



# Newsletter

The Society of American Archivists

July 1989

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## Ericson Takes New Position

Timothy L. Ericson, SAA's Education Officer since January of 1986, has announced his resignation, effective July 15, 1989. He will be returning to Wisconsin, where he will become the Director of the Area Research Center at the University of Wisconsin-Milwaukee.

"During Tim's tenure with SAA, he has energized and vastly strengthened the Society's educational activities," said Donn Neal, SAA's Executive Director. "Under his direction, we have developed nearly a dozen new short courses and offered them numerous times, with consistent success."

Neal noted that Ericson has also worked successfully with SAA Program Committees, the Committee on Education and Professional Development, and other groups to assist them in many ways.

"In his capacity as 'senior archivist' in the SAA office, Tim has helped to improve a wide variety of SAA's other programs and services, from the placement service to certification," Neal added. "To say that we will sorely miss him is to understate the matter, and I am very grateful to Tim Ericson for the imaginative and dedicated leadership that he provided to SAA while he was with us."

A search for Ericson's replacement is presently underway.

## 1989 Annual Meeting Program Packet

....I Could've Been Elected Governor, But I Didn't Have a Possible Chance....Saving Grace....To Stop a Thief....Smoke Gets in Your Eyes....Beyond the Box Score.... No, this isn't a partial listing of Top 40 songs, it is just a smattering of the 98 educational sessions to be offered at the SAA annual meeting, October 25-29, in St. Louis. The 1989 annual meeting program packet, mailed in mid-June, provides greater detail on the content of these sessions, and more. The packet contains the *1989 Annual Meeting Program* book, registration form, preconference application, preconference registration form, Clarion Hotel reservation form, Trans World Airlines flight coupon, and a return envelope. If you did not receive the above information in your packet, please contact Georgeann Palmer at the SAA office.

The Host Committee has arranged for 15 different tours (pages 18-23 of the *Program*) which showcase the archival, cultural, and historical sites of St. Louis. In addition, there is a post-conference tour to New Harmony, Indiana, which was home to two 19th-century Utopian communities.

Interested in picking up a ticket to ride the tram to the top of the Arch? The gala Presidential Reception, to be held on Wednesday, October 25 at the Museum of Westward Expansion, will offer you that opportunity. Other

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## From the Executive Director's Desk

by Donn C. Neal

I received a call the other day from someone who was more than ready to join SAA until he learned that we are the Society of American Archivists, not Architects. I am loathe to turn away a potential new member, but this particular one will be served better by another association.

Confusion of "Archivists" with other groups--from actuaries to alchemists--is fairly common for us in the SAA office, just as it is with practicing archivists themselves. I've heard David Gracy tell a story, perhaps apocryphal, about an SAA meeting where a banner reading "Welcome Society of American Archivists" led one unaffiliated passerby to say to another: "Society of American Anarchists. I guess there's a group for everyone these days."

Even if outsiders get the name correct, they often have trouble spelling "archivist." I've gotten to expect the long pause that comes after I give SAA's name when making a hotel reservation or calling to introduce myself to a non-archivist. What's more, there's very little understanding about what an archivist actually *does*. Even SAA's payroll service is still a little confused: after working with us for several weeks, our contact person finally got up the courage to ask, "Just what is an archivist, anyhow?"

SAA staff, like so many archivists, never pass up an opportunity to use occasions like these to educate someone about archives and archivists. There *does* seem to be a sense of what an archives is, perhaps reinforced by the increasing use of "to archive" in computer technology (where, ironically, information is not really being "archived" at all).

Humor aside, these expressions of a lack of comprehension about

archives and archivists are a symptom of a larger, more systemic problem. The fact is that the archival profession has a low level of visibility and understanding within the general public, within groups where it ought to enjoy knowledge if not sympathetic support, and even within institutions where archives are located. The Levy Report, for instance, documented how poorly archivists are understood by many of the persons ("resource allocators") who make critical decisions about the resources that archives have available.

David Gracy's lasting contribution to SAA was the "Archives and Society" initiative, later led with distinction by Jim Fogerty. SAA (and many of the regionals) began to focus on the need to explain archival work better, and there have been some nice successes. The New England Archivists, the Society of Southwest Archivists, and the Midwest Archives Conference have been particularly aggressive in raising "archival awareness."

The SAA Council, recognizing that this endeavor requires substantial and sustained effort, last year established a new Committee on Public Information to address perceptions about archives and archivists. What do non-archivists know, and think, about archivists and their work? How can archivists enhance knowledge and understanding? How can archivists exploit opportunities to call attention to the important information that they work with, and the need for greater support for that work? What role will a stronger archival education base, certification, and greater attention to institutional performance play in strengthening understanding and support? Where do archivists--and SAA--need to call upon professional advice and assis-

tance to learn the skills to convey their messages?

The Committee met in January in order to survey the challenges before it, and to launch some specific activities.

- Kathy Marquis and Julie Cox Bressor are working with a public relations consultant, the 1989 Host Committee, and Georgeann Palmer to stimulate local and national coverage of the topics and persons

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## Staff

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## Executive Director's Desk

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being featured at SAA's annual meeting in St. Louis. (See p.4) This will kick off what the Committee hopes will become a successful speakers bureau.

- Leslie Hansen Kopp is beginning to monitor, collect, and analyze clippings from across the United States that refer to archives and archivists--in whatever light. Once she has studied them (and she welcomes contributions) she will be able to draw some conclusions and cite some examples in an occasional newsletter feature entitled "Archives and the News."

- At the Committee's recommendation, Council created a new J. Franklin Jameson Award to recognize a non-archivist who has contributed to the archival profession and helped to increase public awareness of the value of archives to society. This award will be presented for the first time in St. Louis.

- Elsie Freeman is working on the design for a preconference workshop for 1990 that will help interested archivists to learn the techniques of identifying and taking greater advantage of opportunities to acquaint non-archivists with the nature and value of archival materials and work. We are also readying a major proposal in this area.

- The Committee and the Editorial Board are discussing a possible new SAA manual on public relations that would also help archivists to practice the fine art of enlightening and changing attitudes as a function of their professional responsibilities.

- The Committee is working to identify journalists who do a good and informed job of covering archival issues and activities, so that they can be assisted--as well as to identify journalists who are less successful and informed, so that they can be given a better understanding of what archivists do.

- The Committee is surveying regional associations to gain a

## a message from the executive director...

You may have heard rumors that SAA's annual meeting in St. Louis will be cancelled or moved to another city because the owners of the hotel have filed for reorganization under Chapter 11. Although the hotel has encountered some temporary financial difficulties, it is open and operating as usual. The management of the hotel fully expects it to be out of those difficulties by early August, and to have the hotel functioning normally at the time of the SAA annual meeting in October. They have assured SAA that the hotel will be able to meet its commitments to us for the 1989 annual meeting.

We intend to hold this year's annual meeting in St. Louis as planned, but we want to assure you that we are taking every precaution necessary, including arrangements for alternate space on the same dates in the unlikely event that the hotel is unable to meet its commitments to us. Because of a city-wide convention in St. Louis during the last week of October, this alternate space must be in another midwestern city. These alternate arrangements are only a precaution and should not concern you unless you had planned to purchase a non-refundable airline ticket before mid-September.

The 1989 SAA Annual Meeting will take place on the dates scheduled, therefore, and we hope that you will go ahead and register for the meeting in the confidence that it will take place. We will keep you informed as developments occur. See you in St. Louis!

better sense of what they are doing in the area of public relations.

- And the Committee is eager to advise the SAA office and SAA groups who seek advice on their public relations needs.

The objective of all of this effort, and what will follow it, is better understanding. Better understanding, we think, will lead to greater research use of archival collections, additional donations of archival materials, more willingness on the part of related professions to draw upon the unique contributions of archival materials, enhanced respect for archivists, and more financial support for archival repositories.

The fact is that for all of the archival profession's many virtues, which attracted you and others to it, these values are not self-evident but must be carefully developed and exploited for other audiences. If archivists won't do that, consistently and effectively, who will?

Until archivists are as well understood as, say, architects or anarchists, they can not only grin and bear it when someone draws a

blank upon hearing "archivist" but take every chance to give him or her a stronger perception of archivists and what they do.

Not all of us need (or want!) to emulate the success of Guy Rocha, who, in the midst of a publicity campaign to secure for the Nevada State Archives some additional legislation and dollars, was greeted by a bank teller with the comment, "Don't I know you? You're the state archivist!" (Of course, it doesn't hurt that Guy is the only archivist on the list of Nevada's ten "most watchable" men.)

Even so, as Guy pointed out when telling this story, the teller didn't know what a state archivist *does*. But it is vital to raise the visibility of archival work so that people, including resource allocators, realize that they have an important stake in what archivists do, and how well they do it.

This is one of those areas where SAA can play a key role in furnishing inspiration, examples, tools, and leadership. I know that the Committee on Public Information will welcome your ideas, and your volunteer efforts, to this end.

# Committee on Public Information Dispels Myths

by James Fogerty

The SAA Committee on Public Information was formed upon the final recommendation of the Task Force on Archives and Society "to work with Council, the Executive Director, and the SAA staff to plan a long term public relations program for SAA, and to design and implement specific public relations projects." The 1988-1989 year has been its first full year of operation.

The purpose of the committee as described in its newly drafted guidelines is "to assist the Society of American Archivists in its public relations functions including promotion of media coverage of the archival profession and its activities, and identification of activities to heighten public visibility and improve public perceptions of archives and archival activities. At such times as Society of American Archivists staff may be available to perform public information functions, the committee is responsible for serving as an advisory body for these functions."

The committee met for the first time at the 1988 annual meeting in Atlanta, Georgia, to establish goals and priorities for long-range public relations planning, and to implement specific public relations projects for the upcoming year. It met a second time in January in Washington, D.C., to continue work on plans for upcoming projects.

