members and shall receive the publications of the Society. The number of honorary members shall not exceed five (5) at any one time.

IV. DUES

A member shall be enrolled upon the first payment of dues. All dues shall be payable in advance. Any member failing to pay dues for four months after they become payable may be dropped from membership in the Society, provided that notice of such arrearage shall have been sent to the member at least thirty (30) days in advance of such action. The schedule of membership dues shall be determined at the annual business meeting of the Society.

V. FELLOWS OF THE SOCIETY OF AMERICAN ARCHIVISTS

There shall be a special class of members, known as Fellows of the Society of American Archivists, which shall consist of members elected to that class by a seventy-five percent (75%) vote of the Committee on Professional Standards of The Society of American Archivists. Their number shall be no more than five percent (5%) of the total individual membership reported at the last annual business meeting of the Society. No member of the Society shall be elected a Fellow who has not been a full member of the Society in good standing for at least seven (7) years immediately preceding election. A duly elected Fellow shall retain this designation so long as membership in good standing is maintained in the Society.

The Committee on Professional Standards shall be guided by the following criteria:

- 1. appropriate academic education and professional and technical training in any of the fields of the Society's interest;
- 2. professional experience in any of the fields of the Society's objectives for a minimum of seven (7) years, which shall include evidence of professional responsibility;
- 3. contributions to the profession demonstrating initiative, resourcefulness, and commitment;
- 4. writings of superior quality and usefulness contributing to the realization of the Society's objectives;
- 5. contributions to the archival profession through active participation in the Society of American Archivists and innovative or outstanding work on behalf of the Society.

VI. OFFICERS

The officers of the Society shall be a president, a vice president, and a treasurer. The president and vice president shall serve terms of one (1) year each and shall take office at the conclusion of the annual meeting following the election. The vice president shall automatically become

president at the conclusion of the following year's annual meeting. The treasurer shall be elected for a term of three (3) years beginning at the conclusion of the annual meeting following the election and shall be ineligible for immediate reelection.

VII. GOVERNMENT

The government of the Society, the management of its affairs, and the regulation of its procedures, except as otherwise provided in this constitution, shall be vested in a council composed of the officers and nine (9) members elected by the Society. Three (3) council members shall be elected in each annual election for terms of three (3) years. The nine (9) elected members of the council shall be ineligible for immediate reelection. If a vacancy shall occur in the council or in any of the offices except the presidency, it may be filled by the council. The persons designated shall hold the position until the next annual election at which time the position will be filled by election for the remainder of the term, if any.

Council shall meet at the annual meeting of the Society and shall hold such other meetings as it may determine. Special meetings of the council for any purpose shall be called by the executive director on written request of the president or of three (3) members of the council. Seven (7) members shall constitute a quorum for the transaction of business, but a smaller number may adjourn to another date.

Council shall be responsible for investment of funds and for care of other assets of the Society. To further the educational aims of the Society, there shall be an endowment fund, the principal and earnings of which shall remain unexpended until together they total \$75,000, and thereafter only the earnings may be expended. Fiscal control of the funds and assets shall be maintained by such records and accounting system as may be prescribed by the council. An annual audit of the financial affairs shall be made and a report of the audit published.

VIII. APPOINIMENTS

The council shall appoint an executive director who shall serve at its pleasure. Except when the council is in executive session, the executive director shall attend the council meetings but shall not vote. The council may make other appointments as needed.

IX. MEETINGS

The Society shall hold an annual meeting at such time and place as the council shall determine, and special meetings may be called by the council. Notice of each meeting of the Society shall be mailed by the executive director at least thirty (30) days before the date of the meeting. One hundred individual members shall constitute a quorum for the transaction of business, but a smaller number may adjourn to another date. Resolutions passed at the annual business meeting which request the council to take a specific action must be formally considered and voted upon by council in a timely fashion. The membership shall be notified of the results of that deliberation in the first mailing sent to the membership following the final council decision. If ten percent (10%) of the membership disagrees with council's decision, and files a petition to that effect with the executive office, a mail ballot shall be conducted through the next mailing to the membership and the results of this ballot shall be binding.

X. RECORDS

The records of the Society and of its committees shall be preserved by the officers and the executive director and shall be promptly turned over by them and by the chairs of committees to their successors. Non-current records shall, by direction of the council, be appraised and those of continuing value shall be deposited for preservation in a repository selected by it, and council shall determine a policy of access to these records.

XI. PUBLICATIONS

When funds are available, the Society shall publish a quarterly journal, newsletter, and other such publications as the council may designate. Members shall be entitled to receive the serial publications, and subscriptions shall be accepted from others at such rates as may be directed by the council.

XII. BYLAWS

The council is authorized and directed to prepare, adopt, or amend such bylaws as may be desirable to regularize the administrative practices of the Society. A copy of the current bylaws shall be available to any member upon request to the executive director. Any part of the bylaws shall be subject to review by the membership at an annual business meeting of the Society and may be changed by a majority vote of those attending.

XIII. AMENDMENTS

Amendments to this constitution may be recommended by a majority vote of the council or proposed in writing by at least twenty-five (25) members of the Society. All amendments must be filed with the executive director at least four (4) months prior to the annual meeting. Copies of the proposed amendments shall be mailed by the executive director to all members at least thirty (30) days in advance of the meeting at which they are to be considered. If approved by the council, amendments may be adopted by a majority of the members present and voting at the annual business meeting(s) of the Society. If not approved by the council, amendments may be adopted by a two-thirds (2/3) vote of the members present and voting at the annual business meeting(s) of the Society.

XIV. DISSOLUTION

In the event of the dissolution of the Society, its property, funds, and other assets shall pass to whatever agency or agencies may be designated by the council in office at the time of dissolution.

BYLAWS

1. DUTIES OF OFFICERS

The president shall direct and coordinate the affairs of the Society, preside at all business meetings of the Society and of the council, and shall perform such duties as may be directed by the council.

