U.S. Archivist Wilson Sworn In

With appropriate ceremony, Don W. Wilson was sworn in on 4 December 1987 as the seventh Archivist of the United States. Wilson, whose nomination by President Reagan had been unanimously approved by the United States Senate on 20 November, was sworn in by Representative Dick Cheney of Wyoming, who served as President Ford’s chief of staff.

President Reagan attended the ceremony, held in the rotunda of the National Archives Building, and spoke about the importance of records and of the work that archivists do. Other speakers included former Archivist of the United States Robert M. Warner and Dr. David Matthews, Director of the Kettering Foundation. Wilson also addressed the audience of approximately 200 persons, including leaders of many national organizations that are friends of the National Archives and Records Administration.

The SAA Newsletter will have a fuller report in a future issue.

Interim Board Submits Certification Plan

In accordance with the resolution passed by the SAA Council last January, when it approved in principle the certification of archivists, the Interim Board has prepared a report describing a detailed plan for implementing certification. This report has been submitted to Council, and will be reviewed at its meeting on 25-28 February 1988.

A resolution adopted at the SAA Business Meeting on 4 September 1987 requested that the Interim Board’s report be made available to the membership, so that those who wished to comment on the detailed plan could do so before the Council meeting.

This issue of the SAA Newsletter contains the complete text of the report. Comments received at the SAA office no later than February 15 will be forwarded to Council.

The Interim Board includes Edmund Berkeley, Jr., J. Frank Cook, James B. Rhoads, and public member Carole Huxley. The Chair is Edie Hedlin.

The complete text of the Interim Board’s plan for implementing certification begins on page 10.
From the Executive Director's Desk
by Donn C. Neal

When I first came to SAA, one of the deeper mysteries I encountered was something called "the MARC AMC format." I was relieved to learn that many archivists did not know much more about it than I did, since the format has really taken hold only during the last several years.

As a matter of fact, the MARC (MACHINE-READABLE CATALOGING) AMC (ARCHIVAL AND MANUSCRIPTS CONTROL) format has won its remarkably rapid acceptance among archivists only since the pioneering work of SAA's National Information Systems Task Force between 1977 and 1982. NISTF--and its successor, the Committee on Archival Information Exchange--can take a large share of the credit for the progress that has occurred.

Some of the credit must also be given to SAA's Automation Program, led by Lisa Weber. Through this program, SAA is helping archivists to understand the importance and implications of automated exchange of archival descriptions, and, more generally, to realize the enormous promise of using automation in archival settings.

The first phase of the SAA program, which was partially supported by a generous two-year grant from the National Endowment for the Humanities, came to an end last fall, and SAA is now in the early stages of a second two-year grant that helps us to extend our activities in this area. I'd like to explain how the MARC workshops, the clearinghouse, and Lisa's other endeavors fit into this picture.

The MARC AMC format is an organizing and standardizing principle--a consistent method for describing archival collections so that data about their contents can be shared more widely.

Unlike libraries, archival repositories have no tradition of common bibliographic records that receive general distribution; instead, archivists have developed a myriad of essentially idiosyncratic systems. The automation of archival information that we are experiencing demands a greater consistency in methods and descriptions, so the archival profession has had to create an infrastructure of procedures and rules within which to operate.

I well remember my own frustration as a researcher in not being able--despite helpful Hamer and NUCMC guides--to develop a comprehensive picture of the collections that might be useful to me, or to get much insight into the contents of potentially useful collections.

The MARC AMC format addresses both dimensions of this problem: researchers will have ready access to a large national database of information about archival collections, so that they can do productive searches of major topics, and the increased standardization of descriptive practices will assist everyone in knowing what collections actually contain.

Even though it is not ideal, the MARC format has emerged as the most feasible mechanism for exchanging this information, and so archivists are busy learning it--and adapting it to serve their needs. Archivists are also steadily adding to the archival records that are included in the several national databases.

By using the MARC format to describe collections, archivists ensure that information about these collections will be integrated with information about books, machine-readable data files, films, music, and so on that are also listed in the major bibliographic networks. Archivists can include in descriptive records additional information useful to them in exercising administrative control over the collection.

During the period of the initial NEH grant, SAA sponsored a dozen workshops that showed archivists how to describe collections using the MARC AMC format; developed a clearinghouse for information SAA collected about applications of automation in repositories, so that archivists can learn about who is using what; maintained links with numerous national nonarchival groups--librarians and others in the information community--who have an interest in the MARC system; and continued to explore the expanding role that automation is playing in archival matters.

Over 300 persons attended the workshops, most of which were oversubscribed. Evaluations of them have been uniformly very positive, with high praise for both content and instructors. (I participated in one myself, and came away impressed with the quality--and the practicality--of the instruction.)

We have just begun a second NEH grant. Since this one does not include subsidies for MARC workshops, as the first grant did, they will have to pay their own way. We are confident, though, that there is enough interest in the format so that we can continue to offer these workshops for the next continued next page, column 1
From the Desk continued

couple of years at least.

The new NEH grant does enable Lisa and her SAA colleagues to develop a new round of workshops that will help archivists to examine closely the library standards used in the MARC AMC format, and we anticipate that these workshops will also be very popular.

In addition, Lisa will prepare a new publication that will present examples of tagged records using the MARC format. NEH funds will also partially support a revision (by Steve Hensen) of those sections of Archives, Personal Papers, and Manuscripts that need to be updated to make them consistent with developments in the format.

Lisa will also further disseminate information the SAA clearinghouse has collected, continue her study of the implications of automation for archivists, and maintain our liaison role with various non-archival groups.

One of the blessings of this project as the above discussion makes clear, is the continuing presence of Lisa Weber on the SAA staff. She has served not only as the leader of these educational opportunities but as an important linkage: between our office and such SAA groups as CAIE and the Automated Records and Techniques Task Force, and between SAA and other organizations—primarily ALA’s MARBI Committee, which maintains the MARC format. Lisa is a nationally recognized expert in the area of automated applications for archivists, and SAA is fortunate to have her on staff.

The next couple of years should see further progress as archivists increasingly come to understand the nature and value of the MARC AMC format—and as they enter even more records into national databases that utilize the format. I’m glad that SAA can carry on this effort, and that NEH has provided important support for certain aspects of the program.

I invite you to call Lisa if you have questions about what the MARC AMC format may mean for your repository, if you are curious about how other repositories are utilizing automation, if you want information about the activities SAA is engaged in, or if you would like to enroll in one of the MARC AMC workshops.

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During the last year, Lisa was assisted most ably by Deanna Christiansen, who also served as a program assistant for Tim Ericson. Deanna left the SAA staff in November in order to return to the Minneapolis/St. Paul area.

Deanna also managed SAA’s employment services and performed countless other tasks with skill, imagination, and conscientiousness, and so we feel her departure very keenly. We welcome her replacement, Jane Mohan, who began work with SAA in December.

SAA Helps Form Information Coalition

SAA has joined with four other national organizations in an informal new “Archives and Records Information Coalition” (ARIC). The other sponsors are the American Association for State and Local History, the Association for Information and Image Management, the Association of Records Managers and Administrators, and the National Association of Government Archives and Records Administrators. The National Archives and Records Administration and the Library of Congress will also be active members of the coalition, which will meet for the first time in March 1988.

ARIC will assist in the development of NARA’s Library Information Center, which will provide expanded reference services on archival and information-related topics. In addition, ARIC will enable the sponsoring organizations to share information regarding their activities and initiatives, and to identify areas of mutual need that are not being met so that these may be addressed together.

You can expect more information next spring about NARA’s Library Information Center, including its toll-free number.

Archival Informatics Now Available Through SAA

SAA is pleased to announce that it has completed an agreement with David Bearman to make available to its members, at a discount, subscriptions to Bearman’s quarterly newsletter and technical reports.

Bearman, highly regarded within the archival community for his knowledge of the implications of technology for archives and archivists, each year edits and publishes four issues of the Archival Informatics Newsletter and of the Archival Informatics Technical Reports. Both publications have been well received during their initial year of existence.

Under the arrangement, SAA members who subscribe to the Archival Informatics Newsletter will receive a 10% discount, paying $21.60 instead of the usual subscription price of $24.00. (Note: these subscriptions are available on a prepaid basis only.) Bearman’s technical reports will also be reduced 10% for SAA members, so that individual copies will cost $40.50 (plus the usual SAA charge for postage and handling) instead of $45.00.


SAA members who would like to subscribe to Bearman’s newsletter should send a check for $21.60 to the SAA office, which will forward the mailing information to Bearman. Technical reports should be ordered like other titles in the SAA Bookcase.


1988 SAA Awards Competition Opens


We invite individual and institutional members of SAA to nominate themselves or others for these awards. Winners will be selected by subcommittees of the Awards Committee, chaired by Thomas Wilsted. Awards will be presented at the 1988 annual meeting in Atlanta, 29 September to 2 October.

The SAA awards policy is described in The American Archivist 39: 415-20. All nominations should be sent to Thomas Wilsted, Salvation Army Archives, 145 W. 15th St., New York, NY 10011. The deadline is 1 June.

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

The Sister M. Claude Lane Award
Established in 1974 by the Society of Southwest Archivists in memory of Sister Lane. This 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
Established with an initial gift from Elizabeth Hamer Kegan, and first presented in 1973. The award recognizes an archivist, editor, or group thereof, who has increased public awareness of a body of documents through the compilation, transcription, or public presentation of archival materials for educational instruction or other public purpose.

The Oliver Wendell Holmes Award
Established to facilitate supplementary travel of foreign archivists already in the United States or Canada for training. (First presented in 1979.) In formation on eligibility and application rules is available from Ann Newhall, chair of the International Archival Affairs Committee, 119 Filbert St., Hamden, CT 06517.

The Waldo Gifford Leland Prize
A cash award funded by income from the Leland Prize Fund. The prize, first awarded in 1959, is presented 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
Established by SAA Council in 1983, this prize recognizes works or activities (finding aids, finding aid systems, descriptive tools, and projects that involve innovative developments in these) of exceptional merit that advance the practice of archival description.

New Committee Targets Membership Growth

by Patrick M. Quinn

Earlier this year SAA established the Membership Committee, a standing committee whose broad mandate is to seek means of expanding the Society’s membership. The committee held its initial meeting at the annual meeting in New York City. Among the tasks and goals it set for 1987-88 was an effort to solicit ideas and suggestions on how SAA can best increase its membership.

The committee is convinced that there is no point in increasing membership simply for the sake of increasing membership. Rather, our efforts are based on the premise that there are hundreds of practicing archivists "out there" who would benefit from SAA membership and who would, in turn, strengthen SAA and the archival profession in general.

Many of these archivists benefit from membership in regional, state, and local archival organizations. The archival profession, however, is national and international in scope. All archivists benefit from membership in SAA, an organization with the capacity to synthesize a broad range of archival experience, and that offers services and resources otherwise unavailable.

The respective roles of SAA and other archival organizations complement and reinforce one another. Membership in professional organizations at every level helps to make archival practice less parochial and to build a strong, vibrant profession.

Many hundreds of other persons who maintain their primary membership in a variety of allied professional organizations--ALA, SLA, AHA, OAH, ARMA, AASLH, OHA, AAM, and especially NAGARA--have an interest in archival matters. Membership in SAA can provide them with valuable resources and services, as well as with access to the professional archival community.

The Membership Committee is also committed to finding ways to increase the number of SAA members who are members of minority groups. One of the central missions of SAA is to ensure that we preserve an adequate and representative documentary record of our times and of the society in which we live. And it follows that SAA must include within its own ranks archivists representative of society as a whole.