Among current projects of the committee are the following:

- Elsie Freeman is soliciting proposals for a preconference workshop on public relations for the 1990 annual meeting;
- Leslie Kopp serves as coordinator for the committee's project to monitor press coverage of the archival profession. The

SAA office regularly receives clippings from archivists across the country; copies are sent to Leslie. In addition, she has contacted the regional archival organizations to request that they send her copies of clippings that they receive. Leslie will review and analyze the press coverage of the profession as evidenced in these clippings;

- Kathy Marquis and Julie Cox Bressor are the committee's liaisons with the Host Committee for the St. Louis meeting this fall. They are working with Peter Michel and Pat Adams to offer assistance and coordination of public relations activities, and to provide press coverage for the St. Louis meeting in the local and national press. The committee will create press kits to be distributed prior to the St. Louis meeting to cover the meeting, news of local repositories, the Jameson Award, sessions of interest, business archives, and other activities or groups that the Society and the profession want to have brought to the public's atten-

tion during the time of the meeting;

- the committee proposed to Council and the Awards Committee the creation of a new award to be presented to individuals outside the archival profession who have made significant contributions to the profession and have helped to heighten public awareness of the services that archives provide to society. The award has been established and is called the J. Franklin Jameson Award. It is the committee's hope that the first such award can be presented at the St. Louis meeting. It will be the committee's responsibility to seek press coverage for the presentation of the award. Elsie Freeman monitored the award's progress and is now preparing nominations;

- the committee realizes the importance of monitoring the profession's outreach and public relations activities. James Fogerty is representing the Committee on Public Information in the efforts of the Committee on Regional Archival Activity (CRAA) to survey regional organizations about their outreach programs and public relations activities. The result will be available by the

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## "I said archivist, not architect!"

Tired of explaining that you are not an architect or an aardvark in the hotel elevator at annual meetings? This year, the SAA Committee on Public Information will be assembling a press kit to encourage (helpful!) media coverage of the annual meeting, as well as stories on various aspects of archives.

The kit will include a press release focusing on program sessions and special events. The committee also hopes to include photographs, information on local repositories, and a media contact list.

Suggestions from SAA members are always welcome, particularly about what people have tried in the past, what has worked--or not--and why, as well as other ideas that should be considered by the committee. Contact Kathy Marquis (617)253-5688 or Julie Cox Bressor (802)223-2451.

## As Others See Us

This movie description was discovered by Roy Turnbaugh in the television programming section of the *Statesman Journal* (Salem, Oregon) for the week of April 30-May 6, 1989:

Movie ★★ 1/2 "Macaroni" (1985) Marcello Mastroianni, Jack Lemmon. During a trip to Naples, an emotionally and physically exhausted American businessman learns the fine art of savoring life from an exuberantly carefree *archivist*. PG (1 hr., 44 min.)

### Committee on Public Information

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October meeting in St. Louis. The committee will use this information in its planning and will also then be able to identify individuals in the profession possessing knowledge and expertise in the field of public relations and outreach to assist the committee in planned activities; and

- the committee will also advise the Society of American Archivists on its public relations activities, with the final product being a long-range plan for the profession that will include hiring a full-time public information officer on the SAA staff. In the interim the committee will attempt to serve that function. The committee is willing to serve or advise on any and all public relations activities of the Society.

In summary, the Committee on Public Information has begun to fulfill its mission of providing long-range planning for public relations for SAA, gathering and

## What Council Did...

At its meeting on June 2-5, 1989, the SAA Council:

- shifted deficits in two closed-out grants to the 1987-88 fiscal year, thereby amending the audit statement for that year;
- approved an SAA budget for the 1989-90 fiscal year;
- increased subscription rates for *The American Archivist*, effective as soon as possible;
- approved a plan to propose to the 1989 Business Meeting increases in institutional dues, to become effective January 1, 1990;
- established a special committee to plan for increases in individual dues, with a proposal to be presented to the 1990 Business Meeting in Seattle;
- selected Archie Motley and Mary Jo Pugh to serve on the 1990 Nominating Committee;
- voted to explore observer status for SAA on the National Information Standards Organization;
- approved draft agreements outlining the working relationship between the Society and the Academy of Certified Archivists and a schedule for repayment of the funds SAA has advanced to launch certification;
- met with George Farr of the NEH Office of Preservation in order to discuss with him the work of that Office and current issues in archival preservation;
- approved a performance evaluation and new contract with the Executive Director;
- established a working group to study strategies and sources for future SAA fundraising activities;
- modified the Society's policy on the service of officers and Council members on other SAA bodies, and as representatives of the Society to other groups;
- adopted a policy to discourage discriminatory qualifications and to encourage salary ranges in job announcements printed in the *SAA Newsletter* and the *Employment Bulletin*;
- endorsed in principle the concept of "entitled" graduate archival programs and commissioned a final proposal for action in October, 1989;
- created an ad hoc committee to develop a legislative agenda for the Society, working in conjunction with NAGARA where possible;
- chose Louisville and Indianapolis as finalists for hosting the 1994 annual meeting, pending site visits and the negotiation of a satisfactory hotel contract;
- created a new standing Committee on Institutional Development and Evaluation;
- approved new guidelines for four standing committees; and
- created a new Recorded Sound Roundtable.

analyzing information about the current state of outreach and the public relations profession, and the planning and implementation of projects that fill most of the current public relations needs of the profession. The success and

feedback from the profession regarding these initial efforts will enable the committee to continue the process of developing a three-year strategic plan for public relations for the Society of American Archivists.

## SAA Notes

### SAA Education Officer Needed

SAA is seeking an experienced and qualified archivist to direct the Society's expanding program of continuing education opportunities, and to perform other duties. For further information, read the advertisement on page 17 in the Professional Opportunities section.

### Out-of-Print Publication

The Planning Manual for Disaster Control in Scottish Libraries and Record Offices is now out of print. The National Library of Scotland has decided not to undertake another reprint, but there is a possibility that a revised edition may be produced in the future. In the meantime, refunds are being issued.

### SAA Representative

Karen Garlick of the National Archives and Records Administration will serve as SAA's representative to the American Institute for Conservation.

### Archives Law Report Available

A limited number of copies of the special edition *Archives Law Report*, which deals with copyright, are available from Scott Petersen, Hill, Van Santen, Steadman & Simpson, Sears Tower, 70th Floor, Chicago, Illinois 60606. The pamphlet was used by Petersen during his session at the Midwest Archives Conference meeting in May.

### Traveling Photographic Exhibit

*Rural Texas Women at Work, 1930-1960* is an exhibit that pays tribute to the industrious, ambitious, and hard-working women of rural Texas. All of the photographs were selected from a large collection assembled and preserved by the Texas Agricultural Extension Service, which transferred the collection to the University Archives of Texas A&M University in 1974. For information about scheduling this exhibit in your area, contact Charles Schultz, University Archives, Sterling C. Evans Library, Texas A&M University, College Station, Texas 77843-5000, (409)845-1815.

## SPOTLIGHT



....SAA preservation officer **Paul Conway** married **Martha O'Hara** on June 10th....the American Library Association Resources and Technical Services Division has selected former SAA staff member **Lisa B. Weber**, assistant director for technical evaluation of the National Historical Publications and Records Commission, Washington, D.C., as the winner of the Esther J. Piercy award. The annual citation is presented to a librarian with no more than ten years' experience in the profession for contributions to the field of technical services....

**Leon C. Miller** of the Special Collections Department, University of Arkansas Libraries, Fayetteville, recently received the Walter L. Brown Award. Miller's paper, "Little Rock's Golden Calf: The Jazz Age Baseball Battle in Pulaski County," which appeared in the spring 1988 issue of the *Pulaski County Historical Review*, was selected by the Arkansas Historical Association as the best article appearing during 1988 in a local or county Arkansas historical journal....

**Frederick Stielow**, a library and information science professor at The Catholic University of America, has been selected to receive the Justin Windsor prize. Stielow's article, "Librarian Warriors and Rapprochement: Archibald MacLeish, Carl Milam and World War II," was chosen by the American Library Association and the Library Roundtable as 1989's best article in library history.... the Walter P.

Reuther Library of Labor and Urban Affairs, Wayne State University, has awarded the Rockefeller Foundation Residencies in Humanities for academic year 1989-1990 to **Brian Gratton**, associate professor of history at Arizona State University, **Nelson Lichtenstein**, associate professor of history at The Catholic University of America, **Margaret Rose**, visiting professor of history at California State University at Bakersfield, and **Warren C. Whatley**, associate professor of economics at the University of Michigan.... **Diane Stalker** has been appointed Barnard College archivist.... **Janyce Nasgowitz** is the new reference archivist at the Billy Graham Center Archives....

**Michael E. Holland**, former assistant director of the Texas State Archives & Library's Local Records Division, has been appointed university archivist of Oregon State University.... **Bruce Harrah-Conforth** has been appointed university archivist and director of the Indiana University Archives....the Midwest Archives Conference President's Award was recently bestowed upon **Joseph Cardinal Bernardin**, Archbishop of the Archdiocese of Chicago; upon the **Minnesota Future Resources Commission**; and jointly upon **The Atchison, Topeka and Santa Fe Railway** and **The Santa Fe Southern Pacific Foundation**. The award recognizes individual and institutional support of the archival profession.... **Arthur F. Sniffin** has been appointed archivist at The Rockefeller University by the Rockefeller Archive Center.... **Linda F. Crismond**, county librarian, Los Angeles County Public Library, has been selected as the new American Library Association executive director....

### New SAA Publications Assistant

If you ordered a publication from SAA during the past couple of years, the chances are good that Al Correa--"Nino" to us in the SAA office--wrapped and sent it to you. Al recently completed his studies as an electrical engineer and left SAA for a full-time position with Motorola. His replacement is Jeff Green.

# Tax Deductibility of Certification Fees

by Donald N. Bersoff  
Jenner & Block

*Editor's Note: At the request of the Interim Board on Certification, a member of the law firm Jenner & Block has prepared this analysis of the tax implications of certification.*

For successful applicants, the cost of obtaining the credential of Certified Archivist will be \$275. Many applicants have asked whether these fees are deductible under the federal income tax laws for 1989. There is no way to predict accurately what the tax laws will provide in the future but, for 1989 at least, we can offer the following information.

Certification is a voluntary process generally not essential for employment nor required by employers (at this time). Thus, the fees associated with obtaining certification are defined as unreimbursed employee business expenses. Such expenses are deductible but with a crucial limitation. Unreimbursed business expenses, like certification fees, are deductible only to the extent that they exceed two percent of the taxpayer's adjusted gross income (AGI).

The IRS allows taxpayers to deduct from their gross income certain expenses, like alimony, IRA payments, and moving expenses. After these permitted expenses are subtracted from gross income, the remainder is called Adjusted Gross Income. This figure will appear on page 1 of Form 1040 (the page printed with a blue background) under "Adjustments to Income." These deductions are called "above-the-line" deductions, referring to the AGI as the line.

