

SAA Newsletter

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Conference Marks Important Step in Archival Education

Approximately 35 participants representing different areas of the archival community will gather in Savannah, Georgia, from February 12-14, 1987, to attend a three-day Education Conference sponsored by SAA.

The purpose of the conference will be to help reach a consensus concerning continuing education priorities, and to formulate strategies for providing educational opportunities. Participants will base much of their work on findings from the recently completed SAA survey of educational needs as they learn more about what archivists perceive as their most pressing needs, and the best ways to meet those needs.

Among those attending the Savannah conference will be archival educators and recent graduates from education programs, representatives from several regional archival associations, members of the SAA Education Advisory Committee, SAA task force and selected committee representatives, as well as SAA officers and staff members.

Fred Stielow (University of Maryland) is now analyzing returns from the survey, which was sent to a random sample of 250 SAA members; a selected group of archival educators, managers, and resource allocators; and a sample of members of 35 regional archival associations. The survey requested

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SAA Announces New Education Officer

SAA is happy to announce that Tim Ericson has joined the Society as its new education officer. In this capacity, Ericson will develop and administer SAA's archival education initiative. His first major task will be to coordinate the educational conference scheduled for mid-February in Savannah, Georgia (see article above).

Ericson brings to his new post a wealth of experience in archival education. Most recently, he conceived and developed the Fall 1986 Midwest Archives Conference program, featuring nine grant-funded workshops. Ericson comes to SAA from the State Historical Society of Wisconsin, where he was Map Curator. Prior to that position, he served as Project Archivist in the State Historical Society's 20-month cooperative collection development project. In addition, he was University Archivist at the University of Wisconsin-River Falls for ten years, the last four of which he also served as Director of the Area Research Center.

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Nominating Committee Selects Candidates

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

VICE PRESIDENT (becomes President in fall of 1988)

Frank B. Evans, National Archives
Larry J. Hackman, New York State Archives

COUNCIL (3-year terms)

Lewis J. Bellardo, Jr., Georgia Historical Society
Maygene Daniels, National Gallery of Art
Max J. Evans, Utah State Historical Society
Charles H. Lesser, South Carolina Department of Archives and History
Archie Motley, Chicago Historical Society
Mary Jo Pugh, Consultant

NOMINATING COMMITTEE (1-year terms)

James E. Fogerty, Minnesota Historical Society
H.T. Holmes, Mississippi Department of Archives and History
Kathleen Marquis, Massachusetts Institute of Technology
Sister M. Felicitas Powers, Archdiocese of Baltimore
Carol A. Rudisell, Stanford University
Sharron Uhler, Hallmark Cards

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

Additional nominees may be placed on the ballot by a petition signed by 50 members of the Society. Anyone planning to initiate a petition should contact the SAA office by February 1, 1987, in order to assure all candidates of equivalent exposure on the printed ballot. The deadline for receipt of petitions in the executive director's office is February 20, 1987. Ballots will be mailed in March. If you have not received your ballot by April 17, you should contact the SAA office.

Nominating Committee members for 1987 were **Mary Lynn Ritzenhaler**, chair, **Francis X. Blouin, Jr.**, **Susan Davis**, **David Klaassen**, and **Trudy Peterson**.

From the Executive Director's Desk

Education. Nearly every professional association I am aware of is involved in expanding and coordinating continuing education opportunities for its members, and SAA is no exception. Since there are several new developments to report in this area, I'd like to take a moment to put that topic into perspective.

The Society has two grants, the first from NHPRC and a matching grant from the Mellon Foundation, to help it establish a permanent education office, examine existing continuing education opportunities for archivists, coordinate these opportunities where possible, strengthen the curricula and teaching materials that are available, and offer new specialized and advanced courses.

One reason professionals create and join an association is education: the need to enhance their knowledge and skills. Today, with the archival field undergoing such rapid and profound change, continuing education becomes ever more important if individual archivists are to retain and increase their professional understanding and skills. So although education may be important for every association, it seems particularly so for one that is as much on the front lines of change as SAA is.

Furthermore, since there is no single, obvious career path for archivists, and since many people bring to the field the need to grasp modern archival techniques, SAA can make a major -- and unique -- contribution to the profession. Working through SAA, archivists can help to build common understandings and provide some common training experiences. They can enable those without the requisite training and skills to acquire them. They can share new ways of comprehending the profession with colleagues. And, because archivists have a responsibility to care about the standards of the profession, SAA members can utilize continuing education to strengthen and underscore the importance of those standards, and perhaps even to establish them.

Because the Society exists to serve its members, it must therefore

respond to the need for education. The annual meeting, SAA's publications, and various special workshops go far to satisfy the desire for education. The Society's existing NEH-funded projects in conservation and automation both include expanded educational opportunities for archivists. The new emphasis on coordinating and strengthening continuing education opportunities is thus an extension of what SAA is already doing. But the educational initiative is also important because it represents an effort to bring all of these endeavors into a single, coordinated program that will serve not only large numbers of the Society's members but all archivists. The challenge will be to devise the best kind of responses to the needs that exist.

The appointment of Timothy L. Ericson to be the new Education Officer (see story in this newsletter) underscores the commitment that the Council and I have to this project. Tim brings to this new assignment his long involvement in archival education programs, a sound approach to what SAA can and should do, some intriguing ideas, and strong leadership abilities.

Tim's first major task will be to coordinate the SAA educational conference to be held in Savannah in mid-February (see the related story in this issue). One of the objectives of this conference is to work toward a consensus about what SAA must do in the area of professional continuing education -- and how to begin. This conference will be informed by a recently completed survey of archivists' educational needs, a survey that invited the opinions and suggestions of 600 individual archivists -- SAA members and non-members alike.

As the next year or so unfolds, we expect that the Society will make some major progress in the area of education. This is certainly the goal of those members who have been leading this effort, and the pieces are now in place to get going. As always, your comments and suggestions on how SAA can do a better job of serving you are welcome.

SAA Announces

Council will hold its winter meeting January 30 to February 1, in Washington, D.C.

Deanna Schmidt joined the SAA staff in November as Program Assistant to Lisa Weber and Tim Ericson. She comes to SAA from the Minneapolis/St. Paul area, where she was most recently the Continuing Professional Education Coordinator for the Minnesota Society of Certified Public Accountants.

The National Historical Publications and Records Commission has awarded the Society a grant of \$32,631 in support of the second year of SAA's Archival Education Project.

Council recently approved the establishment of an Archival History Roundtable. Persons interested in the roundtable, and in receiving a roundtable newsletter, should write or call Michele F. Pacifico, National Archives and Records Administration, NAAP-Room 404, Washington, D.C. 20408, (202) 523-3214.

Update No. 1 to MARC for Archives and Manuscripts: The AMC Format is now available from SAA. This update incorporates AMC Format changes published in Update Nos. 11 and 12 of MARC Formats for Bibliographic Data. The cost of the update is \$2 to members and \$3 (Continued on next page)



Staff

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SAA Announces CGAP Makes No Small Plans

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to nonmembers. Those purchasing the AMC Format manual will automatically receive the update.

The Society's Editorial and Publications Management Boards have decided to undertake a revision of the Archives & Manuscripts Manual Series I. The five manuals to be revised are: Appraisal & Accessioning, Arrangement & Description, Reference & Access, Security, and Surveys.

Those interested in revising a manual should prepare and submit a one- to two-page proposal, noting the areas where revisions are called for. Please submit one copy of your proposal to Donn Neal at the SAA office, and submit a second copy to the Society's Editorial Board Director, Edmund Berkeley, Jr., at 2403 Bennington Road, Charlottesville, Virginia, 22901. The deadline for submissions is **April 1, 1987**.

Keep your New Year's Resolution!
Attend the 51st Annual Meeting in New York from August 31 through September 6, 1987.

SAA Announces New Education Officer

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Ericson holds a B.A. and M.A. from the University of Wisconsin at River Falls, where his studies focused on American History, Education, and the German language. Professionally, Ericson has been active in more than a dozen national, regional, and local organizations. He was a working group member of the Society's Goals and Priorities Task Force, and has published many articles and reviews in SAA publications and elsewhere. His membership in the Midwest Archives Conference has included seats on Council, the Education Committee, and several Program Committees.

The Society looks forward to the many benefits Ericson's imaginative leadership will have for archival education. We are happy to have him aboard.

The Committee on Goals and Priorities (CGAP) met in Cambridge, Massachusetts, on October 17 and 18, 1986 to continue pursuing its charge of promoting planning for the archival profession. A full agenda occupied chair John Fleckner and members Eva Moseley, James O'Toole, Charles Palm, Anne Van Camp, and William Wallach. SAA executive director Donn Neal also attended and participated in the discussions.

CGAP reviewed its activities at the SAA annual meeting in Chicago, where members spoke to Society sections, committees, task forces, and roundtables on means of implementing the priorities outlined in Planning for the Archival Profession. As recommended by CGAP, a number of SAA subgroups are developing case studies, preparing brochures, and organizing program sessions.

Discussion also centered on the formation of specific project-oriented

planning groups. Areas that could be covered include archives management training, automated records, institutional evaluation, and educating records creators on the value of archival programs.

CGAP received a report from its planning group on the national congress on historical records. The detailed report proposes establishing a foundation to increase public awareness of the importance of archives, promoting the passage of appropriate laws, and raising and distributing money for archival conservation projects. The national congress, timed to coincide with the Constitutional bicentennial, would be the kick-off for this foundation.

Finally, CGAP discussed the program for next year's meeting in New York and scheduled its next meeting in February.

Conference Marks Important Step in Archival Education

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information from participants concerning their education background and present educational needs, and asked how they would best be able to take advantage of continuing education opportunities. Stielow will report his findings on the first full day of the conference.

The information from the survey will also form the nucleus of two core presentations. The first, by Mary Jo Pugh (archival consultant) will address priorities for new courses of instruction that should be offered. Terry Eastland (University of British Columbia) will suggest educational materials that need to be developed to support the continuing education initiative.