The vice president shall perform the duties of the president in case the president is absent or incapacitated and, in case of a vacancy in the presidency, shall assume that office and hold it for the remainder of the term.

The treasurer shall be responsible for: planning and formulating financial policy; recommending such policies to council; reviewing the annual budget before its submission to council; internal auditing of all Society financial operations; and investing special funds and endowments on the advice and consent of the council. In the absence of the president and the vice president, the treasurer shall preside at business meeting(s) of the Society and meetings of the council.

2. DUTIES OF THE EXECUTIVE DIRECTOR

The executive director shall keep the minutes of the Society and of the council, prepare and mail notices, present at each annual business meeting a report of the activities of the Society, and perform such other duties as may be directed by the council. The executive director shall have custody of and preserve the corporate seal of the Society and shall affix the seal under the direction of the president and the council. The executive director shall, in consultation with the treasurer, prepare the Society's annual budget for submission to council. The executive director shall receive and disburse all funds in the general operating budget of the Society and the funds in the various Society budgets supported by external grants under guidelines established by council. Quarterly reports of all receipts and disbursements for all budgets shall be made to the council by the executive director.

3. EDITORS AND EDITORIAL BOARD

Council shall appoint the editor of the Society's quarterly journal, and such other editors of the Society publications as it deems necessary.

The editors shall have the advice and cooperation of an editorial board consisting of eight (8) members. The council annually shall appoint two (2) members, each for a term of four (4) years. The president annually shall select the chair of the editorial board from among its members. The editors, the executive director, and the treasurer shall be <u>ex officio</u> members of the board.

4. EXECUTIVE COMMITTEE

There shall be an executive committee comprised of the president, the vice president, the treasurer, and one member of the council who shall be elected annually by the nine (9) council members for a term of one (1) year. The president shall serve as chair of the executive committee and shall call the committee into session. The executive committee shall act for the council in conducting the affairs of the Society between meetings of the council. The executive committee shall approve a budget for submission to the council. The executive committee shall report its actions and decisions to council promptly.

5. ELECTION OF OFFICERS AND COUNCIL

There shall be a nominating committee composed of five (5) members, two (2) of whom are selected by lot from among the retiring members of the council, and three (3) of whom have been elected by the membership. The vice president-elect shall appoint the chair from among the three (3) elected members of the committee.

The nominating committee shall canvass the membership for suggested nominations. The tabulated results of the canvass shall be made available to any member of the Society upon request.

The nominating committee shall try to achieve a broadly based governing body by considering such factors as area of archival interest, age, sex, race, and geographical location in its selection of nominees.

The nominating committee shall put forth a minimum of two (2) nominees from the eligible membership for each vacancy, including a minimum of two (2) nominees for each vacancy on the nominating committee. The nominating committee shall notify the membership of the names of the nominees through the SAA Newsletter. An eligible member may also be placed on the ballot by submission of a petition signed by fifty (50) individual members. Such petitions must be received in the executive office by the petition deadline announced in the Newsletter.

The nominating committee shall issue an official ballot containing names of the candidates whom it has named, the candidates who have been nominated by petition, and blank space for write-in candidates. The ballot shall be accompanied by brief biographical sketches of the nominees and responses to questions posed by the nominating committee. Candidates may add a brief statement of the issues facing the Society and how they intend to deal with those issues.

Ballots shall be mailed to all individual members according to a schedule approved by council. If no candidate for vacancy receives a plurality of at least forty percent (40%) of the membership voting, the nominating committee will conduct a run-off election mail ballot under terms determined by council.

All votes shall be tallied by at least three (3) members of the Society appointed by the president, one of whom shall be designated the chair. The ballots and the tabulated results shall then be given to the executive director who shall immediately notify all candidates of election results. The names of the new officers, council members, and members of the nominating committee shall be announed publicly at the annual business meeting. A member may obtain the vote count from the executive office of the Society.

6. COMMITTEES

Members and chairs of the standing committees and task forces of the Society shall be appointed by the president for terms of one (1) year, except for the executive committee and the committee on professional standards. Standing committees, task forces, and other groups shall be created and terminated by the president with advice and approval of the council.

The committee on professional standards shall consist of the five (5) most recent former presidents of the Society and two (2) Fellows elected to this committee by council. The former president serving in the second year on the group shall act as its chair.

There shall be a personnel committee, comprised of the members of the executive committee of council and the two most recent living past presidents of the Society. The President shall serve as chair of the personnel committee and shall call the committee into session. The personnel committee may be charged with the duties of searching for and negotiating the terms of a contract with a new executive director. It shall also conduct a performance review of the executive director annually before the spring meeting of council according to establish procedures, and shall communicate the results of its review to Council for consideration at the spring meeting.

There shall be a personnel grievance committee, composed of five members, each of whom must have served the Society as a council member or as an elected officer within the past five years, but who may not be serving in such capacity at the time of the work of the committee. Two members of the committee shall be chosen by council, two members by the executive director, and the fifith member by decision of the first four members chosen. The fifth member will serve as chair of the committee. The committee shall hear grievances 1) between the executive director and council, 2) between the executive director and a staff member, and 3) such other grievances as may be referred to it by council. The decision of the personnel grievance committee concerning matters involving the executive director shall be binding upon the particular to the dispute, provided that the decision is in accordance with applicable federal and state laws and the consitution and bylaws of the Society.

7. SPECIAL PROJECTS FUNDS

In addition to the general operating account of the Society, the council may establish such special projects funds as may serve to further the aims and purposes of the profession. Such funds shall be set apart from the operating account and may be used only for the purposes for which they are or were established

8. PARLIAMENTARY PROCEDURE

Robert's Rules of Order Newly Revised (1970) shall govern the proceedings of the Society, except as otherwise provided for in the constitution, bylaws, and special rules of the Society.