Predicated on the assumption that the collective wisdom of many is superior to that of the few, the Membership Committee invites each reader of this newsletter to ponder how SAA might best increase its membership. Please send your thoughts, comments, suggestions, and recommendations to Patrick Quinn, University Archivist, Northwestern University Library, Evanston, Illinois 60208.

Furthermore, the Committee welcomes and encourages your individual membership recruitment initiatives. If each of us would convince just one archivist who ought to belong to SAA to join with us, the Society and the profession would be the richer and stronger for our efforts.

As you attend meetings of your regional, state, and local archival organizations, or of allied professional groups, and as you meet archivists new to the profession, the Membership Committee hopes you will bring the resources, services, and benefits of SAA membership to the attention of prospective members.

A new SAA membership brochure is now available. You may request copies from the SAA office.
Bibliography of Recent Automation Articles

More and more archivists are gaining experience with the MARC AMC format and its associated descriptive standards. As their experience grows, they are questioning current practices and orientations, and suggesting new avenues to explore and paths to follow. Fortunately, many of these experiences and ideas have been published.

I have compiled a bibliography of recent articles, both practical and theoretical, that discuss implementing MARC AMC, using descriptive standards, and expanding the authority control concept for archival applications.

I doubt that the list below is inclusive. If you have come across any other articles, please let me know, so I can add them to the list.

Archival Informatics Newsletter and Technical Reports, Volume 1 - .


Evans, Max J. "Authority Control: An Alternative to the Record Group Concept," The American Archivist 49 (Summer 1986): 249-161.


MARC Workshops

SAA is presenting its workshop, "Understanding the MARC Format for Archival and Manuscripts Control," three times in 1988. The workshop provides an understanding of the format, of the descriptive standards used with it, as well as hands-on experience in tagging archival descriptions. Texts include Nancy Sahli's MARC for Archives and Manuscripts: The AMC Format and Max Evans and Lisa Weber's MARC for Archives and Manuscripts: A Compendium of Practice. The workshop will not teach computer skills, but an understanding of automated capabilities is desirable.

The 1988 workshop locations are:

- Dallas, Texas: February 22-23 (cosponsored with the AMIGOS Bibliographic Council)
- Old Sturbridge Village, Massachusetts: June 2-3
- Jackson, Mississippi: June 20-21

The registration fee is $200, which includes the two texts mentioned above. SAA awards 1.2 continuing education units for attendance, in accordance with National University Extension Association guidelines.

To apply, please send a letter that includes your name, address, employer, business and home phone, and position or title. Please address the following areas in your letter: 1) your job responsibilities; 2) your plans to use the MARC AMC format in the near or distant future; 3) your background in computers, including relevant education, training, and experience; 4) your educational background (e.g., coursework in archives administration, history, library science, other).

Enrollment is limited, so early registration is advised. To enroll in the workshops in Massachusetts or Mississippi, send your application letter to Lisa Weber at SAA headquarters. Registration fees will be accepted no later than 8 weeks before the workshop.

Contact Lisa Weber at 312/922-0140 for information about the workshop cosponsored with AMIGOS, or for any other information regarding these workshops or the Automated Archival Information Program.
What the Blazes is an Archivist IPA? 
(And what is one doing in NEH?)

The United States archival profession has been greatly served over the last decade by a little known program that has staffed a little known position at the National Endowment for the Humanities. The program is the Intergovernmental Personnel Act, or IPA, and the position is the IPA Officer within the Endowment's Research Materials Program.

Passed in 1970, the IPA provides a framework within which federal civil servants can take a year or two leave of absence to work in state and local agencies, while state and local employees (in particular, academics) can do the same in a federal agency. To facilitate the program, participants receive their normal salary, or the salary of the position they take on, whichever is higher.

Although the original intention was for the numbers of federal and local participants to be equal, at NEH, the IPA traffic has been almost exclusively one-way. Far more IPAs (as participants in the program are often called) have come in to supplement the Endowment's work force than have gone out to the local agencies and campuses.

The first IPA in the Division of Research Programs was Margaret Child, who joined NEH in 1974 and took over a broad range of tasks and projects from the Division's acting director. One year later, she moved from IPA status to assistant director of the division, responsible for the newly created Research Collections Program. (Research Collections was later renamed Research Resources, and in 1985 was split into the Research Materials Program and the Office of Preservation.)

This program’s purpose was to fund projects that would make materials with potential research value more accessible to scholars. Because Child had only a program officer, a program assistant, and a secretary to accomplish this work, she turned to the IPA program to supplement her staff.

"In retrospect," she reflects, "it is clear that we simply could not have managed without them. This is true first of all because all the IPAs were highly intelligent, thoughtful, and hard-working, and thus carried their full share of the inquiries and proposals with which the program was deluged. Secondly, they each brought special knowledge and a wide network of contacts with them, which enriched the program both during their tenure and after their departures."

The program’s first IPA, Charlotte Morse, was shared with the General Research Program. The next two—Cordelia Candelaria and Lawrence Christensen—helped strengthen the program’s expertise in Black and Chicano studies.

In 1978, however, there was increasing concern about the efficiency and effectiveness of the program’s collections projects. Child wanted to ensure that they employed the latest techniques and adhered to approved practice. As a result, she convinced Division management of the need for an IPA who not only had a strong academic background in a certain subject area, but who also had the perspective of a trained and experienced archivist or librarian.

Since then, there have been eight IPAs in what is now called the Access category of the Research Materials Program, each of whom has had an archival background in addition to doctoral expertise in some area of the humanities. The following is a list of these IPAs and their terms:

1978-79 John A. Fleckner
1979-81 William K. Wallach
1981-83 Marcella Grendler
1983-84 Frank Boles
1984-85 Richard Cameron
1985-86 William J. Maher
1986-87 Patrick B. Nolan
1987-88 Terry Abraham

"Having professionals on the staff," Child notes, "helped us to encourage applicants to use the most appropriate methodology and to evaluate workplans more competently."

She also cites the value of having participants who were independent of the civil service bureaucracy. "For the most part, the IPAs all had jobs to go back to at the end of their tours with the program. They thus could look at what we were doing more objectively; they could speak out more emphatically; they could take more risks. To a certain extent, it could be said that they helped to keep us honest, because we were always aware of their links with the real world beyond the federal bureaucracy, and recognized their function in representing the program to the wider community."

There were other benefits, as well. Fleckner helped develop guidelines for a new grant category of consultancies. Wallach systematically reviewed grants to institutional archives, thereby strengthening their projects. Grendler helped the program fund and monitor bibliographic projects. Boles gave the program’s staff a better understanding of how large organizational collections are processed.

These are just a few examples. As Child observes, all of the IPAs have "contributed their own particular ideas, knowledge, skills, and attitudes to the evolution of the program, making it far more all-embracing and sophisticated than it would otherwise have been."

Of course, serving as an IPA is not all give and no take. Participants leave with valuable administrative experience, as well as with an overall perspective of the archival profession that is hard to come by in a professional environment. They also leave with the experience, which most would call valuable, of having worked within a federal bureaucracy.

If serving as an IPA at the Endowment interests you, then Richard Ekman, director of the Division of Research Programs, encourages you to write him for further information. His address is: National Endowment for the Humanities, Division of Research Programs, Washington, DC 20506.

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Archivist IPA continued

The following reports by John A. Fleckner, Marcella Grendler, Frank Boles, and William J. Maher offer us an inside look at the position of IPA officer in NEH's Research Materials Program. These personal accounts provide insight not only into the contributions of the IPA post, but also into NEH and its relationship with the archival profession. Also of interest is where these responses to the IPA experience agree and disagree.

The reports have been arranged chronologically, in hopes that they can give a small sense of how the post has developed over time.

John A. Fleckner: 1978-79

Perhaps the most immediately rewarding part of the IPA job was the frequent counseling of potential applicants. Each caller or drop-in visitor arrived enthusiastic about a project idea they deeply believed in, and this enthusiasm made working with them exciting.

I viewed my role as a kind of "honest broker." In some instances, I steered away projects which were hopelessly out of scope, or beyond the applicants' capabilities. This spared the time of NEH staff and of outside reviewers and panelists, as well as that of the applicants (who in some instances could be directed to more likely sources of help). In other cases, I helped applicants to understand the perspectives of NEH and of reviewers, thus allowing them to prepare an application that put their project in the best possible light.

Also memorable was the administration of ongoing grant-funded projects. Some of this work was intensely boring: wading through stacks of financial reports; replying to routine requests for minor changes in the course of projects; and sending reminders that final reports were overdue. Other parts—like informing a colleague that the work of a project was not up to professional standards, or that additional funding for a project was not awarded—were difficult.

On the whole, however, the satisfaction of congratulating archivists on work well done, and of guiding and encouraging ongoing projects, outweighed these difficulties.

I offer great encouragement to anyone considering and IPA assignment. The year at NEH really broadened my contacts geographically and institutionally. Because the NEH program included projects in special libraries, rare books and manuscripts, and other areas outside my previous experience, my understanding of the universe of "research resources" expanded greatly.

For all of its faults—and the faults of its chairpersons--NEH has been an extraordinarily beneficial influence in American life. The existence of NEH, and its support for archival activities challenges the archives profession to articulate its ties to the humanities.

This is healthy not simply because we need NEH money, but also because—in our appropriate concern with technique and technology—we ought not to lose sight of the larger issues of why we are doing what we are doing; of what good it is to society; and of what sorts of values are imbedded in what we do and how we do it. These are the "humanistic" values that need discussion along with the structure of MARC fields and the nature of photographic emulsions.

Once the archives profession has established the integral relationship of the humanities to archives and archival practice, it ought to act in concert to see that it receives a fair share of the funds allotted by the nation in support of the humanities. We ought to do this as individual archivists, and as institutions, by becoming more ingenious in utilizing existing NEH programs in support of the work we want to accomplish. And we ought to do this as an organized profession by "enlightening" NEH administrators about our part in the humanities, and by encouraging Congress to support NEH far more generously.

Talking to the Endowment as a profession is not an easy matter. NEH administrators are leery of interest group pressures, and there is no obvious structure for exercising influence. The National Council of NEH is appointed by the President, and has consisted of elevated academics, or (more recently) of conservative political supporters of the President.

While NEH makes heavy use of humanities professionals, including archivists, as reviewers and panelists, none of them speaks for the profession. I don't know of any continuing advisory groups (or similar mechanisms) that regularly represent professional interests. On the other hand, in the archives world, I know of no active effort by the profession to represent itself systematically and forcefully to NEH on behalf of its sense of what NEH should be doing.

Marcella Grendler: 1981-83

I came to the program in 1981 as a scholar with a recent MLS, who had served as a graduate assistant with the University of Illinois archives. So far as I can remember, the job was what I had expected it to be intellectually. Professionally, working for the federal government is more restrictive than employment in an academic setting, and I do not believe I foresaw that. The obvious need for confidentiality restricted normal professional contacts in a way that eventually grew wearing. Program and division staff thus leaned heavily on one another to satisfy the human need for exchange and shop talk.

Prospective IPAs should know that the post has changed somewhat in recent years. It began as a way of introducing needed expertise to the program as it developed and then matured. Although that need is substantially diminished, technology still brings changes which affect the category in small ways.

The post still offers considerable potential, however, for professional and intellectual development. This despite the fact that IPAs sit lower in the pecking order than when I served, because the agency has grown more hierarchical in an era of diminished resources.

One receives an unusual opportunity to test and refine one's critical skills; to use and broaden all of one's archival ability and subject expertise; and to see a governmental agency in action. The opportunity to witness the basic fairness of the evaluation process is worthwhile, as is the experience of seeing how hard permanent staff members work at their civil service posts.
Archivist IPA continued

Most valuable of all, in my opinion, is the overview one gets of the world of advanced research in the humanities. The chance to see one's own field in a broader context, and to encounter and respond effectively to the concerns of other specialties, is uniquely provided by Endowment employment.