The presentations by Stielow, Pugh, and Eastland will become the basis for subsequent small-group discussions in which conference participants will consider such issues as immediate priorities, appropriate educational forums (such as workshops and seminars), how best to use proven teaching techniques, and the various

roles that SAA, regional associations, and allied professions may play in providing educational opportunities. Recommendations from each of the discussion groups will be reported during a follow-up session.

SAA executive director Donn Neal will conclude the formal proceedings by addressing the issue of cooperation, suggesting several ways that institutions and organizations may work together to provide the best possible continuing education program for archivists. Neal will also discuss the role SAA can play in coordinating the development of a continuing education program for archivists.

The Savannah conference should give direction and momentum to SAA's educational initiative, providing valuable information and insights about how members of the archival community can work together to develop a continuing education program that will meet the needs of its individual members.

(Contributed by Tim Ericson)

Questionnaire Guides 1987 Program Committee

Shortly after the annual meeting in Chicago, 200 questionnaires were sent to attendees asking for their reactions to the meeting. The 40% response rate provided useful guidance to the 1987 Program Committee, which met in early November to develop next year's program. The questionnaire yielded the following results:

The average number of meetings respondents had attended was slightly more than five. Program activities that drew the most compliments were, in the following order, regular program sessions, limited enrollment sessions, work in progress, and poster sessions.

Given 15 items that might influence their decision to attend, the respondents identified the following as carrying the greatest weight: 1) personal and professional contacts; 2) number and variety of program sessions; 3) committee/task force/section meetings; and 4) invitation to be on the program.

By a 5-3 margin, respondents opposed scheduling substantially fewer program activities during the annual meeting. By nearly the same margin, they opposed elimination of optional program activities over the noon hour. Over 90% opposed elimination of planned evening activities.

Typical of responses was one respondent's remark: "Those who want free time can always skip a session. Having something structured during all the times is great for those that are just making contacts and don't always have someone to accompany them."

Guided by these sentiments, by the advice and experience of previous program committees, and by the quality of session proposals, the 1987 Program Committee has identified approximately 90 sessions for the New York meeting. These activities do not include pre-conference workshops, section and committee meetings, or evening activities being developed by the Host Committee. Most program participants have been confirmed by committee members, putting SAA on track for one of the best programs ever in the Big Apple.

SAA Awards Competition Announced

The Society of American Archivists announces competition for Society awards to be presented at the 1987 annual meeting in New York City, September 2-6. The awards will recognize accomplishments for the 1986 calendar year. Winners of each award will be selected by subcommittees of the Awards Committee, chaired by Virginia Purdy (National Archives and Records Administration). Individual and institutional members of SAA are welcome to nominate themselves or others for awards.

The Society's awards policy is described in the *American Archivist* 39: 415-420. All nominations should be sent to Virginia Purdy, 509 S. Irving St., Arlington, VA 22204 by **June 1, 1987**.

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

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

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

The Oliver Wendell Holmes Award, established to facilitate the supplementary travel of foreign archivists already in the United States or

Canada for training, was first presented in 1979. Information on eligibility and application rules is available from Maygene Daniels, chair of the International Archival Affairs Committee, Gallery Archives (GA), National Gallery of Art, Washington, D.C. 20565.

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

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

Colonial Dames Scholarship Available

A scholarship to the National Archives' Modern Archives Institute, to be held June 8-19, 1987, is available from SAA. The award is funded by the Colonial Dames of America, Chapter III. To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes, accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications, should be submitted to Roy H. Tryon, Delaware State Archives, Hall of Records, Dover, Delaware 19901 (302) 736-5318, by **April 1, 1987**.

Committee Drafts Education Guidelines

The SAA Committee on Education and Professional Development (CEPD) has drafted a new set of guidelines for graduate archival education. The new guidelines, intending to replace existing guidelines written in 1977, are at once a reflection of the profession's continuing growth and maturation and an acknowledgment of the need for improved education offerings if that growth is to continue.

In 1977 very few graduate archival education programs included more than a single course and an accompanying practicum. Now the de facto norm appears to be three courses. The revised guidelines recognize this degree of progress and aim to encourage further improvement.

A summary version of the guidelines will appear in the March SAA Newsletter with an invitation to comment on the substance of the guidelines prior to formal action by Council, and to suggest means of employing these voluntary measures to maximum effectiveness. Questions about the guidelines can be directed to the CEPD chair, David Klaassen, Social Welfare History Archives, 101 Walter Library, University of Minnesota, Minneapolis, MN 55455.

Wanted

SAA is running low on the sample brochures it includes in its Creating A Brochure PAK. If your repository can spare 100 or so of its brochures, we would be very grateful to make them a part of this popular PAK.

Correction: In the last issue of the Newsletter, Twentieth-Century Press, which is accepting manuscripts for its "American Archives Series," was incorrectly listed as Twentieth-Champion Press in its address. The correct address is Twentieth-Century Press, 44 N. Market St., Frederick, MD 21701.

Cooperative Preservation Programs Group Meets in Washington, D.C.

On December 4-5, 1986, representatives of fourteen non-profit, cooperative preservation programs met at the Library of Congress for a conference of the Cooperative Preservation Programs Group. The purpose of the conference was to promote communication among cooperative programs, to share resources among regions, and to serve as a forum for national planning.

This year's conference renewed the Group's commitment to coordinated planning of preservation programs nationwide. Participants addressed ways of influencing legislators and developing grass roots support for preservation. Strategies for the coming year include the following:

- 1) advocating support for the development of a national preservation program;
- 2) assisting organizations in writing grant proposals that would be acceptable to NEH;
- 3) writing articles to be published in popular magazines and newspapers to create a base of

support and awareness of preservation;

- 4) continuing the exchange of information among the group and contacting others that share similar goals.

The conference also included a workshop entitled "Managing the Learning Process," in which participants examined the traditional formats for teaching preservation/conservation workshops and explored alternatives that might communicate the material more effectively.

The participants represented cooperative programs that typically provide education programs, information, and consultation; some also offer laboratory conservation and preservation microfilming. Donn Neal and Patricia Palmer represented SAA's Archival Conservation Program at the conference.

The Library of Congress National Preservation Program Office serves as the locus for this group and will organize next year's program, to take place around December 1.

[Reported by Patricia Palmer.]

What Have Your Archives Been Up To Lately?

We would like to start up a column called "Your Archives at Work," but we can't do it without your help. The column will relate anecdotes about how archives have helped solve problems, clear up mysteries, or... well, just what have they been doing? That's just it, you see. Unless you will sit down, put pen to paper and tell us, then we'll never be able to get this column off of the ground and into the Newsletter.

What exactly do we want? Okay, take Elias Bistany, for instance. Elias was 92 years old, but because he couldn't prove he was a naturalized citizen, he couldn't get the federal assistance that would pay for his nursing care. The Westchester County Archives came to the rescue, documenting that he had indeed been naturalized with his family in 1901, and thereby assuring him of the nursing care he needed.

Or then there is the case of how records in the Weyerhaeuser Company

Archives helped officials formulate plans to cope with the 1980 eruption of Mt. St. Helens. Those records explained how damage was kept to a minimum when a severe windstorm struck in 1962, information that proved invaluable when the volcano blew its top.

These are the sort of instances we're looking for. Of course, they will be related in greater detail once the column gets started. But first it has to get started; so please, let us know what YOUR archives have been up to.

We're not the only ones, however, who are looking for archives anecdotes. David Carmichael, Westchester County Archivist, would also like to hear about them. He can be contacted at Westchester County Clerk, Records Center and Archives, 2199 Saw Mill River Road, Elmsford, NY 10523, (914) 285-4955.

NHPRC Funds Convention

At its fall meeting, the National Historical Publications and Records Commission unanimously endorsed a "National Policy Statement on Our Documentary Heritage" drafted by an ad hoc group of archivists, records managers, and historians that met in Annapolis last September.

In addition, the Commission called for a convention of professional association delegates to formulate an action plan and propose legislation that would create a National Trust for Our Documentary Heritage. The Commission recommended a grant of \$25,000 to fund the convention, which is slated for March 21, in Philadelphia.

A convention planning group chose John Fleckner and Raymond Smock as its co-chairs at a meeting last month. In addition, Smock and Richard Baker were asked to draft legislation, and individual task forces were charged with preparing brief studies on:

- 1) Parallels to the National Trust concept;
- 2) The relationship between the National Trust and NHPRC;
- 3) The relationship to the U.S. Bicentennial Commission;
- 4) Prospects for raising private funds;
- 5) How the plan can be enhanced by a federalist approach, i.e., active involvement of the states.

In order to spur lively discussion of the convention's issues, the planning group has adopted a strategy of circulating key documents to the participant organizations for comment well in advance of the convention.

The Annapolis Committee's work focuses on two concepts -- a national national policy statement on historical records, and the creation of a federally chartered private trust or endowment which would receive and expend federal and private funds to preserve and publish public records.

See the box accompanying this article for the full texts of the Annapolis Committee's draft statement and resolutions.

National Policy Statement on Our Documentary Heritage

DRAFT STATEMENT

Whereas, our nation has been built upon laws and actions that are documented in our historical records, and

Whereas, our development as a free people is inextricably linked to our access to and use of this documentary heritage, and

Whereas, it is our duty, as it was the duty of those who preceded us, to protect and pass on this heritage to our descendants,

Now, therefore, we declare that it is our national policy to preserve for public use the nation's historical records and to guarantee that the heritage embodied in those records shall be available for future generations.

Resolutions of the Annapolis Committee

Resolved: The Annapolis Committee calls for the creation of an independent non-profit entity, to be known as the National Trust for Our Documentary Heritage, as a major initiative of the United States Constitution Bicentennial, to meet the goals of the National Policy Statement on Our National Heritage.