Certain other expenses can then be subtracted from AGI. These are the deductions listed on Schedule A of Form 1040. They include such items as state income taxes,

charitable contributions, and a certain percentage of interest paid on loans. These items can be deducted in full from the AGI. Certain miscellaneous itemized deductions, however, including unreimbursed business expenses, are only deductible by individuals to the extent that they cumulatively exceed two percent of AGI.

Thus, the \$275 certification fee may or may not be deductible, depending on how many other miscellaneous deductions the taxpayer has (as defined in the IRS Instruction Booklet that comes with the income tax forms), and what the AGI is. As an example, let us assume that Jean Archivist has a gross salary of \$40,000. Dr. Archivist has "above-the-line" deductions (such as moving expenses and alimony payments) in 1989 of \$10,000. Dr. Archivist's AGI is then \$30,000. Only if Dr. Archivist has an aggregate amount of miscellaneous deductions that can be listed on Schedule A, line 20, Form 1040 (including unreimbursed employee expenses such as the \$275 certification fee to SAA) of over \$600 (two percent of \$30,000) will the amount above \$600 be allowed as a deduction.

In sum, the certification fee is deductible but only if that fee and other miscellaneous deductions rise above two percent of adjusted gross income--and, then, only that portion that exceeds the two percent threshold is deductible.

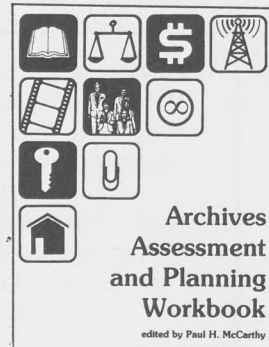
Clearly, one will have to seek the benefits of the intrinsic worth of certification; it is unlikely that most applicants for SAA certification will be able to glean any tax benefits from certification. Only those few with very low AGI and high miscellaneous deductions will be able to deduct the certification fees from the federal (or state) income tax.

## ARCHIVES ASSESSMENT AND PLANNING WORKBOOK

edited by  
Paul H. McCarthy

SAA's newest publication, *Archives Assessment and Planning Workbook*, is designed to help you organize information about your repository, systematically evaluate it, and develop plans to improve your program.

Published by SAA (1989)  
Soft cover, 84pp.  
\$19, SAA members; \$24, nonmembers.  
To order, phone (312)922-0140.



## SAA Description Section to Sponsor Finding Aids Fair

The SAA Description Section is sponsoring a Finding Aids Fair at the Society's annual meeting this fall in St. Louis. The fair's theme is "Describing the Documentation of Natural and Physical Science." Archival repositories may submit finding aids that demonstrate how papers of scientists, scientific organizations, research institutions, and teaching departments in colleges and universities are organized for retrieval.

Please contribute to the success of the fair by submitting registers, inventories, and other items for display. All submissions, regardless of subject content, are welcome.

Bring your finding aids to the SAA annual meeting in St. Louis and drop them off at the Finding Aids Fair exhibit location, or mail them to Penelope Krosch, University of Minnesota Archives, 10 Walter Library, 117 Pleasant Street S.E., Minneapolis, Minnesota 55455, (612)624-0562.

Contributors who want their samples returned should mark them, "To Be Returned," and pick them up before the exhibit area closes at the annual meeting on Saturday, October 28.

# Update on the Intergovernmental Records Project

by Marie Allen

Deputy Director, Intergovernmental Records Project  
Member, Government Records Project Steering Committee

● *Archivists in Minnesota are making disposition decisions about state election records based, in part, on information received from federal archivists about the archival value of the original copies of the records in a federal agency.*

● *Virginia archivists have located previously-unknown regional colonial records in a series described by the National Archives and Records Administration (NARA) in a national database.*

● *NARA has located an index to a New Deal era series, in records described by Wisconsin in this same national database.*

The activities described above are part of the Intergovernmental Records Project (IRP), a project established by the Archivist of the United States to facilitate the sharing of information about those accessioned and scheduled records that have been dispersed among many institutions through historical accident or as a result of the division of responsibilities in a federal system of government.

Established in January 1988, the project has identified seven categories of divided and duplicate records as an initial focus, to develop and test procedures for the identification and comparison of related records. The categories include both accessioned and scheduled records, as follows:

## Accessioned Records

- pre-Federal records
- territorial governments' records
- WPA and related New Deal agencies' records
- non-population census records
- naturalization records

## Scheduled Records

- wetlands (especially those records relating to the implementation of the Clean Water Act)
- federal education grants to the handicapped.

After targeting these categories, the IRP established two parallel and cooperative programs for locating these records:

(1) a cooperative pilot program between NARA and the state archives of Virginia and Wisconsin to enter or update records in these categories in the RLIN (Research Libraries Information Network) database, for a limited period of time. NARA began data entry in January 1989.)

(2) a nationwide survey (planned for later this year) coordinated by the NARA Regional Archives to determine the location of dispersed categories of records in public and private archival repositories. This information will be entered into RLIN or used for supplementing related records descriptions in archival finding aids.

When NARA joined the Research Libraries Group (RLG), it was invited to join other government archival institutions in an expansion of RLG's Seven States Project, now titled the Government Records Project (GRP). Funded by the NHPRC with a starting date of March 1, 1989, the GRP includes thirteen state and two municipal archival institutions in addition to NARA.

The purpose of the GRP is to expand the RLIN database of descriptions of public records and related documentation by more than 30,000 records over a two-year period. In

the process, the GRP plans to review descriptive standards, develop and test standard terms for form-of-material, and test cooperative appraisal techniques using information in the database.

By participating in the GRP, NARA expanded the number of institutions involved in data entry for its test categories, since the GRP adopted the IRP's seven categories of intergovernmental records for data entry. Conversely, having NARA as a member enabled the GRP to expand its intergovernmental coverage to include the national, as well as state and local, public records repositories.

One of NARA's first assignments from the GRP Steering Committee was to produce recommendations for representing intergovernmental linkages in the USMARC-AMC format in RLIN. NARA's proposal recommended the use of common subject terms, form/genre terms, and shared agency history records for the defined categories. After discussion and some revision by the Steering Committee, the GRP adopted the recommendations.

As a result of this planning, those series entered into the RLIN database in the intergovernmental categories will be linked more effectively and retrieved more successfully than previously. Inconsistency in the use of access terms among institutions will be reduced through prior agreement on terms for the intergovernmental test categories.

In the appraisal area, the communication networks established by the projects have already had an impact on records disposition de-

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# News Briefs

## Disaster Preparedness Planning Resource Packet

A resource packet to assist in the preparation of disaster plans for library and archival collections is now available from the Conservation/Preservation Program office at the New York State Library. Included in the packet are a self-help guide for writing a disaster plan, instructions for air drying wet library and archival materials, a copy of *Procedures for Salvage of Water-Damaged Library Materials* and the information sourcebook *Hell and High Water*, a list of state-wide disaster planning and recovery volunteers, and a bibliography on disaster planning.

The packet is available for \$5. Contact Roxane McPeters, The New York State Library, 10-C-47 Cultural Education Center, Albany, New York 12230, (518)474-6971.

## Department of Justice Litigative Case Files

The National Archives and Records Administration has completed a project to determine the appropriate disposition of Department of Justice (DOJ) litigative case files. These files document the activities of DOJ headquarters' components in handling litigation and legal matters involving the federal government.

For a copy of *Appraisal of Department of Justice Litigation Case Files: Final Report*, send a request to the Records Administration Information Center (NIA), National Archives and Records Administration, Washington, D.C. 20408.

## Study on America's Documentary Sources

The National Historical Publications and Records Commission is launching a major study on America's documentary sources. Tentatively entitled "America's Documents--America's History: Teaching, Research, and Documentary Sources," the study seeks to investigate the current direction of historical research; the preservation and availability of the nation's documentary materials;

the extent to which those sources are used, especially in research and in teaching; and other appropriate areas of inquiry relating to historical records.

Phillip Mason of Wayne State University is SAA's representative to the advisory committee for this NHPRC study.

## Milwaukee Library Council Receives NHPRC Grant

The Library Council of Metropolitan Milwaukee has received a \$43,500 grant from the National Historical Publications and Records Commission for its two-year project, "Documenting Metropolitan Milwaukee: A Strategy and a Program."

The grant will aid the Council in identifying Milwaukee-area archivists and archival collections in all types of institutions. Participating archivists will be assisted in the evaluation of their collections and the preparation of collection development policies for their materials. These policies will be used to fill gaps in Milwaukee-area archives as well as to avoid duplication of collection efforts among archivists. Susan Davis will act as project archivist.

## Intergovernmental Records Project

### Continued from page 8

cisions. Election records in Minnesota and environmental records in New York, for example, are being compared with holdings at other levels of government to determine appropriate disposition.

The comparison of series already entered into the RLIN database for

this project has underscored the close relationships between holdings at different institutions. NARA's WPA series relating to Wisconsin include many series closely related to those held by the State Historical Society of Wisconsin, including one Wisconsin series that serves as an index to a very large, numerically arranged, NARA series. The NARA entry in the database now includes a reference to the relationship, and the ID number, of the Wisconsin series.

Several years ago, the archival community identified two forms of cooperation as the most promising of current archival developments: bibliographic networks utilizing the new MARC-AMC formats and federal/ state/local cooperation among public records repositories. The IRP and the GRP reflect both of these new developments, and are working together to identify and test new forms of intergovernmental cooperation.



### ARE YOU LISTED CORRECTLY?

Did you move or change your phone number recently? Let SAA know. Please fill out this card and return it to: Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605.



Name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone Number (      ) \_\_\_\_\_

Employing Institution \_\_\_\_\_

# A Certification Status Report

Edie Hedlin  
Chair, Interim Board for Certification

I am pleased to report that the petitions of over 100 archivists have now been reviewed and approved for certification. This positive response to the certification program assures the creation of the Academy of Certified Archivists (ACA). The ACA's organizing meeting will occur on Thursday evening, October 26, in conjunction with the Society's annual meeting in St. Louis. At this meeting (open to all who are interested), details of the Academy's organization and relationship with SAA will be determined.

I am also pleased to note that the examination development process continues on schedule. Four groups of archivists, representing a variety of institutional affiliations and areas of specialization, met in February and May in order to develop questions for the examination, and a similar group met in late June in order to construct the examination itself.