9. PUBLICATIONS MANAGEMENT BOARD

This body shall consist of the following members: the chair of the editorial board who will also act as chair of this board; the treasurer, the executive director; and a member elected annually by the members of the editorial board from among its members. The duties of this body shall be to supervise on behalf of council, the publications program and the editors of the Society.

As amended 1/85

Title

Archives & Manuscripts: Machine-Readable Records

Author

Margaret L. Hedstrom

Description

This new addition to SAA's Basic Manual Series encourages archivists to confront the challenges of machine-readable records. It outlines the steps required to locate, appraise, accession, process, and preserve machine-readable records, and provides techniques and guidelines for implementing machine-readable records programs incrementally. Subjects treated include: overview of computer hardware, software, and machine-readable data; arrangement and storage of machinereadable records; preservation and access; and the impact of information technology on archival records. The manual will assist archivists in adapting traditional archival procedures and practices to machinereadable records. A glossary and a bibliography are included.

How to order

The 80-page manual is available for \$6 to SAA members, \$8 to others. To order, contact the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. A postage and handling charge will be added to non-prepaid orders.

Native American Archives: An Introduction

The newest publication available through SAA's publications service is *Native American Archives:* An Introduction, by John A. Fleckner. The book is a product of the Native American Archives Project, a cooperative effort by seven organizations and institutions with major funding from the National Endowment for the Humanities.

In the preface to *Native American Archives*, Fleckner states the book's purposes: "[It] discusses how archives can contribute to long-range goals of Indian cultural self-determination as well as to more immediate administrative, educational, and cultural needs. It is also an introduction to some basic ideas about what an archives is and how it operates. Finally, it offers suggestions for assistance in areas such as technical training and resource development. Like the project of which it is a part, this booklet focuses on education about archives, not on in-depth training in becoming an archivist. Information about such training may be found in the text and appendices."

Native American Archives is divided into six chapters: "What Is a Tribal Archives?"; "Tribal Archives: Some Basic Archival Ideas;" "Managing Tribal Government Records;" "Unofficial Historical Records in a Tribal Archives;" "Historical Photographs and Sound Recordings in a Tribal Archives;" "Getting Underway: Beginning a Tribal Archives." The book is illustrated with many photographs and also contains a bibliography, a list of sources of assistance, and several sample forms.

John Fleckner, archivist for the National Museum of American History, Smithsonian Institution, was the principal lecturer for the six Tribal Archives Conferences held as part of the Native American Archives Project.

Native American Archives: An Introduction is available to SAA members for \$5.00, to non-members for \$7.00. Order from SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

Program Committee Seeks Photos/Documents

In conjunction with the 50th anniversary of SAA, the 1986 Program Committee is calling for individuals, repositories, and organizations to help document the history of the Society. Photographs and documents illustrating important events from the set to 50 years are needed for several special projects planned for the meeting. Photocopies or descriptions of material should be sent to Anne R. Kenney, Western Historical Manuscript Collections, University of Missouri-St. Louis, 8001 Natural Bridge Road, St. Louis, MO 63121. This information will also be provided to the SAA Archives at the University of Wisconsin-Madison. One way to help SAA celebrate its 50th anniversary is to add to the archives of the Society.

"Audiovisuals for Archivists" Update

SAA is in the process of updating its publication "Audiovisuals for Archivists," which first appeared as a centerfold in the July 1982 SAA Newsletter. The updated version once again will contain a list of audiovisual materials dealing with the functions and operations of archival repositories. Persons who know of audiovisual materials which should be added to this listing should contact the compiler, Timothy Ericson, State Historical Society of Wisconsin, 816 State St., Madison, WI 53706, by April 15, 1985.

AA Seeks "Shorter Features" Editor

Christopher Beam, editor of the "Shorter Features" section in *The American Archivist* for the last several years has resigned his position effective with the spring 1985 issue. Consequently, SAA is seeking qualified volunteers to assume this responsibility as soon as possible. The "Shorter Features" editor is responsible for the selection and editing of articles for each issue of the journal and is supervised by the journal's editor. Articles for "Shorter Features" range in length from 500 to 1,000 words and contain no annotation. Interested individuals should send a letter of application and a resume showing evidence of some editorial experience, to Managing Editor, SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

Noteworthy Publications

The Inter-American Center for the Development of Archives, an agency of the Organization of American States whose primary purpose is to provide technical training to Latin American Archivists, has recently published *Anuario Interamericano de Archivos*, vol. IX-X, 1982-83. Included in this publication is a bibliographical essay on the articles published in *The American Archivist* during the period 1981-83. For information on how to obtain copies of the *Anuario*, published in Spanish, contact Celso Rodriguez, Department of Cultural Affairs, Organization of American States, 17th Street and Constitution Avenue, NW, Washington, DC 20006.

The National Archives and Records Service has recently issued a pamphlet entitled "For the Record: Guidelines for Official Records and Personal Papers," which highlights some of the most significant information about Federal records management. The publication seeks to answer questions posed by Federal agency officials concerning adequate and proper documentation. It addresses such topics as the Federal Records Act, adequate documentation, personal papers, the impact of computer technology, other records laws, and sources of further information. The pamphlet may be obtained from the Document Standards Division, National Archives and Records Service, Washington, DC 20408.

New "Problems in Archives" Kits: Position Descriptions

Four new PAKs are available now from SAA to assist in the design of position descriptions for jobs in archives and related fields. The PAKs were prepared by SAA staff member Sylvia Burck, who acknowledged the cooperation of a large number of archival institutions with her work.

Each PAK contains an array of position descriptions actually used by institutions employing archivists, plus a selected bibliography. Comparison of the various formats and details allows for ease of selection or customization of a description for a specific job. The PAK contents are organized by institutional type and, in one instance, specialized areas of the profession. Each Position Description PAK is available to SAA members for \$5.00, to nonmembers for \$10.00.

