

The Society of American Archivists

SAA Extra

August 1985

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Highlighted in Austin: Archivists and Others

A feature presentation at SAA's upcoming Austin annual meeting will be an address by Sidney J. Levy, Northwestern University professor and widely-known authority on non-profit marketing. Levy has recently concluded an extensive study of persons who allocate resources to archives programs. Following his address at the opening luncheon, October 30, Levy will take part in an opportunity to discuss his findings and recommendations in detail. This *August Extra* contains a summary of the report beginning on page 5.

The Levy study was a project commissioned by SAA Council on the recommendation of the Archives and Society Task Force, which has been chaired by Frank Mackaman, Dirksen Congressional Center, and David B. Gracy II, Texas State Archives.

The Austin annual meeting program is rich with sessions that address the relationship between archivists and the broader society.

A major session, chaired by Bernard Weilbrenner, Public Archives of Canada, will focus on the importance and nature of public relations for archivists through public programming. Linda Brown, NARA, will discuss the need for gaining internal acceptance of outreach goals and means of bridging differences in attitudes and roles within an archival institution. Richard Belding, Kentucky Department for Archives and History, will describe and evaluate activities taken to broaden public knowledge, appreciation, and use of archival resources in his state's highly regarded NEH-funded project. Thomas C. Phelps of NEH will describe the Endowment's interest in public programming, emphasizing its relevance to archivists.

A workshop offered twice by Jane K. Thompson, Delta Gamma, will be targeted at archivists with no professional exhibit designer to assist with their projects.

Outreach on the college campus will be the topic of a session in which Ellen C. Gartrell, Duke University; Dorothy Green, Smith College; and Richard Pifer, University of Wisconsin, Eau Claire, will encourage participants to share examples of outreach activities from their own institutions.

Peggy Barber of the Public Information Office of the American Library Association will share lessons from the library world with archivists in another session. Bruce Dearstyne, New York State Archives, and Gail Tomlinson, Dallas Public Library, will appear with Barber.

Elsie Freeman, NARA, will chair a session that will focus on defining actual or potential groups of users, deciding which ones can or should be reached, undertaking programs designed specifically for particular users, and evaluating the results for the purpose of further planning. Joining Freeman on the panel will be Robert Shuster, Wheaton College; Timothy Ericson, State Historical Society of Wisconsin; and Bara Levin, Chemical Bank.

The Archives and Society Task Force has scheduled an open house during the noon hour on Thursday, October 31.

The elaborate exhibit program of the Johnson Library will be toured on October 29, with demonstrations of basic techniques such as mounting of photographs, plexiglass bending and cutting, dry transfer lettering, and encapsulation of documents.

SAA AT 50:

PAST ACCOMPLISHMENTS & FUTURE CHALLENGES

A CALL FOR SESSION PROPOSALS

The Society of American Archivists will celebrate its Golden Anniversary in 1986. You are invited to contribute to the celebration. Proposals for sessions are now being sought.

REFLECTION, ASSESSMENT, AND PREDICTION.

On its fiftieth anniversary, SAA will focus its attention on those issues which have been historically significant in determining the nature of the Society and of the profession. Archivists, librarians, historians, information managers, and others concerned with the preservation and use of historical records are encouraged to suggest sessions examining these issues and their impact on our professional future.

While the program will develop the theme of reflection, assessment, and prediction, all proposals for sessions addressing the varied concerns of archivists are welcomed.

SESSION PROPOSALS ARE INVITED IN ANY OF THREE CATEGORIES:

- **Open Sessions** may be of two types. The *traditional session* of two or three speakers with formal comment offers participants the opportunity to present papers of 15 to 20 minutes duration. Shorter sessions featuring

work-in-progress presentations will enable speakers to introduce research topics and present tentative findings at a stage where audience feedback can be particularly valuable.

- **Limited-Enrollment Sessions** are those which involve extensive interaction among participants or the use of a demonstration that is ineffective with a large audience. They may take the form of a *workshop* designed to teach archival skills or a *seminar/round table* for directed discussion among persons sharing a common experience or preparation.

- **Poster Sessions** provide an alternative for presentations not suited to traditional sessions. Each presenter prepares a poster for display during the conference and is available for questions and discussion during designated times of a half hour each.