A candidate handbook that outlines the examination process and gives some sample test questions has also been drafted and will be available upon request from the SAA office after July 15. The first certification examination will be administered on Thursday morning, October 26, also in conjunction with the SAA annual meeting in St. Louis. (It will not be necessary to register for the SAA meeting to take the examination.)

**Please note that applications for taking the examination must be postmarked by September 10 (September 20 with a late fee).** The application will be included with the candidate handbook.

The petition process is available for a limited time only. If you plan to seek certification by petition, keep in mind that September 30, 1989, is the deadline for submission of petitions. When October 1 arrives, the only available method for certification is examination.

Upon creation, the Academy of Certified Archivists faces exciting and significant challenges. We therefore urge experienced archivists with an interest in strong program development within the ACA to contribute their efforts at this crucial stage. The Academy's natural role in defining standards for professional practice, and its inevitable influence on educational programs, will give ACA members a major responsibility in these important areas.

As certification becomes a reality, the possibilities and responsibilities of this program are beginning to emerge. I hope you will accept the challenge and join forces with fellow archivists. However, the clock is ticking for the petition option. Those who are procrastinating--and those who have just decided to seek certification by petition--need to act now. This issue of the *SAA Newsletter* includes the petition as an insert. I urge you to fill out the petition, send it and the accompanying materials to the SAA office, and join us for the organizing meeting of the Academy of Certified Archivists.

# Certified Archivist Petition

Certification by petition is available to qualifying individuals regardless of their membership in The Society of American Archivists (SAA) who apply during the limited start-up period of the certification program. The certification program will be conducted initially by SAA's Interim Board for Certification. The Interim Board eventually will be dissolved and an independent successor body to be known as the Academy of Certified Archivists (ACA) will be created. Individuals who receive the Certified Archivist credential from SAA automatically become ACA Certified Archivists upon creation of that new entity.

To be considered for certification by petition, candidates must complete this application in full and submit it with the required attachments and the non-refundable application fee of \$25.00 to SAA, Suite 504, 600 S. Federal St., Chicago, IL 60605 during the twelve month period from October 1, 1988 to September 30, 1989. The certification fee for those whose petitions are approved will be an additional \$250.00, for a total fee of \$275.00.

Individuals applying for certification by petition must meet one of the following combinations of education and experience at the time of their application: Master's degree including graduate study of archives administration and a minimum of 5 years qualifying professional archival experience, or Master's degree and 6 years qualifying professional archival experience, or Bachelor's degree and 7 years qualifying professional archival experience.

Qualifying education must be documented by a diploma conferred by an accredited institution of higher education and, as appropriate, by transcripts from an institution of higher learning or other evidence demonstrating successful completion of a course in archives administration. A master's degree will be considered to include graduate study of archives administration if a minimum of 9 semester hours or the equivalent credit is in the field of archives administration as described by the 1987 Guidelines for Graduate Education approved by the Society of American Archivists.

Qualifying experience as a professional archivist is defined below and must be documented as required in the petition instrument.

A professional archivist actively exercises responsibility for one or more of the following: the acquisition, preservation, management, reference and control of archival materials. A professional archivist should have a comprehensive understanding of basic archival principles and the ability to apply or implement these principles while performing the above functions in an official capacity. Managing the work of archivists or administering an archival repository will be considered qualifying professional experience if successful performance of the duties of the position requires substantial knowledge of archival principles and practices, including the identification, preservation or use of historical materials.

Positions that include a mixture of archival and other professional duties may be counted as qualifying experience on a prorated basis. For example, an individual whose duties are 50% those of a reference librarian and 50% those of an archivist would be credited with one-half year of qualifying archival experience for each year of employment.

Part-time employment will be credited on a prorated basis as qualifying experience.

Qualifying experience must be at the professional as distinguished from nonprofessional or technical (paraprofessional) level. Distinctions made between professional and nonprofessional positions by employing institutions will be accepted as demonstration of the professional character of the position. In other instances, the petition review committee will examine any materials submitted in support of the petition to determine whether experience reflects continuing responsibility for the use of judgment in the application of archival principles and practice, and thus has been at the professional level. The petitioner has the option of providing additional supporting information concerning performance achievements or professional activities if these help demonstrate the professional character of work performed.

Experience gained in a position from which the candidate has been dismissed for unsatisfactory performance or malfeasance will not be considered for certification.

Each petitioner will receive formal notification of action taken on her/his petition. Unsuccessful petitioners will be informed of the grounds for denial and provided information on how they may appeal.

All information submitted as part of the petition is subject to verification. All materials submitted with the petition become the property of SAA and will not be returned.

Questions concerning the application procedures, the certification process, and the appeals procedures should be addressed to the Executive Director of the SAA.

## Section I. Affidavit

Please complete the following affidavit and attachments. *The application must be typed.*

I hereby request that I be granted certification by The Society of American Archivists (SAA) for the following combination of education and experience, which I affirm that I have achieved (*check one*).

\_\_\_\_\_ Master's degree including graduate study of archives administration with a minimum of 5 years qualifying professional archival experience.

\_\_\_\_\_ Master's degree with 6 years qualifying professional archival experience.

\_\_\_\_\_ Bachelor's degree with 7 years qualifying professional archival experience.

I understand that the failure to provide relevant and accurate information submitted with the petition will be grounds for denying or withdrawing certification. This Petition is governed by Illinois law.

I give permission for SAA's Interim Board for Certification and its subcommittees to consult with present and previous employers and with educational institutions listed herein for the sole purpose of verifying accuracy and completeness of information presented.

I have attached (if applicable) a statement providing complete details of any prior criminal felony conviction or guilty plea, or any prior criminal misdemeanor conviction or guilty plea involving theft, dishonesty, or destruction of property.

I release, hold harmless, and agree to indemnify SAA and ACA, to the fullest extent authorized under the law, from or for any claims, causes of action, losses, costs, damages or expenses of whatever kind, including counsel fees, arising out of or relating in any way to SAA's or ACA's decision making and information gathering processes in connection with this Petition, and SAA's or ACA's ultimate action on this Petition.

I agree to follow guidelines for professional conduct established by SAA and ACA and the 1980 Code of Ethics of the Society of American Archivists to the best of my ability. I understand that failure to follow these ethical standards may result in the withdrawal of certification.

I understand that certification fees consist of the following: a non-refundable application fee of \$25.00 which must be submitted with the petition and a certification fee of \$250.00, for a total fee of \$275.00. Successful petitioners must pay in full before receiving certification. Further, if I am granted initial certification, I understand that it is for a period of eight years.

If my certification should expire or be removed by due action of SAA or ACA, I will be bound by that decision and will no longer use the title Certified Archivist. I affirm that the information provided in this petition and attachments is true and correct.

\_\_\_\_\_  
*Signature* *Date* *Telephone*

\_\_\_\_\_  
*Name* *Address*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section II. Education.

List name and mailing address of institution granting degree and dates of courses, date degree was granted, and major field of study. List names of qualifying graduate courses in archives administration and dates of courses. Attach copies of transcripts or other evidence of degrees and successful completion of courses.

### BACHELOR'S DEGREE:

<i>Name of Institution</i>	<i>Date of Degree</i>	<i>Major Field of Study</i>
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### GRADUATE DEGREES:

<i>Name of Institution</i>	<i>Degree and Date of Degree</i>	<i>Major Field of Study</i>
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<i>Name of Institution</i>	<i>Degree and Date of Degree</i>	<i>Major Field of Study</i>
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### GRADUATE COURSES IN ARCHIVES ADMINISTRATION:

<i>Course Title</i>	<i>Institution</i>	<i>Dates</i>	<i>Credits</i>
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<i>Course Title</i>	<i>Institution</i>	<i>Dates</i>	<i>Credits</i>
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<i>Course Title</i>	<i>Institution</i>	<i>Dates</i>	<i>Credits</i>
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<i>Course Title</i>	<i>Institution</i>	<i>Dates</i>	<i>Credits</i>
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<i>Course Title</i>	<i>Institution</i>	<i>Dates</i>	<i>Credits</i>
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### Section III. Experience

Complete one page, with attachments, for each position contributing to your qualifying archival experience. To demonstrate the professional nature of work experience, petitioners may provide complete bibliographic citations for publications, including finding aids, and references to any reviews in the professional literature. You also may describe here, and attach as appropriate, evidence of achievement on the job such as awards or citations for superior performance, and any significant contributions you have made to the archival profession during the period of this employment.

*Position Title:*

*Employer:*

*Dates Employed:*

*Employer's Address:*

*Immediate  
Supervisor:*

*Employer's Tele. No.:*

1. Full-time position? ☐ Yes ☐ No. If no, how many hours per week?
2. Are all duties archival in character? ☐ Yes ☐ No. If no, what percent of duties are archival in character?
3. Reason for leaving position?
4. Does employer distinguish between professional and non-professional positions? ☐ Yes ☐ No. If yes, is this position categorized as professional?
5. Does this position have an approved position description?  
☐ Yes ☐ No. If no, proceed to item 6, below. If yes, attach copy of an approved position description and provide the following information:  
  
Does the description accurately describe duties of the position? ☐ Yes ☐ No. If no, describe on a separate sheet of paper the actual duties of the position.
6. If an approved description for this position is not available, describe the duties on a separate sheet of paper. Include principal responsibilities, special projects, nature of tasks performed, level of judgment required, and supervisory controls. For present position, attach supervisor's affidavit that the description is correct.

# Understanding SAA's Principles of Institutional Evaluation

by Bill Joyce

**Editor's Note:** In the May 1989 issue of the SAA Newsletter, we began a series of articles describing and explicating SAA's ten principles of institutional evaluation. Former SAA President Bill Joyce continues the series in this issue with the second principle, which deals with governing authority and administration.

Readers are referred to pages 10-11 in the May issue for Joyce's description of the background to these principles, and to his essay on the first of those principles.

## II. Governing Authority and Administration

The governing authority of the archives should adopt statements of basic policy and establish areas of administrative authority. There should be a clear understanding of the differences between governance and administration. Staff should be involved in both the planning and evaluation of specific objectives and priorities established to carry out the statement of purpose. If the archives is part of a larger institution, the administrator of the archives should be involved in the planning and evaluation processes of that institution as they affect the archives.