It is worth noting, however, that while IPAs learn much, do good work, and earn the respect of their colleagues, most prefer to return to their permanent posts, where the variety of activities, the openness of the work environment, and the chances for professional advancement are more attractive.

Frank Boles: 1983-84

No IPA arrives in Washington knowing enough to do the job well. Previous knowledge helps, of course, but a principal qualification for the job is rapid learning skills.

I went to NEH with the expectation of learning a great deal about the grant-making process. That expectation was quickly accomplished. From the day I arrived, I was immersed in a welter of activity—from answering telephone inquiries to reviewing final reports.

But a more subtle form of education was also going on. Not only was I learning details of grant writing and the niceties of grantmanship (including how to deflect a free lunch politely), my own background was rapidly expanding to cope with a wide variety of issues.

Serving as an IPA gave me an overview of professional activities as carried on by some of the best practitioners in the field. Because of the IPA's position, applicants are not only willing, but eager, to educate the IPA about the special needs and concerns of their discipline-related activity.

When Congress established the IPA program, its assumption was that the IPAs would come to Washington, learn the ropes, and take their newfound knowledge back to the hinterland (that area located west of the Potomac and vaguely referred to as "the nation"). But I realized that IPAs serve a critical role, in that while they are learning from the bureaucracy, they are also educating that bureaucracy to the needs of distinct professions.

IPAs serve as professional ambassadors granted unique access to decision makers and the decision-making apparatus. Part of the IPA's responsibility is to educate these decision makers, sensitizing them to professional concerns and priorities, and clearly representing the importance of the profession within the councils of government.

This instructional role is a delicate balance. If education becomes advocacy—and representation favoritism—the IPA's credibility is lost.

At NEH, outside reviewing was critical to an application's success. I was surprised how seriously reviews were taken within the agency. What people wrote truly mattered. A negative review, in particular a thoughtful one that carefully documented important flaws, could block a proposal. A quick reading, a badly misunderstood proposal, and a hastily written negative review, however, could scar and perhaps kill a very good project. In one case, it took me several months to rehabilitate a very fine proposal grievously wounded by a careless reviewer.

This review process had a second consequence—a tendency to support traditional proposals. In an environment where only $1 was available for every $3 requested, and where accountability in the expenditure of public funds suggested the need for success of all projects, innovation was stifled.

Novel, original, or creative projects were forced to run a gauntlet of uncertain reviewers and troubled administrators. A proposal without an intellectual or methodological track record was always in danger. It was much easier for reviewers to endorse the tried and true, and for administrators to justify spending funds on endless repetitions of past successes, than to risk money on a grandly innovative project that just might be a glorious failure.

And although stacking the review process to replicate successful projects can hardly be labeled bad, it did sometimes result in the loss of an important opportunity.

There are consequences to the relationship that exists between those seeking funding and those who control it. One is that those who control the funds often have an inflated view of the importance of their agency. At NEH, for example, it was a commonplace assertion that the agency was "central" to the humanities in the United States. One career officer asserted that NEH was central to the humanities not only here but throughout the world!

I am convinced, however, that the problem is caused more by the applicants than be inherent parochialism on the part of the program officers, most of who are intelligent people trying to do a difficult job well. In an effort to obtain funds, applicants bend over backwards to convince program officers of the importance of their projects. That persuasive effort tends to misinform as much as it informs. Despite the program officer's best intentions, the cumulative effect of years of disinformation is a somewhat skewed view of what the people who regularly come asking for funds are about and need.

Of course, applicants are always going to shade things to enhance the likelihood of their grant being funded; and program officers, even those who work hard to avoid the problem, are always going to be victimized by the process. But it is something we need to be aware of on both sides of the funding fence, so that we can rationally discuss and attempt to compensate for its consequences.

William J. Maher: 1985-85

In several years of service as a reviewer and panelist for the Reference Materials Program, I developed a great appreciation for its goals and approach. First, it related archival and library concerns to an assessment of the value of the research material and of its subject area when making decisions on applications. Second, the program's ability to maintain a close association with the archival community, yet not be co-opted by this community, made it stand out in days of tighter circles in the professional world.

Although this philosophy was still an important part of the program when I joined it as an IPA, upper levels of the division and Endowment did not share my understanding of, or enthusiasm for, what the program was doing.

continued next page
Archivist IPA continued

There was also a great deal of skepticism among the upper-level staff about the propriety of using an archivist in the position. This was part of a larger concern that the program was too close to its "constituency".

Equally troubling was the impression that I was a representative of SAA. The fact that my independence and judgment were not acknowledged when I started was quite disturbing. I was pleased, however, that by merely doing the kind of job that I would have done regardless of the division's impression, I was able to demonstrate my independence and that I was a good choice for the position.

There were other, more modest, disappointments. Much of the work was unexciting paper management. There were far greater limits on my work time and work style than life in a university. I missed the public service interaction that one experiences in an archives. I also missed the ready accessibility of a library able to support my daily work activities.

The most valuable, enduring result of my work at NEH, however, was the development of perspectives I could not have obtained within an archival position, perspectives that have caused me to rethink much of what my daily archival and professional life involves. These can be summarized in the following points:

- appreciation for the complex relations between library and archival material in meeting users' needs, and a recognition that archives are only one facet of the information resources needed for research
- appreciation that scholarly use of archives and libraries, while important, needs to be balanced with other purposes of these organizations
- recognition that my own institution's archival holdings were both more and less important than I had thought before having the distance to differentiate between them
- appreciation of the need to distinguish between name recognition of an archivist or scholar in professional circles and the quality of work in their daily jobs
- appreciation of the freedom of discourse offered in colleges and universities.

The position at NEH provided these perspectives, because it removed me from the secure world of archives and professional societies, where rationale for collecting, processing, research service, and professional organizations are rarely questioned.

While the audience I encountered through the Endowment was sympathetic and interested in archives, it insisted that archival decisions be supportable on broad grounds. For example, one could not tell a scholar directing a microfilming project of Arabic manuscripts that the documents must first be arranged in record groups before filming because archival theory required provenance. Rather, one had first to look at the goal of each project, the circumstances under which it was being conducted, and the special talents and weaknesses of the project staff before developing strategies to achieve results useful both to scholars and archivists.

Through this contact with many researchers, scholars, and librarians, I gained a greater appreciation of the need for improved relationships among archivists, the research community, and other information providers.

In working with this program, one quickly finds that professional loyalties, dogmatic adherence to canons of archival practice, and formalistic ways of dealing with collections and users are unsupportable rationales for much of what archivists do. Instead, in the program's emphasis upon research use by a defined community as the key justification for the means of access to a body of material, one can see why the best of archival practice is based on an ad hoc approach to daily work.

I found this to be an important antidote to the current increased emphasis on techniques, standards, and uniform practice. It suggests that the pursuit of a uniformity, without the consideration of the larger communities served by archivists, can lead to a technique-dominated profession that will have an increasingly difficult time justifying itself to users and resource allocators.

Working with this NEH program provides an overview of a vertical cross-section of the world in which archivists work. In such a cross-section, we appear as but one stratum in a much larger enterprise. In addition, archivists are part of many cross-sections beyond that of scholarly research in the humanities (e.g., administrative service, public programs, and genealogical service), and we should try to position ourselves at other strata in these, so that we can gain greater perspective on our work.

Unfortunately, to my knowledge, there are few if any programs or organizations which can provide the range and quality of opportunity offered by the IPA post in the Research Materials Program.

Two Titles Added to SAA Bookcase

Retention of Records: A Guide for Retention and Disposal of Student Records
American Association of Collegiate Registrars and Admissions Officers
This guide provides reasonable standards to assist student records managers in making record retention decisions. In addition to its recommended guidelines for the retention and disposal of hard-copy documents, the guide addresses the issues behind, and procedures for dealing with, the retention of records in machine-readable form. It also discusses the future archival significance of student records, and the responsibility records managers have to the researchers and archivists of the future.

Paperbound, 46 pp. $6 members; $8 nonmembers.

Planning Manual for Disaster Control
by Hazel Anderson and John E. McIntyre
A disaster may be a small-scale incident or a full-blown emergency, but in either case it requires prompt reaction to limit damage. This manual provides a disaster prevention and reaction "blueprint," which can be used to compile an individual disaster control plan for your repository. It was based on written answers to a detailed questionnaire from over forty institutions and on research visits to twenty-five.

Paperbound, 75 pp. $7 members; $9 nonmembers.

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Report of the Interim Board for Certification

Introduction
In January 1987, Council and Officers of SAA voted in favor of a certification program. To initiate the program, they established a five-person Interim Board for Certification. The Board's specific charge was to develop a plan and budget for both certification by petition and certification by examination. The Board's report was to be considered by SAA Council and Officers at its 1988 winter meeting, and if approved, provide the basis for implementing the certification program.

SAA President William Joyce appointed to the Board four representatives from the Society: Edmund Berkeley, Jr., J. Frank Cook, Edie Hedlin, and James B. Rhoads. Carole Huxley, Deputy Commissioner for Cultural Education for New York State, agreed to serve as the public member.

The first meeting of the Board occurred on September 2, 1987, in conjunction with the SAA annual meeting in New York City. At that meeting, program responsibilities were assigned as follows: Frank Cook for budget and administrative procedures; Bert Rhoads for examination development; and Ned Berkeley for certification by petition. Edie Hedlin was chosen as Board chair. Donn Neal, SAA's Executive Director, agreed to assist the Board with the administrative and budgetary aspects of the program.

Board members communicated by telephone and mail over the next several weeks and pursued their individual program areas. During this time, a Request for Proposals (RFP) was issued to four testing companies who had earlier provided verbal estimates of costs and procedures in the development of an examination program for archivists. The deadline for submission of written responses to the RFP was November 25, 1987.

A second meeting of the Board occurred November 8-9 in Washington, D.C. Joining the Board on November 8 was Ms. Betsy Ranslow, a credentialing consultant retained by SAA to assist in developing a proper contractual agreement with a professional testing company. During this meeting the Board increased its familiarity with testing procedures, discussed the petition process, and began formulating preliminary budget figures. Each member subsequently submitted to Hedlin a draft document covering his area of responsibility. Those drafts, plus the responses of the testing companies and Ms. Ranslow's analysis, form the basis for this report.

Primary Assumptions of the Board
In implementing a plan for certification, the Board was governed by the Council resolution passed in May 1984 and the revised certification plan published in the August 1986 SAA Newsletter as refined by Council at its January 23, 1987 meeting. The refinements altered the period for seeking certification by petition from two years to one year and changed the examination instrument from a multiple choice/essay combination to exclusively multiple choice.

The Board assumed that the certification program would need to be self-supporting and that any funds provided by SAA during the start-up phase would be refunded to the Society as soon as possible. Further, the Board assumed that it was bound by the time frames described in the August 1986 SAA Newsletter. The 1986 plan called for the Interim Board to develop "criteria and procedures for certification by petition" within nine months and "criteria and procedures for certification by examination" within eighteen months. The plan presented below clearly falls within these time frames.

Finally, the Board assumed that an implementation plan for the recertification program should properly be left to the Academy of Certified Archivists. Given the short deadlines and broad responsibilities accompanying the planning for certification by petition, examination development, and initial administrative activities, the Board did not feel able or believe it wise to focus on recertification as well.

With these assumptions in mind, the Board presents the following plan and timetable for implementation of a certification program for archivists.

Certification by Petition
Certification by petition is a simpler process than certification by examination. It does not require the services of outside professionals and, because it is a one-time-only option, does not require a mechanism for continued availability. Nonetheless, it is imperative that the procedures accompanying this process be clear and fair, and that they reflect a broad range of opinion. In addition to the steps listed below, the Board recommends that the Society obtain legal advice in this area to assure maximum compliance with sound professional practice.