Pages three and four of this brochure provide specific guidelines for proposal submission and an application form.

Deadline: While proposals are currently sought, submissions will be accepted until November 15, 1985.

ANNUAL MEETING OF THE SOCIETY OF AMERICAN ARCHIVISTS

August 26-30, 1986

Downtown Marriott, Chicago, Illinois

GUIDELINES FOR PROPOSALS TO 1986 SAA PROGRAM COMMITTEE

The 1986 Program Committee invites submission of program proposals for the meeting in Chicago, Illinois, August 26-30, 1986. The proposal form is designed to accommodate fully developed sessions, but we also welcome proposals for individual presentations or suggestions for session topics.

The 1986 Program Committee has chosen the theme of SAA AT 50: PAST ACCOMPLISHMENTS, FUTURE CHALLENGES. While allowing for diversity, we especially seek proposals that consider historically significant issues, analyze current conditions, and offer solutions for the future. At the same time, we want the program to address the varied professional needs of the Society's members.

Session proposals shall be judged on the following criteria: 1) do they address issues of importance from a variety of perspectives? 2) can the topics be adequately addressed in the time allowed? and 3) do they appeal to a broad audience while focusing on particular conditions or needs?

- **Open Sessions** may be of two types. The *traditional session* of two or three speakers offers participants the opportunity to present fully prepared papers of 15 to 20 minutes duration. Each paper should identify the issue and the perspective of the author, the research methodology used, and the conclusions or hypotheses reached. The role of the chair/commentator is to stimulate thoughtful discussion, allowing sufficient time for audience participation within the two hour time period.

While the traditional session seems particularly suited to the 50th anniversary theme of reflection, assessment, and prediction, the 1986 Program Committee also encourages the development of shorter sessions featuring *work-in-progress presentations*. Two or three participants will present 10-15 minute introductions to research topics, outlining the critical questions to be answered, presenting their research strategies, and suggesting anticipated results. The presentations should stimulate discussion by offering the speakers a forum for presenting tentative findings at a stage where audience feedback can be particularly valuable. Work-in-progress sessions will be scheduled for an hour each, with half of the time reserved for discussion.

- **Limited-Enrollment Sessions** are those which involve extensive interaction among participants or the use of a demonstration that is ineffective with a large audience. They may take the form of a *workshop* designed to teach archival skills or a *seminar/round table* for directed discussion among persons sharing a common experience or preparation. Proposals should describe the skills to be taught, techniques to be employed, issues to be addressed, and/or advanced preparation to be assigned.

- **Poster Sessions** provide an alternative for presentations not suited to traditional sessions. Each presenter prepares a poster for display during the conference and is available for questions and discussion during designated times of a half hour each. Poster sessions are intended to accommodate three types of presentations: 1) research reports – either to report findings or to seek input from others; 2) project/activity reports – to describe techniques and results; and 3) issues forum – to present an issue for discussion which is of professional or broader social concern.

These guidelines should be viewed as suggestive, not restrictive. We welcome creative suggestions for sessions that do not necessarily fit any one of the formats above.

Members of the committee are: H. Thomas Hickerson (chair), Cornell University; Anne R. Kenney (deputy chair), University of Missouri-St. Louis; Liisa Fagerlund, Utah State Archives; Connell Gallagher, University of Vermont; Diana Lachatanere, Schomburg Center for Research in Black Culture, NYPL; Gerald J. Munoff, Kentucky Department for Libraries and Archives; Roxanne Nilan, Stanford University; Peter Schinkel, Georgia Department of Archives and History; Joan Warnow, American Institute of Physics; Charles Palm, Hoover Institution; Elizabeth S. Wittman, Lutheran Church in America Archives; and Virginia C. Purdy, National Archives and Records Administration.

SEND ALL PROPOSALS TO: H. Thomas Hickerson, Cornell University, 101 Olin Library, Ithaca, NY 14853-5301. Proposals must be postmarked by November 15, 1985.