Resolved: The Annapolis Committee acknowledges and endorses the following historical records program elements:

1 through 10, as reflected in "Toward a National Historical Records Program," contained in Annotation (April 1986), plus

11. Promotion of documentary editions

12. Wider use of primary historical documents in education at all levels.

Resolved: That the Annapolis Committee recognizes the critical need of the National Archives and Records Administration for a new building to house the records of the government, including the Declaration of Independence and the Constitution of the United States. The Committee believes the time has come to construct a new National Archives building in Washington, D.C. as a bicentennial legacy and in recognition of this nation's commitment to preserve the historical memory of this great nation for the inspiration and enlightenment of future generations of Americans.

Resolved: That the Annapolis Committee strongly recommends that the Congress of the United States reauthorize the grants program of the National Historical Publications and Records Commission at an annual appropriations level of not less than \$10 million to carry on this important work of supporting records preservation programs and documentary publications.

Resolved: That the Annapolis Committee endorses the call of the Society of American Archivists for a "National Congress on Historical Records" to promote a better understanding of the critical problem of records preservation in the United States.

SAA Fire Sale

No, there wasn't a fire, but you can still reap the benefits of our fire sale. SAA has accumulated a sizeable stack of damaged books, most with only minor cosmetic defects. And if you're willing to accept the discounted looks, then we're willing to accept a discounted price. Through February 28, 1987, SAA members may purchase the following damaged books for one-half the member's price:

An Ounce of Prevention; 1 copy; \$7.
 Planning for the Archival Profession; 7 copies; \$2.50.
 Native American Archives: An Intro.; 2 copies; \$2.50.
 Religious Archives: An Intro.; 14 copies; \$2.50.
 Museum Archives: An Intro.; 5 copies; \$2.50.
 Business Archives: An Intro.; 12 copies; \$2.50.
 A & M: Appraisal & Accessioning; 21 copies; \$2.
 A & M: Arrangement & Description; 13 copies; \$2.
 A & M: Reference & Access; 15 copies; \$2.
 A & M: Security; 12 copies; \$2.
 A & M: Surveys; 32 copies; \$2.
 A & M: Exhibits; 5 copies; \$3.
 A & M: Intro. to Automated Access; 34 copies; \$3.
 A & M: Maps and Architectural Drawings; 4 copies; \$3.
 A & M: Public Programs; 3 copies; \$3.
 A & M: Reprography; 6 copies; \$3.
 A & M: Admin. of Photo. Collections; 19 copies; \$7.50.
 A & M: Conservation; 9 copies; \$5.50.
 A & M: Machine-Readable Records; 3 copies; \$3.50.
 A & M: Law; 4 copies; \$4.50.
 Automation for Archivists & Records Man.; 1 copy; \$10.
 Appraising the Records of Modern Science & Technology; 5 copies; \$3.50.
 A Modern Archives Reader; 3 copies (paper); \$6.
 College & University Archives: Selected Readings; 7 copies; \$4.50.
 College & University Archives Guidelines; 2 copies; \$1.
 Management of Archives & Manuscripts Collections for Librarians; 35 copies; \$3.
 Access to Papers of Recent Public Figures; 8 copies; \$1.50.
 Basic Archival Workshop Exercises; 6 copies; \$4.50.
 Inventories and Registers; 1 copy; \$2.50.
 Records Retention and Disposition Schedules; 4 copies; \$2.50.
 The WPA Historical Records Survey; 4 copies; \$2.50.
 Basic Glossary for Archivists; 1 copy; \$1.
 Information Management, Machine-Readable Records, and Admin.: An Annotated Bibliography; 10 copies; \$4.
 A Selective Bibliography on the Conservation of Research Library Materials; 1 copy; \$4.25.
 Religious Archives in the U.S.: A Bibliography; 9 copies; \$2.
 Modern Archives & Manuscripts: A Select Bibliography; 9 copies; \$4.50.
 Writings on Archives, Historical Manuscripts, and Current Records: 1979-1982; 6 copies; \$1.
 Developing a Brochure; 1 copy; \$5.
 Starting an Archives; 1 copy; \$6.50.
 Finding an Archival Position; 1 copy; \$5.
 The Lone Arranger; 1 copy; \$4.50.

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Archivists' Resource Allocators: The Next Step

How do resource allocators perceive and characterize archivists? In order to find out, SAA contracted with Social Research, Inc. to conduct a qualitative study. In December 1984, after interviewing 44 people who control and/or influence the funding of archival operations, SRI published its findings. Officially entitled The Image of Archivists: Resource Allocators' Perceptions, these findings have become known around the profession as "the Levy Report."

The Task Force on Archives and Society conducted an analysis of the Levy Report. What follows is a condensation of the eight-page paper that presents that analysis. Those interested in receiving a full-length version of the paper may request one from SAA's Chicago office. A copy is now included with every purchase of the Levy Report.

Stereotypes: The Archival Personality and the Impotence of Virtue

Archivists and their work are plagued by the stereotypes resource allocators have of them. Archivists are viewed as quiet professionals; their archives are seen as collections of objects (documents, etc.) rather than as sources of information; and archival services are thought to be of value only to a small group of so-called "serious" users.

Resource allocators' misunderstanding of the archival profession bodes ill for archival outreach programs. After all, resource allocators would rather devote time, money, and effort to "real" problems, problems they can understand. Strangely enough, archivists contribute to this problem by docilely letting the chips fall where they may.

Clearly, archivists must take an aggressive role in properly educating resource allocators about archives and their utility. They must demand the resources that will make those archives more vital.

Self-Assessment: Who Do We Want To Be?

To help clear up their cloudy professional identity, archivists must reevaluate the balance struck between archival science and archival service. Archivists can never forsake their collections, but the profession must sanction attitudes that relate archival work to the expectations of others; it must assess archival value in terms of service.

Archivists must dispel the notion that archives serve only a privileged few "serious researchers." In Levy's words, "Making archives a more common and accessible concept, and doing more to open them to use and visiting, should diminish the various elements of dustiness and mustiness,

sheer acquisitiveness, territoriality, and dead accumulation."

This goes hand in hand with the need for archivists to place themselves in the information mainstream. Archivists must recognize, and convey to resource allocators, that they don't manage paper; they manage historical records that can prove very useful to current decision making.

But how do archivists achieve these goals? How do they capture the resources needed for increased growth, responsibility, and visibility? First, by believing they deserve it. Then, by fighting fire with fire -- by using management techniques to acquire status and influence within their parent organizations.

Advantages: Sustaining the Competitive Edge

Resource allocators aren't the only ones, however, with resources. Archivists have the reputation for conveying truth, accuracy, objectivity, and discipline. They have the ability to analyze problems, develop hypotheses, and draw conclusions. Moreover, they have access to a wealth of information about the parent organization, especially about where the power in it lies. By harnessing these assets, archivists should be able to make convincing arguments about how they and their archives can be utilized more effectively by the institution.

But archivists won't harness their assets until they change their attitude. Resource allocators respect and like archivists for their curatorial ability, service, and passivity -- in short, for being quiet, pleasant, and powerless.

Communications Obstacles: Informing Resource Allocators

Successful communication is the result of hard work. Moreover, the

party that stands to benefit most usually must work the hardest.

Archivists need to identify resource allocators as a top-priority audience, and then they must initiate direct contact with that audience in terms it will respond to. For example, when resource allocators become involved in archival activities that benefit the institution, they gain a better understanding of the archival role.

But archivists must also develop such abilities as documenting the need and appropriateness of requests, eliciting the aid of allies, knowing how to sell, and knowing how and when to communicate achievement. Curatorial services must be combined with educational and informational outreach services into an "archival product."

Outreach Programs: Building Support

Although resource allocators are of two minds regarding the wisdom of expanding archival use, the brunt of the evidence suggests that archivists would be well served by outreach activities. The crucial point is to involve resource allocators in these activities -- to find out what they want, who they want, and go after it.

Outreach activities ought to focus more on current, applied use than on scholarship as such. Archivists can acquire clout by making information they manage useful to others. Above all, outreach programs will help archivists improve the accuracy and usefulness of their image.

Professional Development: Changing Archival Behavior

The profession needs an extensive professional development program aimed at changing archival behavior. Current training and experience tends

(Continued on next page)

Archivists' Resource Allocators: The Next Step

(Continued from previous page)

to corroborate resource allocators' perceptions of archival skills as curatorial, emphasizing scholarship, historical background, technical tasks, attention to detail, ability to work in solitude, and the like. Without sacrificing these, the profession must encourage the development of managing, decision-making, and representational skills among those who desire them.

Such a program needs to possess continuity, thematic unity. It should be reinforced through a public information program housed in the central office, as well as through appropriate publications.

Measuring Progress

Measuring progress is an important though difficult task. One way is to track increases in budgets, salaries, equipment, staff, or facilities, and to determine the archivist's role in these improvements. Another way is through a follow-up to the Levy study in five or ten years. Ultimately, however, progress must be measured against objectives which are set forth in a written plan.

Conclusion

The history of the women's movement in this country provides instructive parallels with the current status of archives. For example, consciousness-raising (that is, documenting the current situation through the Levy study) makes it clear that resource allocators hold an exploitative view of archives. Acknowledging this state of affairs is the first step in moving beyond it. Archivists can employ the principle of equal pay for equal work by comparing their activities favorably with better-funded professionals in the information field. Assertiveness will serve archivists well by challenging others, thereby promoting mobility through the archival ranks and into management positions, where archivists can demonstrate their versatility and range of contribution. Networking will make clear that patterns of exploitation exist, provide success models to encourage others, and reinforce

changes in behavior that benefit the profession.

SAA must provide the leadership to improve the status and understanding of archives. In Elsie Freeman's cogent words, this is a case where authoritarianism, gently applied, is far more important than consensus. Change is at the root of improving our fortunes.

Copies of the Levy Report are available from the Society of American Archivists at the price of \$6 to members and \$9 to nonmembers.

Hale Award Winner is Announced

Linda Rohr of Boston is the 1986 winner of the Hale Award. Rohr is using the \$200 award to help complete her survey of zoo archives. The Hale Award is given annually by the New England Archivists to promote the professional development of archivists in the New England region.