The Board also recommends that those persons granted certification by petition be designated as "charter members" of the Academy of Certified Archivists (ACA). This title suggests the unique character and special status of the ACA's first members, thereby offering recognition of their professional standing and their support of the Academy. As with all membership in the Academy, charter members must seek recertification after eight years.

The following timetable assumes the availability of certification by petition by July 1, 1988. However, given the late-February date for the meeting at which SAA Council will consider this plan, the Interim Board recognizes that this time frame may be optimistic. Nonetheless, the Interim Board expects this service to be in place and available for announcement to the profession at SAA's 1988 annual meeting in Atlanta.

Administrative aspects of the program are included below. Cost estimates have been placed in the "Budget" section of this report. In general, the Board believes that the steps leading to a program of certification by petition are as follows:

1. In early March, 1988, Ned Berkeley, with the assistance of a subcommittee of two SAA members, will prepare the draft of a petition instrument. The subcommittee members
should consist of highly respected archivists whose institutional affiliation and areas of expertise provide a broad professional perspective. Cost considerations suggest that they ideally should be reasonably close to Charlottesville, Virginia.

The petition instrument will be divided into three parts: education, employment experience, and professional activities. It will be a self-scoring document with a certification statement at the end where the applicant certifies to the correctness of the data entered and that he or she understands that the certification, if granted, will extend for eight years. Although the subcommittee will prepare a draft petition, at this time it will NOT assign any points to any part of the document.

The draft petition will be reviewed by the Interim Board and the subcommittee will make changes as suggested.

2. The revised draft will be duplicated and sent to 50-100 archivists, reflecting a cross-section of archival functions, institutions, geographic regions, etc., on a test basis to determine usefulness and to identify problems. Testors will be asked to indicate the weighting of points (probably totaling 200) to be assigned to the three major sections, and to individual items, and to indicate what they believe a passing score should be. These test copies will be returned to the subcommittee for review and evaluation.

3. Berkeley will work with the Executive Director to design a certificate to be issued to the charter members of the Academy of Certified Archivists, and to make initial designs for the printed petition instrument and other material to be mailed to members requesting information about the program.

4. The subcommittee will meet to refine the petition and to affix points based on the returned sample petitions and will send the revised instrument to the Interim Board for review.

5. After making any necessary changes, the Board will submit the petition instrument to Council for its review and approval at its late-spring 1988 meeting. Assuming Council approval, a copy of the instrument can be printed in the next issue of the SAA Newsletter. (The Board believes that an announcement of the availability of the petition should be included in each issue of the SAA Newsletter published during the one-year period.)

6. The Interim Board will hold an Open Meeting at the 1988 annual meeting in Atlanta where members may ask questions about the process of certification by petition. Copies of the petition will be available at that meeting and at the SAA booth during the entire meeting.

7. All petitions will be returned to the Chicago office where they will be turned over to a staff member (temporary) who will check them for completeness and correctness, note problems or questions, and forward them to Berkeley for review by his subcommittee. The subcommittee will hold meetings in early September 1988, early January 1989, and early July 1989 to review petitions. It will forward to the Executive Director lists of persons whose petitions are successful. He will notify the petitioners of the award of charter membership in ACA. The Board believes that recognition should be afforded charter members in a number of ways, including the reading of their names at the 1989 annual meeting and a special ribbon to attach to their identification badges.

8. Appeals of rejected petitions will be forwarded by the Executive Director to the chair of the Professional Standards Committee. The chair, with the concurrence of the two Council-elected members, will appoint a committee of three archivists (including at least one Fellow) to an Appeals Committee. The decision of the Appeals Committee shall be final.

Certification by Examination

Certification by examination involves a process that is complex, time-consuming, and labor-intensive. It requires activities and approaches with which most archivists are unfamiliar, but that are necessary if the examination is to be viewed as fair, objective, and based upon a broad professional consensus.

For these reasons, both SAA Council and the Interim Board engaged the services of Betsy Ranslow, a credentialing consultant, who assisted in the preparation and dispatch of an RFP to four nationally recognized testing companies: the Professional Examination Service and Professional Testing Company, both of New York City; Assessment Systems, Inc., of Philadelphia; and the Educational Testing Service of Princeton, New Jersey. The Board felt that only through responses to an RFP would it obtain sufficient data to form the basis for reliable cost estimates.

Of the four companies, one (Assessment Systems, Inc.) declined to participate. The remaining three submitted proposals describing their services, procedures, and costs. A comparative analysis of the three proposals, prepared by Ranslow, is included in the appendices to this report. Based upon this information, the Professional Examination Service (PES) appears to offer the most favorable combination of quality service and affordable costs. However, the financial implications in choosing a testing company are substantial. Therefore, the Interim Board leaves to Council the final decision regarding a testing firm.

Each company has proposed somewhat different procedures. The following outline of steps is therefore a generic approach that may not completely mirror the procedures of the testing firm chosen. In all cases, however, the development of a program for certification by examination requires a great deal of interaction between archivists and the testing company, and can be described generally as follows:

1. The development of "task statements." These are statements describing the tasks that archivists typically perform, such as appraisal, arrangement, description, reference services, and outreach. The Board will solicit a broad range of archivists and archival institutions for existing task statements and other materials or information from which task statements might be developed. Bert Rhoads, together with two subcommittee members, will review the materials so gathered and prepare draft task statements. The draft statements will then be reviewed by a nine-person panel that is representative of the major groupings within the archival...
profession and includes archival educators as well as practicing archivists who are authorities in the major archival functions. The draft statements will be modified as necessary by the panel and will be reviewed by 100 archivists. The final set of task statements form the basis for future steps in examination development. The testing company will review the work of the panel and make further refinements, if needed, in consultation with the examination subcommittee.

2. Development of "knowledge, skills, and attitudes" statements (KSAs). A separate panel of seven archivists will be convened to develop these statements. Working from the task statements, the panel will identify the types of knowledge an archivist must possess to perform a given task, the skills that must be brought to bear, and the attitudes that are necessary to its successful performance. The testing company will review the KSAs, and refine them in consultation with the examination subcommittee.

3. Creation of questions. The next major step is the framing of specific questions to be included in the examination. These will be multiple-choice questions, each with four possible answers. A half-day certification examination will require 100-250 questions. These should be drawn from a pool of 200-800 questions. The testing company will assist the examination subcommittee in conducting item (examination question) development workshops. These are one-day exercises, open to any member of the archival profession. Approximately half of the day is devoted to instructing participants in the technique of item development, and the balance of the day is used for item development itself. Experience suggests that about thirty usable items may be expected from each one-day workshop. It is anticipated that these workshops will be held in conjunction with other archival meetings, particularly those of regional archival associations.

4. Item Review. Once the minimum number of questions necessary for the item pool has been developed, these, too, must be subjected to a review process. A nine-member panel, similar in composition to the task statement development panel, will be convened to review each individual item.

5. Setting the pass level. A criterion-referenced cut score will be set, using an established method. Each member of a nine-member panel will be asked to estimate the percentage of examinees who will correctly answer a particular question, and these estimates will be averaged for each item and then across items. This exercise will provide the basis for determining the passing score for the examination.

6. Location and frequency of the examination. The first examination will be conducted in connection with the SAA annual meeting in St. Louis, in October 1989. The current assumption is that subsequent examinations will be held once a year in the venue of the annual meeting. Examinations can be held more frequently or in additional locations, but the costs of administering the examination, and/or the reliance upon volunteer institutions and individuals to provide this service, may increase.

7. Other matters. Prior to the first examination, a candidate handbook will be prepared and provision for registration of individual candidates will be made. Following the examination, the testing company will score the examinations and conduct an item analysis based upon the examination results. Among other things, this analysis will identify particular questions that a large percentage of examinees failed to answer correctly and eliminate these questions from the individual scoring process, and from the item pool for future examinations. The testing company will then notify candidates of their examination results and will provide examination results for all candidates to the SAA—or the ACA. It is anticipated that by this time the ACA will have been organized and the Interim Board will be able to relinquish its responsibilities to that body. After the first examination has been conducted and the ACA becomes fully operational, certain follow-up and maintenance activities will be required. These include additional item-development workshops and item-review activities. Eventually, the task statements and KSAs will need to be reviewed and modified in order to keep pace with the developments in the archival profession.

8. Summary. The testing company will play a lead role for about eighteen months. It will provide guidance, technical assistance, professional expertise, and supervision for the entire process and will ensure that the final product—a professional certification examination—is fair and objective and conforms to generally accepted standards. Equally essential to the success of the program is the active participation of the archival profession at almost every step of the way. This involvement will require creativity and the expenditure of time and money.

Tentative Chronology for Certification by Examination

Feb. 1988: Council meets and acts upon the report.
Mar. 1988: Assuming Council approval, negotiation of three-year contract with a testing company. One-day meeting with testing company officials, attended by Hedlin, Rhoads, and Neal.
May-Jun. 1988: Testing company conducts survey of existing task statements. Survey instrument sent to 100 archivists and archival institutions.

Feb.-May 1989: Testing company develops test specifications (blueprint). Seven workshops conducted by testing company in various parts of the country, generally in connection with meetings of regional archival associations. Each meeting is to be attended by one of the three members of the subcommittee. Alternative scenario is for testing company to hold a two-day meeting to train workshop leaders who would then conduct the workshops, rather than have the testing company do so. See budget).

Jun.-Jul. 1989: Testing company assembles the first examination of 100-250 items. SAA announces that the first examination will be held in connection with the annual meeting in St. Louis. Candidate handbook developed and printed and registration for examination of candidates opened.

Aug. 1989: Nine-member panel reviews examination items and sets pass score.

Aug.-Oct. 1989: Interim Board phases out. ACA is formally established and assumes responsibility for certification.


Nov. 1989: Testing company conducts item analysis based on examination results, scores examinations, and mails test results to candidates and to ACA.

1990-: Item development workshops and meetings of item review panels occur as needed to maintain and increase the item pool for future examinations.

Budget and Administration
Most administrative matters related to the start-up phase of certification have been discussed in conjunction with the two respective programs. Only the two areas of publicity and SAA staffing will be discussed here.

When available, certification by petition and certification by examination should each be publicized in the SAA Newsletter, The American Archivist, newsletters of regional archival associations, and in press releases to a wide variety of related constituencies (ARMA, NAGARA, AAM, AASLH, etc.). In addition, SAA should prepare a flyer for distribution in mailings, at workshops, at annual meetings, and whenever else appropriate. Executive Director Neal estimates that SAA’s primary staffing needs will occur during 1988-89, when certification by petition is available. The work of the ACA can be assumed by ACA members.

Budget Assumptions
In preparing cost figures, the Board needed to make several major assumptions in both expenditures and income. The nature of these assumptions should be noted carefully:

First, the Board worked with the figures projected by Professional Examination Service (PES) in calculating costs ($20,000 for examination development and a $10,000 annual fee for test administration). Since Professional Testing Service was much lower, and Educational Testing Service much higher, a choice of either of these two will significantly alter costs. In addition, please note that the final cost figures, even for PES, remain subject to negotiation. The Board has assumed, for instance, a lowering of the $10,000 annual fee after the first year.

Second, the budget assumes payment for examination development within SAA’s 1988-89 fiscal year and payment for administration of the examination during SAA’s 1989-90 fiscal year. (Ranslow’s projection lumps both costs into the first year’s contract with PES, without regard to SAA’s fiscal year.)

Third, a higher fee will be charged non-SAA members than SAA members who seek certification. (This is common practice.)

Fourth, at least 260 persons (10% of SAA’s individual membership) will seek charter membership in ACA; 20% of the 260 will be non-SAA members; and 50 persons a year will seek certification by examination, but one-third of them will be non-SAA members.