SAA PROGRAM PROPOSAL 1986

Deadline: Postmarked by November 15, 1985

Proposed by:

Institution:

Address:

Phone:

For Committee Use

Number: _____

Postmarked: _____

DESCRIPTION

1. Session Title:
2. Open Session (*traditional*) _____ (*work-in-progress*) _____ ;
Limited-Enrollment Session (*workshop*) _____ (*seminar/round table*) _____ ;
Poster Session _____ .
3. Description of Proposal – see guidelines (use additional paper if necessary).

Check box if individual has been
contacted about this session.

PARTICIPANTS

Chair/Comment/Leader:

Institution:

Address:

Phone:

☐

Name:

Paper Title:

Institution:

Address:

Phone:

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Name:

Paper Title:

Institution:

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The Status of Virtue: Resource Allocators' Perceptions of Archives

SAA Council authorized a study in 1984 of resource allocators' attitudes toward archives and archivists. The Task Force on Archives and Society suggested the research project, arguing "it would help archivists better understand the people who control archival budgets and permit archivists to develop programs to improve the funding and administrative support they receive."

The study employed a qualitative research technique based on one-to-one field interviews. The sixty-page final report deals with such topics as resource allocators' views of the nature and uses of archives, their opinions of their own organizations' archives, the funding of archives, the image of archivists, and public awareness of archives.

The report does not recommend specific courses of action. The Task Force believes that much of the report's value will come "in forcing archivists to evaluate the findings and develop their own strategies for dealing with resource allocators."

What follows is a summary of the research conducted by Sidney J. Levy and Social Research Inc.

Q: How was the study project conducted?

A: The Society of American Archivists contacted nearly sixty people who control or influence the funding of archival operations in five cities: Atlanta, Chicago, Kansas City, Los Angeles, and New York. SAA asked these resource allocators, who are generally non-archivists assigned management responsibility for archives, for their cooperation in being interviewed for the study.

Social Research Inc. interviewed forty-four resource allocators to determine what they think of archivists, how they define them as professionals, and what they consider to be their primary roles and functions. Respondents claimed affiliation with three kinds of institutions: government, educational (university and college), and other (composed mainly of private businesses, historical societies and museums, and social organizations).

Q: Who is Sidney Levy and what is Social Research Inc.?

A: Levy is Professor of Behavioral Science in Management and Chairman of the Department of Marketing at Northwestern University's J. L. Kellogg Graduate School of Management. He has written widely on the marketing and research needs of non-profit organizations.

In addition, Levy is president of Social Research Inc., a Chicago firm, which includes among its clients such organizations as Rand McNally and Co., Kraft Foods, Abbott Laboratories, Bank Marketing Association, and the Public Relations Board (for the American Library Association).

Q: Do the findings reveal an appreciation of archives among resource allocators?

A: Yes. All respondents were fervent in saying that archives are extremely important and that they are beneficial to society. In the view of one

typical respondent, "Archives play a very key role in preserving our history and origins and helping us put our current times in a better perspective."

Q: But do these resource allocators really know what is in an archives?

A: Surprisingly, perhaps, resource allocators have a relatively sophisticated understanding about the content of archives. At the broadest level, they describe these as historical records, documents, and other materials that have social, cultural, or fiscal importance. Respondents commented at length about archives in a range of organizational settings. There is a consensus in their descriptions of the reasons for these archives, their contents, and the uses to which they are put.

Q: Do resource allocators have a special familiarity with their own archives beyond their general understanding?

A: Resource allocators seem to be well informed about the contents of their archives. They speak knowledgeably about the materials and records that have been collected. They are also able to point out specific items that they consider to be especially important and historically meaningful. They speak with pride about certain unique items in the collection, pleased that their organization has these outstanding materials. In addition to their pride and pleasure in being connected to these archives, resource allocators are vocal about the need to maintain and preserve them.

Q: Granted that these people know what is in an archives, do they also realize the uses to which archives are put?

A: Respondents were quick to note the many kinds of people who use the archives. Although resource allocators in private businesses confirm that their archives are used primarily by the

company, those in other organizations describe their archives as providing necessary and valuable services to a wide range of users.

The quality of service at these archives is consistently praised too. Resource allocators say that the people who staff the archives are very knowledgeable and very well qualified. "I first went there because I needed material on some membership and fundraising activities," noted one respondent. "I was so excited and thrilled at the history there that I wanted to stay all day. The service was wonderful. We have a wonderful archivist who is doing a marvelous job. There's much more information than I had anticipated." Resource allocators seem impressed with the high level of service even under less than ideal circumstances.