Records Management and Micrographics contains 24 job descriptions including records analyst, records management program manager, micrographic technician, micrographics supervisor, and microfilm camera operator.

State/Local Government and Historical Societies contains 31 job descriptions, including archives and records administrator, program coordinator, archivist, conservator, historian, and curator of manuscripts.

College and University Archives contains 35 job descriptions, including university archivist, reference archivist, archival specialist, processing archivist, head of special collections, and library technical assistant.

Federal Archives and Miscellaneous Archives contains 32 job descriptions, including supervisory archivist, deputy archivist, archivist specialist, archivist, archivist/administrator, conservator, and archives technician. The miscellaneous group represents religious, business, and specialized archives.

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

PAK ORDER FORM

Each PAK is	\$5 to SAA members, \$10 to non-members.
Quantity	<u>Title</u>
	Records Mgmt. and Micrographics
	State/Local Govt. & Hist. Societies
	College & University Archives
	Federal & Miscellaneous
TOTAL AMOUNT ENCLOSED: \$	
Name	
Address	
City	StateZip

Return with payment (U.S. funds only) to SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

Revised Data Element Dictionary Available

A report that represents a consensus reached by the Society of American Archivists' National Information Task Force (NISTF) Working Group on Data Elements on standard definitions of data elements for archival description is now available from SAA in an updated form. The NISTF Working Group was comprised of representatives of the Library of Congress, the National Archives and Records Service, institutions that cooperated in the National Historical Publications and Records Commission's Data Base Project, and the Research Libraries Group.

The report was originally compiled by David Bearman, working with NISTF, and circulated in 1981–1982. The newly revised report was prepared by Nancy Sahli for SAA's Committee on Archival Information Exchange and issued in December 1984.

The report is intended to provide archivists, records managers, and manuscript curators with a common nomenclature with which to define information systems used in the control of records and the management of records programs. The common

nomenclature serves to identify identical information collected, used, and reported by different subsystems within an in-house information system (and hence to identify areas for more efficient information handling within an institution). In addition it could identify data held in common by different repositories which is, therefore, theoretically available for exchange.

The data element dictionary is not a communications format, but it has been used as the basis for defining a communications format, the USMARC Archival and Manuscripts Control Format, jointly developed and approved by SAA's NISTF, the American Library Association RTSD/LITA/RASD Committee on the Representation in Machine-Readable Form of Bibliographic Information (MARBI) and the Library of Congress.

Copies of the revised data element dictionary are available to SAA members for \$5.00 and to non-members for \$7.00. A postage and handling charge will be added to orders which are not prepaid.

NASARA Studies Preservation, Clearinghouse Needs

The National Association of State Archives and Records Administrators has undertaken two important studies. The first is a study of the preservation needs of state archives programs; the second is a study of the information clearinghouse needs of the nation's archival community and public records custodians. Both studies are funded by grants from the National Historical Publications and Records Commission.

State Archives Preservation Needs Assessment Project

This project has two general goals: to undertake and carry out a systematic study of the preservation needs of the nation's state archival programs; and to prepare a report on these needs that will serve as a basis for further planning and nationwide action.

The project is being carried out on a consultative basis by Howard P. Lowell, Administrator of Oklahoma's state archives and records program, under the direction of NASARA's Board of Directors and Executive Director. The project includes four main components: (1) an analysis of existing studies and reports, including the state assessment reports, for an overview of programs and needs; (2) consultation with professional groups and agencies that have concerns and programs in the preservation field; (3) a detailed survey questionnaire on preservation needs and programs that is being sent to each state archival program; and (4) site visits by the Project Consultant to a number of state archives to discuss their preservation programs and plans. The project is expected to be completed by mid-1985. For more information on this project, contact Howard P. Lowell, Oklahoma Department of Libraries, 200 N.E. 18th St., Oklahoma City, OK 73105, (405) 521-2502.

Archival Information Clearinghouse Study

The three main goals of this study are to explore information—sharing needs, and potential approaches to clearinghouse operation, with the Society of American Archivists and other professional organizations; to ascertain how work could be facilitated through operation of an information clearinghouse mechanism or mechanisms; and to produce a report and recommendations that can serve as an "action document" for initiating clearinghouse activites.

The study will be carried out on a consultative basis by Victoria Irons Walch, formerly with the National Archives and now an independent archival consultant. The project will consult closely with the Society of American Archivists and other professional archival, historical, and records organizations concerned with improving the interchange of information. It is expected to proceed as follows:

(1) investigation of clearinghouses in related fields to determine their effectiveness; (2) preparation

of a "white paper" on the need for a clearinghouse system; (3) organization of a conference early in 1985 to discuss clearinghouse needs and means of meeting them; (4) after professional groups have had an opportunity to discuss the report of this conference, organization of a second conference to further discuss needs and derive tentative recommendations; (5) drafting of a report and recommendations for review and approval by the NASARA Board of Directors; and (6) preparation and distribution of a final report by early 1986.

More information on this study is available from Victoria Irons Walch, 9927 Capperton Drive, Oakton, Virginia 22124, (703) 281-2294.

The Wages of History

The American Association for State and Local History has released the results of a survey of 1,000 historical organizations and 1,000 individuals working in state and local history.

The Wages of History reports that half of the historical organizations in America are less than 25 years old and that 2/3 of the nation's history workers have been in the profession for ten years or less. According to AASLH Director Gerald W. George, the study "presents some disturbing conclusions about the future of women in the profession, the profession's difficulty in attracting minorities, and the inability—or disinclination—of many historical organizations to hire professionals at all."

More than 50% of the institutions surveyed failed to have at least one full time paid professional worker, and 38% of the historical organizations in the U.S. have no paid staff whatsoever.

The report's authors, Charles Phillips and Patricia Hogan, conclude that state and local history is "a poverty-ridden field that has been growing in size, but not in economic solvency or stability."