With these assumptions in mind, the Board has projected the following income and expenditures:

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<tr>
<th>Income</th>
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<tr>
<td>1987-88:</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1988-89:</td>
<td>210 SAA members (petition) @ $225 =</td>
<td>$47,250</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50 non-members (petition) @ $275 =</td>
<td>13,750</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>61,000</td>
<td></td>
</tr>
<tr>
<td>1989-90:</td>
<td>33 SAA members (examination) @ $225 =</td>
<td>$ 7,425</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17 non-members (examination) @ $275 =</td>
<td>4,675</td>
<td></td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>12,100</td>
<td></td>
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<tr>
<td></td>
<td>GRAND TOTAL</td>
<td>$73,100</td>
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Expenditures

1987-88:

Interim Board meetings (11/87 & 4/88) $ 5,000
2 Petition Subcommittee meetings (spring 1988) 1,000
Printing of petition materials 500
Consultants (including legal) 2,500
Meeting at PES to negotiate contract (3/88, three persons) 1,250
Role delineation meeting at PES (5/88, including 9-person panel, Rhoads, and Neal in New York City for 3 days) 10,000

Contingency 1,750
TOTAL $22,000

1988-89:

Petition Subcommittee meeting (9/88) $ 1,000
Printing of certificates 1,500
PES fee 20,000
Examination Subcommittee at SAA to review results of delineation study, train for leading item development workshops 1,500
Examination Subcommittee travel to regional meetings to present 7 item development workshops 2,500
[Option: PES staff could conduct workshops but this might involve higher expense.] Examination-development meeting at PES (spring 1911 persons for 3 days) 10,000

Contingency 1,000
TOTAL $37,500

1989-90:

Petition Subcommittee meeting $ 500
PES administrative fee [subject to negotiation downward] 10,000

Contingency 1,000
TOTAL $11,500

GRAND TOTAL $71,000*

* Projected surplus of $2,100 income over expenditures.
Conclusion

In conducting research for this report, the Interim Board has learned a great deal about the dynamics of certification programs. This experience has led to several conclusions regarding the impact of certification upon the Society of American Archivists and the archival profession.

First, it appears that a certification program is financially feasible. The Board’s preliminary budget figures indicate that any major costs associated with program implementation are recoverable. The Board believes that the number of applicants projected for both certification programs is conservative. More candidates will result in more income.

Second, the process of developing a test instrument for certification by examination is in itself a rigorous exploration of the theoretical, methodological, and practical bases for current practice. It is possible, although unlikely, that this process will reveal an insufficient body of commonly accepted knowledge, skills, and attitudes upon which to base a standardized test. The Board believes that such a finding itself would be valuable in assessing the status and needs of the profession. Moreover, the inclusion of a large number of archivists, the involvement of regional associations as well as SAA members, and the guidance of testing experts throughout the process provides an excellent opportunity for enhanced communication and professional awareness among archivists.

Finally, the certification effort is highly labor-intensive. A viable certification program will succeed only if a significant number of archivists willingly commit time, skills, and energy to this process. The Board therefore urges Council to assure full and open reporting of plans and activities at all stages of this process, and to encourage active participation from the broadest range of archivists.

Featured Regional: Society of Southwest Archivists

The Society of Southwest Archivists (SSA) was created in 1972 by a group of approximately 35 archivists, manuscript curators, historians, and other interested persons assembled at the University of Texas - Arlington. Much like the other regional archival organizations founded in the early 70s, SSA developed out of a perceived need to address mutual concerns.

SSA has grown to nearly 150 members (40% of who are also members of SAA), residing primarily in the states of Arizona, New Mexico, Oklahoma, Texas, Arkansas, and Louisiana. From the Mississippi Delta to the semi-arid Southwest, SSA is the second largest regional in terms of geographic size.

The officers of SSA consist of a president, vice-president, secretary, and treasurer. The executive board, which meets at least twice a year, includes the officers, the immediate past president, and six persons elected by the membership. Elections are administered by a nominating committee, and voting is done by mail.

The SSA Newsletter, presently edited by Michael Heskett (Texas State Library), serves as the primary means of communication for the membership. The main concerns of this quarterly publication are SSA actions and regional news, including reports of meetings, job notices, and accessions and openings.

SSA’s annual meeting is held in May, normally for three days, and is often accompanied by a pre-conference workshop. Last year, for example, Lisa Weber presented a MARC workshop at our New Orleans meeting. These annual meetings have provided SSA members with opportunities for professional development, while serving as an occasion to renew old friendships and establish new ones. The 1988 meeting is scheduled for Fort Worth, and the 1989 meeting is tentatively set for Santa Fe.

Many of SSA’s Texas members are also active in the Texas State Historical Association. Beginning in March 1978, SSA sponsored a session at the TSHA annual meeting. These sessions have focused on a variety of subjects associated with archives and manuscripts, and interest in them has grown over the years. The 1988 session is entitled “Researching Texas Congressional Papers,” and will include a representative of an institution holding numerous congressional collections, and an archivist presently working for a U.S. senator, and a historian who has conducted extensive research in congressional papers.

SSA has the distinction of being the only regional that funds an award for current practice. It is possible, although unlikely, that this process will reveal an insufficient body of commonly accepted knowledge, skills, and attitudes upon which to base a standardized test. The Board believes that such a finding itself would be valuable in assessing the status and needs of the profession. Moreover, the inclusion of a large number of archivists, the involvement of regional associations as well as SAA members, and the guidance of testing experts throughout the process provides an excellent opportunity for enhanced communication and professional awareness among archivists.

To further the professional training of working archivists, SSA offers the A. Otis Hebert Award, a scholarship of up to $600 that may be utilized to attend short courses or workshops. Hebert was one of the founders of SSA, served as its first president, and was the initial editor of the SSA Newsletter. A committee of five SSA members reviews applications for the award and makes a recommendation to the executive board. The 1987 recipient was Adela B. Elm, archivist at the Arizona Historical Society, who utilized the scholarship to attend the Modern Archives Institute at Kansas City.

As a regional organization the Society of Southwest Archivists has come a long way. And it is with this sense of accomplishment the future challenges will be met.

Michael J. Dabrishus is president of the Society of Southwest Archivists.
We have received a grant of papers from a reporter:

Notes for Talk story—10th-anniversary celebration, Archival Management and Historical Editing Program, Department of History, NYU.

Lots and lots of archivists gathered, tp flr Bobst Library, Wshngtn Sq. Big map of NYC on one wall, red pins to mark archvs in NYC occpd by NYU archivsts. (Simile: looks like map in Patton hq.? Like pblc-hlth offcls monit­ oring spread of disease fm outer spce?) Inclds: NY Philharmonic, Trinity Church, New York Stock Exchange, J. Walter Thompson, American Bible Society, Corning Glass, Empire Blue Cross/Blue Shield, many others.

Talked to: Prof. Michael Lutzker, head of program. 1 Oth anniv of revolutionary idea that archvl training shd be humanities trng. Mt of papers in every institution. Not just officl hstry but hstry in the raw. What is ephem­eral, what is enduring? Whole pblm of institutional memory really archivsts’ pblm: sort thru notes, papers, memos. He/she mst decide wht belongs in memory, wht not. Archivsts’ job to develop overview of memory.

Intrdc to: Archvst of NY Philharmonic, Barbara Haws. (Lks excly like Glenn Close in “Ft Attrctn.” Careful! What found in music archvs? Record of negotiation Mahler/Philhr­ mnc: Mahler says, “Mahler must have this!” Philhrmnc says, “No way.” (Human side of genius.)


Overhd btwn Lutzker and other guy after Burke leaves:

“Had any luck placing people with Burke?” (Still sounds like Buck—odd prnciatn.)

“Not for years, but now Arthur Sniffin has gone to DC.”

Arthur Sniffin! Great name for archvst—Dcknsian!

Other people present: Walfredo Toscanini (Maestro’s gndson), Geri Solomon, Katharine Houghton (niece of K. Hepburn, married S. Poitier in “Gs Whs Cmng Dnnr,” will read from archvl matl—looks lot like Kate. Hair in bun, etc.), McGeorge Bundy, Phyl­ lis Barr, Gregory Hunter...


Food: crudts. (Raw history, raw food—develop piece into Lévi-Strauss parody?)


Program begins. Poem read by two archivsts—narrtv acct of early yrs of prgrm in archvs:

A lesson was learned on that very first day.

Food, drink and ink should be kept far away.

We dum-de-da-dum-de on many fine trips

And from other archivists learned many fine tips.

Something like that. Get txt of poem later.

Hey! One NYU archvst looks after Geoffrey Hellman papers—G. Hellman wrndrl old Talk writer. Talk notes valuable! Archivable!

Great! Here!

