

The Society of American Archivists

# SAA Newsletter

May 1985

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## The National Archives



On April 1, the National Archives became an independent agency of the Executive Branch of the government, thus ending a campaign waged by the Society and others of over a decade. This historic event occasioned celebration throughout the archival community in the United States.

The legislation that created the National Archives and Records Administration provided for the appointment of the Archivist of the United States by the president for no fixed term, subject to confirmation by the Senate. Robert A. Warner, Archivist for the past five years, resigned on April 15 to become Dean of the School of Library Science at the University of Michigan. A Fellow and former President of SAA, Warner is accorded major credit for the successful independence drive.

In a farewell message, Warner cited two "significant facts" demonstrated by the events of the past several years that are "sometimes overlooked in our day-to-day lives. First, there is great and growing support and interest in the work of the National Archives." Second, Warner pointed out the "outstanding professionalism and dedication of the staff."

As the *Newsletter* went to press in late April, the search for a new Archivist was proceeding. Candidates interviewed by the White House Personnel Office included John Agresto, National Endowment for the Humanities; Richard Bishirjian, Heritage Foundation; Charles Blitzer, National Humanities Center; M.E. Bradford, University of Dallas; Edward C. Carter, American Philosophical Society; Peter Duignan, Hoover Institution; Charles Ritcheson, University of Southern California; Larry Tise, Pennsylvania Historical and Museum Commission.

As it passed the Act that created a newly-independent Archives, Congress stressed the need to keep the position of Archivist non-political. However, after the minimum academic credential these persons possess, the Ph.D., the qualification shared by most is acceptability to the Reagan White House.

SAA learned in late April that the President had made a selection whose name was being cleared by federal investigators. An announcement is expected by mid-May.

## Census of Archival Institutions Planned

During the months of June and July, 1985, the Society of American Archivists will conduct its first census of archival institutions. This pioneering effort, conducted by the Task Force on Institutional Evaluation, will collect basic information about the full range of responsibilities, resources, and practices of American archives and manuscript repositories.

The need for such a census has been felt for some time. Its urgency was underscored by the report of the SAA Task Force on Goals and Priorities, which noted that "no statistical summary currently exists of archival activity in this country." This census is the first step in building a base of program measurement statistics for research and administration.

A successful first census, repeated on a regular basis, will give not only a one-time snapshot of the profession but a motion picture of its development as it moves into the 21st century.

The 15-page census questionnaire will ask for information about mission, authority, finances, facilities, holdings, acquisitions and processing activities, reference, use, and outreach programs. It is arranged in nine sections that correspond roughly to the "Principles of Institutional Evaluation" published by the Society of American Archivists in the booklet, *Evaluation of Archival Institutions*.

The range of questions is extensive and some effort will be required to complete it. "Given the diversity of American archives, it is unlikely that every question will apply to every institution," said Mary Jo Pugh, chair of the Task Force. "Please complete as much as you can."

The information collected in the census will be treated very much as the Census Bureau treats its decennial census of the American population. The information will be coded in machine-readable form by the Institute for Social Research at the University of Michigan. Each questionnaire will be assigned a number and any information in the questionnaire that could be used to identify a particular institution will be coded to ensure confidentiality.

(cont. on p. 5)

## SAA in Austin

While the 1985 Program Committee and SAA's Program Editor Linda Ziemer work to complete descriptions of the sessions to be presented in the Society's 49th annual meeting, scheduled for October 28-November 1 in Austin, Texas, David B. Gracy's Local Arrangements Committee has planned a full slate of off-site activities.

Meeting participants will have opportunities to visit the Humanities Research Center for in-depth conservation tours, the Austin History Center and the Johnson Library for photograph tours, the General Land Office and the Texas State Archives for a tour related to government records, and the Johnson Library for a tour on archival exhibits. In addition, walking tours have been slated of the University of Texas and of historic Austin.

Optional activities will include an old fashioned Texas barbeque at the scenic Friday Mountain Ranch, scheduled for the evening of October 28.

A post-meeting tour to the Texas Hill Country and San Antonio is scheduled for November 1-3. It will include a tour of the Johnson Ranch, a night in historic Fredericksburg, and another night in San Antonio where tours to the Alamo and the Institute of Texan Cultures are scheduled. Prices for the tour, including transportation and lodging are \$185 single, \$135 double.

Many members will find either the tour described above or the tour to Mexico City, described elsewhere in the NEWSLETTER, to be particularly attractive as air fare savings are available in both instances as long as airlines are offering substantial deductions to those remaining in travel status over a Saturday night.

American Airlines will be the official carrier for SAA's Austin meeting. By calling 800-433-1790, or 800-792-1160 in Texas, and mentioning STAR #S4246, members can get complete details. By purchasing tickets at least 30 days prior to departure a 40% discount is offered over coach. An advance purchase of at least 7 days in advance brings with it a 35% discount.

Headquarters hotel for the meeting is the Hyatt Regency. Single rates are \$69 and double rates are \$75. Overflow accommodations are available at the Sheraton Crest Hotel, about a short block from the Hyatt, where singles are \$57 and doubles are \$67.

The Program Committee has selected 66 sessions to be presented at the meeting, including 17 workshops and 6 poster sessions.

Program highlights include Andrea Hinding's presidential address, which will be delivered at the Johnson Library and followed by a reception, and a panel at which the individual certification issue will be debated.

## Outreach Committee

For the second year, the Outreach Committee of SAA's Reference, Access, and Outreach Section is gathering materials used in outreach activities to display at the annual meeting. SAA members are asked to send sample copies of brochures, fliers, newsletters, brief descriptions of successful activities, novel ideas, etc. to Joel Wurl, University Archives, University of Toledo, Toledo, OH 43606, by August 1. Of particular interest are outreach products/activities that might lend themselves to demonstration of hands-on-presentation (e.g. video tape programs, exhibit techniques, computer assisted activities).

## LAOOC Archives

The archives of the Los Angeles Olympic Organizing Committee of the XXIIIrd Olympiad Games will be permanently housed at the University of California, Los Angeles. According to an agreement between the LAOOC and The Regents of the University of California, the archives will be housed in UCLA's Department of Special Collections in the University Research Library.

The archives will be transferred to UCLA on June 30 and will include 300 linear feet of business records, publication and poster samples, architectural drawings and newspaper clippings. In addition, approximately 4,000 videotapes (including ABC's Olympic coverage), 130,000 slides and a variety of other audiovisual records from the LAOOC will be preserved.

"The LAOOC archives contain a wealth of information about the operation and organization of a spectacular Olympiad," said UCLA Chancellor Charles E. Young. "This documentation will provide insight for researchers and game organizers for years to come. Because of UCLA's extensive involvement in the Olympics, we are honored to serve as the home for this historic collection."

### SAA Staff

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## NARA: 20 Year Preservation Plan

The National Archives has published a 20-year plan for the preservation of the records in its custody. The plan, which projects the care of more than three billion pages as well as millions of feet of motion pictures, photographs, maps, and computer tapes, would cost \$209 million by the year 2005 if implemented.

Robert M. Warner, Archivist of the United States at the time the plan was announced, called the published results of a three-year study "a milestone." Warner said "the preservation plan is predicated on the necessities of preserving documents with limited resources while serving researchers from the public and the federal government.

"By the year 2005, the National Archives will have added several billion more pieces of paper and several million more non-textual items -- sound and video recordings, photographs, and computer tapes, for example -- to its collection. The knowledge, techniques, and materials for conservation of historical materials have greatly improved in recent years and we can look forward to revolutionary technologies as well. Our plan calls for essential, not grandiose, measures which will allow tomorrow's historians and genealogists to enjoy what we take for granted today."

NARA's efforts received support for the Reagan Administration. The President's budget request to Congress contains an additional \$3 million to launch the program in FY86. This brings NARA's total allocation for preservation next year to \$9.3 million.

The plan is the result of several studies conducted jointly by the National Archives and the National Bureau of Standards' Center for Applied Mathematics, which began in 1981. Following a survey of the paper records at the National Archives, a comprehensive preservation plan was developed. Among the recommendations were improved environmental controls, including the redesign of the heating, ventilation, and air-conditioning in the National Archives building; storage enhancement of archival material to slow down deterioration, such as shrink-packaging, reboxing, refolding; and reproduction of 97 million pages of frequently used documents.

Early action is required to prevent the loss of important information on stencil Mimeograph, Thermofax, and Verifax reproductions reproduced during the next 20 years." In addition to the more routine measures, an estimated 216,000 documents of great historical significance, such as international and Indian treaties and the Papers of the Continental Congress, require intensive laboratory conserva-

(cont. on p. 13)

## 1984 Tax Act: Notes for Archivists

The Tax Reform Act of 1984 contains provisions that relate to the work of some manuscript curators and archivists.

The Act requires the taxpayer to submit a formal appraisal of property donated to a nonprofit institution if that property is over \$5,000 in value. A summary of the appraisal must be attached to the taxpayer's return. The \$5,000 figure covers property given, in total, in one tax year, to any number of recipients.

The appraisal must be made by a "qualified appraiser." That person may not be the taxpayer or donor, a party to the transaction in which the taxpayer acquired the property, the donee, any person employed by or related to any of the foregoing persons, or any person whose relationship to the taxpayer would cause a reasonable person to question the independence of the appraiser.

For the first time, the Act provides possible penalties for the appraiser for overstatement of the value of property.

The Act places new responsibilities on donees as well. If the donee of any charitable donation property valued over \$5,000 sells, exchanges, or otherwise disposes of such property within two years after its receipt, the donee must report that transaction to the Internal Revenue Service. More information on the Act may be found in the FEDERAL REGISTER December 31, 1984, pp. 50657-63.

## SAA Awarded Automation Grant

The National Endowment for the Humanities has awarded the Society of American Archivists \$164,184 to support a major initiative in the area of automated archival information. Building on the work of its National Information Systems Task Force and its Automated Records and Techniques Task Force, the Society anticipates a broad program of communications, education and research designed to foster the continued development and implementation of archival information systems within and among repositories. Through the establishment of a centralized clearinghouse and a nationwide series of workshops, the program will provide guidance and training that will assist archivists in assessing the needs of their institutions in light of available information technology and establishing realistic programs and procedures to take advantage of that technology.

The project will be advised by a steering committee composed of representatives from SAA's Committee on Archival Information Exchange and the Automated Records and Techniques Task Force.

# Committee on the Records of Government Issues Final Report

The Committee on the Records of Government, a group of scholars and former government officials sponsored by the Council on Library Resources, the American Council of Learned Societies, and the Social Science Research Council, issued its final report in March.