Transitions...Transitions...Transitions...Trans

Mildred O'Connell will be leaving her position as Field Service Director to become Assistant Development Officer at the Boston Public Library.... **David Horn** has left the Faxon Company for a position at the Boston Edison Company in records management, with some archival responsibilities.... **Glen McAninch** has become Network Development Coordinator for the Kentucky Department for Libraries and Archives.... **Faye Phillips** has been named Head of the Louisiana and Lower Mississippi Valley Collections in the LSU Libraries at Louisiana State University.... **Lofton Wilson**, currently working on a temporary project in the Harvard University Archives, has accepted the post of Project Librarian for Preservation in the University Library.... **William Saffady** has left his assistant professorship at Vanderbilt University to become Associate Professor at the School of Information Science and Policy at SUNY-Albany.... **Max J. Evans**, Director of State History in Utah, has assumed the additional responsibility of Interim Director of the Division of Archives and Record Services.... **Dr. Nasser Sharif** has been named Dean Emeritus and Distinguished Professor of Library and Information Science at Pratt Institute.... **J. Todd Ellison** has accepted the NHPRC-funded position as Project Archivist for the William Pitts Collection at the Worcester County Library.



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Archivists' Calendar

February 20-21

SAA MARC for Archives and Manuscripts Workshop; Boston, Massachusetts. Contact: Lisa Weber, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

March 30-April 1

Software/Computer/Database Conference and Exposition for Librarians and Information Managers; Arlington, Virginia. Contact: SCIL '87 Registration, 11 Ferry Lane West, Westport, CT 06880, (203) 226-6967.

April 4

Long Island Archives Conference Spring Meeting; Oyster Bay, New York. Contact: Rev. Harry Culkin (718) 631-4600.

April 20-24

Beyond the Basics: Managing a Small Archival Repository; a workshop sponsored by Archivists of Religious Institutions; Garrison, New York. Contact: Brother Dennis Sennett, Graymoor, Garrison, NY 10524, (914) 424-3671.

April 21-25

The Australian Society of Archivists' 6th Biennial Conference; Perth, Australia. Contact: the Australian Society of Archivists Inc., P.O. Box 327, Claremont, Western Australia, 6010, 09-427-3274.

April 22-23

MARC for Archives and Manuscripts Workshop; Salt Lake City, Utah. Contact: (see Feb. 20-21 entry).

April 22-25

Northwest Archives Spring Meeting; Spokane, Washington. Contact: the Ridpath Hotel, (509) 335-6691.

April 23-24

Council of Intermountain Archivists Spring Meeting; Salt Lake City, Utah; Contact: Jeff Johnson (801) 533-5250.

April 26-28

Society of Alabama Archivists with Society of Mississippi Archivists Spring Meeting; Columbiana, Alabama. Contact: Earl M. Mennen, Jr.,

MS Dept. of Archives and History, P.O. Box 1151, Jackson, MS 39205.

May 6-8

Southeastern Archives and Records Conference; Orlando, Florida. Contact: Bureau of Archives and Records Management at (904) 487-2180 or (904) 487-2073.

May 7-9

Midwest Archives Conference Spring Meeting; Chicago, Illinois. Contact: Maureen O'Brien Will, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614, (312) 642-4600.

May 7-9

Mid-Atlantic Regional Archives Conference; Baltimore, Maryland. Contact: Jane Odom, Archives Center, National Museum of American History, Washington, DC 20560, (202) 357-3270; or Elizabeth Schaaf, Archives of the Peabody Institute, 1 E. Mt. Vernon Pl., Baltimore, MD 21202, (301) 659-8157.

May 17-20

American Society for Information Science Mid-Year Meeting, Cincinnati, Ohio. Contact: George L. Abbott, 1987 Mid-Year Meeting, Program Co-Chairman, 311 Stonecrest Drive, Syracuse, NY 13214.

May 19-20

MARC for Archives and Manuscripts Workshop, New Orleans, Louisiana. Contact: (see Feb. 20-21 entry).

June 5-19

Preservation Management Workshop; Simmons College, Boston, Massachusetts. Contact: NEDCC, 24 School St., Andover, MA 01810, (617) 470-1010.

June 11-14

Society of California Archivists Spring Meeting; Monterey, California. Contact: Helene Whitson, 1824 Arch St., Berkeley, CA 94709.

June 15-26

Archives Institute; Emory University, Atlanta, Georgia. Contact: Archives Institute, Division of Library and Information Management, Emory Univ., Atlanta, GA 30322.

July 11-13

International Conference on Data Bases in the Humanities and Social

Sciences; Auburn University, Montgomery, Alabama. Contact: ICDBHSS '87 Coordinator, AUM Library Administration, Auburn University at Montgomery, Montgomery, AL 36193-0401.

July 10-11

SAA MARC for Archives & Manuscripts Workshop; Cincinnati, Ohio. Contact: (see Feb. 20-21 entry).

July 13-18

Basic Training Workshop for Slide Curators in Art and Architecture; Austin, Texas. Contact: Mr. Jack Brannon, Fine Arts Continuing Education, The University of Texas at Austin, Fine Arts Building 2.4, Austin, TX 78712, (512) 471-8862.

July 21-25

Microcomputer Applications in Visual Resource Collections Workshop; Austin, Texas. Contact: (same as July 13-18 entry).

Grants Awarded

The Conservation Center for Art and Historic Artifacts has received an Andrew W. Mellon Foundation award of \$174,000 to support a program of conservation outreach projects.

The University of Michigan at Ann Arbor will use its recent \$20,951 NEH grant to improve access to a collection of manuscripts and ephemeral literature produced by 20th-century radical protest and reform movements.

The W.K. Kellogg Foundation has given a four-year, \$3.7 million grant to Syracuse University to develop an electronic archive of books and other material on adult and continuing education. At the center of the system will be a \$400,000 optical-digital disc system with the capacity to store 65 million pages of text and photographic material.

The Massachusetts Historical Society will be able to enter descriptions of some 3,500 of its manuscript holdings into OCLC thanks to a \$100,000 grant from the William and Flora Hewlett Foundation.

The Strange and Convoluted History of the Nixon Materials: A Retrospective, Part I

Twelve years ago last month Congress passed the Presidential Recordings and Materials Preservation Act of 1974, which made former President Richard Nixon and his staff's records, files, and tape recordings ("the Nixon Materials") government property. The Act also provided for public access to those materials, and many of us anxiously awaited the information that would be revealed.

We're still waiting. Mr. Nixon has fought relentlessly in the courts to prevent public access to the documentary evidence of his administration's abuse of power. Recently, his cause has been aided by the current administration's Office of Legal Counsel. The OLC's interpretation of regulations governing public access to the Nixon Materials would give Nixon virtual carte blanche in determining what would or wouldn't be seen by the public. Public interest groups have filed suit challenging this interpretation.

But we're getting ahead of ourselves. That chapter will be covered in the next issue of the Newsletter. Here, then, is Part I of The Strange & Convoluted Case of the Nixon Materials: A Retrospective.

August 9, 1974

President Nixon resigns. As he bids his staff goodbye on the White House south lawn, the Archivist of the United States and 30 assistants take control of the President and his staff's records and files.

September 6, 1974

Attorney General Saxbe advises President Ford that the documents, files, and other materials accumulated by former President Nixon and his staff are owned by Nixon but "peculiarly affected by a public interest" that could justify imposing "certain limitations directly related to the character of the documents as records of government activity."

September 9, 1974

The Administrator of the General Services Administration, Arthur Sampson, who was at that time the

Archivist's boss, executes a depository agreement with Richard Nixon. Under the agreement, Nixon retains title to the Nixon Materials and is to spend three years (five years in the case of original tape recordings) reviewing the materials on government property in California, during which time nothing may be removed or destroyed. After this period, Nixon may withdraw any of the materials or designate any tape recording for destruction. The rest of the Nixon Materials will be donated to the United States with appropriate public access restrictions. All tape recordings are to be destroyed after 10 years.

The signed agreement differs dramatically from the original version, which was drafted by National Archives staff and based upon sound archival principles. Sampson chooses not to consult with his National Archives program officers before signing the final version.

December 19, 1974

With lawsuits in opposition to the Nixon-Sampson agreement pending, Congress enacts the Presidential Recordings and Materials Preservation Act of 1974. PRMPA grants possession and control of the Nixon Materials to the Administrator of GSA, prohibits their destruction, and directs the Administrator to issue regulations governing custody of and public access to the materials.

The Act stipulates several factors the Administrator must take into account when drafting public access regulations, including "the need to provide the public with the full truth, at the earliest reasonable date, of the abuses of governmental power popularly identified under the generic term 'Watergate'"; and "the need to protect any party's opportunity to assert any legally or constitutionally based right or privilege which would prevent or otherwise limit access to such recordings and materials."

PRMPA also requires that these regulations and any subsequent alterations to them be submitted to both

Houses of Congress, where they are subject to disapproval by either House within 90 legislative days.

December 20, 1974

Nixon files suit against the Administrator of General Services (Sampson), claiming that PRMPA is unconstitutional because it infringes upon executive branch powers; invades executive privilege; infringes upon Nixon's rights of privacy, free speech, and free association; is an unconstitutional search and seizure; and is an unconstitutional bill of attainder (a legislative bill, prohibited by the U.S. Constitution, which makes certain crimes punishable by forfeiture of property and loss of all civil rights).

Winter 1974-75

Sampson creates a task force to draft the regulations required by PRMPA. Although knowledgeable archivists are not included in the original task force, they are subsequently added.

March 1975

Sampson takes custody and control of the Nixon Materials from the National Archives and delivers them into the hands of a special personal representative in GSA's newly formed Office of Presidential Materials.

March 19, 1975

GSA proposes regulations governing public access to the Nixon Materials. The draft sent to Congress for approval does not contain an early Sampson proposal that would have taken the Nixon Materials permanently out of National Archives custody by creating a position entitled "Special Archivist of the United States" and made that post answerable only to the Administrator of GSA.