Q: Since resource allocators have not risen through the archival ranks, how did they learn about their archives?

A: The study revealed that resource allocators stay in relatively close personal touch with the archives. Their most lasting impressions often stem from their first visits when they were pleasantly surprised by the wealth of information available, the efficiency of organization, and the ease of retrieval. "I was impressed by the quantity and quality of the material and the organized way it was stored, and it has improved since then," according to one resource allocator. "I expected just boxes of dusty papers, but they were very well organized."

Q: What kinds of assumptions do resource allocators make about the people who staff archives?

A: Archivists are highly respected as skilled, well educated, well trained professionals. Overall, resource allocators look for archivists with broad educational backgrounds who can demonstrate in-depth knowledge of many subjects and who are strongly service oriented. Respondents do not indicate that there is a consistent standard for evaluating an archivist's educational or employment background, however.

Q: Would resource allocators value a certification program for archivists?

A: Although acknowledging that certification of archivists might be worthwhile, it would not be a major consideration for the respondents. "It wouldn't matter to me," goes a typical response, because "I'm looking for talent. Just because people are certified doesn't necessarily mean they're exceptionally good at it."

Q: What specific skills do resource allocators attribute to archivists?

A: The successful archivist demonstrates a wide variety of skills and talents. Among those listed

frequently by resource allocators are a love of and appreciation for history, natural curiosity, a strong sense of organization, patience, attention to detail, preservation skills, and an ability to work in solitude. In the words of one observer, archivists should demonstrate "attention to detail, interest in and respect for historical records and facts, and a great deal of patience to be cooped up for long periods of time. They need to work well with other people and they must have a strong sense of integrity. You could trust that archives to such people."

Q: What kinds of satisfaction do archivists get from their work, according to resource allocators?

A: Resource allocators believe that archivists derive a great deal of non-material satisfaction from archival work. Since archivists are thought of as preservationists, one main reward from archival work is the knowledge that archivists preserve history by maintaining documents and records. Archivists like the intellectual challenge of tracking down and locating hard-to-find information. Another special reward is helping people find what they are looking for.

Respondents spoke in these terms: "The act of discovery. They are so excited about coming across something. It's a real emotional experience to be able to make a tangible connection between the present and the past. They're never going to make a lot of money, so their rewards are in the satisfaction of a job well done."

Q: Because resource allocators accord archivists relatively high status, can we assume that archivists have a strong impact on organizational policy?

A: No. While it is true that resource allocators value archivists' professional credentials and recognize their important functions, the archivists' is not a growth position. They are responsible for the archives, but their influence elsewhere is sharply limited. Archivists are not expected to be elevated to a higher management position, partly because this is the way the hierarchy is constructed and partly because their needed skills are not transferable.

Only a few resource allocators say that archivists have an influence on organizational policy. It is an indirect influence, tied to access to specialized information. While this indirect influence is subtle, it can be meaningful at some levels, say the respondents. The consensus, however, is that archivists do not have a real impact on overall policy. It is not a part of their professional function, and they are not at the top management level at which these decisions are made.

Q: Given all these assumptions and perceptions, some of which are conflicting, how do resource

allocators respond to budget requests from the archives?

A: Basically, archivists enjoy the status of virtue, not the status of power. Allocations to archives are justified by a variety of rationales: competition limits the ability to fund at requested levels, all departments complain about lack of funds, and archives do get a fair share over time.

Although they are somewhat defensive about it, resource allocators admit that archives have a low priority for several reasons: 1) they tend to be "out of sight, out of mind"; 2) the archives hark to the past and seem passive and stored compared to more current, ongoing, aggressive demands on the budget; 3) archivists lack political clout compared to other departments; 4) archives are most vital in academic institutions which may be the poorest of parent organizations; 5) archives are legally required in government but are up against more powerful groups; 6) they are not profit centers in business.

Q: Under what, if any, conditions can archives win more financial support?