Charging that "the United States is in danger of losing its memory," the Committee made the following conclusions:

- A. The federal government and state and local governments have huge quantities of paper records. These governments store totally valueless records haphazardly and at a high annual cost. At the same time, these governments are failing to create or retain records which would help them in their current business and permit future generations to reconstruct our nation's history.
- B. The danger of losing historically valuable records is greatly increased by the change-over to electronic recordkeeping. Under current procedure, records created on tapes or disks are erased or lost before anyone exercises judgement about their possible value. In addition, given the rapidity of technological change, even information recognized as valuable can be lost because the equipment and skills necessary to retrieve it become obsolete or unavailable.
- C. Responsibility for decisions regarding records and recordkeeping is fragmented and ill-defined. At the federal level, responsibility is divided among four groups. At present, no individual or agency can or will take action to remedy existing conditions. Similar fragmentation of responsibility exists in state and local governments.
- D. Officials responsible for creating records should be made accountable also for winnowing out or the preservation of those records of historical or other value.
- E. The executive branch of the federal government can set a model for all other branches and levels of government. There are no recordkeeping issues peculiar to state and local governments.
- F. A clearer delineation of responsibility cannot only safeguard our documentary heritage but also save money and improve government performance.

The Committee, which was chaired by Ernest R. May, Harvard University, made the following specific recommendations:

1. President Reagan should promptly issue an Executive Order. It would accomplish the following:
  - a. The Archivist of the United States would be made head of a Federal Records Management Policy Council, with members representing the Office of Management and Budget and the General Services Administration. The council would:
    - o Assist in and oversee agency planning for records or data management and disposition and,
    - o With the assistance of outside experts and appropriate public representatives, conduct periodic reviews of agency performance.
  - b. Subject to such oversight, each agency head would be made responsible for agency records, whether created on paper or electronically. This would include responsibility for getting rid of needless records; for reducing to a minimum the cost of records retention; for maintaining records needed for reference or accountability; and for identifying, preserving, and eventually transferring to the National Archives those records of permanent historical value.
  - c. To carry out these missions, each agency head and each senior agency manager would obtain staff assistance from professional historians or archivists.
2. With guidance from an Advisory Committee made up of illustrious private citizens, the Archivist should, in addition, expand the functions of the National Archives and Records Administration. The Committee suggests specifically that the Archivist:
  - a. Increase public awareness of and facilitate public access to the nation's documentary treasures, using for this purpose regional records centers and presidential libraries as well as facilities in the nation's capital.
  - b. Provide leadership for the nation and the world on research and development and testing of methods for managing, preserving, and retrieving government records and data.

(cont. on p.5)



## Mexico after the Austin Meeting

An important aspect of educational programming at the Society is the sponsorship of international study tours. Two future trips are now being planned. Interest has been high in them both since the first NEWSLETTER announcement some months ago. Those who want to be included in either of the journeys should be in touch with Toni Pedroza of SAA immediately for more details.

### MEXICO AFTER THE AUSTIN MEETING

Leaving Austin on Friday, November 1 to Mexico City. Visits to archival institutions and historical sites are planned. A seminar is scheduled at the National Archives. Also included will be tours to the Pyramids of the Sun and the Moon, Chapultepec Castle, a performance of the Ballet Folklorico, and free time to pursue individual interests. The tour price includes lodging in Mexico, local transportation, admission fees. Air transportation to the Austin meeting and then on to Mexico City and return to members' homes will be computed separately.

Tour prices are \$475 single, \$280 double, and \$260 triple. Very advantageous air fares will be available to study tour members through American Airlines. For example, Washington-Austin-Mexico City-Washington will be \$507. Chicago, \$485, San Francisco, \$517. New York, \$468.

Virginia Newton, Alaska State Archives is planning the trip. Newton has been a frequent traveler to Mexican archives and has completed her dissertation on a related topic.

## China in Spring 1986

The Society's second study tour to China will build on the highly successful trip of 1982. Scheduled for April 6-May 1, 1986, the 26 day trip, including all meals, lodging, and transportation from San Francisco, is anticipated to cost \$3,290. The trip is being arranged through Special Tours for Special People and planned by William W. Moss, Smithsonian Institution Archivist, who is a student of Chinese culture and speaks the language. See the AMERICAN ARCHIVIST, Fall 1982, for Moss's report of the Society's first trip. The tentative itinerary for 1986 is as follows:

Shanghai--the great eastern port of China  
Hangzhou--coastal resort south of Shanghai  
Nanjing--Republican capital, important archives  
Qufu--home of Confucius and 77 of his lineal descendents, Confucius archives  
Beijing--national capital, national archives, side trip to Great Wall

Xian--the ancient capital with its famed excavation of the "terra cotta army."

Chengdu--capital of Sichuan Province near the upper reaches of the Yangtze River.

Guilin--the Li River Valley where the green mountains thrust abruptly out of the plain as in a Chinese painting.

Guangzhou--known to Westerners as Canton, famous as the breeding ground of the modern democratic revolution against the Qing Dynasty.

Hong Kong--the entrepot port for China, justly famed for its business and beautiful harbor. An impressive public archives and records center.

The China study tour is a one-price trip. All air travel to and from China and within China, all bus and train travel within China, all hotel accommodations and meals, and all entrance fees for historic sites and evening entertainment are included in the package. Additional expenses for SAA travelers will include film for their cameras and any purchases they may wish to make in the shops! One potential traveler noted that the tour price is around \$127 per day and suggested that that cost be compared to a 26-day tour of the United States.

## Final Report, cont.

- c. Organize the capacity for research in government records in order to provide reference services for other elements of the federal government, building up in the process a cumulatively valuable electronic data base.
3. The Speaker of the House and the leadership of the Senate should take similar measures, seeking advice, when appropriate, from the Archivist and the Records Management Policy Council.
4. The General Accounting Office should conduct periodic reviews of recordkeeping by Congressional committees and other agencies of the Congress and conduct periodic independent reviews of recordkeeping in executive agencies.
5. Governors, state legislators, and the government leaders of counties, cities, and towns should act as quickly as possible to copy the example of the federal executive.

Project director for the Committee was Anna K. Nelson. Victoria Irons Walch was its consultant.

Copies of the complete 192 page report are being furnished to members of SAA's Government Records Section. They are available from the Council on Library Resources, 1785 Massachusetts Ave., N.W. Washington, D.C. 20036.

## SAA's 1986 Program Committee

SAA's 1986 Program Committee seeks proposal submissions for the 50th anniversary meeting in Chicago, Illinois, August 26-August 30, 1986. Although the meeting is 15 months off, individuals, sections, task forces, and committees are encouraged to begin considering proposals to complement the theme of "SAA at 50: Past Accomplishments, Future Challenges." While allowing for diversity, the Program Committee seeks proposals which will consider historically significant issues, analyze current conditions, and offer solutions for the future. The traditional three speaker session seems particularly suited for this approach. However, the Program Committee also encourages the development of shorter sessions featuring work-in-progress presentations. This format will enable speakers to present tentative findings at a stage where audience feedback can be particularly valuable.

To encourage participation by SAA sections, in 1986, the Program Committee will guarantee one program slot for each section which submits proposals developing the 50th anniversary theme of reflection, assessment, and prediction. Of course sections and section members may submit additional proposals for general consideration.

Proposals can range from fully developed sessions to individual presentations or suggestions for session topics. Proposal forms are available from the SAA Office or from Program Committee chair, H. Thomas Hickerson. Submissions are encouraged before the Austin, Texas meeting in late October, but proposals will be accepted until November 15, 1985. Send all proposals to: H. Thomas Hickerson, Department of Manuscripts and University Archives, John M. Olin Library, Cornell University, Ithaca, NY 14853-5301.

Headquarters hotel for SAA's 50th anniversary meeting is the Chicago Marriott, a property well located on North Michigan Avenue.

## New Grants For 1985

Northeast Document Conservation Center, Andover, MA, has received a grant of \$16,000 from the Andrew W. Mellon Foundation to continue its advanced internship training program in paper conservation. The four year award enables NEDCC to provide three additional internships, each two years in length.

The Archival Document Conservation Center in Cincinnati, OH, has received a grant from LSCA funds for a one year internship in book conservation.

The Southern Labor Archives at Georgia State University has been awarded a \$10,000 grant by the Georgia Endowment for the Humanities and the National Endowment for the Humanities. The grant will support a program to explore the history of textile workers in Atlanta's Cabbagetown and the Celanese Textile Community in Rome, GA.

The Meville J. Herskovits Library of African Studies at Northwestern University Library, Evanston, IL, has received a \$150,000 grant from the Lloyd A. Fry Foundation to be administered over a three-year period. The grant will support a preservation program aimed at ensuring the longevity and usefulness of rare and unique materials in the Africana collection.

Willamette University, Portland, OR, has received \$1,000,000 by the Fred Meyer Charitable Trust to support a facility to house the papers and memorabilia of Senator Mark O. Hatfield (R-Ore).

## Census of Archival Institutions, cont.

Like the Census Bureau, the Task Force will issue reports presenting summary information about archival institutions in the United States. The raw data will be available to archivists in machine-readable form, and a codebook will be available to guide archivists in using the raw data for research and administration.

If any institution does not receive a questionnaire by June 1, please request one from the SAA office, 600 South Federal, Suite 504, Chicago, IL 60605

### THE BORN LOSER



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# PEOPLE PAPERS

● Dr. Kennard C. Korbin, Fall River, MA, spent several hours in jail for refusing to release medical records to state prosecutors. Korbrin is suspected of Medicaid fraud and is involved in a legal battle which pits the state's rights to investigate potential Medicaid fraud against a patient's right to privacy. Similar cases have occurred in Rhode Island, New York, and Washington where the highest courts in the states sided with state fraud prosecutors against the therapists. In one case, the courts ordered patient records be made available only to the state health department. The records in Korbrin's case might eventually be placed before a grand jury.

● Mayor Edward I. Koch signed a bill in February that will amend Chapter 72 of the City Charter to create a trust fund for the city's Department of Records and Information Services (DORIS). The new Archives, Reference and Research Fund will enable DORIS to receive proceeds from, for example, the sale of non-archival collectible items and to use the interest generated by judicious investment for nonmandated but essential archival projects and related programs. The Department of Records and Information Services is mandated by the City Charter to operate a records management program, an archives program and a reference library for the government of New York City. However, these programs are basic and do not include outreach or educational programs or exhibitions, nor do they provide for personnel who are experts in special restoration and conservation techniques or in the organization of historical lectures and exhibitions. Eugene J. Bockman, the Commissioner of DORIS, noted the department had tried to underwrite nonmandated areas with increasingly scarce grant monies. "The local law which has been signed today will provide DORIS with the funding needed to extend its unique and irreplaceable collections and programs to more people. Since an important mission of DORIS is to educate our citizenry about its city government and the functions of its executive and legislative branches, this bill will help to ensure that we succeed in the task."