**Explication:** This principle of evaluation addresses the sensitive intersection where institutional placement of archives, the development of policy and its implementation, and the planning function within the broad framework of the first two is undertaken. Again, owing to the broad diversity of institutional settings in which archives are found, the Task Force on Institutional Evaluation found it extremely difficult to develop

guidelines or principles of evaluation that can both aid the archival administrator in identifying an appropriate configuration for implementing policy and still provide accountability to those with formal responsibility for governance.

Perhaps the most compelling requirement for clarifying the relationship between governance and administration is to develop clearly the reporting relationship between the archival administrator and the person to whom s/he reports. Is the role of the governing authority clearly understood in relation to that of the archival administrator? Does the archival administrator have adequately specific authority to manage the archives?

In managing the archives, the administrator needs to have autonomy to direct the staff, and report on behalf of *all* staff to the governing authority (whether that be an individual or an independent group such as a Board of Trustees). Very often, an effective reporting tool is an annual report that can explicate not only the chief purposes and mission of the archives, but also the programs that have been developed to meet the purposes of the institution. Other devices--found and informed briefings and orientations, for instance--can also be employed to strengthen the communication between the administrator and others within the institution, and the governing authority of the archives.

Planning is an essential element, of course, in developing specific activities within programs that can best meet the purposes of the archives, and the administrator needs to involve the staff in doing so. And to the extent that planning, whether formally undertaken or otherwise, develops program priorities, it is

also a significant tool in creating performance priorities for staff. Ideally, the archives administrator can thus develop program priorities that can lead directly to the establishment of performance goals for individuals that will enable staff to link directly their job activities to the overall purposes of the archives. This can assist the archival administrator to nurture and sustain staff morale in terms of the mission of the archives. The annual report can also document activities that indicate how well the institution is meeting its purposes.

It is also important that the archival administrator participate in the planning for the larger institutional context in which the archives is located. Although it is difficult to prescribe the nature of that activity for the broad diversity of archival repositories, nonetheless the governing authority responsible for the archives needs to indicate the nature of the participation of the archival administrator in planning and managing the priorities of the parent institution, or at least of the immediate governing authority of the archives. Without this participation, the task force recognized that it is very difficult for the archival administrator to organize the resources of the archives so that they are complementing the purposes of the larger institutional context.

Finally, it is important that the archives administrator and his/her staff have the opportunity to assess the overall mission and specific program priorities that they have identified to meet that mission. Very often, the daily business of management defers such assessment, and it is important that such not develop into a continuing deficiency. The task force recognized that vigilant effort must be made to insure that the archives administrator and staff maintain a dialogue about the appropriate priorities of the repository and that the governing authority actively supports that effort.

# Automation Notes

by Marion Matters

## SAA to Discontinue MARC Manuals, but Alternatives Available

No, you did not miss the 1988 update to "the Sahli manual"; there wasn't one. There will not be another and this is why.

In 1988 the Library of Congress published a new edition of the MARC format documentation under the title *USMARC Format for Bibliographic Data: Including Guidelines for Content Designation*. It is large (three looseleaf binders), but it is much more attractive and usable than previous editions. Besides any major changes resulting from MARBI activity, it also contains many, many editorial revisions intended to "clean up" and standardize the text.

I have done a thorough comparison of the Sahli manual with the new USMARC documentation, and I was surprised to find a dearth of unique information in the manual. In some cases, the additional information could (and should) be sought in *Archives, Personal Papers, and Manuscripts* (e.g., guidelines for choosing main entries, formulating titles, etc.).

Incidentally, since USMARC is in looseleaf format, it would be quite easy to extract the pages for archives-specific fields, thereby recreating the field guide portion of the Sahli manual.

For all of these reasons, I recommended to the Committee on Archival Information Exchange (CAIE) [--and the committee has concurred--] that SAA discontinue publication of the field guide portion of the Sahli manual; the introduction, and possibly the data elements dictionary (which was in an appendix), may be revised and published as inexpensive leaflets.

Also, CAIE regards that the companion volume, *MARC for*

*Archives and Manuscripts: A Compendium of Practice*, is now so out of date that it will be misleading to users. It, too, will be discontinued. In its place, SAA soon will publish a manual of MARC-tagged examples as a companion to the new version of *Archives, Personal Papers, and Manuscripts*.

Where does that leave you, the MARC AMC user--or potential user? If you don't have the full USMARC documentation, you should get it, including its recent Update No. 1. If you do have the 1988 *USMARC Format for Bibliographic Data*, you also will want to get Update No. 1. It contains additions and changes to the format resulting from proposals considered by MARBI in 1988 (including the new field 654 for faceted subject headings), as well as a third binder (which could also hold the USMARC Code Lists, available separately).

Again, the title is *USMARC Format for Bibliographic Data: Including Guidelines for Content Designation*, and Update No. 1. Order from the Library of Congress, Cataloging Distribution Service, Washington, D.C. 20541, (202)707-6100. The update alone is available for \$25, the set (1988 edition and update) for \$100.

Ask for the CDS catalog, too, and look at the whole section of USMARC documentation. An active cataloger will need the USMARC code lists; the Concise Formats might also be useful.

## Publisher's Clearinghouse

As a service to archivists who would like to have access to these once-standard but now obsolescent reference materials, the discontinued Sahli and Evans/Weber MARC manuals will be available from SAA at a reduced price until current supplies run out. The price for each volume will be \$5 for SAA members; \$7 for nonmembers. These copies will be shipped with the warning that their use could be "hazardous to your cataloging."

**Using LCSH? Then you need SCM**  
It is easier to discover the Library

of Congress's "secret rules" for forming subject headings if you have a copy of the *Subject Cataloging Manual: Subject Headings*.

Not all valid headings actually appear in Library of Congress Subject Headings. Many must be constructed by combining main headings with subdivisions chosen from various appropriate lists--lists that appear only in the *Subject Cataloging Manual*. The manual also contains rules for formulating headings for events and geographic features (lakes, rivers, etc.) that may be required for locally cataloged archival materials.

Participants in SAA's workshop on Library Standards for Archival Description often find that their introduction to the *Subject Cataloging Manual* makes LCSH seem much more useful, understandable, and flexible.

You can subscribe to the *Subject Cataloging Manual* (two volume looseleaf edition) for \$65 from: Library of Congress, Cataloging Distribution Service, Washington, D.C. 20541, (202)707-6100.

## Descriptive Standards Working Group Meets, Drafts Recommendations

The Working Group on Standards for Archival Description had its second meeting June 2-3 in College Park, Maryland. This is the project funded by NHPRC and sponsored by Harvard College; Lawrence Dowler is project director.

The group drafted recommendations based on findings presented in several very informative papers prepared by working group members, on responses to the reports circulated after the first meeting, and on the group's discussions during this second meeting. The project coordinator, Vicki Walch, now has the challenging job of writing the final report, incorporating the recommendations and the rationale.

Unfortunately the SAA *Newsletter* deadline followed

Continued on page 13

the meeting too closely to allow me to make a fuller report here, but you may be interested in the titles of the group's discussion papers, which will be published with the final report:

Jean Dryden, "Dancing the Continental: Archival Descriptive Standards in Canada."

Tom Hickerson, "Standards for Archival Information Management Systems."

Marion Matters, "Reconciling Sibling Rivalry in the AACR2 'Family': The Potential for Agreement on Rules for Archival Description of All Types of Materials."

Harriet Ostroff, "Subject Access to Archival and Manuscript Material."

Kathleen Roe, "From Archival Gothic to MARC Modern: Are We Building the Same Descriptive Edifices?"

Richard Szary, "Background Paper on External Data Structure Guidelines."

Sharon Thibodeau, "External Technical Data Content Standards: Prospects for Adoption by the Archival Community."

Vicki Walch, "I Just Want to Do the Right Thing, or, Helping Archivists Identify the Standards that They Need to Do Their Jobs" and "The Role of Standards in the Archival Management of Electronic Records."

Lisa Weber, "The 'Other' USMARC Formats for Authorities and Holdings: Do We Care to be Partners in This Dance, Too?"

Lisa Weber, David Bearman, and Richard Szary also wrote other papers for the first meeting.

### **Draft Standard Command Language for Online Bibliographic Systems**

How many times have users wished that they could transfer what they knew about operating one online system to another?

The National Information Standards Organization (NISO) has announced that a revised draft of the proposed standard for a common command language for bibliographic

services is now being reviewed and voted upon by its voting members.

The common command language standard specifies the vocabulary, syntax, and operational meaning of commands in a command language for use with online interactive information retrieval systems. It is intended to guide designers of information retrieval systems, including online library catalogs and "gateway" or "front-end" database access and search facilities.

Anyone interested in online system design should follow the development of this standard. The current draft is available for \$25. Contact Pat Harris, NISO, P.O. Box 1056, Bethesda, Maryland 20817; (301)975-2814.

### **WORKSHOPS, WORKSHOPS! Last Chances for 1989!**

#### **Understanding the MARC Format for Archival and Manuscripts Control**

Fee: \$225

Enrollment limited to 25

Instructors: Kathleen Roe, New York State Archives and Records Administration; Michael Fox, Minnesota Historical Society; Lofton Wilson, Harvard University.

A two-day workshop designed to provide participants with an understanding of the structure and use of the MARC format for archives and manuscripts control. It will also introduce description conventions used in conjunction with the format. The workshop does not teach computer skills, but an understanding of automated capabilities is desirable.

The remaining 1989 workshop locations are:

Springfield, Massachusetts: August 3-4. Cosponsored by the New England Archivists. The workshop will be held at the Connecticut Valley Historical Museum; overnight accommodations at the Sheraton Tara Hotel.

Annapolis, Maryland: September 18-19; hosted by the Maryland State Archives. Come early and make it a long weekend; Annapolis is an interesting and historic town.

## **Automation Notes**

### **Library Standards for Archival Description**

Fee: \$225

Enrollment limited to 25

Instructors: Marion Matters; Richard Smiraglia, Columbia University; Edward Swanson, Minnesota Historical Society.

This two-day workshop introduces archivists to the use of *Anglo-American Cataloging Rules*, 2nd ed. (AACR 2), for personal, corporate, and geographic names; and Library of Congress Subject Headings (LCSH) for subject access. These are cataloging tools developed in the library community but whose use is required for archivists participating in bibliographic networks (like RLIN or OCLC) and local online public access catalogs. The development of this workshop is funded by a grant from the National Endowment for the Humanities.

The remaining 1989 workshop locations are:

San Jose, California: August 14-15.