An article in the May 1975 SAA Newsletter reports that GSA "plans to process the most sensitive materials first. In that way, GSA estimates that, soon after the start of processing, some of the most well-known Watergate materials can be made available; and that virtually all of the Watergate materials can be made available to the public within three (Continued on next page)

The Nixon Materials

(Continued from previous page)

years from the start of processing. The estimated cost of the three year project is \$7 million."

September 11, 1975

The Senate passes a resolution disapproving GSA's proposed regulations, citing four problem areas: GSA's proposal to give final administrative judgment to the GSA administrator over who should have access to the Nixon Materials; GSA's proposal to restrict access to any material which might "tend to embarrass, damage, or harass living persons"; a new definition of national security used in the regulations; and the proposed policy that would allow researchers to duplicate papers in the materials but would forbid duplication of the tapes.

Congressional commentary on the matter makes clear that decisions regarding the retention of Nixon Materials and public access to them "should be made on a non-partisan basis and should reflect the judgment of those trained in archival science."

October 15, 1975

Arthur Sampson steps down from his post as Administrator of GSA, making clear in his public statement that he does so involuntarily. On the same day, GSA submits its second set of access regulations to Congress.

January 7, 1976

A specially convened three-judge district court panel rejects former President Nixon's claims that PRMPA is unconstitutional. The court maintains that there is "adequate justification for the congressional decision to entrust custody of the documents and the responsibility for their screening to GSA rather than Mr. Nixon. Chief Executives are not by nature professional archivists, and they lack the expertise as to what materials may prove to be of historical value."

The panel goes on to dismiss Nixon's claims of invasion of privacy by pointing out that the record of archivists "for discretion in handling confidential material is unblemished."

Nixon's lawyers state their

intention to appeal the decision to the Supreme Court.

January 18, 1976

An order issued by GSA Administrator Jack M. Eckerd to transfer the Office of Presidential Materials to the jurisdiction of the Archivist of the United States takes effect today.

January 22, 1976

A hearing of the Subcommittee on Printing of the Committee on House Administration considers GSA's second set of access regulations.

In response to a subcommittee invitation to comment on the proposed regulations, SAA executive director Ann Morgan Campbell and Mack Thompson, executive director of the American History Association, express their continuing concern that professional archival decisions be made by those best qualified to do so.

At the hearing, Eckerd attempts to withdraw the proposed regulations for review in light of the recent court decision on the Nixon Materials. This effort is rejected, and the hearings proceed to consider the merit of the regulations. Eckerd assures the subcommittee that the transfer of the Nixon Materials from the Office of Presidential Materials to the Archivist of the United States is in effect.

February 23, 1976

A GSA spokesman informs the SAA Newsletter that an order delegating the Archivist authority over the Nixon Materials has not yet been signed, and that procedures designed to implement the transfer have not been issued.

March 1976

The National Archives files an affidavit in U.S. District Court requesting that the bulk of the Nixon Materials, which have been stored since 1974 in the Executive Office Building, be transferred to a secure, atmospherically controlled storage area in the Washington National Records Center.

The affidavit argues that storage in EOB was originally expected to be of short duration, but court orders and other proceedings have left them sitting packed for shipping for over one and a half years. U.S. Archivist James B. Rhoads states in the affidavit, "The weight of boxes strapped on pallets crushes the boxes on the

bottom; the atmosphere in the various rooms is not well controlled as to temperature and humidity; and tape recordings that have not been re-in so long a period of time are in danger of deterioration."

March 4, 1976

GSA Administrator Eckerd transfers custody and control of the Nixon Materials from the Office of Presidential Materials to the Archivist of the United States.

Mid-March 1976

Attorneys representing Richard Nixon file a motion in U.S. District Court asking that Eckerd be ordered to revoke the March 4 Nixon Materials transfer. Among other things, the motion objects to putting the Nixon Materials in the hands of persons who are members of the Society of American Archivists and the American Historical Association, because of these two organizations' demonstrated support for PRMPA, the law Nixon is contesting in the courts. The motion names James B. Rhoads, Archivist of the United States, his deputy, James E. O'Neill, and Richard A. Jacobs of the Office of Presidential Libraries.

Intervenors to the suit argue that "it is not the United States Archivist but the entire Federal Government that has a 'conflict' of interest with Mr. Nixon.... If every member of the Society of American Archivists and the American Historical Association...is an unfit custodian, then there will be few, if any, unbiased persons (within Mr. Nixon's definition of the term) who have the training, experience and professionalism to care for, classify, review and administer the millions of documents included in the presidential materials."

March 25, 1976

Nixon's motion is denied.

April 8, 1976

The U.S. Senate disapproves the second set of access regulations because it is too restrictive on public access to the Nixon Materials.

April 13, 1976

GSA submits a third set of access regulations to Congress.

April 15, 1976

The U.S. District Court for the District of Columbia approves the National Archives' request to transfer the bulk of the Nixon Materials to the Washington National Records Center in Suitland, Maryland.

September 14, 1976

The House of Representatives disapproves the third set of access regulations because it is too restrictive on public access to the Nixon Materials.

November 1976

The Supreme Court agrees to review the circuit court decision on the constitutionality of PRMPA.

December 1976

The U.S. Court of Appeals rules that tapes played for juries in the Watergate trials are in the public domain and cannot be kept private.

January 1977

In a brief filed with the Supreme Court, Nixon continues to object to archival processing of the Nixon Materials: "One thing is clear: archivists are not judges. No matter how 'professional and discreet' they may be, they cannot make the judicial evaluations that are essential to protect the Fourth Amendment. Nor, we submit, in view of their professional bias for historical preservation can they dispassionately balance the harm to political association against the interest in 'accurate history' that would resolve the First Amendment issue."

April 20, 1977

Richard Nixon's challenge to PRMPA is argued before the Supreme Court. Nixon's contention that sorting and analysis of the Nixon Materials by archivists is an unacceptable invasion of his personal privacy is questioned by Justice Byron R. White, who asks if archivists aren't indeed the appropriate neutral third parties to undertake the task of separating the materials into public and private categories.

June 2, 1977

GSA submits its fourth set of access regulations to Congress.

June 28, 1977

The Supreme Court, on a vote of 7 to 2, upholds the constitutionality

of the 1974 Presidential Recordings and Materials Preservation Act. The Court finds that Nixon was a "legitimate class of one," subject to special treatment by Congress because of the possibility that his Presidential materials might otherwise have been destroyed.

The majority opinion stresses the singularity of the case, noting that it arose in "a context unique in the history of the Presidency." Justice Blackmun writes in his concurring opinion, "It is my hope and anticipation...that this act...will not become the model for each President who leaves office at a time when his successor or the Congress is not of his political persuasion."

In his dissenting opinion, however, Justice Rehnquist contends that "today's decision countenances the power of any future Congress to seize the official papers of an outgoing President as he leaves the inaugural stand." Rehnquist considers it "extremely naive...to suppose that each and every one of the archivists [processing the Nixon Materials] would remain completely silent with respect to those portions of the presidential papers which are extremely newsworthy."

December 16, 1977

The fourth set of access regulations go into effect.

January 1978

Richard Nixon files suit challenging the validity of the regulations.

January 16, 1978

The National Archives starts processing the Nixon Materials, giving priority, as directed by PRMPA, to the 700 cubic feet of Watergate special files and to the roughly 4,000 hours of conversations recorded by voice-activated tape-recorders in the White House, Executive Office Building, cabinet room, and Camp David.

April 1978

The Justice Department files an opinion in Nixon's lawsuit against the access regulations. This unexpected unexpected move comes as a result of the executive branch's long-running objection to the one-house legislative veto. Because the executive branch believes that a

valid legislative veto should require action by both Houses of Congress, the Justice Department argues that the access regulations -- which were subject to a one-house legislative veto -- have been adopted in an unconstitutional manner.

Historians seeking access to the Nixon Materials are dismayed that the executive branch chose this case in which to advance its cause.

Summer 1978

Richard A. Jacobs, acting director of the Nixon Historical Materials Project, enters into negotiations with Nixon's counsel, R. Stan Mortenson. The negotiations center on three points: 1) the continued processing of the Nixon Materials, 2) an agreement on the access regulations under which Nixon Materials will be administered, and 3) the presentation of a plan to Congress for creating a Nixon library, to be administered by the National Archives at the University of Southern California.

Summer and Fall 1978

Processing of the Nixon Watergate Materials continues, but funding levels allow the project far less than the 103 staff members NARS estimated would be needed to complete the job in three years.

October 15, 1978

Congress completes approval of the Presidential Records Act, which holds that presidential records are the property of the United States when they are created. The new law will require all presidents who take office after January 20, 1981, to transfer their records to the Archivist of the United States when their tenure as president expires. For the first twelve years after leaving office a former president will enjoy the right to restrict access to certain of his presidential records. After this period expires, however, the Freedom of Information Act will govern access.

The Act realizes a national legislative goal established by the Society of American Archivists in 1974. SAA played a continuing and important role in drafting the legislation.

(Continued on next page)

The Nixon Materials

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February 14, 1979

Nixon and GSA reach a settlement agreement ("the Nixon-GSA settlement") covering most of his objections to the access regulations. As part of the agreement, GSA withdraws the fourth set of regulations, submitting a proposed fifth set in its stead. Nixon agrees not to contest the regulations on any of the matters that were settled, including the one-house legislative veto.

Nixon's lawsuit continues, however, on several issues the agreement did not cover: creation of public listening centers for presidential tape recordings; archival screening of tapes and dictabelts containing Nixon's personal diary; and those regulations requiring the Archives to consider "and make the decision regarding" any claim of privilege that might be raised by President Nixon.

March 7, 1980

The fifth set of access regulations take effect.

May 28, 1980

The National Archives opens a listening center where members of the public may listen to 12-1/2 hours of the Watergate tapes. The tapes are already part of the public domain due to their use as evidence in the Watergate trials. Free tickets are given away daily by the National Archives, and several hundred people have to be turned away each day.