● Commissioner Eugene J. Bockman of the New York Department of Records and Information Services (DORIS) presented Mayor Koch with a framed bookplate for the Mayor's Municipal Library Fund in March. The mayor established the fund in April 1984 by donating 10% of the royalties from his book, *Mayor*, to the Municipal Reference and Research Center, a division of DORIS. The Center is the depository for all official reports and studies published by the New York city government agencies. The bookplate was designed pro bono by Joan Stoliar, a nationally known book designer, and shows an apple superimposed on a nineteenth-century engraving of City Hall and the Municipal Building. The bookplates will be placed in publications either purchased or restored, using interest from the Mayor's Municipal Library Fund.

● During February 1985, A. Robert Rogers, Dean of the Kent State University School of Library Science, conducted a survey of all U.S. Schools accredited by the American Library Association in library and information science. The survey identified those offering coursework in archival studies, and several other specialities.

Questionnaires were sent to 54 schools: 47 schools replied. Fourteen schools reported that they offer no courses, but three reported that archival courses available through their history departments. Seventeen schools reported offering one course during 1984/85 and 13 schools reported offering two or more. Thus, no fewer than 30 of the 47 responding library schools (63.8%) are offering at least one course in archives. If one adds the three schools with courses available through departments of history, the figure rises to 33 (70.2%). No schools reported plans to discontinue courses. Schools offering only one course are found in all five geographic regions defined by Rogers: Northeast-4, Southeast-6, Midwest-3, Southwest-2, and West-2. There were no schools in the Southwest or West that offered two or more courses.

● Marshall White, the Records Officer for the Kentucky Administrative Office of Courts was convicted in February by the Jefferson County Circuit Court of two felony charges of receiving stolen property. The conviction stemmed from his sale of two broadsides which were determined to be exhibits from mid-nineteenth century circuit court cases from two Kentucky counties. White was sentenced to one year which was probated for five years on the condition that he pay restitution and complete 250 hours of volunteer work. He has been granted an appeal.

● The Dr. Thomas D. Clark Endowment Fund, Inc. was established in March by the Friends of Kentucky Public Archives, Inc. The fund will provide an annual income sufficient to pay apprenticeship stipends to prospective archivists who seek first-hand training by working with the staff of the Kentucky State Archives in Frankfort. The apprenticeship stipends may be awarded to a candidate who seeks to enter the archival profession at the university or in a public archives at the municipal, county or state level. The apprenticeships are to be for a term of months to be determined by the Executive Committee of the Friends of the Kentucky Public Archives and the State Archivist and his administrative staff.

The group plans to hold a series of meetings across the state to create interest in the Clark Endowment Fund and to provide funding for the apprenticeships.

For more information contact Friends of Kentucky Public Archives, P.O. Box 537, Frankfort, KY 40602.

# Appraising the Records of Modern Science and Technology: A Guide

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Massachusetts Institute of Technology

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"...an understanding of the scientific enterprise, as distinct from the data and concepts and theories of science itself, is certainly within the grasp of us all. It is, after all, an enterprise conducted by men and women who might be our neighbors, going to and from their workplaces day by day, stimulated by hopes and purposes that are common to all of us, rewarded as most of us are by occasional successes and distressed by occasional setbacks. It is an enterprise with its own rules and customs, but an understanding of that enterprise is accessible to any of us, for it is quintessentially human. And an understanding of the enterprise inevitably brings with it some insight into the nature of its products."

Albert Rees  
Preface to the Alfred P. Sloan Foundation  
Series of Scientific Autobiographies

June 13  
1949  
JST

Notes on a Magnetic Storage Method

A ~~method~~ idea for a 3-dimensional storage array using gas discharge cells was discussed in 4/10/49, 8/4/49. The system there would be most difficult to put into practice because of the non-uniformity of the glow discharge action. Also the time required for gas build-up and recovery may be excessive.

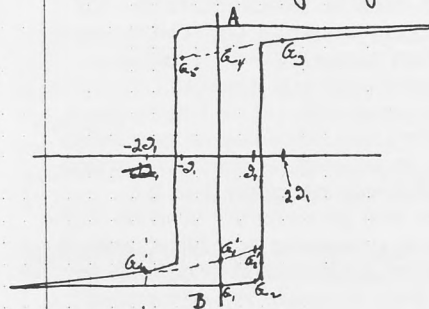


Fig 1.

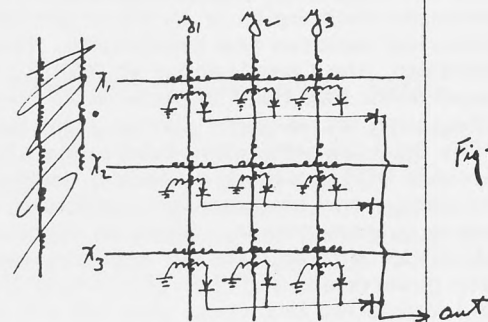


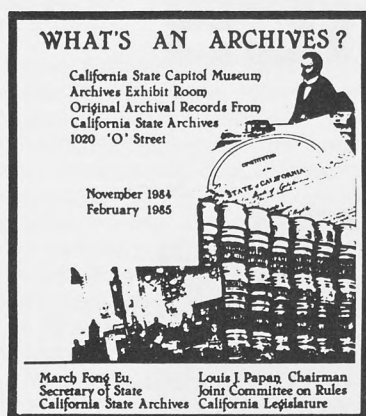
Fig 2

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# ARCHIVES GO PUBLIC



In response to the commonly-asked question "What's an archives?", the staffs of the State Capitol Museum and the California State Archives combined their skills to produce and exhibit in the Capitol Museum which answers the question and illustrates the varied uses of archival material. Several researchers were

asked to provide information on how they make use of the archives. Photos of the researchers are featured in individual exhibit cases in the Archives Exhibit Room at the Capitol Museum, sharing space with the documents used while working at the archives.

Research areas highlighted include legislative records, the largest single area for reference requests at the archives; local history, an area not frequently considered when using state and government documents; genealogy, another archival area popular with researchers; and agency research, which is often the archival work done by state agencies in the course of carrying out their programs.

The Archives of the American Association of Composers, Authors and Publishers (ASCAP) was featured in the March edition of *Stagebill*, a monthly program distributed to theater patrons. The Amsterdam Gallery in the New York Public Library at Lincoln Center is hosting an exhibit called "ASCAP: Seven Decades of America's Music" which celebrates a unique collaborative effort on the part of ASCAP, the New York Public Library, and the Lincoln Center, resulting in the creation of the ASCAP Archives as a permanent collection of the Music Division of the library. Included among the memorabilia is the original manuscript from a *Chorus Line* by Marvin Hamlisch and *Water Your Step*, the first copy of Irving Berlin's first score.

## New Canadian Archivist

Jean-Pierre Wallot has been appointed the new Dominion Archivist of Canada. He succeeds SAA Fellow Wilfred I. Smith who retired last October after 34 years in the federal public service. Prior to his appointment, Wallot had been professor of history at the University of Montreal where he held a number of senior academic posts including university vice-rector of studies, vice-dean of studies, and vice-dean of research in the Faculty of Arts and Sciences. He is a past president of the Canadian Historical Association, the Institut d'histoire de l'Amerique francaise, and the Association canadienne-francaise pour l'avancement des sciences and is a member of the Royal society of Canada and the Academie canadienne-francaise.

## Risteen Leaves SAA Staff

Debbie Risteen left the staff of SAA on March 15, 1985, to accept an editor's position with the American Society of Clinical Pathologists in Chicago.

Risteen joined the staff in June of 1977, as a part-time student assistant. Shortly thereafter, she became a full-time employee and during the next five years she served the society in a number of positions. In 1982 she was named managing editor and as such was responsible for the society's publication program. As managing editor of SAA she coordinated the publication of the *AA*, wrote and published the *Newsletter*, and designed and produced more than 15 manuals and directories, as well as all of the society's brochures. In addition she coordinated and supervised numerous SAA workshops.

Suzanne Fulton, SAA's publications sales assistant since 1980, has assumed Risteen's duties.

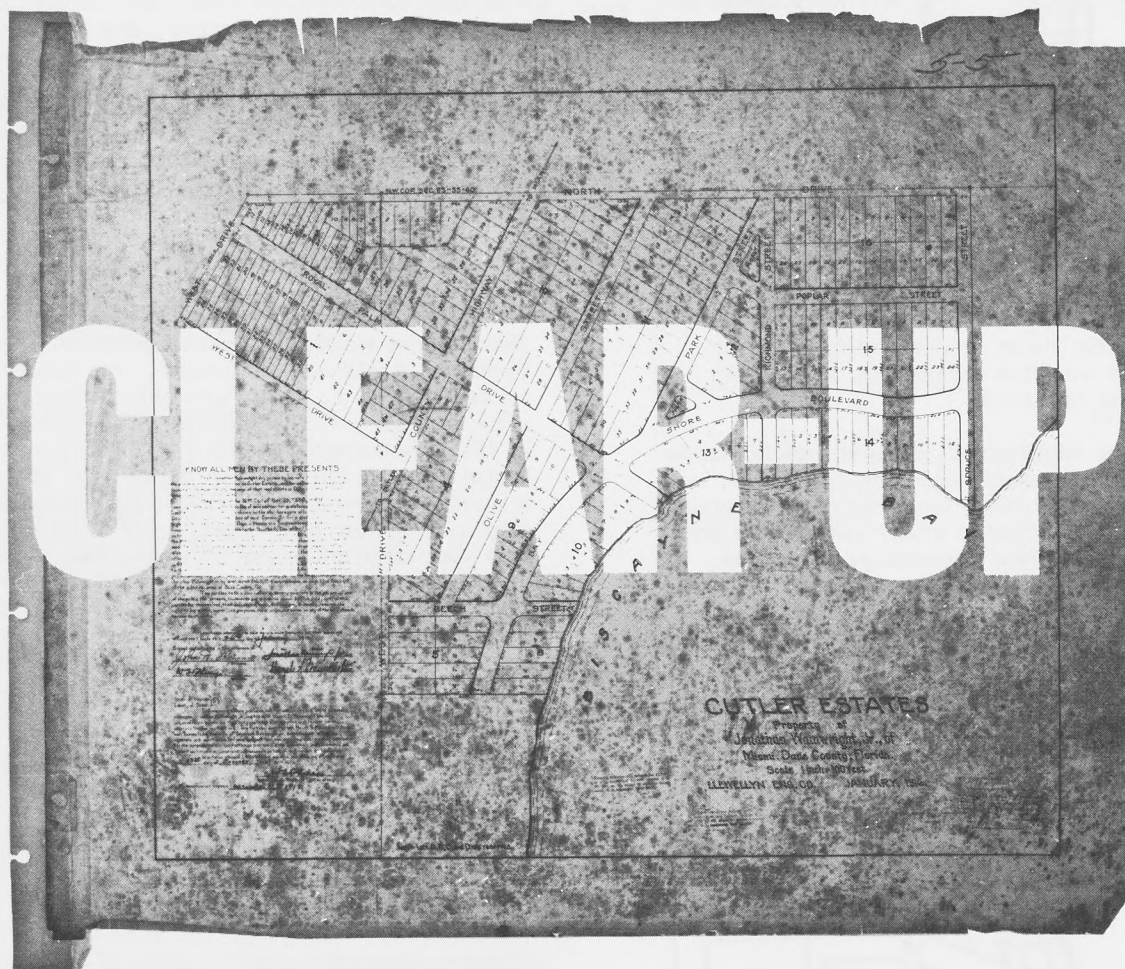
## PRIVATE FILES



Drawing by C. Barsotti; © 1984 The New Yorker Magazine, Inc.