A: Archives can receive higher funding under certain circumstances. Since resource allocators like to believe that the final budget deals fairly with all departments, they claim there are times when the archives could be given special consideration. They give such examples as the archives receiving a large and important collection that would require additional money to store and maintain, the archives having responsibility for an exhibit or special commemorative display that would require funds, or the unwelcomed possibility of a natural disaster.

Q: Do resource allocators think that archives relate to the public well?

A: Respondents indicated that the public does not seem well informed about the archives, their locations, and their contents. Some believe that a lack of archival assertiveness accounts for the public's ignorance. Yet resource allocators also believe that people who are really serious about their quest for archival information can eventually find it.

Q: Would resource allocators favor an expanded public role for archives?

A: Resource allocators are of two minds regarding the benefits of increasing public awareness of archives. They endorse greater access for the public through renewed attention to public relations, publications, advertising, exhibits, personal contacts in the community, and other outreach. On the other hand, resource allocators, especially those in educational and government settings, wonder about the necessity or worth of increasing awareness. They worry about crowds of browsers rather than serious researchers. And promotion does cost money.

Q: What questions does the Levy Report raise for archivists?

A: The list is endless. The report contains information about major controversial professional issues ranging from the role of outreach to funding to certification. Some of the questions worth considering might include the following: How do archivists convert their status of virtue into status of power? Resource allocators can describe curatorial functions in vivid detail, but are archivists more than curators? What are the prospects for change in their relationship with resource allocators? How should they expand their research into the perceptions and needs of their publics?

The Levy Report is not an end. It has either confirmed archivists' notions of resource allocators or it has provided new information. In either case, it is up to archivists to decide how to act on this.

Q: How can archivists learn more about the Levy Report?

A: Sidney Levy will present his report at SAA's annual meeting at a noon luncheon plenary session on Wednesday, October 30. He will describe the research project and explore the findings in detail. Immediately after lunch, a regular program session will feature Levy and three commentators who will offer their brief observations about the study, allowing plenty of time for audience participation. The Task Force on Archives and Society encourages those with an interest in the report to participate in these two program offerings.

At this time, SAA does not plan to make copies of the entire report available. Respondents were assured confidentiality, and the report contains references that might be linked to specific institutions. The Society will continue to explore other ways to distribute the report's information after the Austin meeting.

SAA Staff

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SECTION REPORTS

SAA Sections perform a critical mission by providing opportunities for every member to be involved in the activities of the Society. 1984-1985 annual reports for each Section are printed here to insure that all members know of work underway.

Each SAA member may belong to one institutional Section and one functional Section. Section membership, as of January 1984, is listed in the last section of the 1985 *Directory of Individual Members*. Members desiring to change their Section affiliation may do so by communicating in writing with SAA's Chicago office. Members are encouraged to contact Section chairs, whose names and addresses appear at the end of the section, for additional information on specific undertakings mentioned in the reports below.

The mission of SAA's Sections, as adopted by Council is: to integrate new members, to provide forums for discussion and work on matters of mutual concern, to encourage and provide communication, to serve as advocates for interests around which the group is formed, and to develop leadership for the profession.

*ACQUISITIONS--functional

1984 Annual Meeting At the 1984 Washington meeting the Section heard speakers from religious, theme and business archives describe various acquisition techniques. Elizabeth Adkins, Laird Norton Company of Seattle, Washington, discussed oral history as an acquisitions technique. Sam Gill, Academy of Motion Pictures Arts and Sciences, talked about how reference room contacts and efficient archival operation may lead to acquisitions. Tom Wilsted, Salvation Army, related some of the acquisition problems encountered in a religious archives.

Newsletter At the annual meeting the newsletter was officially named the *Handout* with appropriate logo. One issue of the *Handout* has been mailed this year. A second, in preparation, will include a bibliography on manuscript solicitation.

Appraisers List Work on a new Appraisers List is being completed. Calls have gone out by several means to acquire names. A draft of the updated list appeared in the January 1985 *Handout*, and several have responded to that request. A completed list should appear before the end of 1985.

Archives and Archivists in Fiction Interest was sparked through a newsletter item last year and grew at the Washington Section meeting in a bibliography and/or program on Archives and Archivists in Fiction.