The average salary for directors or organizations in \$24,806. Archivists accounted for 9% of the persons in the survey and had an average salary of \$22,137.

The survey reported substantial differences between salaries for men and women. For example, male directors earn \$26,402 while females report \$22,043. Male curators of collections earn \$22,115, females earn \$15,163. For archivists, however, male salaries are reported at \$21,937 and female salaries at \$22,500.

More than 98% of the professionals surveyed were white. Blacks account for 0.3% of the total. Asians make up 0.3%, as do Hispanics and Native Americans.

The report, which was funded by NEH, costs \$10.00, prepaid, and may be ordered from AASLH, PO Box 40983, Nashville, TN 37204.

Transitions ...

H. DOUGLAS WRIGHT has been named director of the Lakota Archives and Historical Research Center at Sinte Gleska College in South Dakota. . .RICHARD C. BERNER has retired as head of the Manuscripts and University Archives Division, University of Washington. KARYL WINN has been appointed to succeed him ...LLYN CONRAD is the new records manager for the Providence (R.I.) City Archives...BARBARA SIMMONS has left MIT to become the manuscripts curator at the American Antiquarian Society in Worcester, Mass...BEVERLY D. BISHOP, formerly an archivist with the Missouri Historical Society, has been appointed curator, John Walker Barriger III Railroad Collection, St. Louis Mercantile Library Association. . . ROY C. TURNBAUGH, formerly on the staff of the Illinois State Archives, has been named State Archivist of Oregon. . . BONNIE HARDWICK has accepted the position of head of the Manuscript Division at the Bancroft Library, University of California, Berkeley. . . JOHN SCAFIDI has been appointed State Archivist of Florida. He has held various positions at the Florida State Archives over the last eight years . . .ANNE S.K. TURKOS has been named assistant curator of the Historical Manuscripts and Archives Department, University of Maryland Libraries, College Park. . . NANCY BARTLETT of the Bentley Historical Library is an official participant in this winter's Stage Technique International d'Archives Program at the Archives Nationales in France. She is the first American selected by the program since its founding in 1946. . . FRANK R. LEVSTIK has joined the Kentucky Department for Libraries and Archives as supervisor of arrangement and description. He was formerly affiliated with the M.I. King Library, University of Kentucky. . .MARK FRAZIER LLOYD has been named university archivist, University of Pennsylvania, succeeding FRANCIS JAMES DALLETT who retired last May. . . SAA Fellow LEONARD RAPPORT, who retired from the National Archives in October after 35 years, is working on a project sponsored by the American Historical Association, the Library of Congress and Project 87 to collect contemporary documents of the Federal Convention of 1787 not included in Max Farrand's Records of the Federal Convention of 1787. . . Two former Chicago Historical Society NHPRC grant project staff members have secured new positions: GARY STOCKTON will be working in the manuscripts section of the Library Services Division of the Illinois State Historical Library in Springfield, and SHEILA RYAN with the Chicago Theater Arts and Historical Collection in the Special Collections Division of the Chicago Public Library.

Wanted

The Association of St. Louis Area Archivists is gathering information about St. Louis-area archives and manuscript repositories for inclusion in a directory it plans to publish next year. Questionnaires will be distributed over the next few months and any organization which would like to ensure that it receives one should contact Tim Murray, Washington University Libraries, Special Collections, Campus Box 1061, St. Louis, MO 63130, (314) 889-5413.

Peace Archives: A Guide to American Libraries will be published in the spring of 1985 by the World Without War Council. It will be a directory of major archival centers that specialize in or have significant holdings of American peace organizations and leaders. If your library has a significant collection of peace materials and has not yet been contacted by the Council, please write Marguerite Green, Director, Historians Project, World Without War Council, 1730 Martin L. King Way, Berkeley, CA 94709.

The Vermont State Archives is compiling a guide to the papers of Vermont Governors. Repositories with manuscript and other non-published material of Vermont governors are asked to send a brief description of these holdings to Julie P. Cox, Assistant State Archivist, Office of the Secretary of State, Montpelier, VT 05602, (802) 828-2397.

Anne R. Kenney is compiling a bibliography of guides and other findings aids (published or broadly disseminated) to women's history sources in U.S. archives and manuscript repositories. Please send titles, price, and ordering information to Anne Kenney, Library, UMSL, 8001 Natural Bridge, St. Louis, MO 63121.

SAA Newsletter March 1985

PAIGE FILES work everywhere



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Archivists' Calendar

The Australian Society of Archivists will hold its 5th Biennial Conference in Canberra, July 5-8. For more information, contact The Secretary, ASA Inc. 1985 Conference Committee, PO Box 469, Dickson, ACT 2602.

The Moravian Archives' German Script Seminar will be held June 10-21 in Bethlehem, Pennsylvania. For more information, contact Vernon H. Nelson; Archivist, Moravian Archives, 41 West Locust St., Bethlehem, PA 18018, (215) 866-3255.

The Harry Ransom Humanities Research Center Conservation Department will present a seminar entitled "Conservation of Archival Materials" April 10–12 in Austin, Texas. For more information, contact Patricia Palmer, HRHRC Conservation Department, PO Drawer 7219, Austin, TX 78713, (512) 471–9117.

The Northeast Document Conservation Center will conduct a 2-day workshop on the conservation and management of photographic collections, May 2-3 at the Connecticut Historical Society in Hartford. For more information, contact Martha Wojan, Connecticut Historical Society, One Elizabeth Street, Hartford, CT 06105, (203) 236-5621.

REGIONAL SPRING MEETINGS

Society of Alabama Archivists, University of Alabama, Tuscaloosa, April 18-19. Contact Juli Rutledge, (205) 348-5512.

Society of California Archivists and Council of Inter-Mountain Archivists (joint meeting), May 30-June 2, Reno, Nevada. Contact Robert Blesse, Department of Special Collections, University of Nevada, Reno, NV 89557.