# Archive/ Graphics

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April 1985

## Basic Manuals

**Archives & Manuscripts: Administration of Photographic Collections**, by Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long, addresses all aspects of managing photographic materials. The emphasis is on means of administering historical photographs from an archival perspective, stressing the development of systems to organize, access, and preserve entire collections. Chapter titles include: History of Photographic Processes; Appraisal and Collecting Policies; Arrangement and Description; Preservation; Legal Issues; and Managing a Photographic Copy Service. Illustrated with nearly 100 color and black-and-white photographs, numerous drawings, charts, and forms. Includes a bibliography, glossary, supply list, and index. (1984) 176 pp., paper. \$14 members, \$18 others. 3014

**Archives & Manuscripts: Conservation**, by Mary Lynn Ritzenthaler, addresses problems and issues in archival conservation and proposes solutions to assist archivists in caring for their collections from a sound conservation perspective. The manual emphasizes that conservation should be considered as an integral part of existing archival and curatorial functions. Illustrated extensively with photographs and drawings, an index has been added to the manual, now in its second printing. A glossary and bibliography are also included. (1983) 152 pp., paper. \$10 members, \$14 others. 3013

**Archives & Manuscripts: Machine-Readable Records**, by Margaret L. Hedstrom, 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 in the manual include: overview of computer hardware, software, and machine-readable data; arrangement and storage of machine-readable 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 machine-readable records. A glossary and a bibliography are included. (1984) paper. \$6 members, \$8 others. 3015

**Basic Manual Series I** provides a wealth of introductory and advanced "how to do it" information for anyone interested in the theory and practice of administering archives and manuscripts.

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

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

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

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

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

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

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

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

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

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

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

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

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

## Specialized Interests

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

✱ **Native American Archives: An Introduction** by John A. Fleckner 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 addition to offering a basic understanding of archives and their contribution to the administrative, educational, and cultural needs of the Indian society, it provides suggestions for assistance in areas such as technical training and resource development. Superbly illustrated with many photographs, this booklet also contains a bibliography, a list of sources of assistance, and several sample forms. (1985) 72 pp., paper. \$5 members, \$7 others. 1041

**Automation for Archivists and Records Managers: Planning and Implementation Strategies**, written by Richard Kesner and published by the American Library Association, is available through SAA. The book provides general recommendations and specific methods to assist records managers and archivists in utilizing new information technologies. It focuses on needs assessment, system analysis, planning strategies, and implementation patterns. (1984) \$20 members, \$27.50 others. 5005

✱ **New!**

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

**Basic Archival Workshop Exercises**, by Trudy Huskamp Peterson, contains exercises on appraisal and acquisition, arrangement and description, and reference and access. Each exercise is designed to illustrate a particular archival point and a specific workshop technique. Included are the student's copy of each exercise, which may be duplicated for distribution, and a teacher's guide. (1982) 88 pp., paper. \$14 members, \$19 others. 1029

**Workshop and Exercises package:** \$19 members, \$25 others. 1030

**A Modern Archives Reader: Basic Readings on Archival Theory and Practice**, edited by Maygene F. Daniels and Timothy Walch and published by the National Archives Trust Fund Board, brings together for the first time in a single volume classic essays of archival literature that outline and define the basic theories of archives administration plus more recent articles that reexamine basic concepts and demonstrate the practical application of archival principles. A glossary and suggestions for further reading are also included. (1984) 360 pp., paperbound. \$10 members, \$12 others, hardbound. \$12.50 members, \$14.00 others. 5007

**J. Franklin Jameson and the Birth of the National Archives, 1906-1926**, by Victor Gondos, Jr., traces Jameson's efforts to obtain proper housing for the irreplaceable records of the U.S. government. Jameson transformed the idea of a central records warehouse into a more appealing concept — the National Archives, a great research institution. (1971) 232 pp., hardbound. \$10 members, \$20 others. 5004

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

**Access to the Papers of Recent Public Figures: The New Harmony Conference** is a collection of papers presented at a conference in Indiana in 1976, cosponsored by SAA, the Organization of American Historians, and the American Historical Association. Included in this book are four papers on access and law and seven on donor restrictions and access. Introductory papers by Phillip P. Mason and Alonzo Hamby are included. \$2 members, \$2 others. 5006

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

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

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

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

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

**Understanding Progress as Process**, edited by Clark A. Elliott, is the final report of the Joint Committee on Archives of Science and Technology, established in 1979 to explore problems concerning scientific and technological records. A brief bibliography is also included. (1983) 64 pp., paper. \$1.50 members, \$1.50 others. 1036

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

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

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

## Reference

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

\* **SAA's 1985 Membership Directory** contains the names, institutional affiliations, preferred mailing addresses, and telephone numbers for SAA individual members. Also included is a membership roster for each of SAA's Sections and a separate listing of officers, Council members, Sections Standing Committee, and Task Force chairs, representatives, and SAA staff. (1985) 124 pp., \$8 members, \$30 others. 1042



\* **Data Elements Used in Archives, Manuscripts, and Records Repository Information Systems: A Dictionary of Standard Terminology**, originally compiled by David Bearman and revised by Nancy Sahli, represents a consensus reached by SAA's NISTF Working Group on Data Elements. It 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. (1985) \$5 members, \$7 others. 1043

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

**A Select Bibliography on Business Archives and Records Management** is an annotated listing of over 400 articles and books dealing with aspects of business archives. The bibliography was compiled by Karen M. Benedict, Nationwide Insurance Company, and publication was funded, in part, by a gift from Nationwide. The 144-page volume also contains author, title, and classified subject indexes. (1981) \$6 members, \$9 others. 1026

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

**Religious Archives in the United States: A Bibliography**, compiled by SAA's Religious Archives Section, contains 140 citations to books and articles dealing with various topics of concern to religious archivists. The volume is divided into a section of citations to works of a general nature, and sections on works dealing with archives of particular denominations. Those represented include Baptist, Church of the Brethren, Church of Christ, Scientist, Jewish, Latter Day Saints, Lutheran, Mennonite, Methodist, Moravian, Presbyterian, Roman Catholic, and United Church of Canada. (1984) 24 pp., paper. \$4 members, \$6 others. 1038

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

## Sample Forms

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

\* **New!**

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

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

## PAKs

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

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

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

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

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

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

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

\* **Position Description PAKs** assist in the design of job descriptions in archives and related fields. Each PAK contains a selection of position descriptions used by institutions employing archivists, plus a selected bibliography.

- \* **Records Management and Micrographics** contains 24 job descriptions including records analyst, records management program manager, micrographic technician, micrographics supervisor, and microfilm camera operator. (1985) \$5 members, \$7 others. 4013
- \* **State/Local Government and Historical Societies** contains 31 job descriptions, including archives and records administrator, program coordinator, archivist, conservator, historian, and curator of manuscripts. (1985) \$5 members, \$7 others. 4014
- \* **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. (1985) \$5 members, \$7 others. 4015
- \* **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. (1985) \$5 members. \$7 others. 4016

# American Archivist

**The American Archivist**, 35mm microfilm, Set of 12 rolls (1938-1979): \$250 members, \$325 others. Individual rolls: \$25 members, \$32 others. *1001*

**The American Archivist: Index to Volumes 1-20 (1938-57):** \$8 members. \$11 others. 1002

**The American Archivist: Index to Volumes 21-30 (1958-67):** \$8 members, \$11 others. 1003

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

**The American Archivist: Back issues** — SAA's publication service has copies of many back issues of the journal, particularly those published between 1962 and 1982. \$8 members, \$9 others. 1040

## Special Items

**SAA note pads** are cube-shaped (3½ x 3½ x 3) scratch pads with the phrase "Archives are Primary" printed on three sides in the three primary colors, and the SAA logo, address, and telephone number printed on the back. A must for every archivist's desk. \$5 members. \$7 others. 1039

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

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

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## NEH Grants Awarded

The National Endowment for the Humanities has awarded a number of grants to archives projects throughout the United States for 1985. Information on applying for NEH grants can be obtained by contacting the Research Resources Program, National Endowment for the Humanities, 1100 Pennsylvania Ave., N.W., Room 319R, Washington, DC 20506; (202) 786-0204.

Alabama Department of Archives and History, Montgomery, AL: up to \$150,000 outright plus an offer to \$13,501 matching, to support the arrangement and description of 4,000 cubic feet of manuscript collections documenting the history of Alabama and the South and the dissemination of this information through the preparation of a published guide.

State Historical Society of Wisconsin, Madison, WI: \$84,134 to support the collection and indexing of approximately 200 hours of oral history interviews to supplement the State Historical Society's holdings on labor unions in the meat packing industry.

Division of Historical and Cultural Affairs, Dover, DE: \$159,930 to support production of a guide to the holdings of the Delaware State Archives, which contains 10,000 cubic feet of records and manuscripts dating from the late 17th to mid-19th century.

Chicago Historical Society, Chicago, IL: \$136,299 to support the establishment of a system of automated cataloging for the Society's photographic collections. The system is designed in compliance with AACR2 standard descriptions and the MARC-VR format.

Architectural Foundation of Northern California, San Francisco, CA: \$67,640 to support a survey of historical architectural research resources in the San Francisco Bay area that will serve as the basis for a published guide and reports to the National Catalog of American Architectural Records.

Walters Art Gallery, Baltimore, MD: \$116,194 to support the completion of a catalog of early western European illuminated manuscripts. The medieval and Renaissance holdings form part of a major American collection of illuminated manuscripts.

Harvard University, Cambridge, MA: \$220,074 to support an inventory of music manuscripts in U.S. repositories written between 1600 and 1800. The inventory is part of an international effort to compile and publish catalogs of music source materials before 1800, known as the Repertoire International des Sources Musicales or RISM.

Society of American Archivists, Chicago, IL: \$164,184 to support a clearinghouse information center, a nationwide series of workshops, and a research effort that will assist archivists in utilizing available information technologies and developing archival information systems both within and among repositories.