December 17, 1980

Nixon's lawyers file a lawsuit (still pending in 1986) seeking compensation from the United States for its confiscation of the Nixon Materials, which Nixon considers his personal property. John Ehrlichman later reveals that Nixon once valued his personal papers at \$1 per page, musing, "Some may be worth even more, but even my old laundry lists and grocery bills will be worth that much."

The Nixon Materials include approximately 14 million pages of records.

January 1981

Archivist of the United States Robert M. Warner appears before the Senate Foreign Relations Committee, which is considering Alexander M. Haig, Jr.'s nomination to be Secretary of State. At issue was the Committee's request to review the logs of tapes of 1973 White House conversations between then-President Nixon and Haig, at that time White House chief of staff.

Under the regulations governing administration of the Nixon Materials, Nixon has five days to object to any request for access to them. Warner informs the committee that Nixon has exercised his right to object, and that Warner is following legal advice and accepting the objection.

Warner's testimony receives lead coverage in the media. He later explains his reasons for denying the committee's request: questions over the legal validity of a congressional subpoena vs. claims of executive privilege; the inconclusive nature of the material requested; and the certainty that efforts to release the logs would result in years of litigation, possibly threatening eventual public access to the Nixon Materials.

February 1982

A three-judge panel of the U.S. Court of Appeals affirms the constitutionality of archivists processing tape recordings in the Nixon Materials for public release. The decision states that Nixon could not have had an expectation of privacy in "materials related to the conduct and official duties of the presidency." This disposes of one of the issues not covered in the 1979 Nixon-GSA settlement.

Later in 1982

The U.S. District Court for the District of Columbia rejects Richard Nixon's contention that the Nixon Materials public access regulations violate his executive privilege. Nixon had challenged the U.S. Archivist's right, under the regulations, to consider "and make the decision regarding" any claim of executive privilege concerning release of Nixon Materials to the public.

The court reasons that Nixon's privilege claim "is not a fixed and permanent one, but erodes with the passage of time" and that, in any event, no materials can be made available to the public "until Mr. Nixon...[has] had an opportunity to object to disclosure and obtain judicial review of any adverse determination" by the Archivist.

At this point in time, then, all of Nixon's objections to the public access regulations have either been settled in the Nixon-GSA settlement or rejected by the courts.

[To be continued next issue.]

Awards Available

Fulbright grants in library science are still available for 1987-88. There are specific openings in China, People's Republic of Honduras, Kenya, and Liberia. In addition, other countries are open to application in any discipline, and library science is among their preferred fields.

For information, call or write CIES, Eleven Dupont Circle NW, Suite 300, Washington, D.C. 20036 (202)939-5401.

The Society for History in Federal Government is seeking nominations for four awards to be presented this April. The competition is open to SHFG members only.

The Henry Adams Prize will be given for a book length narrative history, or other work of this type, which contributes to understanding federal government history. The James Madison Prize will be given for a published article related to the history of federal government. Both of these awards are open to works published in 1986.

The John Wesley Powell Award will be given for a historical preservation project completed in 1984 or 1985. Finally, the Thomas Jefferson Prize will be awarded to volumes of documentary editions published during 1985 or 1986.

For further information contact Charlene Bickford, SFHG Awards Committee, First Federal Congress Project, George Washington University, Washington, D.C. 20052 (202) 676-6777.

Of special interest
to archivists and students
of archives administration...

A Modern Archives Reader

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Chicago, Illinois 60605

NHPRC Holds Productive Fall Meeting

Recommends Over \$1.75 Million in Grants

The National Historical Publications and Records Commission met on October 30-31 at the new Maryland Hall of Records building in Annapolis, Maryland. At the meeting, the Commission recommended more than \$1 million for 24 publications projects and more than \$775,000 for 17 records projects and for a planning convention to be held in Philadelphia this March (see article on page 6).

In addition, the Commission chose three publications projects to host editing fellowships supported by NHPRC and the Mellon Foundation: The Documentary History of the Ratification of the Constitution at the University of Wisconsin, The Documentary History of the First Federal Congress at George Washington University, and the Freedmen and Southern Society Project at the University of Maryland. Each fellowship provides a stipend and fringe benefits totalling \$18,000.

Thanks to other Commission action at the meeting, the 1987/88 archival fellowships will each provide a stipend of \$21,000 and fringe benefits up to \$4,200.

The following is a list of records program grants recommended at the meeting:

Research Libraries Group, Inc.:

\$9,100 supplemental grant to assist in developing an online database of public records information in the Research Libraries Information Network.

American Institute for Conservation of Historic and Artistic Works:

\$7,327 for a feasibility study to determine the most appropriate approach to the archival preservation of conservation treatment records in the United States.

Smithsonian Institution, Office of Museum Programs:

\$40,000 matching grant to plan and implement a two-year archival training

program for Native Americans in the Midwest, Southwest, Northwest, and Alaska. Each program will consist of a one-week workshop, followed by a five-month practicum at the participants' home institutions.

Society of American Archivists, Committee on Goals and Priorities:

\$20,000 for continued assessment, planning, and consensus-building activities, including planning and fund-raising for a National Congress on Historical Records to be held in 1987.

University of Minnesota, Charles Babbage Institute:

\$36,411 to identify sources for documentation of early computer history and to develop appraisal criteria for computer industry records.

National Association of Government Archives and Records Administrators:

\$22,815 supplemental grant for continuing its feasibility study of an archival information clearinghouse, including printing of a final report and holding a conference to plan implementation of a clearinghouse facility.

Hawaii State Foundation on Culture and the Arts:

\$150,000 partial matching grant for a two-year regrant program to promote the surveying and collecting of ethnic records in Hawaii.

Pennsylvania State Historical Records Advisory Board:

\$187,500 partial matching grant for a two-year regrant program directed at the state's colleges and universities. The program will focus on the development of institutional archives programs for college and university records.

Florida State Historical Records Advisory Board:

\$5,000 for meetings over a two-year period to improve the NHPRC grant review process and to plan for improved records programs in the state.

Indiana State Historical Records Advisory Board:

\$5,608 for publication of the Indiana historical records report, which will present the findings of the statewide assessment project of 1983.

University of Kansas, Kansas Collection:

\$78,057 for the second and third years of the University's current project to survey and accession records of the black community in Kansas.

Supreme Court of Nevada:

\$60,995 to survey the records of local courts in Nevada, to create retention/disposition schedules for those records, and to develop a records management manual and educational workshops for court officials.

North Carolina State Historical Records Advisory Board:

\$6,100 for meetings of the board over a three-year period to improve the NHPRC grant review process and to plan for improved records programs in the state.

Institute of Puerto Rican Culture:

\$25,000 to assess and report on historical records programs in the Commonwealth of Puerto Rico.

State Historical Society of North Dakota:

\$96,658 to arrange and describe the Society's archives and manuscript holdings, to conduct a conservation needs survey of its collections, and to develop a conservation plan for the Society.

Texas Tech University:

\$30,328 to preserve and make available a local television newsfilm and videotape collection documenting west Texas since the mid-1950s.

The George Washington University:

\$6,884 to complete arrangement and description of the records of the Greater Washington Board of Trade.

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Professional Opportunities

RECORDS OFFICER.

Clark County, Vancouver, WA. Salary: \$1,755 to 2,470 per month. Require Bachelor of Arts Degree and a records management certificate. (Professional experience may be substituted on a year for year basis for education.) Plus, one year of professional experience in archives and/or records management. Incumbent is responsible for the development and maintenance of a comprehensive records management system. Supervises staff of two. Open until sufficient applications received. Apply at: Clark County Personnel, P.O. Box 5000, 1013 Franklin, Vancouver, WA 98668. Phone: 202-699-2456.

EDUCATION SPECIALIST

Smithsonian Institution, National Air & Space Museum, Washington, D.C. Salary: \$21,804 per year. Temporary Not-To-Exceed 1 year. Duties: Establishes an Education Resource Center (ERC) in the National Air & Space Museum that will be utilized by educators to prepare classroom materials including lesson plans, duplication of research materials, handouts, 35 mm slides, cassette tapes, films, video tapes, etc. Collects and maintains current aerospace resource materials. Prepares budget input for the ERC. Assists in the preparation of teacher workshops and uses the materials generated by the workshops for utilization in the ERC. Qualifications: Candidates must have successfully completed a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree which included a major in education or in a subject field appropriate to the work of this position. In addition to these basic requirements, candidates at the \$21,804 salary level must have had two years of professional experience in an appropriate subject-matter field, with at least 6 months of that required experience at a level of difficulty comparable to the next level. For more information and application requirements, contact: Smithsonian Institution, Office of Personnel Administration, Arts and Industries Bldg., Room 1410, 900 Jefferson Drive, S.W., Washington, D.C. 20560.

COLLEGE ARCHIVIST/SPECIAL COLLECTIONS LIBRARIAN

Dickinson College, Carlisle, PA. Seeks a creative, energetic archivist/librarian to assume responsibility for its Archives and Special Collections Department housing historic and contemporary records from all divisions of the College plus rare books, photographs, and over 400 manuscript collections. This position involves continuing collection development and preservation, work with the Friends of the Library, provision of direct services to faculty and students through a busy instruction program, liaison with several academic departments and active participation in the collegial management of the entire library. M.A. in history and A.L.A. accredited M.L.S. highly desirable, or advanced degree in history with significant archival experience. Salary \$23,000 or higher depending on qualifications. Full benefit package. Available July 1, 1987. Send letter of application, vita and three letters of recommendation (or university placement file) to Annette LeClair, Chairperson, Department of Library Resources Dickinson College, Carlisle, PA, 17013. Closing date: February 1, 1987. Will conduct some interviews at A.L.A. Midwinter.