Society of Georgia Archivists, Conference Center at Unicoi, Helen, Georgia, April 11-12. Contact Ellen Garrison, (615) 929-5339.

Society of Indiana Archivists, Ball State University, Muncie, Indiana, April 12. Contact David Tambo, (317) 285-5078.

New England Archivists, Williams College, Williamstown, Massachusetts, May 3-4. Contact Karen D. Drickamer, NEA Registrar, Williams College, Williamstown, MA 01267.

Northwest Archivists, Helena, Montana, May 16-18. Contact Lorry Morrow, (406) 444-4714.

Society of Ohio Archivists, Ohio University, Athens, April 11–12. Contact Raimund Goerler, (614) 422–2409.

Society of Southwest Archivists, San Antonio, Texas, May 8-10. Contact Dora Guerra, (512) 691-4570.

Tennessee Archivists, Montgomery Bell State Park, March 28-29. Contact John H. Thweatt, (615) 741-3376.

Kentucky Council on Archives, Kentucky Department for Libraries and Archives, Frankfort, April 19. Contact Barbara Teague, (502) 875-7000.

Michigan Archival Association, Central Michigan University, Mt. Pleasant, May 17. Contact David Johnson, (517) 373-3124.

Mid-Atlantic Regional Archives Conference, Richmond, Virginia, April 25-27. Contact Jodi Koste, (804) 786-9898.

Midwest Archives Conference, Bismarck Hotel, Chicago, May 9-11. Contact Kevin Leonard, (312) 492-3136.

TENTATIVE SAA WORKSHOP SLATE

Administration of Photographic Collections:

May 15-17, 1985--New Orleans, Louisiana September 9-11, 1985--Los Angeles, California

Basic Archival Conservation:

June 17-19, 1985--Raleigh, North Carolina

For further information contact SAA headquarters.

Professional Opportunities

UNIVERSITY ARCHIVIST, University of Washington. Under the general direction of Head, Manuscripts and University Archives Division, directs the program of the university archives. Participates in the development of automated processes for descriptive and administrative functions of the Division. Qualifications: M.L.S. from ALA-accredited school required. Formal training in archival management and knowledge of historical research methods required. At least two years' experience as an archivist, preferably with institutional records required. Knowledge of records management pre-ferred. Salary: \$21,600 minimum. Applicants should submit a letter of application, resume, current salary and salary requirements, and the names of three references to: Charles E. Chamberlin, Head, Personnel and Administrative Services, University of Washington Libraries, FM-25, Seattle, WA 98195-0001. To insure consideration, applications should be received no later than 5:00 p.m., April 26, 1985.

DIRECTOR, Rockefeller Archives Center. Located at Pocantico Hills, North Tarrytown, New York. For a complete announcement and further information, contact the chair of the search committee: Nathan Reingold, Joseph Henry Papers, Smithsonian Institution, Washington, DC 20560. Closing date for applications and nominations: April 30, 1985.

(cont. on following page)

Professional Opportunities

ASSISTANT CURATOR OF URBAN AR-CHIVES, Temple University. Responsible for accession, arrangement and description of holdings, including archival collection, pamphlets, maps and photographs; general reference work and other assistance to researchers; supervision of student staff; development and implementation of preservation policies; some collection development responsibilities for the general collection possible. Qualifications: ALA-accredited M.L.S., experience with processing, preservation and use of archives. Professional library/archives experience preferred. Additional graduate degree in American history or urban history desirable. Salary: \$16,000 minimum at L-1; \$18,000 at L-2; plus excellent benefits. Send letter of application, resume, and names of three references to: George H. Libbey, Library Personnel Officer, Samuel Paley Library 017-00, Temple University, Philadelphia, PA 19122. Application deadline: March 29, 1985.

DIRECTOR, Microform Services, Northeast Document Conservation Center. Librarian or archivist for senior management position, directing preservation microfilming service and photographic copying service. Candidates must demonstrate public relations skills, experience in personnel management and fiscal management, some knowledge of micrographics or preparation of microforms. M.L.S or archival training preferred. Salary commensurate. Send resume, indicating present salary to: NEDCC, 24 School St., Andover, MA 01810. No closing date provided.

REFERENCE ARCHIVIST, Bentley Historical Library, University of Michigan. Responsible for reference services and program of the library, including management of daily reference activities, presentations to university classes (graduate and undergraduate levels) and to other user groups. Qualifications: Advanced degree in American history, American studies, library science, or related field, and two years' work experience in an archives or modern manuscript repository. Formal course work in archival administration may be substituted for one year professional experience. Formal course work in the administration of archives and knowledge of historical methodologies are desired. Depending on qualifications and experience, the appointment will be made at the assistant or associate archivist level: Salary, Assistant Archivist: \$17,000-\$25,000; Associate Archivist: \$23,000-\$30,000. Position will be available on July 1, 1985. Submit a letter of application, enclosing a resume and a list of three references to: William K. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, 1150 Beal Ave., Ann Arbor, MI 48109-2113. Application deadline: April 30, 1985.

Two positions, Society of American Archivists:

PROGRAM OFFICER. Under the direction of SAA's Executive Director, to implement all phases of a grant-funded automated archival information program, comprising research, education, and communications designed to foster the continued development and implementation of information systems within and among repositories. Requires understanding both of archival needs and of the field of automation. Will represent SAA's Committee on Archival Information Exchange and its Automated Records and Techniques Task Force at meetings of regional and special archival associations, organize workshops on the MARC AMC format, provide information services through a clearinghouse and prepare research reports. 24-month position in SAA's Chicago office with the possibility of an extension.

PROGRAM OFFICER. Under the direction of SAA's Education Director, to implement and coordinate activities designed to meet the continuing education and training needs of the profession in SAA's projected Education Office. Requires archival experience, the ability to work cooperatively with the diverse elements of the Society and the profession, and the demonstrated ability to organize and deliver a program of services. 36-month grant-funded position in SAA's Chicago office with the possibility of an extension.