1985 Section Program Plans are being made for a program on legal questions relating to acquisitions at the 1985 Austin Section meeting. A lawyer, a manuscript appraiser, and an acquisitions

archivist are to be on the program; the format will lend itself to audience participation. The program will also include a brief discussion and display of acquisition policies.

*AURAL AND GRAPHIC RECORDS--functional

1984 Annual Meeting Brief presentations brought members up to date on NHPRC guidelines for photographic collections projects, the Smithsonian Institution's survey of photographs, and the Library of Congress videodisk project.

Committees Section committees submitted four session suggestions for the 1985 annual meeting, continued work on standards and terminology for graphic collections, developed cooperation with other professional organizations in information sharing, and drafted a statement of goals and objectives for the Section.

*BUSINESS ARCHIVES--institutional

Newsletter The Section newsletter was successfully launched, and three issues were compiled and mailed. This is a major step toward reaching the Section's goal of keeping members better informed about Section activities and developments in the field of business archives.

Survey The 1984 *Survey of Business, Association, and Fraternal Organization Archives* is near completion and summary data will be available at the Austin meeting.

Bibliography The *Business Archives Bibliography* update was completed and distributed to all Section members.

The Section changed the terms of office for the chair and vice chair to improve continuity of leadership and completed work on the Section Mission and Goal Statement. Through its officers and members, the Section continued to promote the development of new business archives by providing advice, printed material and other resources to businesses interested in establishing archives. The Section also provided input to the SAA committee working on such professional concerns as certification.

*COLLEGE AND UNIVERSITY--institutional

1984 Annual Meeting Study/discussion groups addressed five separate topics: administrative placement of academic archives, management of institutional publications, mandate statements, archives and society, and academic archives and automation. The Section approved the recommendations of its Self-Study Committee which define the purpose, structure, and procedures of the Section.

Newsletter Now in its third year, *The Academic Archivist* is both a journal of record and a vehicle for information exchange. The May 1985 issue focused on the theme of appraisal of academic records.

Other Publications William J. Maher, University of Illinois at Urbana-Champaign, has been selected by SAA's Publication Management Board to write a manual on college and university archives for both beginning and experienced academic archivists. The Section will distribute a manual on academic outreach prepared by Tim Ericson and modeled after the successful *Forms Manual*.

Adopt an Archives This program matches experienced academic archivists with others, particularly beginners, requesting assistance. The program has been publicized by a news release to a wide range of newsletters.

*CONSERVATION--functional

1984 Annual Meeting Peter Sparks, Library of Congress, spoke on "Research and Development of Diethyl Zinc Deacidification." Mary Lynn Ritzenthaler, Howard Lowell, Ann Russell, and Michael Holland discussed conservation education during a panel discussion.

Program Committee The work of this committee, chaired by Chris Ward, was evident at the 1984 annual meeting: seven sessions and several tours were devoted to conservation. While in D.C., the committee began soliciting proposals for the meeting in Austin.

Information Committee Patricia Painter and her group are completing an annotated bibliography of conservation-related articles.

Legislative Committee Ann Russell and her group provided timely information to members on such

topics as funding for national conservation programs and NARS independence.

Technical Committee Headed by Michael Holland, the committee attempted unsuccessfully to produce a guide to the specifications of materials used for archival storage. Independent testing funded by either SAA Council or manufacturers proved impossible, and comparisons based on manufacturers' tests were dismissed because of the many "secrets" involved.

Goals and Objectives The statement of goals for the Section was passed by the membership in D.C.

Newsletter Issued three times during the past year, *ConSect News* contains articles on new conservation developments, news and comments, conservation crossword puzzles, and other material.

*DESCRIPTION--functional

1984 Annual Meeting The Section continues to provide information on description activities in members' institutions, and to keep informed on SAA and other organizations' activities that may affect description. Particular attention has been given to recent developments in automation affecting description, especially revisions of the MARC format.

Automation Survey A survey of hardware and software currently used in members' institutions is being conducted by members in the Section. The survey is being conducted in cooperation with the Task Force on Automated Records and Techniques and the Committee on Archival Information Exchange. Results will be entered in an automated data base, and a copy provided to the SAA office. A summary report on the survey will be presented at the 1985 annual meeting.

Finding Aids Fair The Section sponsored a finding aids fair at the 1984 annual meeting in Washington and will do so again at the 1985 meeting in Austin.