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### Archivists' Calendar

<table>
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<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Contact Information</th>
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<tr>
<td>4-8 January</td>
<td>&quot;Planning for Computers in Collects Management and Research&quot; workshop</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
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<tr>
<td>13-15 January</td>
<td>&quot;Photographic Methods for Museum Personnel&quot; workshop</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
</tr>
<tr>
<td>17-21 January</td>
<td>&quot;The Care &amp; Preservation of Two-Dimensional Collections&quot; workshop</td>
<td>AAASLH; San Diego</td>
<td>212/986-2515</td>
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<tr>
<td>28-29 January</td>
<td>&quot;Feasibility of Optical Storage&quot; workshop</td>
<td>Waegemann Associates; Orlando</td>
<td>617/720-2229</td>
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<tr>
<td>29-31 January</td>
<td>&quot;Preservation Housing Workshop for Archives, Libraries, and Museums&quot;</td>
<td>Canadian Center for Architecture</td>
<td>Montreal, 514/871-1418</td>
</tr>
<tr>
<td>1 February</td>
<td>NHPRC June Meeting Application Deadline</td>
<td></td>
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<tr>
<td>1-4 February</td>
<td>&quot;Records Retention &amp; Files Management&quot; and &quot;Micrographic Systems Design &amp; Management&quot; workshop; Thomas Wilds &amp; Associates; Miami</td>
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<tr>
<td>3-5 February</td>
<td>&quot;Museum Outreach: Community and School Relations&quot; workshop</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
</tr>
<tr>
<td>15 February-19 March</td>
<td>&quot;Collections Care in History Museums&quot; course</td>
<td>Texas Conservation Center; Canyon, Texas</td>
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<tr>
<td>17-19 February</td>
<td>&quot;Getting the Word Out: Museum Public Relations&quot; workshop</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
</tr>
<tr>
<td>18-19 February</td>
<td>&quot;Feasibility of Optical Storage&quot; workshop</td>
<td>Waegemann Associates; Phoenix</td>
<td>617/720-2229</td>
</tr>
<tr>
<td>1-3 March</td>
<td>&quot;Museum Shop Management&quot; workshop</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
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<tr>
<td>3-6 March</td>
<td>National Council on Public History</td>
<td>Denver</td>
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<tr>
<td>6-11 March</td>
<td>&quot;Collecting and Interpreting Twentieth-Century History&quot; conference</td>
<td>AAASLH; Oakland Museum and</td>
<td>615/255-2971</td>
</tr>
<tr>
<td>7-10 March</td>
<td>&quot;Records Retention &amp; Files Management&quot; and &quot;Micrographic Systems Design &amp; Management&quot; workshops; Thomas Wilds &amp; Associates; Los Angeles</td>
<td>212/987-2515</td>
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<tr>
<td>7-11 March</td>
<td>&quot;Collections Storage&quot; workshop</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
</tr>
<tr>
<td>13-17 March</td>
<td>&quot;Care &amp; Preservation of Two-Dimensional Collections&quot; workshop</td>
<td>AAASLH; Montgomery, Alabama</td>
<td>615/255-2971</td>
</tr>
<tr>
<td>14 March</td>
<td>Oral History in the Mid-Atlantic Region Spring Meeting; National Archives; Washington, D.C.</td>
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<tr>
<td>18 March</td>
<td>Museum Archives Workshop: Old Sturbridge Village, Mass.</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
</tr>
<tr>
<td>28-31 March</td>
<td>&quot;Management of Docent Programs&quot; and &quot;Management of Volunteer Programs&quot; workshops; Smithsonian Institution</td>
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<tr>
<td>11-15 April</td>
<td>&quot;Museum Registration Methods&quot; workshop</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
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<tr>
<td>12 April</td>
<td>Third Annual Preservation Conference; National Archives and Records Administration</td>
<td>202/523-1546</td>
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<tr>
<td>14-16 April</td>
<td>Archives-Libraries Committee Meeting; African Studies Association; Boston; Mass. 804/924-4989</td>
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<tr>
<td>20-22 April</td>
<td>&quot;Museum Graphics: Exhibitions&quot; workshop</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
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<tr>
<td>28-30 April</td>
<td>Mid-Atlantic Regional Archives Conference Spring Meeting; Allentown, Penn. 215/250-5148</td>
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<tr>
<td>2-4 May</td>
<td>&quot;The Management of Development&quot; workshop</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
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<tr>
<td>5-7 May</td>
<td>Midwest Archives Conference Spring Meeting; Chicago, Illinois</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
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<tr>
<td>10-12 May</td>
<td>&quot;Conservation in Archives&quot; symposium</td>
<td>National Archives of Canada; Ottawa</td>
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<tr>
<td>17-19 May</td>
<td>Southeast Archives Conference Meeting; Oxford, Miss.</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
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<tr>
<td>26-28 May</td>
<td>Association for Recorded Sound Collections Annual Conference; Toronto. 301/593-6552</td>
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<tr>
<td>10-12 June</td>
<td>First Southern Conference on Women's History, Spartanburg, South Carolina</td>
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<tr>
<td>13-24 June</td>
<td>Georgia Archives Institute; Atlanta.</td>
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<tr>
<td>15-17 June</td>
<td>&quot;Museum Lighting&quot; workshop</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
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<tr>
<td>20-22 June</td>
<td>&quot;The Words You Exhibit&quot; workshop</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
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<tr>
<td>20 June-1 July</td>
<td>&quot;Editing of Historical Documents&quot; institute; NHPRC; Madison, Wisconsin. 202/523-3092</td>
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<tr>
<td>11-15 July</td>
<td>&quot;Principles of Conservation and Preventive Care&quot; workshop; Smithsonian Institution</td>
<td>202/357-3101</td>
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<tr>
<td>14-18 September</td>
<td>American Association for State and Local History: New York. 615/255-2971</td>
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<tr>
<td>19-22 September</td>
<td>&quot;Traveling Exhibitions&quot; workshop</td>
<td>Smithsonian Institution</td>
<td>202/357-3101</td>
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<tr>
<td>29 September-2 October</td>
<td>Society of American Archivists; Atlanta. 312/922-0140</td>
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</table>

### Transitions....Transitions...

Steve Webber has been appointed Archivist within the City of Portland, Oregon Records Management Division.

Richard Norton Smith is the new Director of the Hoover Library. Edmund Berkeley, Jr. has been promoted to Director of the newly formed Special Collections Department at the University of Virginia Library. Charles U. Daly is now the Director of the Kennedy Library. Nancy Sahl has been named Director of the NHPRC’s Records Grant Program. John Fawcett has been selected as Assistant Archivist for Presidential Libraries. Lori N. Curtis is now Assistant Curator of Special Collections at the University of Tulsa. Robert C. Morris is the new Director at the National Archives' New York Branch. Amy Hague has been appointed Assistant Curator of the Sophia Smith Collection at Smith College. Frank G. Burke has returned to his former position as Executive Director of the NHPRC. Claudine Weiler has been named Deputy Archivist of the United States, a position she had filled in an acting capacity for nearly two years. Patricia Andrews is now Archivist/Historian of the National Archives. Elizabeth Adkins has been appointed Archives Manager at Kraft.
New SAA Members

Scott R Kudelka
Box 144
Forman, ND 58032

Eileen Sherlock Self
5067 Easy Street
Tallahassee, FL 32303
904/487-2180

Michael McCormick
3507 West 128th Street
Cleveland, OH 44111
216/721-8722

Robert D Isom
1 Parklane Blvd, 310-PTE
Des Plaines, IL 60016
312/337-2428

Robert Eads
3375 Calcutta Drive
Greenwood, IN 46143

Kelly Johnson
St Louis University
2616 Chickadee Trail, W
Rockford, IL 61107
2616 Chickadee Trail, W

Leonard Wetzler
(Yeshiva University)
32-04 171st Street
Flushing, NY 11358
32-04 171st Street

Joan M Sibley
Washington, DC 20408
National Archives & Records
Nyack, NY 10960

Charles A Evers
Atlin, Voith & Associates
125 S 9th St, Ste #900
Philadelphia, PA 19107

William B Keller
(George Washington Univ)
2708 Whitney Ave
Baltimore, MD 21215

Andre Davis
Consumer & Regulatory Affairs
614 H St NW, Room 308
Washington, DC 20001

Rebecca S Williams
(Univ of Wisconsin-Madison)
437 W Dorsey Rd
Madison, WI 53703

Dovie Touchstone Patrick
(Atlanta University)
1437 M L King Jr Dr, SW
Atlanta, GA 30314

Judith Bourgeois Jensen
Briarcliff Rd NE
Atlanta, GA 30306

Horst Scheckel
PO Box 36 07
4500 Osnabrueck, WEST GERMANY

Bruce S. Bostad
(National Archives)
2814 Cameron Rd
Falls Church, VA 22042
703/756-6700

Jasvir Misra
(Atlanta Univ Center Library)
496-D Beckwith Ct
Atlanta, GA 30314

Ann Flowers
(Univ of Michigan)
1712 Dexter
Ann Arbor, MI 48103
313/764-3482

Peter J Mustardo
(Ne Jersey Historical Society)
280 Rector Place, #4G
New York, NY 10280
212/945-2404

Regina B Greenwell
(L B Johnson Library)
2313 Red River
Austin, TX 78750
512/482-5137

Renee M Jaurssau
4295 Vacation Lane
Arlington, VA 22207

Jo-Ann Rafa
Town Clerk
100 Main St
Huntington, NY 11743
516/351-3216

Michael L Miller
(National Archives)
5100 Barto Ave
Camp Springs, MD 20746
202/724-1409

Linda Cheves Nickels
(Southern Fordham Univ)
3325 Piccadilly
Nacogdoches, TX 75961
409/568-4100

Hollee Haskell
Columbia University
210 Low Memorial Library
New York, NY 10027
212/280-2786

Mamie G Browne
(Alabama A & M Univ)
316 N Plymouth Rd NW
Huntsville, AL 35811
205/859-7455

Alessandra R Leonard
R D 3, Box 100
Pine Tree Rd
Monroe, NY 10950

Charlotte W Elkind
(Union Island)
26 Willow St
Brooklyn, NY 11201
718/403-1008

Allan M Davock
(Lee Baechtold)
552 Riverside Dr
New York, NY 10027
212/744-6400

Billie C Bittel
(New York State Educa Dept)
PO Box 7137
Albany, NY 12224
518/486-2386

Robert V Hillman
(CRS Engineers)
2370 Philden Dr
Salt Lake City, UT 84117
801/484-8444

Scott L Moore
PO Box 4328
Durham, NC 27706
919/684-3372

Eileen J O'Brien
PO Box 598
Cooperstown, NY 13326

Richard E Taylor
Bible Fellowship Church
722 South Providence Road
Wallingford, PA 19086
215/876-8449

Sr Christine Jensen, FMI
Diocesan Pastoral Center
PO Box 5644
Amarillo, TX 79107
806/335-2243

John Walsh
(University of Iowa)
806 Benton Drive, #2
Iowa City, IA 52240
319/335-5707

Lauren Jackson-Beck
(The Cloisters)
138 Luquer Street, #3
Brooklyn, NY 11231
212/923-3700

Linda A Phillips
(Southern Illinois University)
2201 Concord Court
Fairfield, CA 94533
707/429-6633

Lee Beck
Auburn-Cord Duesenberg Museum
PO Box 271
1600 S Wayne Street
Auburn, IN 46706
219/925-1444

Christine M Bittle
(Oklahoma Dept of Libraries)
734 Jenkins Street
Norman, OK 73069
405/251-2502

Maria Elvira Silleras
Gran Via Cortes Catalanas
569 lso, #3A
08011-Barcelona-SPAIN

Jan Kelsey
(Rye Historical Society)
179 Grace Church Street
Rye, NY 10580
914/967-7588

Karen A Smith
430 East Como Avenue
Columbus, OH 43202
614/292-0538

Erica J Wilson
590 N W Oak Avenue
Corvallis, OR 97330

Don C Skemer
(SUNY-Albany)
42 Paxwood Road
Delmar, NY 12054
518/442-3542

Teresa R Taylor
(New York University)
14 Wyckoff Street
Brooklyn, NY 11201
212/998-2641

Rebecca Jeffords
(Sarat College)
775 Maxwell Avenue
Lake Bluff, IL 60044
312/234-1788

Victoria A Davis
FERMI LAB
46 Sauk Circle
Batavia, IL 60510

Marian J Matyn
315 North State Street
Ann Arbor, MI 48104

Gary T Stockton
(Illinois State Historical Lib)
17 Holiday Road
Springfield, IL 62702
217/782-4836

Bradford Koplowitz
(Univ of Oklahoma)
624 Morningside Drive
Norman, OK 73071
405/325-2713

Stephen J Fletcher
144 Fannue Avenue, #8
San Francisco, CA 94117-4203
415/566-4334

Margaret Sobczak
(Univ of Pennsylvania)
4413 Pine Street, #4
Philadelphia, PA 19104

Awards Available

A scholarship to the National Archives' Modern Archives Institute, to be held 6-17 June 1988, 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 by 1 March 1988 to Linda J. Ebden, Legislative Archives Archives Division, National Archives, Washington, DC 20508: 202/523-3281.
CONTINUING EDUCATION WORKSHOPS FROM SAA JANUARY-JUNE 1988

Documentation Strategy Seminar
4 March; Denver, Colorado
(in conjunction with the annual meeting of the National Council for Public History).

Administration of Photographic Collections
March; Kansas City, Missouri.

Business Archives: Basics and Beyond
25-27 April; Minneapolis/St. Paul, Minnesota.

Archival Fundamentals: Appraisal
28 April; Allentown, Pennsylvania
(in conjunction with the Spring MARAC meeting).

Documentation Strategy Seminar
4 May; Chicago, Illinois
(in conjunction with the Spring MARAC meeting).

Archival Fundamentals: Appraisal
11-12 May; Anaheim, California
(a special 1-1/2 day workshop held in conjunction with the Spring SCA meeting).

Photographic Collections Workshop
19 May; Elko, Nevada

For additional information contact Tim Ericson or Jane Mohan at 312/922-0140

SAA Newsletter January 1988 19
NEW YORK STATE EDUCATION DEPARTMENT ANNOUNCES

OPPORTUNITIES FOR ARCHIVISTS

Current Salary
Archivist I $21,070-26,905
Archivist II $26,354-32,801
Archivist III $34,260-42,185
Archivist IV $40,162-49,094

Range:
Performance advances can enable employees to move to the top of these ranges."

The New York State Archives and Records Administration (SARA) in Albany, New
York, seeks qualified candidates to fill all levels of its Archivist title series. SARA is a highly visible professional archival program in the New York State Education Department. This program has expanded on many fronts: active local and state records programs, and the development of statewide programs for all types of historical records.