Send application letter, resume, and names of three references to: Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Application deadline: April 10, 1985.

ARCHIVIST, American Society for Microbiology. Develop and manage established scientific archives located in Kuhn Library and Gallery, University of Maryland-Baltimore County. Participate in acquisitions, processing, creation of finding aids, assist researchers, write grant proposals. Qualifications: ALA-accredited M.L.S. or M.A. in history or history of science, with training in archival administration required; writing skills essential; one or more years' professional archival experience desired; experience in grant-writing desirable as well as undergraduate work in science, preferably microbiology. Terms: Temporary half-time appointment through December 31,1985 with possibility of renewal. Half-time salary: \$9,318. resume, with names and address of three references to: Jonathan Le Breton, Administrative Services Librarian, Kuhn Library and Gallery, University of Maryland-Baltimore County, 5401 Wilkins Ave., Catonsville, MD 21228. Applications received by March 22, 1985 will be given preference.

Two positions, United Negro College Fund:

PROCESSING ARCHIVIST. Full-time, entry-level position to work in an institutional archives for a non-profit fundraising company. Primary responsibility is to arrange and describe UNCF archival records. Other duties are to accession records, appraise records, and to assist in answering reference requests. Minimum qualifications: B.A. in history or related field with at least one year of processing experience. Good writing skills, knowledge of history of black education desirable.

LIBRARY ARCHIVIST. Experienced person to accession, arrange and describe materials, handle reference requests, and perform other activities relating to the operations of the archives. Qualifications: 2-5 years' experience in archival work or library science. Graduate course work in black social history desirable. Some travel necessary.

Send letter and resume to: G. Roland Wilson, Director of Personnel, United Negro College Fund, 500 E. 66th St., New York, NY 10021. No closing date provided.

PHOTO ARCHIVIST, Cincinnati Historical Society. To develop, organize, and promote the 400,000-item collection of still photographs, films, and videotapes; implement a one-year NEH grant to organize a 26,000-item collection documenting local socio-economic conditions, 1934-81; provide reference service; and supervise a photographic technician, interns, and volunteers. Qualifications: M.A. in American history and formal course work in archives administration or additional M.L.S. with training in archives administration, three years' related work, supervisory experience and knowledge of photographic history Salary: \$17,800. Send resume and references to: Laura L. Chace, Librarian, Cincinnati Historical Society, Eden Park, Cincinnati, OH 45202. Application dead-line: April 30, 1985.

ASSISTANT ARCHIVIST, J. Walter Thompson Company. Evaluate accessions, determine processing priorities, do research, answer inquiries from around the world, design exhibits, and con-Qualifitinue marketing the archives. cations: Graduate degree and archival experience. Must like people and computers, and possess good judgment, communications skills, conscientiousness, creativity, and a sense of humor. Send letter, salary requirements, resume, and names of two references to: Nancy Fitzpatrick, J. Walter Thompson Co., 466 Lexington Ave., New York, NY 10017. No closing date provided.

Professional Opportunities

ARCHIVIST, Tiffany and Company. To manage archives located in Newark, New Jersey area. Responsible for arranging, cataloging, and answering reference requests. Qualifications: M.A. in history, 1–2 years' archival experience. Apply to: Tiffany & Company, Personnel Dept., 2 E. 57th St., New York, NY 10022. No closing date provided.

MANUSCRIPTS ASSISTANT, Chicago Historical Society. To file and arrange manuscript collections (chiefly papers of 20th century Chicagoans and records of organizations and groups in the city) and perform typing, xeroxing, and other clerical tasks as directed by Curator and Associate Curator. Qualifications: B.A. required, background in American history and/or archival administration preferred. This is a clerical-level position with typing proficiency required along with ability to key data into a computer terminal. Salary: \$12,000 plus benefits. Contact: Archie Motley, Curator of Manuscripts, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614. No closing date provided.

ARCHIVIST, Colgate University. Responsible for collecting, preserving, and administering the historical records of the university, rare books, literary manuscripts, and personal papers, and supplying information from these materials to members of the university and the public. Initial focus will be on archives, with development into full special collections responsibility. · Qualifications: M.L.S. (ALA-accredited), minimum one year professional experience, and training/working experience in archives management required. Background in history and British/American literature and knowledge/experience in non-archival special collections preferred. Salary: \$19,000+ depending upon qualifications. Send resume and names of three professional references to: G. R. Parks, Case Library, Colgate University, Hamilton, NY 13346. Application deadline: April 15, 1985.

INTERN, Brethren Historical Library and Archives. To begin July 15, 1985. Program provides work experience in research library, opportunity to consider vocation in archives, peace studies, public history, theological librarianship. Work assignments include arranging and describing archival collections, assisting researchers, book and document conservation, and library cataloging. Graduate student preferred or undergraduate with three years' college concentrating in history, library science, or peace studies. Interns receive room, board, stipend, insurance, and limited tuition assistance. Send resume, college transcripts, three letters of reference to: Personnel Relations and Development, Church of the Brethren, 1451 Dundee Ave., Elgin, IL 60120. Ap-plication deadline: April 1, 1985.

ARCHIVIST, Yolo County, Woodland, California. Two-year, NHPRC-funded position responsible for the development of an archives program including planning for appraisal, arrangement and description and preservation of records. Qualifications: Equivalent to graduation from college and 1) one year professional library experience in archival work or formal academic training specializing in archival management; or 2) two years' professional library experience in organizing historical governmental documents; or 3) two years' professional experience in manuscript department of a research library or 4) a combination of the above experience. Valid California driver's icense. Salary: \$19,800 annual (1st year), \$20,790 (2nd year). Contract position. Send detailed resume to: Yolo County Personnel Dept., Room 101, County Administration Bldg., 625 Court St., Woodland, CA 95695; telephone: (916) 666-8055. Final filing date: April 29, 1985, 5:00 p.m.