*GOVERNMENT RECORDS--institutional

Annual Meeting Concern with government record issues at all levels -- federal, state, and local -- was the focus of section activities. Several Steering Committee members cooperated in suggesting annual meeting topics for 1985. Plans also were made to feature speakers from government record projects at both the Section Meeting and Local Government Records Open House at the 1985 annual meeting.

Cooperation The Steering Committee noted with interest the transition of NASARA (National Association of State Archives and Records Administrators) to NAGARA (National Association of Government Archives and Records Administrators). Possibilities for cooperation

between NAGARA and the Government Records Section were reviewed.

Grants Activity with regard to government record grants continues to be a concern to the Government Records Section. Steering Committee member Bruce Ambacher volunteered to monitor activity in this area. Attention was paid to projects already reviewed by last year's Steering Committee. These included a major local records grant to the Pennsylvania State Archives, an automation project of the State Historical Society of Wisconsin, and a large local records project carried out by the Kentucky Department for Libraries and Archives and Kentucky's Historical Records Advisory Board.

Steering Committee The Steering Committee voted to add the position of vice chair to the steering committee structure. A consecutive approach where the vice chair succeeds to the chair was adopted. Members of the entire section will be given an opportunity to vote on this new position.

NARS Independence Lew Bellardo, former chair of the Government Records Section, represented the concern of the Section that NARS be granted independence. Bellardo sent many letters and made numerous telephone calls. He also worked closely with the National Coordinating Committee for the Promotion of History to secure favorable committee and floor action.

Plans The style and content of the Section newsletter are under review, particularly with a desire to eliminate duplication of news with other information sources. Members will be polled or otherwise consulted on this topic.

*MANUSCRIPT REPOSITORIES--institutional

1984 Annual Meeting Members of this Section and of the Rare Books and Manuscripts Section of the Association of College and Research Libraries met with the Center for the Book in the Library of Congress. A brief program on the preservation of and access to records relating to publishing and the book trade featured remarks by William L. Joyce of the New York Public Library and John Cole, Executive Director of the Center.

ACRL members were invited to attend this Section's regular meeting to hear a panel discussion on the questions: How does one promote special collections in a general library environment or a larger parent institution? How can one effectively communicate the values and needs of special collections to administrators? The panelists were Donald Farren of the University of Maryland, Linda Matthews of Emory University, Ellen Garrison of East Tennessee State University, and John C. Broderick of the Library of Congress.

Newsletter Beginning with the December issue, the Section's mailing assumed a newsletter format.

Production of the newsletter will be the responsibility of vice chair Richard Shrader, University of North Carolina at Chapel Hill.

*ORAL HISTORY--functional

Workshop The Section sponsored a pre-conference oral history workshop prior to the Washington, D.C. annual meeting. The well-attended two-day workshop included a session on videotaping oral history. Materials developed in this session and previous workshops are being compiled with the intention of producing a manual for oral history in archives.

1984 Annual Meeting The meeting and open house provided an opportunity for discussions on a number of substantive issues. These included copyright, ethics, rights to restrict access, and legal documentation of interview ownership. Section bylaws and procedures were distributed to members.

Consultation Section officers and senior members continue to provide advice on issues and problems associated with the acquisition of oral history by archives. At the suggestion of Section member Jim Fogarty, a session on oral history will be on the 1986 annual meeting program.

*REFERENCE, ACCESS, AND OUTREACH--functional

1984 Annual Meeting Discussion focused on the report of the Task Force on Archives and Society before breaking into smaller groups. The Section sponsored an Open House and Outreach Fair, the latter to be repeated in Austin at the 1986 annual meeting.

*RELIGIOUS ARCHIVES--institutional

Newsletter *The Archival Spirit*, edited by Sharon Laist and published three times annually, continues to carry news about section activities and information about religious archives programs, meetings, and publications.

Confidentiality and Access to Religious Archives Christine Arden, committee chair, is currently developing plans for utilizing and disseminating the results of the 1983 confidentiality survey.

Program Sessions Committee chair Joel Alvis reports that two program session proposals on records management issues were approved for the 1985 Austin annual meeting program. Both sessions will include archivists from religious and other institutional settings. Another session will focus on religious archival surveys.