This workshop will be held at the San Jose State University Division of Library Science. Overnight accommodations at the nearby Fairmont Hotel. Come early and explore the Bay Area.

St. Louis, October 23-24: SAA Annual Meeting preconference workshop.

To register for any of these workshops, contact Joyce Gianatasio at SAA, (312)922-9140; or Marion Matters at (612)698-6949.

Note to institutions and regional archival organizations: SAA would be delighted to work with you to present either of these workshops in your area in 1990. Contact Marion Matters at (612)698-6949.

# "The Silence of Classified Archives"

Edwin C. Bridges

Almost every issue of the *Moscow News* [a weekly newspaper of the Union of Soviet Societies for Friendship and Cultural Relations with Foreign Countries and Novosti Press Agency] has articles about the need to open Soviet archives in order to understand what has really happened there in the past seventy years. The letter on page 13 of the May 7-14 issue--reprinted here--is an especially direct statement of this concern. There is no argument anywhere for the value of archives that can surpass the experience of watching the Soviets struggle to come to terms with their concealed past.

Isn't it high time we embarked on this issue in earnest? It is a serious question, because, if the names of informers and executioners of all ranks will inevitably become publicly known; but they and their successors do not want to "immortalize" themselves this way in the eyes of future generations. After all, being exposed to public scorn is horrible punishment.

Archives should be declassified for the sake of the living, the dead and future generations.

Boris ILIZAROV,  
D. Sc. (History)

We should make a decision to remove all restrictions on access to archives from the Stalinist era even before the adoption of a series of laws guaranteeing glasnost and settling this issue (which was mentioned in a 19th Party Conference Resolution). Would it be logical to rehabilitate precisely that layer of people's social memory which has been germetically sealed in the archival depositories, in accordance with the CPSU Central Committee's decision on rehabilitation of Stalin's victims?

What do the special depositories, particularly those with the documents of the former organs of repression, contain today? Few people know and the situation has given rise to various rumours. It was said that, in the late 1960s-early 1970s, the relevant authorities decided to destroy court-trial files of Stalin's era, frightened by the disclosures made at the 20th and the 22nd CPSU Congresses. People say that hundreds and even thousands of files now contain nothing. Recently, I was told about the alleged destruction of all archival material pertaining to Keregenda's labour camps. Is this true? I don't know.

At the conclusion of the negotiations, in a ceremony attended by U.S. Ambassador Jack Matlock and Soviet Deputy Foreign Minister Valentin Nikiforov, Don Wilson returned to the Soviet government the first of about 400 boxes of original records of Imperial Russian Consulates in North America which had been in U.S. government custody for 56 years. The United States side of the Commission, chaired by Dr. Wilson, includes Bruce W. Dearstyne, representing NAGARA; James B. Rhoads, representing SAA; Patricia Kennedy Grimsted, representing the American Association for the Advancement of Slavic Studies; and Wesley A. Fisher of the International Research and Exchanges Board (IREX), secretary to the American side. Robert Brookhart, special assistant to the archivist of the United States for international affairs, accompanied the American delegation. Members of the delegation visited several archival institutions in Moscow and spent two days in Kiev, familiarizing themselves with the archival situation in the Ukraine.

## US-USSR Archival Commission Meets in Moscow

by Bert Rhoads

The Commission on Archival Cooperation of the American Council of Learned Societies and the Main Archival Administration of the USSR Council of Ministers met in Moscow on April 11-18. The purpose of the meeting was to review progress under its previous two-year agreement, and to negotiate a new one for the period 1989-90.

The Commission concluded that satisfactory progress had been made during the past two years. The American side noted with particular approval steps taken by the Soviet archival authorities to improve accessibility and working conditions for American researchers in the archival repositories of the USSR.

The new agreement, formally signed by Don W. Wilson, Archivist of the United States, and Fyodor M. Vaganov, Director of the Main Archival Administration of the USSR, continues a number of exchanges and joint endeavors. These include exchanges of specialties for familiarization visits; exchanges of lecturers to offer short courses on archival theory and practice (a Soviet lecturer is scheduled to visit the United States later this year); a joint symposium, on archival description programs, to be held in Moscow in 1990; exchanges of publications and copies of archival documents; and continuing work on a joint documentary publication, *The United States and Russia: The Development of Relations, 1815-1865*. New elements include cooperation in planning for genealogical searches in Soviet archives, and an agreement to assist in the return of alienated archival materials to their appropriate national custody.

A highlight of the meeting concerned this latter point. At the conclusion of the negotiations, in a ceremony attended by U.S. Ambassador Jack Matlock and Soviet Deputy Foreign Minister Valentin Nikiforov, Don Wilson returned to the Soviet government the first of about 400 boxes of original records of Imperial Russian Consulates in North America which had been in U.S. government custody for 56 years. The United States side of the Commission, chaired by Dr. Wilson, includes Bruce W. Dearstyne, representing NAGARA; James B. Rhoads, representing SAA; Patricia Kennedy Grimsted, representing the American Association for the Advancement of Slavic Studies; and Wesley A. Fisher of the International Research and Exchanges Board (IREX), secretary to the American side. Robert Brookhart, special assistant to the archivist of the United States for international affairs, accompanied the American delegation. Members of the delegation visited several archival institutions in Moscow and spent two days in Kiev, familiarizing themselves with the archival situation in the Ukraine.

## Wanted

**1871 PAMPHLET ABOUT SAN DIEGO**  
*The City and Bay of San Diego, California: The Terminus of the Southern Pacific Railroad—Notes by the Hon. J. Ross Brown* was an 1871 pamphlet of 20 pages written and published in London, England, by the then well-known American adventurer and writer. Archivists who may know the whereabouts of this pamphlet should contact Marco Thorne, 4325 West Overlook Drive, San Diego, California 92115.

### CULBERTSON PAPERS

In conjunction with an historic report on the Culbertson Mansion State Historic Site in New Albany, Indiana, there is a search for the papers of William Stuart Culbertson, 1814-1892. Of particular interest are the letters written between 1867 and 1869, the years of the house's construction. Interior photographs of the mansion are of interest as well. Contact Mary Ellen Gadski, 4431 N. Illinois Street, Indianapolis, Indiana 46208 (317)283-5668.

## Awards Available

**OBERLIN COLLEGE ARCHIVES GRANTS**  
 The Oberlin College Archives will award three grants of up to \$1,000 to cover travel and expenses related to research of scholars and independent researchers using the archives and special collections holdings. Funded through the Oberlin Historical and Improvement Organization of Oberlin, Ohio, the Frederick B. Artz Summer Research Grants Program is in its first year. The archives' holdings include the records of the institution as well as those of individuals, families, and organizations affiliated with Oberlin College or the town of Oberlin.

For application materials, write to Roland M. Baumann, Director, Department of Archives, Oberlin College, 420 Mudd Center, Oberlin, Ohio 44074. Applications are due January 15, 1990.

**RICHARD L. HAAS MEMORIAL AWARD**  
 The Richard L. Haas Memorial Award, sponsored jointly by the Boston chapter of ARMA and the New England Archivists, is given annually in support of projects that foster a better understanding of the interrelationship between the records management and archival disciplines. Applicants must be residing or working in New England at the time of application and must be either a student, teacher in a records management or archival program, a practitioner in the field of records management or archives, or have demonstrated interest in a related field. One award of \$500 is given annually. Any publication resulting from the Haas Award

### MATERIALS FOR JEWISH ARCHIVES

The Orthodox Jewish Archives is conducting a worldwide search to rebuild and expand its holdings, much of which were destroyed in a fire last year. Items requested include: documentation of Orthodox Jewish rescue work during the Holocaust; photos of life in the shtetl, the yeshiva and Chassidic centers of Europe prior to the Holocaust; documents and memorabilia depicting Orthodox life in the U.S. from colonial times to the present; photos of Gedolei Yisroel; Orthodox journals and periodicals; documents and photos pertaining to Yishuv in Eretz Yisroel, the Agudath Israel history, all Knesses Gedolos, and the American Agudah movement since 1922.

If you have any of the above items or know where they can be obtained, contact the Orthodox Jewish Archives, Agudath Israel of America, 84 William Street New York, New York 10038, (212)797-9000.

### BOOK MANUSCRIPTS ON ARKANSAS HISTORY

The Arkansas Historical Association announces a competition for booklength manuscripts on Arkansas history. The Association will underwrite publication of a finished manuscript to the amount of \$5,000 and is particularly interested in topics in social history, education, economic development, leadership (including biography), historical problems associated with contemporary issues, and other unstudied aspects of Arkansas.

All submissions must be accompanied by a detachable cover sheet that includes the title of the manuscript, the author's name, complete address, and telephone number. Submissions must be postmarked by September 1, 1989, and mailed to Denyse Killgore, Special Publications Committee, Arkansas Historical Association, Department of History, Suite 12, Ozark Hall, University of Arkansas, Fayetteville, Arkansas 72707.

must acknowledge that support.

For more information, contact Harley P. Holden, Harvard University Archives, Pusey Library, Cambridge, Massachusetts 02138, (617)495-2461. Application deadline is October 1, 1989.

### FULBRIGHT PROFESSIONAL LIBRARIAN AWARD

The Fulbright Commission in London has announced the availability of an award for a practicing librarian to pursue professional work in the United Kingdom at a degree-awarding institution or major research library. The competitive award is being made available under the Fulbright Scholar Program to provide an opportunity for librarians to broaden their professional perspective and enhance cross-cultural skills and insights. The purpose of the award is to promote the exchange of ideas between library staff in the United States and the United Kingdom, and to enable participants to acquire knowledge and experience of library work in a different setting.

For more information and a list of libraries approved for affiliation, contact Steven Blodgett or Michael Doyle, Council for International Exchange of Scholars, 3400 International Drive, N.W., Suite M-500, Washington, D.C. 20008-3097, (202)686-6239. Deadline for applications is September 15, 1989.

### A CALL FOR PAPERS

The Indiana University Archives of Traditional Music will be hosting a symposium, "A Century of Field Recording," March 22-24, 1990, on the university campus in Bloomington. Topics range from historical interpretations of traditional culture as embodied in sound recording collections to directions for future research and use of sound-recorded data.

A limited number of papers will be accepted. Abstracts of 300 words must be sent by September 15, 1989. For more information, contact A Century of Field Recording, Archives of Traditional Music, 117 Morrison Hall, Indiana University, Bloomington, Indiana 47405, (812)855-8632.