Barbara A. Shailor, Department of Classics, Bucknell University, Lewisburg, PA: \$65,841 to support the preparation of a catalog of the Marston Collection of early manuscripts in the Beinecke Library of Yale University. The collection is especially rich in the works of Roman authors and in humanistic texts of the Italian Renaissance.

University of California, Berkeley, CA: \$146,733 to support cataloging of 2,298 Japanese maps dating from the mid-17th to early 20th century, including numerous woodcut and manuscript maps. Cataloging will be done to current standards and entered on a nationally accessible bibliographic data base.

Kansas State Historical Society, Topeka, KS: \$115,475 to support the production of microfiche preservation and study copies of the historic photographs held by the Kansas and Nebraska State Historical Societies.

University of Southern California, Los Angeles, CA: \$102,884 to support cataloging of composer Arnold Schoenberg's personal papers, annotated books and scores, and music manuscripts through the Research Libraries Information Network (RLIN).

Indiana University, Bloomington, IN: \$131,176 to support preservation and cataloging of anthropological, folkloric, and ethnomusicological field recordings dating from 1895 to the present.

New York Archival Society, New York, NY: \$51,064 to support the survey, appraisal, and accessioning of historically valuable records in approximately two dozen key departments and agencies of the City of New York.

Museum of the American Indian, New York, NY: \$14,824 to support the development of a computerized catalog of photographic collections. This pilot will offer a means for subject access to a major photographic archives documenting Native American history and culture in North and South America.

Columbia University, New York, NY: \$71,545 to support computerization of the catalog for the Oral History Archives and the creation of a computerized biographical index to this resource of recent American history.

Regents of the University of Michigan, Ann Arbor, MI: \$60,000 matching to support advanced research in archival theory and methodology through a Research Fellowship Program for the Study of Modern Archives at the Bentley Historical Library.

University of New Orleans, New Orleans, LA: \$79,757 to support the preservation and dissemination by microfilm of the Louisiana Supreme Court's fragile manuscript case files, 1813-1861.

(cont. on p. 13)



## NHPRC Grants Awarded

At its February meeting, the National Historical Publications and Records Commission recommended \$887,451 for 20 records projects in 14 states. Approximately \$300,000 of the records grant award is contingent upon the availability of grant funding in fiscal year 1986.

During the past records grant cycle, which had a closing deadline of October 1, the Commission and State Historical Records Advisory Boards received 52 records grant proposals totalling \$3,063,775.

In other actions, the Commission approved three institutions and one alternate as hosts for archival fellows to be supported by the Commission. The three institutions are the Archives of the Commonwealth of Massachusetts, Boston, MA; the University of Michigan, Bentley Historical Library, Ann Arbor, MI; and a consortium of institutions in the New York City area, The Salvation Army Archives and Research Center, the YMCA of Greater New York, and the Friars of the Atonement Archives. The alternate institution is Arizona State University, Tempe, AZ.

The deadline for submission of fellowship applications has been extended to May 15. Each fellow will participate in administrative work at one of the host institutions for up to ten months starting in September.

Following is a complete list of grants recommended at the February meeting.

### College and University Archives:

University of Florida, Gainesville, FL: \$85,814 for a two-year project to establish a university archives and records management program.

The Peabody Institute of The Johns Hopkins University, Baltimore, MD: \$27,619 in matching funds for a two year project to arrange and describe 760 linear feet of institute records dating from 1857 to 1977.

### Repository Processing and Preservation:

Iowa State University, Ames, IA: \$5,478 to preserve and make available the papers of Hugh Hammond Bennett and other American soil scientists, dating 1935 to 1960.

### Local Government Records:

Troup County Historical Society-Archives, LaGrange, GA: \$31,080 for a two year project to develop an archival program for the permanently valuable records of Troup County and the City of LaGrange.

City Clerk's Office of Boise, ID: \$33,850 outright for year 1 and \$18,568 outright and 92,284 matching for year 2 of a project to establish a records management and archival program for the City of Boise.

City of Boston Public Facilities Department, Boston, MA: \$75,000 outright for year one and \$40,000 matching for year two of a project to establish a municipal archives, covering 350 years of city government.

### Architectural Records:

Austin Chapter of the American Institute of Architects, Austin, TX: \$23,510 to develop an archival program for architectural records of the Austin area.

### State Agencies and Statewide Projects:

Florida Department of State, Division of Archives, History and Records Management, Tallahassee, FL: up to \$3,000 for a consultant to plan a statewide program to care for local government records.

Kentucky Department for Libraries and Archives, Frankfort, KY: \$143,869 for an eighteen-month project to develop an archives and records management program for machine-readable records in state government.

University of the State of New York (on behalf of the New York Historical Records Advisory Board), Albany, NY: \$163,850 for a two-year project to develop a statewide records program to implement key recommendations of the Board's 1984 report, Toward a Usable Past. The project will result in repository advisory services, plans to preserve and make available significant historical records, publications on fund raising for historical records programs, and a report on the status of historical records in New York.

### Regional and National Projects:

Society of American Archivists(SAA), Chicago, IL: a matching grant of \$101,050 for a three-year program of the SAA education office to sponsor continuing education for mid-career archivists.

National Association of Government Archives and Records Administrators (NAGARA), Frankfort, KY: a grant of \$10,000 on behalf of the NHPRC State Coordinators' Steering Committee. The grant, which supplements a previous award to NAGARA, will permit Steering Committee members and other State Coordinators to hold a two-day conference with NHPRC members prior to the NHPRC's June meeting. The conference will reevaluate the functions of the NHPRC State Coordinators and State Historical Records Advisory Boards.

American Field Service (AFS) International/Cultural Programs, New York, NY: up to \$3,000 for consultation on establishing an archival program.

Social Science Research Council, New York, NY: up to \$3,000 for consultation to plan an archives for this sixty-year-old research institution specializing in the social sciences.

(cont. on p. 13)

## NEH Grants, cont.

Research Libraries Group, Stanford, CA: \$625,011 to produce microfilm copies of 15,000 volumes in the fields of history, literature, and the history of science.

University of California, Berkeley, CA: \$84,064 to protect and preserve the extensive research resources held in the University of California Libraries. This grant will enable UC-Berkeley staff to train preservation administrators for four other University of California system Libraries.

University of Delaware, Newark, DE: \$49,181 to inventory the newspaper resources of the state and enter bibliographic and holdings data into the OCLC/CONSER data base.

Northeast Document Conservation Center, Andover, MA: \$27,000 to support a two-day conference for leaders of regional conservation centers and other cooperative conservation programs to promote communication between centers, to plan for the sharing of resources between regions, and to provide a forum for articulation positions on national issues.

Rochester Institute of Technology, Rochester, NY: \$72,547 to develop improved American National Standards Institute test methods used to determine the archival quality of storage materials for photographic collections.

State Historical Society of Wisconsin, Madison, WI: \$45,582 to support the second phase of the Wisconsin Conservation Service Center's outreach program. The Center provides leadership and assistance to improve their care of research materials; education in conservation practice, preservation microfilming, and laboratory services for preservation treatments are among the Center's offerings.

The Connecticut State Library has been awarded a grant of \$99,595 from the National Historical Publications and Records Commission to fund The Connecticut Historical Judicial Records Survey and Planning Project. The project will assemble data about historical judicial records in the State Library, offices of clerks of state courts, including probate courts, and offices of town clerks in order to improve researcher access and to make preliminary recommendations for long-term archival preservation.

New York Public Library, New York, NY: \$50,000 outright plus an offer of up to \$200,000 matching to support the accessioning of 20,000 linear feet of manuscripts and archives, thereby establishing basic bibliographic and physical control over the entire manuscripts and archive collections in the New York Library.

## NHPRC Grants, cont.

### Institutional Archives:

The Henry Francis du Pont Winterthur Museum, Winterthur, DE: \$14,520 to inventory 5,500 cubic feet of records of the nation's leading decorative arts museum.

The Institute for Advanced Study, Princeton, NJ: up to \$14,155 for consultation to survey the institute's historical documents and to plan an archival program.

The Brooklyn Museum, Brooklyn, NY: \$45,553 for a two-year project to initiate an archival program.

### Historical Photographs:

Arizona Historical Foundation, Tempe, AZ: a matching grant of \$4,848 to preserve and make available 2,000 glass photographic negatives taken by Dane Coolidge, a naturalist and writer of western novels.

Michigan State Archives, Lansing, MI: \$13,200 to generate a reference microfilm of 40,000 prints depicting almost every aspect of Michigan life, with emphasis on the period from 1850 to 1950.

New York City Department of Records and Information Services, Municipal Archives, New York, NY: \$27,203 to produce a reference microfilm of 44,000 photographic images of the city dating from 1900 to the 1940's.

## NARA: 20 Year Preservation Plan, cont.

tion over the next 20 years, at a cost of \$6.5 million. An additional \$1.3 million is being spent on a state-of-the-art digital monitoring system currently being developed by the Jet Propulsion Laboratory in Pasadena, CA. This system would measure the most minute deterioration of the Declaration of Independence, the Constitution, and the Bill of Rights which have been on display at the National Archives since 1952.

Copies of the report, entitled *National Archives and Records Service (NARS) Twenty Year Preservation Plan*, are available from the National Technical Information Service (NTIS), Springfield, VA 22161. The cost of \$10 and the Publication number is NBSIR 85-2999. For more information contact Jill Merrill, National Archives, Public Office at (202) 523-3099.