CURATOR OF MANUSCRIPTS

Washington Library, St. Louis, Missouri. Position to be in Special Collections Department of an ARL Library. Responsible for providing all services relating to access and use of the manuscript collections; advises on manuscript acquisitions; serves as a subject bibliographer for the library's humanities collection. **REQUIRED:** MLS from an ALA-accredited library school; degree in the humanities, preferably English; knowledge of manuscript cataloging procedures. **PREFERRED:** Master's degree in the humanities; coursework in archives administration; experience with automated finding aid systems; knowledge of AMC format applications; familiarity with contemporary literature; manuscript reference experience; academic library experience; evidence of scholarly ability. Minimum salary: \$20,004. A letter of application, resume, and three letters of reference should be sent to: Ms. Virginia Toliver, Director of Library Personnel and Administrative Services, Olin Library System, Campus Box 1061, Washington University, One Brookings Drive, St. Louis, Missouri 63130 by February 23, 1987.

REFERENCE ARCHIVIST

Bowling Green State University, Bowling Green, Ohio. Administrative Staff position to begin March 1, 1987. Responsibilities include assisting researchers, responding to written inquiries, maintaining security, maintaining use statistics, performing technical services including indexing, and assisting in public outreach or archival administration and 2 years experience preferred. Experience with archival reference and computers preferred. Salary range from \$20,000 to \$24,000 with standard fringe benefits. Send resume and three letters of reference by January 30, 1987, to Ann M. Bowers, Chair of Search Committee, Center for Archival Collections, Bowling Green State University, Bowling Green, Ohio 43403.

SUPERVISOR, REPOSITORY SERVICES DIVISION

South Carolina Department of Archives and History, Columbia, SC. Duties: Responsible for operation of the Document Restoration Shop and for helping to establish conservation policy for over 14,000 cubic feet of public records; trains and supervises five document restoration technicians and occasional interns in the restoration of the colonial, state, and local government archives of South Carolina dating from 1671; supervises two and a half positions responsible for maintenance of the records in the stacks and two persons providing photocopy and microfilm services; works within broad guidelines to determine appropriate techniques, materials, and procedures for restoration treatment. Qualifications: Master's degree in history or related field and at least two years archival experience; formal archival training and supervisory experience preferred. Interest in conservation and a willingness to pursue additional training in that field desired. Salary: Grade 33 in the South Carolina state pay system with a salary range of \$22,106 to \$31,335; eleven holidays; fifteen days annual leave and fifteen days sick leave; fringe benefits package includes Social Security, state retirement, health insurance, and dental insurance. Send letter of application and curriculum vitae or resume and the names of three references to Harold W. Perry, Assistant Director for Administration, South Carolina Department of Archives and History, P.O. Box 11,669, Capitol Station, Columbia, SC 29241-1669. Application deadline: March 2, 1987.

ASSISTANT CURATOR

Sophia Smith Collection, Smith College, Northampton, Massachusetts. Assist the curator with the maintenance and use of the Sophia Smith Collection, a national women's history archive. Duties include: arranging and describing manuscript collections; providing reference desk service and answering letters; preparing topical bibliographies and selecting materials for class presentations; designing exhibits; share supervision of archives intern and student assistants. Minimum qualifications: M.A. in history or related field with two graduate courses in archives administration. Desired qualifications: M.L.S. or post-M.A. U.S. historical studies; one year's experience in arrangement and description of manuscripts; additional training in archives administration. Please send letter of application, resume, and names and addresses of three references by February 13, 1987 to Director of Personnel Services, Smith College, 30 Belmont Ave., Northampton, MA 01063.

ARCHIVIST (2 positions)

University of Georgia Libraries, Athens, GA. The Russell Library, a department of the UGA Libraries, which reports to the Director, functions as a center for the study of recent Georgia politics and houses the papers of U.S. Senator Richard B. Russell and other 20th Century U.S. Congressmen, state officials, and political figures. The staff of five acquire, preserve, and process permanent historical records according to archival procedures and standards and provide reference assistance to patrons. The Archivist reports to the Head of the Russell Library. Qualifications include: ALA-accredited MLS; Advanced degree in history or political science preferred; Formal archival training or considerable experience in an archival setting; Effective oral and written communication skills; Ability to establish and maintain effective working relationships with co-workers, donors, and patrons; Interest in computer applications for archival collections desired. Send letter of application, resume, and names of three references by January 30, 1987 to: Florence King, Acting Staff Services Librarian, University of Georgia Libraries, Athens, Georgia 30602. These positions will be filled only if suitable applicants are found.

EXECUTIVE DIRECTOR

Center for Western Studies, Augustana College. Augustana College (SD) invites applications for the position of Executive Director of its Center for Western Studies (12 month appointment). Responsible for planning the program of the Center and energetic leadership in the implementation of that program which includes: acquisition and organization of research collections, publication of regionally significant books, service to researchers, and fund raising. Doctorate preferred with expertise and publications in the history or literature of the American West, administrative experience and an ability to interact effectively with persons from both academic and non-academic segments of society. A knowledge of the history and culture of the upper prairie-plains region is essential. Salary depends upon qualifications and experience. Send letter of application, vita, transcripts of graduate study (direct from registrar or placement office), names and identities of three current references and applicant's statement of future professional development goals by February 15, 1987, to: Jeanne Kruse, Administrative Assistant, Office of the Provost, Augustana College, Sioux Falls, SD 57197; (605) 336-4113.

ARCHIVIST

National Center for Film and Video Preservation Washington, D.C. The National Center for Film and Video Preservation/AFI has a position available for an Archivist in its Washington, D.C. office. This position is responsible for building and maintaining the AFI Collection of film and television materials; supervising location, acquisition and placement of materials to be added to American archival collections; supervising information and reference services, and preservation work with commercial laboratories. Responsible also for administration of the AFI/NEA film preservation grants program. Represents the NCFVP/AFI to the public, and at conferences. Please apply by sending a resume and cover letter to: Personnel, National Center for Film and Video Preservation, The American Film Institute, P.O. Box 27999, Los Angeles, CA 90027.

ASSOCIATE ARCHIVIST (TWO POSITIONS)

The University of Louisville, Louisville, Kentucky. The University of Louisville is seeking two professional archivists for the University Archives and Records Center. A separate library within the University Libraries system, it is the official repository for University records and the primary repository for historical manuscript collections. It administers the University's Micrographics Laboratory, Oral History Center, and Records Center, and oversees access to and disposition of all University records under applicable state and federal laws. **DUTIES:** (1) Associate Archivist (with emphasis upon coordination of automation activities): analyze and document current systems; help automate specific procedures; coordinate creation of USMARC AMC records on both NOTIS and OCLC; manage the archives' databases; and participate in the archives' general reference, collection management, and microfilm publications activities. Candidates should have experience in traditional descriptive programs and a strong background in archival automation techniques. (2) Associate Archivist (with emphasis upon coordination of records management activities): appraise institutional records; create disposition schedules; write manuals and guides; further develop existing records management program; and participate in the archives' general reference, collection management, and microfilm publications activities. Candidates should have experience in institutional records management and an interest in the use of automation therein. **QUALIFICATIONS:** A Master's degree in archives management, history, library science, or a related discipline, and at least three years of related experience is required, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired. Candidates for both positions should possess good communications skills; the ability to work well with patrons, colleagues, administrators, departmental records officers, and others; and promise of continuing professional activity. **SALARY AND BENEFITS:** \$20,616 +, depending on experience and qualifications. Excellent fringe benefits including paid sick and annual leave days, usual holidays, paid life and health insurance, retirement plan options and tuition remission. Applications received before February 15, 1987, will be given first consideration. Send letter of application, current resume, and names and addresses of three references to: University Personnel Services, University of Louisville, Louisville, Kentucky 40292.

ARCHIVAL INTERNSHIP

The Jefferson National Expansion Memorial, St. Louis, MO. The Jefferson National Expansion Historical Association is accepting applications for a one year archival internship at the Jefferson National Expansion Memorial, a unit of the National Park Service. The Memorial's archival holdings contain both park administrative records and other historic materials. Included are significant records of the design competition for the Memorial and the subsequent construction of the Gateway Arch. The archives contain correspondence and other written records, photographs, tapes, blueprints, and drawings. The intern will be responsible for analyzing the holdings, developing a master plan for their organization, and then proceeding with processing the material. The internship carries a stipend of \$1,000 per month, and is funded for a 12 month period. The position is available beginning January 15, 1987; however, the starting date is negotiable. Applicants must be enrolled in or have completed a formal training program for archival management. Applicants should submit a transcript of academic work, a letter of application or resume citing qualifications and any relevant work or volunteer experience, and the names, addresses, and phone numbers of three references to: Ms. Kathryn Thomas, Curator of Cultural Resources, Jefferson National Expansion Memorial, 11 North Fourth Street, St. Louis, MO 63102. Deadline for applications is December 29, 1986.

ASSISTANT IN LIBRARY SERVICES

(TWO POSITIONS) New York State Library, Cultural Education Center, Albany, New York. (Conservation.) Temporary Services. Starting Salary: \$30,966. The New York State Libraries Division of Library Development seeks TWO creative, energetic persons to expand the education and technical assistance services offered by the nation's first statewide programs for conservation and preservation of library research materials. The Division of Library Development has obtained a National Endowment for the Humanities grant to establish the New York State Program for the Conservation and Preservation of Library Research Materials as a model for adaptation by other states seeking to create statewide programs. In one position, the Assistant will assist in administering a \$500,000 discretionary grant program of conservation and preservation for unique research materials for libraries, archives, and other repositories across the State. In the other position, the Assistant will assist in developing an educational program and a public relations program for three statewide conservation/preservation grant programs totalling two million dollars. Both positions require a combined background: a professional librarian with an understanding of fundamental principles of library collection organization and service patterns, as well as a manager with knowledge of preservation procedures and treatments. MINIMUM QUALIFICATIONS: MLS from ALA-accredited school and three years of satisfactory professional experience in a library, archives, or historical society. Specialized training in conservation/preservation or one year's experience with preservation of library or archival materials is desirable. Some administrative experience is also desirable. For a more detailed job description, call the Division of Personnel at 518-474-5215. AVAILABLE IMMEDIATELY. Qualified candidates should send letter and resume to: New York State Education Department, Division of Personnel, Department 1, Box 101, Washington Avenue, Albany, NY 12234.