### ARCHITECTURAL RECORDS OF INTERNATIONAL EXPOSITIONS

The International Council on Archives Working Group on Architectural Records is gathering information for a possible international directory of architectural records of international fairs and expositions, including files, drawings, blueprints, and photographs of structures and pavilions at fairs as well as records of exposition plans and designs. Architectural records of international expositions in the United States and in other nations are of interest.

If you have information about the location of such records, please contact Maygene Daniels, Gallery Archives, National Gallery of Art, Washington, D.C. 20565, (202)842-6175.

### SESSIONS AND PAPER PROPOSALS

The History Department at the University of Nebraska at Omaha solicits session and paper proposals in any field of history for the Missouri Valley History Conference, March 8-10, 1990. Proposals, including an abstract and vitae, should be submitted by November 1, 1989, to Jerome Simmons, Program Coordinator, MVHC, Department of History, University of Nebraska at Omaha, Omaha, Nebraska 68182, (402)554-2593. Those interested in serving as commentators or moderators are invited to write the program coordinator.

### LC PRESERVATION INTERNSHIP

Under a grant from the Andrew W. Mellon Foundation, the Library of Congress (LC) Preservation Office is supporting a one-year internship in preservation administration beginning August 21, 1989. The internship involves an in-depth orientation to LC preservation activities, participation in daily operations and planning of preservation office activities, and the conducting of special projects designed to match the intern's particular interests with current preservation priorities in the LC. Applicants should have a masters degree in library science and should have completed a year of advanced study leading to a certificate in preservation. The administrative intern will be appointed at the GT-9 level with an annual salary of \$23,846.

Applicants should submit a completed Standard Form 171 (OPM), copies of transcripts documenting appropriate educational achievements, and a letter describing preservation experience and interests to: Laura Christian, Recruitment and Placement Specialist, Library of Congress, Washington, D.C. 20540, (202)707-5627.

# Professional Opportunities

## ARCHIVIST

*Yeshiva University*

**RESPONSIBILITIES:** Planning and implementing ongoing archival program; developing and organizing a university records management program; processing and preserving archival materials of historical value for the study of Judaism and Jewish history, supervising staff, providing reference services, preparing grant proposals. Reports to the Dean of Libraries. **QUALIFICATIONS:** Advanced degree in library science, history, Jewish Studies or related field required. Formal training in archives and/or records management preferred. Three years of relevant responsible experience and familiarity with microcomputer applications. Competitive salary commensurate with experience. Outstanding benefits package includes health and pension plan, as well as four weeks vacation. Send resume and letters of reference to Pearl Berger, Dean of Libraries, 500 W. 185th Street, New York, NY 10033. Applications accepted until position is filled. Application review begins July 1.

## CURATOR OF SPECIAL COLLECTIONS

*University of Oregon  
Library*

**RESPONSIBILITIES:** Reports to the University Librarian. Administers Special Collections Department, consisting of manuscripts, historical photographs, Oregon materials, rare books, and other unique material. Supervises two professional and two classified staff. Cooperates closely with the Rare Books/Special Collections Librarian and the Manuscripts Curator in seeking and acquiring special collections. Oversees department's access and reference activities. May teach credit courses through the Library Instruction Program or serve as a guest lecturer in other academic departments. **QUALIFICATIONS:** Requirements include MLS from ALA-accredited library school, or graduate degree in appropriate subject area, preferably with course work in rare books and manuscripts; minimum five years experience in special collections in an academic or research library; excellent oral and written communication skills; demonstrated administrative ability and leadership qualities; supervisory experience; positive public relations experience; and ability to work successfully with Library and University faculty and staff. Record of achievement in national professional organizations and reading knowledge of one or more foreign languages preferred. Salary is \$40,000 minimum for twelve-month appointment at the rank of associate professor or higher (renewable, fixed-term appointment). Excellent fringe benefits. Applications must be received by 5:00 p.m. July 31, 1989. Send cover letter, resume, and names, addresses, and telephone numbers of four references to Ms. Laine Stambaugh, Personnel Librarian, Knight Library, University of Oregon, Eugene, Oregon 97403-1299. Phone (503) 686-3056 or Fax (503) 686-3094.

## DIRECTOR

*American Association for State and Local History*

The American Association for State and Local History seeks a director with management, development, and communication skills to lead this membership organization headquartered in Nashville, Tennessee. Salary negotiable. Deadline: October 15, 1989. Request application from Pamela J. Bennett, Chair, AASLH Search Committee, Indiana Historical Bureau, 140 North Senate Avenue, Indianapolis, IN 46204-2296.

## ARCHIVES AND RECORDS MANAGEMENT ADMINISTRATOR

*Delaware Bureau of Archives and Records Management*

**RESPONSIBILITIES:** Monitors, evaluates and analyzes programs, projects and operations through on-site reviews, staff activity, project reports, meetings, and investigating problems. Plans, assigns, reviews and evaluates the work of subordinate personnel; provides professional and vocational training opportunities; interviews job applicants and recommends hiring; commends and disciplines staff. Develops, prepares, administers, and controls the bureau budget including grant funds and memoranda budget appropriations for agency contracts. Plans and directs bureau operations by recommending and implementing new/revised policies, goals, objectives, projects, systems, programs, and legislation, providing guidance and direction to staff; approves/disapproves records retention schedules, agency requests for micrographic equipment, supplies, and services. Coordinates the planning and administration of large scale archival and records management programs and projects with other bureaus and state agencies. Writes narrative reports. Performs related work as required. **QUALIFICATIONS:** Experience with management relations and supervisory techniques including operational and logistical planning and support functions. Knowledge of applicable state and federal laws, rules, regulations, guidelines, policies, and procedures for archives, records management and micrographics programs. Ability to develop and prepare budgets. Knowledge of the administration and preparation of federal grants. Ability to communicate effectively both orally and in writing. Full time, permanent position. Starting salary range: \$26,000-\$34,927. Benefits include 15 vacation days, 12 paid holidays, sick leave with pay and liberal pension, health and life insurance plans. Application deadline is August 31, 1989. State of Delaware employment applications may be obtained by writing the State Personnel Office, PO Box 1401 Townsend Building, Dover DE 19903. Return completed state of Delaware employment application to Office of the Secretary of State, PO Box 1401, Townsend Building, Dover, DE 19903, Attention: Gail Lanouette.

As a service to its members, the Society of American Archivists publishes announcements about professional opportunities for archivists. SAA reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

The following advertising rate schedule entitles an employer to post one job in one issue of the *SAA Newsletter* and one issue of the *Employment Bulletin*:

under 125 words....\$25

125-199 words.....\$50

200-299 words.....\$75

over 300 words.....\$100

(Numbers, abbreviations, etc. each count as one word.) Institutional members of SAA may subtract \$25 from the above rates. Job announcements will not be printed unless accompanied by a check or purchase order for the applicable amount. SAA will edit announcements that do not conform to the style illustrated by the postings in this issue.

The *SAA Newsletter* is published in January, March, May, July, September, and November. The newsletter is sent to all members of the Society of American Archivists.

The *SAA Employment Bulletin* is available to individual members of the Society at a cost of \$12 per year only at the time of renewal of membership. Individual issues may be purchased for \$3.00. The *Employment Bulletin* is published in February, April, June, August, October, and December.

Deadlines for the *SAA Newsletter* and the *Employment Bulletin* are the 5th of the month preceding publication. An announcement regarding a position may be printed first either in the *SAA Newsletter* or the *Employment Bulletin*, depending on when the announcement is received.

For information about SAA's employment services, including advertisements, contact Joyce Gianatasio at the SAA office.

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

# Professional Opportunities • Professional Opportunities • Professional

**ATTENTION:** A new rate schedule will be in effect September 1, 1989.

## HEAD OF TECHNICAL SERVICES

*Yale University Library  
Manuscripts and Archives*

Minimum rank of Librarian II or III.

**RESPONSIBILITIES:** Manages the functions of the technical services unit.

**QUALIFICATIONS:** MA in American history or related field. MLS from an ALA-accredited library school preferred. Formal archival training or education. Two years of professional archival experience, including supervisory responsibilities and the processing of manuscript collections. Excellent oral and written communication skills. Strong management, organizational, and analytical skills. Demonstrated ability to work effectively with colleagues, administrators, staff, patrons, and donors. Demonstrated ability and commitment to work effectively in a group setting. Broad familiarity with automated bibliographic and information management systems. Knowledge of standards for archival/bibliographic description (SAA, LC, AACR2). Experience with a system employing the US MARC AMC format. Salary and rank dependent upon experience, from a minimum of \$27,300 at Librarian II or \$31,500 at Librarian III. Application deadline is August 31, 1989. Applications accepted until position is filled. Submit letter of application, resume and the names of three references to Diane Y. Turner, Acting Head, Library Personnel Services, Box 1603A Yale Station, New Haven, CT 06520.

## EDUCATION OFFICER AND SENIOR ARCHIVIST

*Society of American Archivists*

SAA is seeking an experienced and qualified archivist to direct the Society's expanding program of continuing education opportunities, and to perform other duties. The Education Officer is responsible for scheduling and promoting SAA's existing short courses and workshops; for designing and developing additional educational offerings; for evaluating, supporting, and improving all of these educational services; and for supervising SAA's special initiatives in preservation, automation, and related areas. The Education Officer works with instructors, regional archival associations, the Committee on Education and Professional Development, and others to ensure that the Society's educational program is professionally and financially successful. The Education Officer also assists the Program Committee in developing the annual meeting program, directs the Society's employment services, takes on special assignments, provides staff support for certain SAA groups, and assists in the overall operation of the SAA office. This is a full-time, permanent position in the Society's Chicago office. Salary is expected to be in the mid-30s. Available November 1, 1989. Send applications and nominations to Donn C. Neal, Society of American Archivists, 600 S. Federal St., Suite 504, Chicago, IL 60605 before September 15, 1989.

## CHIEF OF MANUSCRIPTS DIVISION

*The Historic New Orleans Collection  
Research Library*

The Historic New Orleans Collection offers an opportunity to build a major regional research center. The Collection is a privately funded research center and museum, with a sizeable acquisitions fund and a commitment to enlarging its collections. The holdings reflect aspects of the history and culture of the Gulf South, Louisiana, and New Orleans. **RESPONSIBILITIES:** Coordination of acquisitions policy and development of collections; direction of departmental operations; implementation of general administrative guidelines in department policies; cooperation with other department heads on joint projects; and representation of the Collection in the community.