## Transitions...

BARBARA J. BROWN, associate director of program coordination for Research Libraries Group, Inc., of Stanford, CA has been named head librarian at Washington and Lee University. . . DAVID R. LARSON, formerly Chief of the Archives-Library Division of the Ohio Historical Society has become State Records Administrator in the Ohio Department of Administrative Services. . . KAYE LANNING, has been appointed Director of the Troup County Archives in LaGrange, GA. . . AMY PETERSON, Director of the Area Research Center, University of Wisconsin, Whitewater, died in January 1985. . . The Atlanta Historical Society has named BILL RICHARDS, Archives Director. Prior to his new appointment he had been Acting Director of the Society. . . SYBIL MILTON has resigned as Chief Archivist of the Leo Baeck Institute in New York and is working as an independent archival and exhibit consultant, affiliated with the U.S. Holocaust Memorial Council in Washington, D.C. . . At the New York State Archives, JUDITH FELSTEN, Formerly of the Balch Institute, has been appointed Archivist II and BETH GOLDING, formerly of the Cornell University Archives and Manuscript Department, has been appointed Archivist I. . . CLEMENT E. VOSE, Wesleyan University, died recently. . . WINSTON E. WALKER III has left the Alabama Department of Archives and History to become Historian at the U.S. Missile Command at Redstone Arsenal. . . PHYLLIS RUTH BEAKELEY, Provincial Archivist of Nova Scotia, announced her resignation, effective April 1985. . . TRUDY HUSKAMP PETERSON, SAA Fellow and Council member, has been named Deputy Archivist for the Office of the National Archives at NARA. . . LISA FOX, previously assistant to the Director of the Vanderbilt University Library has been appointed to the position of Preservation Program Coordinator at SOLINET. . . ROBERT G. CARROON, formerly Director of the Litchfield Historical Society, is now Archivist and Historiographer of the Episcopal Diocese of Connecticut. . . LINDA RESNIK has left the Public Broadcasting Service in Washington, D.C. to become the executive director of the American Society for Information Science, also in Washington, D.C. . . PETER WOSH, has left Seton Hall University to accept a position as archivist at the American Bible Society. . . MATTIE RUSSELL, a Fellow of the Society, is retiring as Curator of Manuscripts Perkins Library, Duke University at the end of May. . . HAROLD HANDY, formerly of the Amistead Research Center in New Orleans will be joining the staff of the Alabama Department of Archives and History. . . E. BERKELEY TOMPKINS, former Executive Director of the National Historical Publications & Records Commission, died in April. . . CHARLES ROBB has joined the staff of the Kentucky Public Records Division after having served as archivist at Berea College for two years. . . SAA Fellow VIRGINIA PURDY has been named to head NARA's new archives publications staff. . . RICHARD M. KESNER, Manager of Office Systems and Services at the Faxon Company, has accepted a position as Vice-President for General Services at Multibank in Dedham, MA. . . DAVID WIGDOR, formerly a specialist in twentieth-century political history in the Manuscript Division, has been appointed assistant chief of the Manuscript Division at the Library of Congress. . . GORDON O. HENDRICKSON, currently Associate Director of the Western Historical Manuscript Collection at the University of Missouri-Kansas City, has assumed additional duties as University Archivist. . . VALERIE A. METZLER, formerly an archivist at the U.S. Army Military History Institute in Carlisle, PA., is now an archivist at Kraft, Inc. . . BARBARA NISS accepted a position as Assistant Director/Archivist at the Fiorello H. LaGuardia Archives. Prior to her new appointment she was Assistant Archivist at New York Hospital, Cornell Medical Center. . . BARBARA HAWS, formerly the Archivist/Historian for the Bowery Savings Bank, has been appointed Archivist/Historian of the New York Philharmonic Orchestra. . . SHANNON WILSON has left the Kentucky Public Records Division Research Room staff to become the assistant photographic archivist at Berea College. . . WILLIAM H. CUNLIFFE has been named director of NARA's special archives division and STEVE BALLARD named director of NARA's NASA Appraisal Task Force. . . ELIZABETH CLANCY, formerly registrar for the Anthropology Department, has been appointed

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## Archivists' Calendar

Basic Archival Conservation, June 17-19, Raleigh, NC: This three-day workshop will address means of integrating conservation philosophy and practice into archival administration. Lecture/discussion sessions will focus on causes of materials deterioration, environmental and storage conditions, care of non-textual records, preservation planning, disaster preparedness, and related topics. Basic hands-on procedures will be taught using conservation supply kits provided to each participant. Enrollment is limited; the workshop fee is \$90.

The Office of Museum Programs of the Smithsonian Institution announces their 1985-86 Workshop Series beginning June 1985 and continuing through May 1986 in Washington, D.C. This program of museum professional development workshops, will include seven new seminars this season, and will strive to introduce, examine, and improve professional skills and practices for individuals employed in museums. Registration Fee: \$75 per workshop. For more information contact Mary Lynn Perry, Training Program Coordinator, Office of Museum Programs, Arts and Industries Building, Room 2235, Smithsonian Institution, Washington, D.C. 20560, Telephone (202) 357-3101.

Government Records: Common Problems --"Shared Solutions" will be the theme of the annual conference of the National Association of Government Archives and Records Administrators, in Madison, Wisconsin on August 8-10, 1985. The meeting will have sessions that explore records issues at the federal, state, and local levels.

The State Historical Records Coordinators will hold their annual meeting in Madison just before the NAGARA conference, on August 7-8. Planned are a number of sessions dealing with nationwide historical records issues and the National Historical Publications & Records Commission's records grant program. For more information contact NAGARA Executive Director Bruce Dearstyne, Executive Secretariat, New York State Archives, Room 10A75, Cultural Education Center, Albany, New York 12230, Telephone (518) 473-8037.

"Going to the Source: An Introduction to Research in Archives," a four-day course in the research uses of primary sources, will be given by the National Archives on May 28-31, 1985. Enrollment is limited to 30 persons. The cost, including all materials, is \$75. For more information contact Elsie Freeman, Education Branch, National Archives, Washington, D.C. 20408, Telephone (202) 523-3098.

The Campbell Center for Historic Preservation Studies will present a summer workshop on the "Care and Preservation of Flat Paper, Archival and Photographic Materials," on June 24-28, 1985. For further information contact the Campbell Center PO Box 66, Mt. Carroll, IL 61053.

AASLH will conduct three new seminars in 1985: a six-day seminar on interpretive program planning, June 1-8; a four-day seminar on the management of museum and historical agencies; and a five-day program on museum education. For more information contact James B. Gardner, Assistant Director, Education Division, AASLH, PO Box 40983, Nashville, TN 37204.

## Transitions...

the Anthropology Department has been appointed Photo Archivist for the Museum. In addition, she serves as the Assistant Archivist for the Records Management. . . JAMES A. HANSON has been named the Director of the Nebraska State Historical Society. . . DENNIS MADDEN has joined the staff of the Nebraska State Historical Society as Manuscripts Curator. He was formerly Archivist and Research Coordinator for the Colorado Agricultural Archives at Colorado State University.

## Wanted

A Bentley Library Fellowship research project this summer will examine ways to collect evaluative information from researchers. Copies of questionnaires given to actual or potential users in the last five years, however broad or limited their focus, and information on other creative ways archivists have queried users would be especially helpful. Please send them to Paul Conway, Gerald R. Ford Library, 1000 Beal Avenue, Ann Arbor, Michigan 48109, (313) 668-2218

Maygene Daniels, chair of SAA's International Affairs Committee, seeks details of the many observances of International Archives Week in the U.S. and Canada. Send information to Daniels at Gallery Archives, National Gallery of Art, Washington, DC 20565.

## Corrections

The March Transition column listed Llyn Conrad's place of employment incorrectly. Conrad is the new Head of the Department of Archives and Records for the City of Bridgeport, CT.

The name of Virginia C. Purdy, NARA, was inadvertently omitted from the list of program committee members for the 1986 SAA annual meeting.

## Professional Opportunities

**ASSISTANT UNIVERSITY ARCHIVIST**, University of Virginia. Organizes and oversees daily work of the University Archives; also participates in the work of the Manuscripts Department. Reports to the Curator of Manuscripts/University Archivist. Qualifications: M.A. or Ph.D., preferably in American history, or M.L.S., with a concentration in archives; demonstrated skills in human relations, communication, and leadership. Preference for training and experience in archival work and familiarity with micro- and other computers. Salary of \$18,000 or higher depending on qualifications. Faculty rank of Instructor or Assistant Professor. Send resume and names of three references to: Sada Crismond, Library Personnel Coordinator, Alderman Library, University of Virginia, Charlottesville, VA 22903-2498. Application deadline: July 1, 1985.

**LIBRARIAN**, Southern Methodist University. Assistant Director for Special Collections and Head, DeGolyer Library. Supervises a staff of 4½ full-time staff plus temporary staff of five. Responsible for both readers' services and processing as well as systems administration of the Special Collections computer. Qualifications: ALA-accredited M.L.S. and a second master's in the field of humanities or social sciences. Experience with library operations in general; special and archival collections in particular. Desire knowledge of publishing, conservation, records management, and antiquarian book trade. Salary range: \$30,000-\$34,000. Apply to: Robert W. Oram, Director, Central University Libraries, Southern Methodist University, Dallas, TX 75275. Application deadline: June 1, 1985.

*Two positions, University of Minnesota:*

**ARCHIVIST**, Immigration History Research Center. Position is a one-year appointment in the College of Liberal Arts, with possibility of renewal, to create an archives of the Order of the Sons of Italy in America. Qualifications: M.A. or Ph.D. in history or American studies required. For complete description, call (612) 373-5581, or write Search Committee, Stephanie Cain Van D'Elzen, University of Minnesota, 826 Berry St., St. Paul, MN 55104. Application deadline: June 3, 1985.

**CURATOR**, Immigration History Research Center. Position is a 12-month academic appointment on a professional track in the College of Liberal Arts. Qualifications: Master's or Ph.D. in history, American studies or language area studies and a minimum of three years' archival/library work. For a complete description, call (612) 373-4340 or write Rus Menard, Search Committee, CLA, 225 Johnston Hall, University of Minnesota, Minneapolis, MN 55455. Application deadline: June 3, 1985.

**SURVEY DIRECTOR**, University of Florida. To coordinate the NHPRC-funded University Public Records Survey Project. Will function as an independent contractor to the University working under the technical overview of the Project Director and within the guidelines established by the University Archives and Project staff. Project products will include an assessment of archives operations, the completion of a physical survey of university offices, executed retention schedules and disposition notices, a technical bulletin series, records manual, quarterly and final reports. The Survey Director will also serve as executive staff to the University Archives and Records Committee. Qualifications: Knowledge, skill, and experience in organizing and conducting surveys plus executive experience in the administration of records in a university or corporate setting. Education to the master's level in public administration, history, library science, or related field with course work in archives/records administration is necessary, as well as demonstrated ability to communicate well both orally and in writing. Duration of the contract is July 1, 1985-June 30, 1987. First contract year at \$24,000; second year at \$26,000. The contractor will be expected to be available in the Gainesville area during the grant period. To apply, contact: Carla M. Kemp, University Archives, University of Florida Libraries, Gainesville, FL 32611, (904) 392-6547. Application deadline: June 10, 1985.

**ASSISTANT CURATOR**, Prints and Photographs, Chicago Historical Society. Position open immediately for archivist/librarian to assist the Curator in acquisition, processing, cataloging, reference, and exhibition for a collection of one million photographs, prints, posters, and motion picture films relating to Chicago and American history and culture. Qualifications: Prefer M.A. and/or experience in one or more of the following: library science or archival training, American history, art history, printmaking, photography, or related discipline. Experience with historical prints, understanding of photographic processes, familiarity with computer cataloging of non-print materials, knowledge of Chicago history, geography, and architecture helpful. Primary responsibility is for management of daily public services activities, including reference, research, and establishing publication rights and permissions fees. Heavy use by clients with short deadlines requires employee to be able to function well under pressure with a sense of humor. Salary range: \$15,500-\$19,500 plus benefits. Send resume and references to: Larry A. Viskochil, Curator of Prints and Photographs, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614. No closing date provided.