The positions will be filled from open competitive Civil Service examinations scheduled for 1988. The Civil Service application for any of the four levels must be postmarked by March 7, 1988 to compete in these examinations.

Most positions, filled from these examinations, will be working in Albany. However, we anticipate that new positions will be established for regional field offices throughout New York State in 1988-90.

The examination announcement and application for these opportunities may be obtained by contacting the New York State Education Department, Personnel Division, 148 EB, Unit S, Albany, NY 12234 [(518) 474-5215]. Candidates are urged to send an informational copy of their current resume. The formal Civil Service application requires more specific information than contained typically in resumes.

Minimum Qualifications

Archivist I - Bachelor’s degree* plus 1 year of appropriate archival experience
Archivist II - Bachelor’s degree* plus 3 years of appropriate archival experience
Archivist III - Master’s degree* plus 4 years of appropriate archival experience
Archivist IV - Master’s degree* plus 5 years of appropriate archival experience

(Detailed qualifications are contained in the examination announcement.)

*Includes history, government, economics, public administration, political science, American studies, library and information science, or a closely related field. For the Archivist I and II titles, the education requirement also requires at least 15 hours in history, of which at least 9 hours must be in American history. A master’s degree in the above related fields can substitute for the required 15 hours in history.

Examinations at all levels will include a rating of candidates’ training and experience. All qualified candidates, except candidates for the Archivist I title, will also be required to pass an oral test to be considered for appointment. The oral test will be administered ONLY in Albany, New York. The oral test is planned for late Spring, 1988.

NEW YORK STATE EDUCATION DEPARTMENT
An Affirmative Action/Equal Opportunity Employer
Two positions: Records Program, National Historical Publications and Records Commission, National Archives and Records Administration, Washington, D.C.

To apply obtain NARA Vacancy Announcement and application form from Nancy Sahli, Director, Records Program, National Historical Publications and Records Commission (NPRC), National Archives and Records Administration, Washington, D.C. 20408; 202/523-5336; or from Pamela Pope, Personnel Operations Branch (NAPO), National Archives and Records Administration, 9700 Page Blvd., Room 2002, St. Louis, MO 63132; 314/263-7770 or 800/634-4988. Closing date: 29 January 1988.

ARCHIVES SPECIALIST, GS-1421-12/13 Full-time civil service position. RESPONSIBILITIES: Assist records program director in coordinating network of State Historical Records Coordinators and Advisory Boards. Oversee grant-funded projects and activities relating to State coordinators and State boards, State government records, state-based records programs, and statewide projects. Prepare guidelines, studies, and reports relating to State boards and State-related topics. QUALIFICATIONS: Must meet educational criteria for classification as an archives specialist in the National Archives; must possess an extensive knowledge of archival techniques, specialized knowledge of state government records programs, and strong writing ability. Depending on qualifications, appointment may be made at either the GS-12 or GS-13 level. SALARY: GS-12, $32,567 starting; GS-13, $38,727 starting.

ARCHIVES SPECIALIST, GS-1421-12/13 Full-time civil service position. RESPONSIBILITIES: Assist records program director in overseeing grant-funded projects with automation or other high technology components. Investigate automation and other high technology topics, including machine-readable records; establishes technical criteria for NHPRC-funded projects; promote the development and use of standards in archival automation. QUALIFICATIONS: Must meet educational and experience criteria for classification as an archives specialist in the National Archives; must possess an extensive knowledge of archival techniques, specialized knowledge of archival automation and other high technology topics, and strong writing ability. Depending on qualifications, appointment may be made at either the GS-12 or GS-13 level. SALARY: GS-12, $32,567 starting; GS-13, $38,727 starting.

ARCHIVIST The Aerospace Corporation DUTIES: Responsible for the development and implementation of a corporate archival system including preparing organizational policies and procedures to ensure systematic data collection, arrangement, description, indexing, preservation, and retrieval, as well as the records management function; initiates long and short range planning. REQUIREMENTS: MLS from ALA-accredited program. Also requires tacit and diplomatic to provide assistance consistent with access limitations, sensitivity and physical condition of materials. SALARY: $643 - $1062. No closing date provided. Send resume to Susan B. Crowe, The Aerospace Corporation, Charles C. Lauritsen Library, P. O. Box 92857, Ml-199, Los Angeles, CA 90009-2957.

ARCHIVIST Office of the National Archives, Washington, D.C. The National Archives seeks qualified individuals for positions in entry level positions. RESPONSIBILITIES: Responsible for: write descriptive guides, assist researchers in obtaining information from records, take steps to preserve records, and apply declassification guidelines for records. QUALIFICATIONS: Requires 18 semester hours (graduate or undergraduate) in U.S. history or American political science or government; 12 semester hours (graduate or undergraduate) in history, government, public administration, American civilization, or economics; and one full year (e.g. 30 semester hours) of graduate education in some related field. GS-11 pay grade ($27,172 annually). To apply submit a completed Standard Form 171, a narrative statement describing accomplishments relative to the three ranking factors, and a copy of all graduate and undergraduate transcripts or completed OPM Form 1170/17 to the National Archives & Records Administration, Personnel Operations Branch (NAPO), 9700 Page Blvd., Room 2002, St. Louis, MO 63132. INTERVIEWS: Staff will conduct interviews during the Organization of American Historians annual meeting in Reno, NV, March 24-27, 1988. To arrange for an interview, send a copy of the completed SF171, or resume with a letter to Thomas E. Brown, Office of the National Archives (NN-B), National Archives & Records Administration, Washington, D.C. 20408. For additional information, or to schedule interviews in another location, contact Thomas Brown at the above address, or telephone him or Cynthia Fox at 202/523-3089.

ARCHIVIST (GS-1420-12) US Military Academy Archives, West Point, NY RESPONSIBILITIES: Responsible for the proper functioning of the US Military Academy Archives including more than 400 series of official records dating back to 1802; ensures that archives and preserved and made available in a manner consistent with the National Archives and Records Administration and the USMA mission. REQUIREMENTS: MLS with emphasis in archival science or a combination of these; 12 semester hours (graduate or undergraduate) in history or political science preferred; five years professional experience in archival work, preferably with university archives. Desirable qualifications include some supervisory experience, knowledge of microcomputer applications to archival materials processing; additional graduate study; record of professional involvement. SALARY: $25,000 minimum for 12 months. Salary and rank dependent upon qualifications and experience. For full consideration applications should be received by March 1, 1988; applications will continue to be considered until the position is filled. Send letter, resume, and the names of three references to Dr. Richard R. Russell Memorial Library, West Point, NY 10996-1925 or call Jill Giery (914/938-3868). Closing date 31 January 1988.

PUBLIC SERVICES ARCHIVIST Richard B. Russell Memorial Library, Athens, Georgia DUTIES: Supervise and coordinate public services for the department; provide reference assistance to researchers; plan, implement and monitor reference procedures and reading room policies; ensure that research requests and follow-up procedures meet security and legal requirements; disseminate information and preferably one foreign language (German) is necessary. Submit letter of application, curriculum vitae, and names of three references to Dr. Roger S. Kohn, Yeshiva University Libraries, Library Building-Room 405, 500 West 185th Street, New York, NY 10033. No closing date provided.

UNIVERSITY ARCHIVIST Oklahoma State University, Stillwater, Oklahoma A newly created faculty-rank, tenure-track position. RESPONSIBILITIES: Must meet educational and experience criteria for classification as an archives specialist in the National Archives; must possess an extensive knowledge of archival techniques, specialized knowledge of archival automation and other high technology topics, and strong writing ability. Depending on qualifications, appointment may be made at either the GS-12 or GS-13 level. SALARY: GS-12, $32,567 starting; GS-13, $38,727 starting.

ASSISTANT ARCHIVIST Jeshiva University, New York, NY Yeshiva University has an immediate opening for the position of Assistant-Archivist, full or part-time. RESPONSIBILITIES: Processing and maintaining archival materials; preparing detailed descriptions of records and finding aids; providing research assistance to the university community and other users of the archives. QUALIFICATIONS: MLS with emphasis on archival management, or an equivalent combination of education and experience in the field. A minimum of two years of research archival experience and/or reading knowledge of Hebrew, or Yiddish and preferably one European language (German) is necessary. Submit letter of application, curriculum vitae, and names of three references to Dr. Roger S. Kohn, Yeshiva University Libraries, Library Building-Room 405, 500 West 185th Street, New York, NY 10033. No closing date provided.
Assistant Director-Archives & Special Collections
East Tennessee State University, Johnson City, Tennessee

Search reopened for an Assistant Director for Archives and Special Collections-University Libraries (Head of the Division of Archives and Special Collections and Chief Archivist, Archives of Appalachia). RESPONSIBILITIES: Acquire and process Southern Appalachian manuscripts and media, university archives and rare books; solicit gifts and grants; curate collection to university users and the public. Participate in interdisciplinary Center of Excellence program in Appalachian Studies and Service. Supervise 2 FTE faculty, 2 support staff, and student assistants. Report to the Director, University Libraries. QUALIFICATIONS: Graduate degree in humanities, library science, or social sciences; demonstrated competence in archival theory and procedure; minimum of 2 years of organizing policy level archives experience. Prefer doctorate; formal archival training; good interpersonal skills; evidence of scholarly and professional activity; background in regional Appalachian historical materials, rare book management, media presentation, preservation and emergency programs, microcomputer applications. SALARY: $24,000–33,000 commensurate with qualifications. Twelve month tenure track appointment with faculty rank and status. Send application letter, resume and names, addresses and telephone numbers of three references to Human Resources Office, East Tennessee State University, P.O. Box 24,070A, Johnson City, TN 37614–0002. Review of applications begins February 1, 1988 and continues until position is filled.

Archivist
Division of Libraries, Museums, and Archives, St. Thomas, Virgin Islands

RESPONSIBILITIES: A two-year contract to assist in establishing an archival program and records management program for the U.S. Virgin Islands. Duties include staff training, location, collection, and identification of records, establishing policies and procedures for the archives. QUALIFICATIONS: MA in history, 2-3 years experience in a government archives. Experience in starting an archives is desirable. Salary: Negotiable. Fringe benefits. Position is available February 1, 1988. Send resume to Jeanette Allis, Director, Division of Libraries, Museums and Archives, 21 Dronningens Gade, St. Thomas, U.S. Virgin Islands 00802.

Senior Archival Specialist
Chicago Public Library, Chicago, Illinois

RESPONSIBILITIES: Assist the archivist in the archival collections; direct years of gaining, organizing, maintenance and use of the archival collections. Direct the development and maintenance of the Neighborhood History Research Collection and the Chicago Theatre History Collection. Responsible for The Chicago Public Library Archives. Supervise all archival project staff; provide reference service to all the holdings of the Special Collections Division. QUALIFICATIONS: MLS with 2-course sequence in the administration of archives and manuscripts. Minimum 1-year professional experience as an archivist including supervisory experience. Knowledge of professional methods for arrangement and description of collections. Knowledge of Chicago and AMC/MARC format highly desired. SALARY: $24,060 plus generous benefits. Apply to Laura Linard, Curator of Special Collections, Chicago Public Library Collections, Cultural Center, 78 E. Washington St., Chicago, IL 60602; (312) 297–3925.