Bibliography Due to the publication of the bibliography by SAA in 1984, this committee was dissolved by the section chair with steering committee approval.

Missionary Archives This committee has completed its work in surveying missionary archival holdings and arranging a national workshop. The section

will determine the future of this committee.

The following new committees were established by the section chair with steering committee approval at the Washington, D.C. meeting.

Publications Chaired by Fred Heuser, this committee coordinates all section publications and serves as liaison for the SAA office. The principal task for the next two years will be to develop a replacement for the current religious archives manual.

Intersectional Cooperation Chaired by Beth Yakel, the committee seeks to develop joint programs and activities with other SAA sections and to increase the section's visibility and profile within SAA.

Jewish Archives Chaired by Irwin Bernet, this committee will contact synagogues and other Jewish archival programs to identify ways in which the section can more appropriately respond to their needs and interests.

Long Range Planning Chaired by Tom Wilsted, this committee is developing long range goals for the section including the role of religious archivists within society as well as SAA and the implications of a professional certification process for religious archivists.

Automation Survey Chaired by Christine Ardern, this committee will develop and conduct a survey of computer usage in religious archival programs and publish the results.

*THEME COLLECTIONS--institutional

The section petitioned Council for recognition of various section interest groups, rather than having one section encompass all of them. Since Council established a new entity called Roundtables, the section expects to disband at the 1985 SAA annual meeting and the interest groups will reconstitute themselves as Roundtables. Other interest groups that may possibly form Roundtables include the Health, Science and Technology group and the Museum Archives group.

Performing Arts This group worked on a panel for the 1985 annual meeting program and canvassed current and prospective members. It has also discussed ways of assisting performing arts businesses and organizations to better organize their records.

Labor A meeting of labor archivists organized in part by the Labor group was held in Washington, D.C. April 1-2. This meeting included SAA members from repositories with labor records and officers and staff of labor unions whose responsibilities include managing their organizations' records. The meeting's discussions were very broad, but included proposed activities in which the labor interest group of SAA could be involved: a labor archives newsletter; a union list

of labor history collections; a directory of labor archives/archivists; and workshops on records management and archives for trade unions.

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INSIDE. . .

SAA 1986 Program Proposal.....	2
The Levy Report.....	5
SAA Section Reports.....	8

AND MORE!!

TIME VALUE MAIL

Archival Census in Process

A 15-page census was mailed in late June to 1300 American archival institutions. The questionnaire seeks basic information on a full range of archival responsibilities, resources, and practices.

The resulting data base will help the profession identify strengths and weaknesses and plan for the future.

The census is a project of the Society's Task Force on Goals and Priorities, chaired by Mary Jo Pugh. The work of designing and compiling the questionnaire was led by Paul Conway, Gerald R. Ford Library.

The Task Force encourages the return of the questionnaire and has extended the deadline date until the end of August. Completed forms are now arriving in SAA's Chicago headquarters in quantity. Institutions which have not received the census may participate by requesting a form from Andrew Raymond at SAA's Chicago office.

There is currently no statistical summary of archival activity and no broad statistical analyses of archival programs in the United States. A successful first census, repeated on a regular basis, will give archivists a portrait of the profession and also a kind of "motion picture" as its development as the twenty-first century approaches.

Now Available:

Bibliography On Archival Literature

Writings on Archives, Historical Manuscripts, and Current Records: 1979-82 is now available free to the profession through the Central Information Division, National Archives and Records Administration, Washington, D.C. 20408.

The 75-page bibliography was compiled by Patricia A. Andrews and Bettye J. Grier. Mary Jane Dowd provided substantial editorial assistance to the new publication.

Writings on Archives has been compiled by the National Archives since 1942 and published in the *American Archivist* from 1943 to 1980, with the 1978 annual compilation appearing in Vol. 43, 1980.

Like its predecessors, this bibliography is a selected list of references to professional literature. It is arranged broadly by subject, according to an outline in the table of contents.

NARA's annual compilation was a victim of the institution's late 1970 budget problems. Now that a major portion of the backlog has been erased, discussions have begun between NARA and SAA regarding the possibility of reinstituting the publication of annual bibliography in the Society's journal.