**PRESERVATION INTERN**, New York Public Library. 12-month temporary position, funded by the Mellon Foundation. Under the general direction of the Chief of the Conservation Division, will undergo a general orientation in the administration of collection management and preservation programs of the Research Libraries. Upon completion of this orientation, will help plan and carry out a specific preservation project(s), attend meetings, and participate in workshops and staff training programs. Upon completion of the 11-month training period, will submit a written report evaluating the training experience. Qualifications: Graduation from an accredited library school, supplemental training in preservation administration and/or expertise in the execution of conservation procedures/techniques as demonstrated by previous relevant work experience or successful completion of a formal program in the conservation of research library materials. Familiarity with foreign languages, statistical analysis, sampling techniques/systems analysis, and experience in a research library or archives desirable. Must possess initiative, interest in the area of library administration, ability to work independently under general guidelines, and excellent communications skills. Salary: \$22,630 paid on an hourly basis. Send letter of application and resume to: Francine Feuerman, Personnel Representative, New York Public Library, 12 E. 41st St., 5th Floor, New York, NY 10017. Preliminary interviews can be conducted at the ALA conference in July 1985. Application deadline: September 1, 1985.

**REFERENCE LIBRARIAN/BIBLIOGRAPHER**, Rare Book and Manuscript Library, Columbia University. Primary responsibilities are to provide general and in-depth reference service for the collections of rare books and manuscripts; to supervise the operations of the Rare Book and Manuscript Library Reading Rooms and Reference Center; to organize and describe book and manuscript collections; to assist in the maintenance and development of the collections. Qualifications: ALA-accredited M.L.S.; knowledge of reference sources in rare books and manuscripts, descriptive bibliography, archival organization and techniques, and preservation methods; ability to search in RLIN databases; effective writing and speaking skills; and reading knowledge of French, German, and Latin. A graduate degree in American and/or English literature, or other relevant degree, and previous library experience are highly desirable. Salary ranges (which will increase July 1, 1985) are: Librarian I, \$19,000-\$24,700; Librarian II, \$21,000-\$27,300. Benefits include free tuition and assistance with university housing. Submit resume, listing three references and salary requirements to: Box 35, Butler Library, Columbia University Libraries, 535 W. 114th St., New York, NY 10027. Application deadline: May 30, 1985.



## Professional Opportunities

**ASSISTANT ARCHIVIST/MANUSCRIPT CATALOGER**, American College of Physicians. Principal assistant to the archivist, primary responsibilities include evaluation, processing, description, and organization of archival manuscripts, corporate publications, audiovisual materials, etc., according to pre-established schema. New collections to be developed. Handles preparation for microfilming, quality control and indexing. High degree of independent work with consultation. Qualifications: Minimum B.A./B.S. in library science with additional archival training or experience; M.L.S. preferred, 1-2 years' experience. Significant experience in lieu of formal graduate training. High proficiency in word processing and computer-related skills; ability to format data bases; knowledge of standard bibliographic data bases useful. (Archives will soon convert data bases from word processors to PCs.) Microfilm processing experience and professional-level writing skills important. Salary: \$16,000-\$18,000 depending on training and experience. Submit resumes with two references to: Lora Volo, Assistant Personnel Manager, American College of Physicians, 4200 Pine St., Philadelphia, PA 19104. No closing date provided.

*Two positions, Society of American Archivists:*

**PROGRAM OFFICER**. Under the direction of SAA's Executive Director, to develop, promote, and coordinate conservation workshops, seminars, and consultant programs designed to meet the needs of individual archivists and archival institutions for conservation training and program development. Qualifications: Familiarity with archival programs and issues; training and experience in archival conservation; strong interpersonal and program management skills. 24-month position in SAA's Chicago office with possibility of extension.

**PROGRAM OFFICER** (search extended). 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: May 30, 1985

**COORDINATOR OF ARCHIVAL SERVICES**, Delaware Bureau of Archives and Records Management. To assume the routine day-to-day responsibilities of the Bureau's Archives Branch supervisor, who will be on a 28-month assignment. Duties include coordinating Branch activities in reference services, document control, processing, outreach (exhibits and workshops), agency liaison, and preparation of reports to Bureau chief. Qualifications: B.A. in history or related field and at least one year of professional experience in one or more of the following archival activities: reference, processing, outreach, or appraisal; or any equivalent combination of acceptable education and experience. Project salary range: \$15,485-\$16,100 (salary range subject to final approval). Inquiries and applications should be directed to: Abbey Feierstein, Personnel Officer, Department of State, Townsend Bldg., Dover, DE 19901; (302) 736-4111. State of Delaware Employment Application Form and Supplemental Questionnaire Form must be received no later than June 15, 1985.

**PROJECT ARCHIVIST**, Troup County Archives. For two-year NHPRC-funded project beginning July 1, 1985 to implement a local government records archival program for LaGrange and Troup County. Duties include accessioning, arranging, and describing records, developing procedures and forms, preparing finding aids and a guide to the records, and developing a subject index for the local government records. Qualifications: Master's degree in appropriate field with archival training or experience or B.A. with archival experience. Salary: \$17,500 per year. Send letter of application, resume, and references to: Kaye Lanning, Director, Troup County Archives, P.O. Box 1051, LaGrange, GA 30241. Application deadline: May 31, 1985.

**SPECIAL COLLECTIONS COORDINATOR/ARCHIVIST**, Northern Arizona University. Manages separate facility of 17,774 sq. ft., staff of three, collection of over one million items on Arizona, Colorado Plateau, Southwest. Administers rare, historical collections, manuscripts, photographs, and university archives. Qualifications: M.L.S. or subject master's in humanities/history/Southwest studies, or equivalent in training and experience; supervision, planning, and budgeting experience; special collections/archives management experience; research and grant-writing ability preferred. Salary: \$25,000 minimum for 12-month contract. Send letter of application, resume, and names of three references to: Jean D. Collins, Director of Libraries, Box 6022, Northern Arizona University, Flagstaff, AZ 86011-0051. Application deadline: July 15, 1985.

**ARCHIVIST**, National Museum of American History, Smithsonian Institution. To provide archival preservation assistance to Archives Center staff for a wide range of collections in a diverse and rapidly developing archival program. Plans and implements the organization, description, and physical care of personal papers and records, some of them large and complex collections. Qualifications: training in American history or related subjects and two years of either professional experience or graduate education or a combination. Selective factors: knowledge of archival theory, techniques, and practice, and basic practices in preservation/conservation. For application information write: John Fleckner, NMAH C340, Smithsonian Institution, Washington, DC 20560; (202) 357-3270. First screening of applications after June 15, 1985.

*Three positions, Chicago Historical Society:*

**PROJECT ARCHIVIST/LIBRARIAN** (two positions). Two-year NEH-funded positions, starting July 1, 1985, to process and catalog approximately 350 photograph collections using AACR2, MARC-VR format, and a new, computer-assisted system of processing and collection management. Qualifications: M.L.S., MA, history, Art history, Museum studies, or equivalent experience and knowledge. Minimum two years' experience processing archival collections or cataloging non-print materials preferred. Need good typing skills and must be able to learn to use word processor. Salary: \$17,000 first year, \$18,000 second year plus full benefits.

**PROJECT ASSISTANT**. Responsible for entering MARC-VR coding on worksheets and inputting worksheet data onto computer. Perform routine processing tasks. Qualifications: B.A. preferred; history background helpful. Strong typing skills required. Must be able to learn to use word processor and basic sorting/searching commands of the computer. Salary: \$14,500 first year, \$15,500 second year plus full benefits.

Send resume and three letters of reference to: Larry A. Viskochil, Curator, Prints and Photographs Department, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614. No closing date provided.

*Professional opportunities are listed in every SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA individual members only. Members interested in subscribing to the "Employment Bulletin" may do so at the time of their annual dues renewal. There is no charge to employers listing positions. SAA members wishing to register with the placement service should contact Linda Ziemer at SAA headquarters.*



## Professional Opportunities

**ARCHIVIST**, Studio Museum in Harlem. To serve as consultant on the development of the Museum's archives. Will be responsible for developing a growth strategy, identifying staffing and equipment needs. The archives will include Museum administrative papers, artists' file, slide files, a large photograph collection, and books and reference materials acquired by the Museum. Interested parties should send their resumes to: Archivist/Curatorial Department, Studio Museum in Harlem, 144 W. 125th St., New York, NY 10027. Application deadline: May 15, 1985.

*Three positions, New York Municipal Archives:*

**PROJECT ARCHIVIST** (two positions). Will conduct field inventories of New York City government agencies and prepare descriptive appraisal reports. Project is a one-year NEH-funded survey. Qualifications: Prefer candidates with master's degree in American history and archival training/survey experience. Salary: \$20,150. Application deadline: June 7.

**ARCHIVES TECHNICIAN**. One-year NHPRC-funded project, to preserve and increase accessibility of photographic collections. Will assist Municipal Archives personnel in preparation of images for microfilming, production of microfilm record of several photographic collections, and storage of original prints and negatives. Qualifications: Prefer detail-oriented candidate with some microfilming/conservation experience and knowledge of archival processing. Salary: \$20,150. Application deadline: June 14.

Send resumes to: Linda Sommer, Deputy Director, New York Municipal Archives, 31 Chambers St., New York, NY 10007.

**PROCESSING ARCHIVIST**, CIGNA Corp. To accession, arrange, describe, and preserve company records of continuing business, legal, and historical value. Responsibilities include accessioning all incoming records; participating in the preparation of computerized finding aids for selected 20th century collections and assisting with reference when needed. Reports to the Corporate Archivist. Qualifications: Master's degree with a concentration or undergraduate degree in history and at least one year of processing experience, or B.A. in history with three years' processing experience. Salary: \$16,500 plus benefits and paid tuition for graduate work. Send resume to: Claudette John, CIGNA Corporation Archives, 1600 Arch St., Philadelphia, PA 19103. Application deadline: May 30.

**HEAD**, Special Collections Department, Florida State University. Responsible for planning, coordinating, and developing and directing the activities of the unit. Department includes rare books, manuscripts, archives, Florida materials, and other special collections. Qualifications: ALA-accredited M.L.S., strong public service orientation, academic or research library experience, excellent communication and interpersonal skills. Additional academic preparation, special collections experience, and prior supervisory experience desirable. Salary: Associate University Librarian, \$16,870+ (minimum five years' experience); University Librarian, \$21,100+ (minimum nine years' experience). Send letter of application, resume, and names of three references to: James R. Martin, Assistant Director for Public Services, Strozier Library, Florida State University, Tallahassee, FL 32306. Application deadline: May 29, 1985.