Assistant Dean of Libraries and Learning Resources
Bowling Green State University, Bowling Green, Ohio

RESPONSIBILITIES: Assist with general administration of the University Libraries (Main Library and 4 branch libraries), the Center for Archival Collections, the Institute for Great Lakes Research, and the Instructional Media Center; coordinate staff/faculty development; grantsmanship; public relations; long range planning, and collection development. QUALIFICATIONS: Accredited MLS or equivalent required; PhD desirable; at least 5 years relevant administrative experience and proven ability to lead effectively in a collegial setting. A record of research, publication, and professional activities sufficient for appointment at the Assistant or Associate Professor level is required. SALARY: Negotiable with $23,000 minimum (negotiable depending on qualifications). Starting date: 1 July 1988. Applications, including resume and the names and addresses of at least 3 and no more than 5 references, should be mailed to: Dr. Kathryn Thieme, Assistant to the Dean and Personnel Officer, Bowling Green State University, Bowling Green, Ohio 43403. The Search Committee will begin reviewing applications on 15 February 1988 and will continue to do so until the position is filled.

Project Archivist
Benedict College, Columbia, South Carolina

RESPONSIBILITIES: 15-month NHPRC-funded project to establish formal college archives. Duties include development of policies and procedures, space layout, acquire supplies, implement all necessary archival functions, prepare formal brochure, supervise and train staff. REQUIREMENTS: MA in history preferred with 3-5 years experience preferably in a college environment. Training and experience in all archival procedures to include audiovisual tapes, phono records, microform technology and computer application desirable. SALARY: $25,550 for fifteen months. Potential continued employment. Send resume with 3 references to Betty A. Jenkins, Director, Personnel Services, Benedict College, Harden & Blanding Streets, Columbia, SC 29204. No closing date provided.
ADMINISTRATOR 4 (Job B/4415)
Lawrence Berkeley Laboratory, Berkeley, California
RESPONSIBILITIES: Plans, develops and implements archival programs; advises management of activities requiring special handling by the Records Office; administers work organizations as appropriate; supervises daily operations of the Records Office; administers work assignments; prepares performance appraisals on subordinate personnel; trains LBL personnel in basic records management techniques; provides assistance and guidance on archival issues. Also maintains communication with the regional Federal Archives and Records Center in San Bruno; troubleshoots problems and recommends changes; establishes procedures to provide service to the Laboratory community; prepares periodic reports; utilizes automated systems to manage archival and records materials. QUALIFICATIONS: Extensive experience managing archives/records program, preferably at a university or research institution; demonstrated knowledge of archives and records management principles, NARA regulations, federal and state laws. Knows about the California Information Practices Act and the Federal Freedom of Information Act and the relationship of each to this position. Knowledge of Department of Energy regulations as well as University of California archives & records policies highly desirable. Ability to utilize a computer center is preferred. Must be able to lift heavy boxes of records as necessary. A Bachelor's degree with relevant graduate work preferred. For complete application contact Division of Personnel, Building Room 1410, 900 Jefferson Drive SW, Washington, D.C. 20560.

REFERENCE LIBRARIAN AND 3 MANUSCRIPT CURATORS
Nebraska State Historical Society
Lincoln, Nebraska
RESPONSIBILITIES: Reference Librarian is key contact with staff and public to answer reference questions by telephone or letter and in person. One Curator determines manuscript collection needs according to collection policy, contacts potential donors, and processes material. Public Records Office appraises, acquires, arranges, and provides reference for public records according to state records management schedules. Conservator Specialist performs technical work on preservation of books and paper, assists museum staff with displays containing paper, and provides information to the public. All 4 positions require working closely with both staff and public. All include some supervision of clerical staff. QUALIFICATIONS: All require MA's in appropriate areas. Experience helpful. Completed applications accepted until 15 January 1988. For complete descriptions and applications, write or call Nebraska State Department of Personnel, Post Office Box 94905, Lincoln, NE 68509-4905; (402)471-2075.

RECORDS MANAGER
Utah State Archives and Records Services
Salt Lake City, Utah
RESPONSIBILITIES: Inventory, appraise, and schedule official state records to determine retention and disposition; provide the value of information in terms of administrative, fiscal, legal, and historical significance; write descriptions of records based on RLIN-MARC format; submit and negotiate decisions before the State Records Commission; assist state agencies in solving records management problems; create, review; and evaluate agency records schedules and destruction authorizations. QUALIFICATIONS: Minimum for the Grade 19 position: BA with major study in history, the sciences or one of the above or related fields, plus 1 year of full-time professional employment in archives and/or records management OR substitutions on a year for year basis as follows: 2 additional years full-time professional related employment or qualifications as a Certified Records Manager (CRM) for the required masters program, Minimum for the Grade 19 position: BA with major study in information science, history, the social sciences, public or business administration or related fields, OR substitutions on a year-for-year basis as follows: full-time professional employment in Archives and/or records management for the required education. SALARY: Grade 21: $9,14; Grade 19: $8.22 hourly with a 27% benefits package. To apply submit official State application (DPM-7) and transcripts to Division of Personnel Management, 2229 State Office Building, Salt Lake City, UT 84114. Positions will remain open until qualified candidates have been selected.

ASSISTANT RECORDS MANAGER/ARCHIVAL ASSISTANT
Troup County Archives
LaGrange, Georgia
Three positions: Alaska Department of Administration, Juneau, Alaska
ARCHIVIST I (2 positions)
A professional entry-level position. Reports to Archivist II. RESPONSIBILITIES: performing, processing, and reference duties. QUALIFICATIONS: Master's degree in history, library science, political science, public administration or a closely related field and a minimum of one year professional archival experience, or a Bachelor's degree and two years of experience.

ARCHIVIST II (1 position)
The lead position in the archives and records management program. RESPONSIBILITIES: Supervises subordinate personnel; trains LBL personnel in archival and records management; advises management of archival programs; administers work assignments; prepares performance appraisals on subordinate personnel; trains LBL personnel in basic records management techniques; provides assistance and guidance on archival issues. Also maintains communication with the regional Federal Archives and Records Center in San Bruno; troubleshoots problems and recommends changes; establishes procedures to provide service to the Laboratory community; prepares periodic reports; utilizes automated systems to manage archival and records materials. QUALIFICATIONS: Extensive experience managing archives/records program, preferably at a university or research institution; demonstrated knowledge of archives and records management principles, NARA regulations, federal and state laws. Knows about the California Information Practices Act and the Federal Freedom of Information Act and the relationship of each to this position. Knowledge of Department of Energy regulations as well as University of California archives & records policies highly desirable. Ability to utilize a computer center is preferred. Must be able to lift heavy boxes of records as necessary. A Bachelor's degree with relevant graduate work preferred. For complete application contact Division of Personnel, Building Room 1410, 900 Jefferson Drive SW, Washington, D.C. 20560.

LIBRARIAN (Oriental) 87-315-T
Center for Asian Art: Washington, D.C.
RESPONSIBILITIES: Perform descriptive cataloging and classifying of all Japanese and Western materials received in the library; prepare analy­ ses in English (author and subject) of all current and past issues of Japanese language journals as well as analytics for Western language periodicals; reading and checking liter­ ature in both fields, such as catalogs, bibliographies and book reviews, for the purpose of making recommendations for books needed to strengthen and broaden the Japanese book collection in specific areas of the library; translating materials from Japanese to English; preparing bibliographies on special subjects; proofreading Freer and Sackler publications including romanized forms and characters and setting up indexes in characters; initiating corre­ spondence in response to written requests for reference material in Japanese; and performing typing and filing of all Japanese and Western language catalog cards. QUALIFICATIONS: Candidates must meet the requirements under either A or B: (A) The completion of all requirements for a master's degree or 2 full academic years of study in library science; (B) 4 years of successful and pertinent experience which has provided a knowledge of the basic principles, theories, practices, techniques, terminology and expressions of the subject matter field; and must have had 1 year of professional experience in librarianship which included the performance, supervision, or administration of 1 or more major functional areas of library operation. SALARY: $22,458-29,199. For application procedures, please contact the Office of Personnel Administration, Arts and Industries Building Room 1410, 900 Jefferson Drive SW, Washington, D.C. 20560.

RECORDS MANAGER
Utah State Archives and Records Services
Salt Lake City, Utah
RESPONSIBILITIES: Inventory, appraise, and schedule official state records to determine retention and disposition; provide the value of information in terms of administrative, fiscal, legal, and historical significance; write descriptions of records based on RLIN-MARC format; submit and negotiate decisions before the State Records Commission; assist state agencies in solving records management problems; create, review; and evaluate agency records schedules and destruction authorizations. QUALIFICATIONS: Minimum for the Grade 21 position: BA with major study in history, the sciences or one of the above or related fields, plus 1 year of full-time professional employment in archives and/or records management OR substitutions on a year for year basis as follows: 2 additional years full-time professional related employment or qualifications as a Certified Records Manager (CRM) for the required masters program, Minimum for the Grade 19 position: BA with major study in information science, history, the social sciences, public or business administration or related fields, OR substitutions on a year-for-year basis as follows: full-time professional employment in Archives and/or records management for the required education. SALARY: Grade 21: $9,14; Grade 19: $8.22 hourly with a 27% benefits package. To apply submit official State application (DPM-7) and transcripts to Division of Personnel Management, 2229 State Office Building, Salt Lake City, UT 84114. Positions will remain open until qualified candidates have been selected.

assistant records manager/archival assistant
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ASSISTANT ARCHIVIST FOR DATA BASE SERVICES
Arizona State University, Tempe, Arizona
RESPONSIBILITIES: Coordinates & directs the departments data base & indexing functions; coordinates and assists in the development of the Collection of Southwestern Autobiographies; serves on departmental reference desks. QUALIFICATIONS: Requires an ALA-accredited MLS or Master's degree in history or a related discipline, formal coursework in archival administration and experience in an archival, manuscript or special collection; knowledge of database searching and information retrieval; knowledge of supervisory practices in special collections; good communication and interpersonal skills. Preferred: knowledge of Arizona and/or Southwestern history; evidence of supervisory potential; experience with the acquisition of out-of-print material. SALARY: Minimum $19,500. Send letter of application addressing the above qualifications, resume, and the names of four references with addresses and telephone numbers to Constance Corey, Assistant University Librarian, Hayden Library, Arizona State University, Tempe, AZ 85287-1006; 602/965-3417. Applications received by 31 January 1988 will have first consideration.

ARCHIVAL STUDIES, CURATORSHIP AND INFORMATION RESOURCES MANAGEMENT
University of Maryland; College Park, Maryland
Faculty tenure-track position. RESPONSIBILITIES: Teach, Coordinate and further develop 10-year-old joint MLS-MA (HLLS) program with History Department and will be expected to do research in related areas. QUALIFICATIONS: Education and/or work experience in both Library/Information Science and American History/Studies or related disciplines. Must have PhD and a demonstrated interest in research and publication. SALARY: Minimum starting salary: $28,500. Rank and salary are dependent upon qualifications and experience. 9 1/2 month appointment with opportunity for summer teaching. Appointment date: Fall 1988. Application deadline: 14 February 1988, or until appropriate candidates are identified. Send application to Chair, HLLS Faculty Search Committee, College of Library and Information Services, University of Maryland, College Park, MD 20742; 301-454-5441.

As of 1 January 1988, there is a new rate schedule for job postings in the SAA Newsletter and in our Employment Bulletin. The following new schedule entitles an employer to post one job in the next issue of both publications: under 125 words........$25 125-199 words........$50 200-299 words........$75 300+ words.............$100 (Numbers, abbreviations, etc. each count as one word.) Institutional members may subtract $25 from the above rates. Job ads will not be posted unless accompanied by a check or purchase order for the applicable amount. We will edit ads that do not conform to the style illustrated by the job postings in this issue.

The SAA Newsletter is published in January, March, May, July, September, and November. The Employment Bulletin--available to individual members at a cost of $12 per year--is published in February, April, June, August, October, and December. Deadlines for all issues of the Newsletter and Employment Bulletin are the 5th of the month preceding publication.

For information about SAA's free job placement service, contact Jane Mohan at the SAA office.

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