DIRECTOR OF GENEALOGICAL SERV-ICES, Genealogical Society of Pennsyl-Seeking a highly-qualified individual to strengthen and increase the accessibility of its collections to its own membership and the general public. Qualifications: Accredited (or certified) genealogist with library experience and a demonstrated interest in public service, public relations, and kindred organizations. Preference will be given to those with a working knowledge of the collections of the Historical Society of Pennsylvania. Salary: \$20,000. Send resume and list of references to Mark Frazier Lloyd, Chairman, Search Committee, The Genealogical Society of Pennsylvania, 1300 Locust St., Philadelphia, PA 19107. Application deadline: April 1, 1985.

MANUSCRIPT CURATOR, East Carolina University. Duties include arrangement and description, preparation of finding aids, and day-by-day supervision of research room and student workers. Reports to Coordinator of Special Collections. Qualifications: M.A. in American history and M.L.S. from ALA-accredited school (or M.A. and Ph.D.); professional archival training and/or substantial experience in manuscript work; ability to deal effectively with the public. Prefer demonstrated competence in North Carolina and/or Southern history and government; publication or editorial experience. Minimum salary: \$18,500; 12month appointment, faculty rank. Send letter of application with resume, official transcripts, and names of three references to: Ruth M. Katz, Joyner Library, East Carolina University, Greenville, NC 27834. Applications must be postmarked on or before April 14, 1985.

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

Three positions, New York State Archives:

SUPERVISOR OF LOCAL RECORDS PRO-GRAM. To direct operations, and supervise staff, of State Archives' Local Records Section. Responsibilities include program planning and development, overseeing production of technical publications and schedules, supervising professional and support staff, preparing articles and other written material, and making presentations at meetings of local government associations and other groups. Qualifications: Master's degree in archival administration, history, government, economics, public administration, library science, or a closely-related field; and at least three years' professional experience in administering, selecting, preserving, or making available for use archival records, two of which must have been in archival program administration or supervision of professional archival staff. Salary: \$31,074-\$36,440.

SENIOR LOCAL RECORDS ARCHIVIST. Works at direction of Supervisor of Local Records Program on analysis of local government records systems and development of records retention and disposition schedules and technical manuals and other publications. Also makes presentations at meetings of local government officials on topics pertaining to local government records management and archival administration. Qualifications: Same educational preference as Supervisor position listed above and two years' full-time equivalent professional experience in administering, selecting, preserving, or making available archival records. Salary: \$23,903-\$28,334.

LOCAL RECORDS ARCHIVIST. Assists in the development of schedules and publications and provides advice to local government officials on records management and archival administration. Qualifications: Same educational preferance as Supervisor position and one year full-time equivalent professional archival experience. Salary: \$19,110-\$22,686.

Preference will be given to candidates with experience in government or institutional archival administration.

Appointees will be subject to New York State Civil Service requirements for permanent appointment to archivist positions. To submit a resume, or for more information, contact Larry J. Hackman or Bruce W. Dearstyne, at the New York State Archives, 10A46, Cultural Education Center, Albany, NY 12230; telephone: (518) 474–1195. Application deadline: April 5, 1985.



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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Nominations for Fellows Solicited

The SAA Committee on Professional Standards urges the Society's membership to nominate persons for election as Fellows in 1985. Fellows are elected by a 75% vote of the Committee, which is made up of the five most recent past presidents of the Society and two Fellows elected to the Committee by Council. The 1984-85 Committee chair is J. Frank Cook. Other past presidents on the Comittee are David B. Gracy II, Ruth Helmuth, Maynard Brichford, and Edward Weldon. The two Fellows selected by Council to serve on the Committee are Virginia C. Purdy and Richard Lytle.

According to the Society's constitution, the number of Fellows may not exceed 5% of the total membership of the Society. Candidates for Fellow must have been individual members of the Society in good standing for the past seven years. The Committee on Professional Standards is also guided by the following criteria:

- A. Appropriate academic education and professional and technical training in any of the fields of the Society's interest.
- B. Professional experience in any of the fields of the Society's objectives for a minimum of seven years, which shall include evidence of professional responsibility.
- C. Writing of superior quality and usefulness contributing toward the realization of the Society's objectives.
- D. Contributions to the archival profession through active participation in the Society of American Archivists and innovative or other outstanding work on behalf of the Society.

Any SAA member is eligible to nominate another member for Fellow of the Society. For a nomination form, write to Antonia Pedroza at SAA head-

quarters, 600 S. Federal, Suite 504, Chicago, IL 60605. Completed forms must be received by J. Frank Cook, B134 Memorial Library, University of Wisconsin, Madison, WI 53706, by August 1, 1985.

Business Archives Workshop in Dallas

SAA will sponsor the eighth in its series of workshops entitled "Business Archives: The Basics and Beyond," May 20-23, in Dallas, Texas. The workshop is presented in cooperation with the Dallas Public Library.

The 4-day workshop is divided into two sections. The first three days will cover basic archival procedures: appraisal, accessioning, arrangement, description, and reference. Emphasis also will be placed on techniques to use to secure management support of an archival program. Instructors for this portion of the workshop will be Philip F. Mooney, Coca-Cola Company, and Anne Van Camp, Chase Manhattan Bank.

The final day of the workshop will focus on three specialized topics: records management, oral history and business archives, and promoting the business archives. Helen R. Harden, records manager for Frito-Lay, Inc., will teach the records management session; Thomas Charlton, Baylor University Institute for Oral History, will teach the oral history session; and David B. Gracy II, Texas State Archives, will talk about promoting the business archives. Tours of archival facilities in the Dallas area are also planned.

A detailed workshop brochure can be obtained from Antonia Pedroza at SAA headquarters, 600 S. Federa Suite 504, Chicago, IL 60605.