REFERENCE LIBRARIAN/BIBLIOGRAPHER, AND CURATOR

Columbia University, New York, NY. Responsible for administrating the operations of the Lehman Suite and Papers, including providing reference service for the Suite and the Rare Book and Manuscript Library; processing, describing and cataloging manuscript collections and archives for the Suite and the Manuscript Department; overseeing the tagging, coding and inputting of data into the RLIN AMC data base; keeping all relevant records; maintaining and developing the collections of the Suite by gift; supervising one full-time and several part-time assistants; assisting on special projects of the Suite Book and Manuscript Library. In addition to an accredited MLS, position requires knowledge of and experience in manuscript and archival management techniques and skills as demonstrated by previous relevant experience and/or superior performance in a formal course. Also highly desirable are knowledge of historical, social science and literary research methods; knowledge of reference sources, tools and techniques in rare books and manuscripts; knowledge of RLIN AMC and other automated library systems and effective writing and speaking skills. Preferential consideration will be given to applicants with a reading knowledge of French, German and Latin; and a graduate degree in American history or literature, or other relevant degree. Salary ranges are: Librarian I: \$22,000 - 28,600; Librarian II: \$24,000 - 32,400. Excellent benefits include assistance with University housing and tuition exemption for self and family. Submit resume listing three references to: Box 35, Butler Library, Columbia University, 535 West 114th Street, New York, NY 10027. Deadline for applications is February 1, 1987.

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

TWO POSITIONS-Rockefeller Archive Center, N. Tarrytown, NY:

ARCHIVIST

We seek a trained archivist to process the records of the Commonwealth Fund, which are now at the Rockefeller Archive Center of The Rockefeller University. The Commonwealth Fund, established in 1918, made grants in the general area of health. The position is for two years at a salary of \$21,500 with benefits. Candidates should have a master's degree in archival management. Archival experience desirable.

ARCHIVIST (EXPERIENCED)

Will solicit and collect, appraise, accession, and process records and manuscripts at the Rockefeller Archive Center. Primary responsibility will be to oversee the continuing growth of the archives of The Rockefeller University, which include scientific, medical, and administrative collections. Other duties include coordination with the Center's office at the University Library (Manhattan), responding to research inquiries, and sharing the responsibilities of the archival staff at the Center. Competitive salary commensurate with experience. Master's degree in archival management and experience in archival work required; training in the history of science or history of medicine, and experience in a university archives preferred.

For both Rockefeller positions: Applications should be received by March 1, 1987. Apply to: Director, Rockefeller Archive Center, Pocantico Hills, North Tarrytown, NY 10591 1598. (914) 631-4505.

SEMINARY ARCHIVIST

Princeton Theological Seminary, NJ. New position. Library assignment. Archivist will plan, develop, and administer archival program under general supervision of the librarian. Materials include official files, records, documents, manuscripts, and photographs of a seminary that has played an active role in the life of Presbyterianism in this country and abroad. Responsibilities: To develop and apply collection policy; to organize, catalog, and describe archival collection, including submission of entries to N.U.C.M.C.; to direct conservation and preservation of materials and to supervise public use. Preparation of descriptive guides and occasional exhibits will also be expected. Qualifications: Advanced degree in library, archives, or related field, and at least one year archival experience. Knowledge of Presbyterian history desirable. Salary: Negotiable, in relation to qualifications and experience. Excellent benefits. Submit inquiry, letter of application, and resume to: Dr. James F. Armstrong, Speer Library, Box 111, Princeton, NJ 08542. Position available on or after January 2, 1987.

RECORDS CONSULTANT TRAINEE

Texas State Library Local Records Division, Austin, TX. Trainee position. Under supervision, consults with, advises, assists, and cooperates with officials and employees of county, municipal, and local district governments throughout state on cost-effective and efficient programs and procedures for filing, storing, transferring, microfilming, destroying, and permanently preserving paper, micrographic, and machinereadable records of government in compliance with applicable statutes, ANSI requirements, and recommended policies; performs systems analyses; makes presentations to city councils, county commissioners courts and other governing bodies regarding financing, staffing, and other aspects of records management programs; prepares written reports on results of studies and provides technical information; develops and implements records management programs, disposal schedules for local government records. Also performs limited or occasional appraisal, accessioning, processing, reference and other archival duties in regional historical resource depositories for permanently valuable local records. Frequent and extensive travel, occasionally overnight; frequent overtime required. Promotion in grade and salary increase to \$23,628 upon successful completion of 6-12 months training. Subject to relocation and assignment to regional responsibilities. Qualifications: bachelor's degree in government, history, public administration, business or related field supplemented by courses/seminars in records management; familiarity with more specific records management fields, including records center operations, micrographic systems and applications, records automation, training programs, others; ability to speak and write clearly and convincingly, to deal effectively with government officials, to apply standard policies and procedures to non-routine situations, to sustain initiative and work performance levels with minimum supervision. Preferred: experience with local government records at professional or administrative level; CRM; master's degree in applicable field; archival training; experience in designing or implementing micrographics operations and/or programs for managing MRRs. Starting salary: \$18,180. For complete job description and detailed qualification requirements, write to: Mary Jo Donovan, Texas State Library, P.O. Box 12927, Capitol Station, Austin TX 78711; (512) 463-5474. Application deadline: February 7, 1987.

DIRECTOR

John Fitzgerald Kennedy Library, Boston, MA
The National Archives and Records Administration invites applicants for the position of Director of the John Fitzgerald Kennedy Library. The Library is a Federal Government institution which holds and administers the archival materials of President John F. Kennedy, operates an historical museum containing exhibits illustrating the life and times of President Kennedy, and conducts educational, scholarly, and general public programs centered on the Library's holdings and related issues of public policy. Applicants must have a graduate degree in American history or a related field, or equivalent educational experience, and experience in managing an archives, historical museum, or similar cultural or educational program. Applicants will be judged on their knowledge and abilities in the following areas: knowledge of U.S. history and government; knowledge of the requirements of scholarly research; knowledge of administrative procedures; ability to manage an archival, cultural, or educational organization. Applicants must have demonstrated judgment, leadership, and the ability to express ideas clearly, orally and in writing. This is a Civil Service position classified as Supervisory Archivist, GM-1420-15. Annual salary begins at \$53,830. Completion of a satisfactory security investigation is required prior to entry on duty. **HOW TO APPLY:** Interested persons should obtain a copy of the Vacancy Notice and required forms from the Boston Area Office, Office of Personnel Management, 10 Causeway Street, Boston, MA 02222-1031. For further information contact Liz Gordon at 617:565-6543. **CLOSING DATE:** Open until filled.

1987 SUMMER INTERNSHIP IN ARCHIVES
National Gallery of Art, Washington, DC.
Program: The intern will be assigned to the Gallery's Archives to participate in all aspects of the administration of the Gallery's historical records, including arrangement and description, appraisal, reference, and conservation. The intern will be assigned projects relating to implementation of procedures for storing and handling records in the Gallery's new archival facility and to processing one or

more groups of particularly important historic records from a Gallery department. In addition interns spend three hours a week at curatorial sessions on connoisseurship and exhibition policy. The intern appointment will be effective from June 8, 1987 to August 28, 1987. Position is at Civil Service, GS-5 level at \$6.90 per hour. Qualifications: Applicants must be US citizens, expect to receive a B.A. degree by June 1987 or be enrolled in a graduate program. At least 12 semester hours in subjects relating to archives administration or related subjects or archival experience is required in addition to a strong academic record. Candidates must intend to continue their education in the fall of 1987 and should indicate their academic plans on their applications. Priority consideration will be given to applicants who have completed graduate coursework in archives administration. **How to Apply:** Application materials must be received or postmarked by February 13, 1987. Applications not postmarked or received by the deadline will not be considered. Submit the following materials to the Personnel Office: 1) Form SF-171, "Personnel Qualifications Statement", (obtainable from National Gallery of Art Personnel Office, your local Federal Job Information Center of the Office of Personnel Management, or your college placement office; 2) Official copies of transcripts from all colleges you have attended (by the deadline of February 13, 1987). Photocopies or copies without an official seal will not be considered. 3) A letter of recommendation from a college professor. 4) A personal letter stating your reasons for wanting to be an intern at the National Gallery of Art, what you hope to achieve from the experience, and what you feel you can contribute to the Archives department. Since this letter is intended to serve as a substitute for a personal interview, please try to tell us about yourself, your abilities, and your interests. Selections will be made by April 3, 1987, and all applicants will be notified of their selection. **FOR MORE INFORMATION WRITE OR TELEPHONE:** Summer Employment Coordinator, Personnel Office National Gallery of Art, 4th and Constitution Avenue NW, Washington, DC 20565. (202) 842-6282.

DIRECTOR OF UNIVERSITY LIBRARIES

Florida Atlantic University, Boca Raton, FL.
Qualifications: M.L.S. degree from an A.L.A. accredited program or its equivalent library experience, additional advanced degree preferred; evidence of a continuing commitment to scholarly and professional development; substantial administrative experience with program development, personnel management, budget and fiscal planning in an academic or research library, administering technological innovations in library automated service, resource sharing, fundraising and grantmanship. Salary: \$47,500 negotiable. 12-month contract. Application deadline: February 2, 1987. For additional information or to apply, contact: Florida Atlantic University, Mr. Ricky Walker, Director EEO Programs, Office of the President, Boca Raton, FL 33199.

Professional opportunities are listed in the **SAA Newsletter** and in the **Employment Bulletin** at no charge to employers. The deadline for submitting entries is the 5th of the month preceding publication.

The **Employment Bulletin** is issued bi-monthly (in alternate months with the newsletter), and is available to individual members at a cost of \$12 per year. You may subscribe to it at the time of your annual dues renewal.

SAA also offers a job placement service, which is provided free to members. For information about registering with the placement service, please contact Sylvia Burck at SAA headquarters.

Newsletter

The Society of American Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605
Donn C. Neal, Executive Director
(312) 922-0140

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