**ARCHIVIST**, City of Boston. To perform planning and design for the establishment of a municipal archives program. This position will be funded under a conditional grant with the possibility of evolving into a permanent post. Qualifications: At least three years' experience in archives management, preferably in a government setting; program management and supervisory experience; a suitable postgraduate degree and relevant study in library science or archival methodology; and excellent oral and written communications skills. Salary is negotiable depending on qualifications and experience. Boston residency highly desirable. Submit resume and salary requirements to: Wayne R. Kubick, City of Boston Public Facilities Department, 6th Floor, 26 Court St., Boston, MA 02108. No closing date provided.

**ARCHIVIST**, Corning Glass Works. Manage the Archives and Records Center budget and personnel. Supervise weekly and temporary staff in preservation, processing, arrangement, records retention, and implement computer indexing procedures. Provide high security reference service of special records. Design and supervise the preparation of professional guides, exhibits, finding aids, articles, bibliographies, oral histories, and special reports on Corning Glass Works history. Qualifications: M.L.S., M.A. in history or business; three years' archives supervisory experience; data processing, public relations, and records management experience. Salary commensurate with experience. Apply to: Corning Glass Works Archives, MP-CH-02, Corning, NY 14831. Application deadline: May 15, 1985.

**REFERENCE SERVICES ADMINISTRATOR**, Alabama Department of Archives and History. Responsible for managing all services to researchers. Work includes supervising nine staff members, participating in department-level planning and administration, promoting wider use of the department's holdings, and coordinating reference activities between the Archives and other archival, library, and research facilities. Qualifications: Master's degree in library science or history with four years of reference experience, at least two of which include the supervision of professionals. The salary range is \$22,807-\$34,554. For additional details and application forms, contact Ed Bridges or Zelda Murphy, Alabama Department of Archives and History, 624 Washington Ave., Montgomery, AL 36130. Application deadline: June 15, 1985.

**RECORDS MANAGER/ASSISTANT ARCHIVIST**, Presbyterian Historical Society. Responsibilities include implementing and coordinating existing records management program; conducting basic records management training sessions for church personnel; assisting in the development and implementation of advanced records management training sessions; assisting in the daily administration and long-term planning of the archives and records center. Qualifications: Candidates should possess a thorough knowledge of archival and records management principles and practices. Knowledge of computer applications for archives and records management and microform technology desirable. 1-3 years' experience working in an archives or records center, preferably non-profit in nature. Undergraduate training in American history, American studies, or Church history. ALA-accredited M.L.S. with formal archival and records management training. Second subject master's highly desirable. Possession of CRM certificate desirable. Familiarity with Presbyterian polity and history considered an asset. Excellent verbal and written skills requisite. Salary contingent upon qualifications and experience; excellent benefits. Send application letter, resume, and financial history to: Frederick J. Heuser, Jr., Archivist, Presbyterian Historical Society, 425 Lombard St., Philadelphia, PA, 19147. Application deadline: May 30, 1985.

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

## Professional Opportunities

### Three positions, Utah State Archives:

**RECORDS ANALYST** (two positions). Work involves reviewing records to appraise the value in terms of administrative, fiscal, legal, and historical significance; preparing written evaluations, including retention schedules; writing descriptions of records based on standard format; submits and defends decisions before the State Records Committee and assists state agencies in solving records management problems. Qualifications: A bachelor's degree with major study in history, social sciences, public or business administration or related field, plus a master's degree in information science or one of the above or related field, plus one year of full-time professional employment in archives and/or records management; or two additional years' full-time professional related employment or qualification as a Certified Records Manager for the required master's degree. Knowledge of principles and practices of modern archives administration, effective utilization of modern records technologies including micrographics, word processing, data processing; systems analysis and problem definition, analytical writing and speaking; and public relations. Starting salary: \$19,084.

**ARCHIVES AND RECORDS MANAGEMENT TRAINER.** Conducts archives and records management workshops for Utah state and local government entities. Meets with upper management to promote efficient and effective records management. Work also involves reviewing records to appraise the value in terms of administrative, fiscal, legal, and historical significance; preparing written evaluations, including retention schedules. Qualifications: same as above positions. Salary: \$19,084.

The Utah State Archives strives to create a successful team culture that is characterized by the ability to: tolerate ambiguity, uncertainty, and some lack of structure; seek group participation, consensus, shared decisions, and creative problem solving; share leadership; communicate openly, emphasize professional development. To apply, send completed State Employment Application (DPM-7), resume, and cover letter outlining how compatible your professional work style is with the Utah State Archives organizational culture, to: Division of Personnel Management, 2229 State Office Building, Salt Lake City, UT 84114; (801) 533-5791. Application deadline: May 30, 1985.

**PHOTO ARCHIVIST**, Chester County Historical Society. Three-year grant-funded position to organize photo collections. Will be responsible for devising and implementing accessioning, cataloging, and retrieval systems for 40,000-60,000 photographs. Qualifications: B.A. in American history or related field and formal course work in archival administration, or M.L.S. with training and/or experience in photographic collections, or previous work experience with photographic collections. Microcomputer experience is important. Starting salary: \$17,000 plus benefits. Send resume and references to: Rosemary B. Philips, Librarian, Chester County Historical Society, 225 N. High St., West Chester, PA 19380. No closing date provided.

**HEAD LIBRARIAN**, Long Island Historical Society. Responsible for overall management of 125,000-volume library plus manuscript, photograph, map, and newspaper collections belonging to organization founded in 1863. Reports to Executive Director and supervises assistant librarian, cataloger, two clerks, and volunteers. Provides reference assistance to readers, directs acquisitions and preservation programs, and responsible for policy, planning, and budget preparation. Qualifications: M.L.S. required along with at least two years' supervisory experience in a comparable institution and experience in writing grant proposals. Salary negotiable. Send resumes to: Executive Director, The Long Island Historical Society, 128 Pierrepont St., Brooklyn, NY 11201. Application deadline: June 1, 1985.

**ARCHIVIST I**, Alabama Department of Archives and History. The Alabama State Archives is seeking applications for a number of entry-level positions to be filled in 1985 and 1986. Responsibilities include appraisal of public records and private papers; arrangement and description of public records and private papers; and work on policies and procedures for records management and archival administration. Qualifications: B.A. in history or related field including or supplemented by courses in archival administration; or B.A. plus one year of responsible experience in archival work or records management in an archival repository. Three of the positions to be filled are three-year appointments to a NEH-funded manuscript processing project. Salary range: \$15,746-\$23,951. Apply to: Richard J. Cox, Head, Archives and Records Division, Alabama Department of Archives and History, 624 Washington Ave., Montgomery, AL 36130. No closing date provided.

**CURATOR**, Duke University. Directs operation and development of Manuscript Department and its staff of seven professional librarians and two support staff. Duties include formulating policy, setting priorities, developing collection and promoting its use, participating in public relations and solicitation of manuscripts; providing leadership in preservation of manuscript materials; coordinating computer applications; and representing department in the library, archival, and historical professions. Reports directly to University Librarian. Holdings include 7,500,000 items relating primarily to the U.S., especially the South, and secondarily to the British Empire and Commonwealth. Qualifications: Advanced degree in U.S. history, preferably Southern, with training in methods of historical research; five years' professional experience in a manuscript repository, including experience in donor relations and acquisition skills; knowledge of principles of preservation of manuscripts; awareness of computer applications for manuscript collections; and strong communication and interpersonal skills. Desired qualifications include Ph.D. in U.S. history and ALA-accredited M.L.S. Minimum salary of \$22,600 for Associate Rank; \$26,000 at Librarian Rank. Send letter of application, resume, and list of references to: Anne F. Stone, Personnel Librarian, Duke University, Durham, NC 27706. Application deadline: June 21, 1985.

**HEAD**, Special Collections, College of Charleston. Primary responsibilities include organizing and cataloging manuscript and archival material; acquiring rare books; developing rare book cataloging priorities; supervising work of the Library archivist; overseeing in-house restoration; performing reference duties in Special Collections and at the general reference desk. Qualifications: M.L.S. from ALA-accredited school (or its equivalent) or an M.A. in U.S. history, American literature or other relevant field; three years' experience with rare books or special collections or in an archives; demonstrated experience in the preparation of finding aids. Salary: \$21,166 minimum; six weeks vacation and holidays. Members of the library faculty must meet requirements for tenure and promotion; 12-month appointment with faculty status; rank commensurate with experience. Send resume and the names of three references to: David Cohen, Director of Libraries, Robert Scott Small Library, College of Charleston, Charleston, SC 29424. Application deadline: May 30, 1985.



# SAA Newsletter

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

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AND MORE!!

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## ICA Round Table Conference

The 23rd International Round Table Conference on Archives will take place October 24-28, 1985, in Austin, Texas, under the auspices of the International Council on Archives. This will make the first time that the Round Table has met in the United States. The Round Table will bring together the directors of national archival establishments all over the world to discuss the issue of public access to archives versus the individual's right to privacy.

Morning and afternoon working sessions of the Round Table will be held at the Johnson Library on Friday and Saturday, October 25 and 26, with simultaneous translation of the proceedings into

English and French. A limited number of seats for observers will be available to the public on a first-come-first-served basis.

The organizers of the Round Table anticipate that some of the visiting archivists will remain in Austin after the conference in order to attend sessions of the SAA annual meeting and to converse informally with their North American colleagues.

For more information contact James E. O'Neill, Assistant Archivist for Presidential Libraries, National Archives and Records Administration, Washington, D.C. 20408.

## Massachusetts Bay Charter Theft

The first leaf from the Massachusetts Bay Charter which was stolen from the Massachusetts State Archives on 8 August 1984, was recently recovered in a drug-related police raid in Boston. Commonwealth Archivist Albert Whitaker at the Massachusetts Archives Division was summoned on 8 March 1985 to verify the authenticity of the recovered document. The 355 year-old leaf was undamaged, however, a wax seal originally affixed to the page was missing. The raid occurred in the Dorchester section Boston where the police discovered a number of stolen items; oriental rugs, fire arms, and drug paraphernalia. A woman arrested in the raid was charged with illegal possession of drugs. According to Whitaker, the District Attorney's office showed unusual concern for the physical safety of the document by returning it to the state archives. Had the leaf not been returned immediately, it would likely have suffered damage through improper storage with other items and through frequent mishandling in court as evidence. Although the leaf has been recovered there appears to be no attempt at solving the crime of the stolen document at this time.

## NICLOG

The American Association for State and Local History has created a clearinghouse to assist public records administrators in locating information and technical assistance. The National Information Center for Local Government Records (NICLOG) is a consortium of professional and public administration associations interested in improving the efficiency of local government and preserving essential historical sources among its records. NICLOG will seek to identify resources in the United States for better local public records management, which will include research services, audiovisual programs, publications, continuing education offerings, and many other useful tools. NICLOG is supported by grants from the National Historical Publications and Records Commission and the Andrew W. Mellon Foundation. For more information contact: NICLOG, American Association for State and Local History, P.O. Box 40983, Nashville, TN 37204.