**QUALIFICATIONS:** advanced degree in southern history, knowledge of archival and library procedures, at least five years administrative experience. Excellent benefits and working environment, with offices in restored historic French Quarter buildings. Position open until filled. Send a letter of interest, resume, and names, addresses, and telephone numbers of at least five references to Personnel Department, 533 Royal Street, New Orleans, LA 70130.

## ASSISTANT UNIVERSITY LIBRARIAN FOR PRESERVATION

*Harvard University Library*

Malloy-Rabinowitz Preservation Librarian in the

Harvard University Library. **RESPONSIBILITIES:** As a senior officer (equivalent to an Assistant University Librarian) reporting to the Director of the Harvard University Library, provides University-wide leadership in the development and expansion of preservation activities and coordinates extensive University-wide preservation efforts. The Preservation Librarian represents the Harvard University Library at relevant conferences and meetings, and is expected to participate actively in the preservation field with preservation agencies, organizations, national programs, and other research libraries. May supervise the development and management of a processing center. Works closely with the Assistant Director for External Affairs to prepare proposals to federal and private agencies to develop resources in support of preservation programs. **QUALIFICATIONS:** Significant professional library experience in preservation, including an intimate knowledge of technological and administrative solutions to preservation problems, familiarity with conservation issues, physical treatment of library materials, and current directions in the preservation and conservation fields; demonstrated organizational ability with strong interpersonal skills; capacity to work within a complex organizational structure to direct large-scale preservation projects involving many independent library units. Experience with grant proposals and knowledge of collection development issues highly desirable. Salary commensurate with qualifications beginning at \$45,000. Apply immediately; position available July 1. Send resume to Malcolm C. Hamilton, University Personnel Librarian, Harvard University Library, Wadsworth House, Cambridge, MA 02138.

## ARCHIVIST

*College of Notre Dame of Maryland*

**RESPONSIBILITIES:** Refine organization and computerize the holdings of an archives with materials dating from the 1840s with emphasis from 1895. Provide archival assistance to administration, faculty, and staff.

**QUALIFICATIONS:** Masters degree in the humanities or library science; course work in archives administration; knowledge of archival theory, practice, and procedures. Experience in operation of an archives and familiarity with library and archives automation preferred. Salary is \$22,000 a year plus benefits. Send resume to Sister Eileen O'Dea, SSND, 4701 N. Charles Street, Baltimore, MD 21210.

## Three Positions:

*Ohio Historical Society  
State Archives*

## CHIEF - ARCHIVES AND LIBRARY

The Ohio Historical Society is re-opening its search for an experienced professional manager to guide its Archives-Library. A private, not-for-profit organization with a close working relationship with the State of Ohio, the Society serves as the state archives and coordinates a regional network of local government records centers. The library is an excellent research facility with strong manuscript, cartographic, audio-visual, rare book, and newspaper collections illuminating Ohio, the area of the Old Northwest, and American history generally. Conservation and microfilming operations are also present. **QUALIFICATIONS:** Applicants must possess strong academic credentials (a relevant Ph.D. is preferred), demonstrable experience in archival and library positions, and managerial skills and interests. To obtain a position description and salary guidelines, contact the Personnel Office; Ohio Historical Society; 1982 Velma Avenue; Columbus, Ohio 43211. Inquiries should be received by August 1, 1989.

## ARCHIVIST I

**RESPONSIBILITIES:** Inventory, appraise, arrange and describe state government records. **QUALIFICATIONS:** Advanced degree in American history, library science, or related field. Salary: \$16,681-\$24,149. Apply to Personnel Department, Ohio Historical Society, 1982 Velma Avenue, Columbus, OH 43211. (614)297-2390.

## ARCHIVES SUPERVISOR

**RESPONSIBILITIES:** Supervise professional and clerical staff performing processing and appraisal activities, develop special project/programs to meet needs of state agencies and public. **QUALIFICATIONS:** Advanced degree in history, library science or related field plus two years of experience with an archives or manuscript department. Salary \$17,850-\$25,650. Apply to Personnel Department, Ohio Historical Society, 1982 Velma Avenue, Columbus, OH 43211, (614) 297-2390.

## Opportunities • Professional Opportunities • Professional Opportunities

### DIRECTOR OF SPECIAL COLLECTIONS

*University of New Mexico  
General Library*

University of New Mexico General Library offers an exciting opportunity for someone of vision, energy, and enthusiasm; an "entrepreneur" who will provide the leadership required to direct the Special Collections Department; someone with knowledge of the Southwest and strong communication skills; creative fundraising skills; experience with and commitment to automation; the willingness and demonstrated ability to manage in a collegial environment; the ability to create and develop programs; and experience with or knowledge of higher education in an academic setting. This individual will inspire, motivate, and direct staff; raise funds; play an important role in the team management of the General Library; take risks; and garner good will and support from public and private sectors. **QUALIFICATIONS:** MLS from an ALA-accredited program and/or PhD or other doctoral degree. For complete description, contact Dave Baldwin at (505) 277-7196. Closes September 1, 1989.

### PROJECT ARCHIVIST

*Ameritech Archives Project  
Advertising Agency Archives Project*

The project work can be done by one person who wishes to work full-time or two people working part-time.

*Ameritech Archives Project*

**RESPONSIBILITIES:** Maintain the collections of the Ameritech Archives, provide reference service as requested, and gradually build the confidence and trust necessary to improve senior management support for the archives. Archivist will work on a collection which already is well organized and requires relatively little maintenance; answer reference questions; review records for suitability for retention, and arrange transfer of those records; process newly accessioned records, and add them to the finding aid (word-processing based); and audio-edit and manage the "transcription and approval flow" of oral history interview transcripts.

*Advertising Agency Archives Project*

**RESPONSIBILITIES:** Process a core collection of advertising agency records which total approximately 115 cubic feet. Archivist will weed records; arrange and place in archival storage containers those records being accessioned; create a finding aid; and respond to inquiries as requested.

**QUALIFICATIONS (for both positions):** BA required, MA desirable. Academic, continuing education, or on-the-job training in archival methodology and theory helpful. Processing experience required. Must demonstrate ability to work independently and get along well in a corporate environment. Project status is part-time with no benefits. Compensation competitive based on experience. Chicago locations. Specify interest in one part-time position or combination of the two positions. Send resume (with names, addresses and telephone numbers of at least three references) and a sample of a very brief finding aid to Linda Edgerly, Director and Consulting Archivist, Winthrop Group, Inc., 370 Central Park West, #104, New York, NY 10025. (212)865-6181. Open until filled.

### ARCHIVIST

*Bethune Museum-Archives, Inc.*

This is the only repository in the United States whose sole purpose is to identify, collect, and preserve the individual and collective papers of Afro-American women. **RESPONSIBILITIES:** Under the general direction of the Executive Director, direct and administer programs of the archives; formulate archival policies and procedures; pursue an aggressive acquisitions policy, maintaining and establishing donor contacts; process historical records and manuscripts; prepare guides to collections and reference aids describing the interrelatedness of archival collections; perform outreach service promoting the archives. **QUALIFICATIONS:** Prefer two years administrative experience, one of which should be in archival administration or related function; an advanced degree in history with a specialization in Afro-American history or women's history, or a closely related field; professional archival training and experience in arrangement and description of organizational records. Send a resume, cover letter citing relevance of qualifications to preferred background, writing sample, and list of three references to: Dr. Bettye Collier-Thomas, Executive Director, Bethune Museum and Archives, 1318 Vermont Ave., NW, Washington, DC 20005.

### CONGRESSIONAL ARCHIVIST, MANUSCRIPTS LIBRARIAN

*University of Arizona Library*

The University of Arizona Library is seeking a Congressional Archivist who will manage and process congressional collections, maintain contact with donor offices, use computer-based systems for local and national control, supervise other processing staff, and provide reference service in the Special Collections Reading Room. The Special Collections Department contains the Arizona and Southwestern Collections of books, photographs, manuscripts, University archives, ephemeral, and other research collections. The Special Collections staff includes 4 professional librarians, 2.5 career staff, and student assistants. **QUALIFICATIONS:** Demonstrated success in archival processing (required). An ALA-accredited MLS and/or relevant masters degree, such as History of Political Science (strongly preferred). Preference will be given to a person with specialized training and experience in processing modern congressional collections in an academic/research library. Preferential treatment will be given to women and minorities. Minimum salary is \$20,000; higher salary is negotiable depending upon qualifications. Librarians at the University of Arizona have academic professional status, are eligible for continuing status, are voting members of the faculty, and may take up to 24 days professional leave per year. They have 22 days paid vacation, 12 days sick leave and 10 holidays. A standard package of fringe benefits is available. Send letter of application, resume, and names of three references to: W. David Laird, University Librarian, University of Arizona Library, Tucson, AZ 85721. Applications must be postmarked by September 15, 1989. Position available January 1, 1990.

### CURATOR OF MANUSCRIPTS

*University of Wyoming  
American Heritage Center*

The American Heritage Center of the University of Wyoming invites applications for the staff position of Curator of Manuscripts, a twelve-month position which oversees operations of the Center. The American Heritage Center contains a diverse body of manuscript holdings ranging, in subject matter, from economic geology to music to the livestock industry. The 13,000 individual collections represent one of the largest university historical manuscript collections in the nation. **RESPONSIBILITIES:** Direct the daily internal operations of the Center; supervise the accessioning and processing staff of 13 full-time and several part-time members; assist in the management of special collections; inventory and arrange the non-manuscript materials; operate and initiate computer retrieval programs. **QUALIFICATIONS:** Minimum of masters degree in history, library science, archives, or selected field and at least five years of experience with increasing responsibility in an academic archives or major public historical repository. Salary is \$35,000-\$40,000 per year depending upon experience. Send resume and application letter to David L. Baker, Box 3924, University Station, Laramie, Wyoming 82071. Closing date for applications is August 2, 1989.

## Assistant Director

### *The Amistad Research Center*

The Amistad Research Center is an archives/manuscript library of national and international significance which specializes in ethnic history with particular strength in the history of African Americans and civil rights. **RESPONSIBILITIES:** Survey and appraise current holdings, develop a manuscripts and oral history collection program for building upon present holdings to meet the needs of historians and other research scholars into the twenty-first century; assist the executive director, the Tulane development office, and present support groups in formulating a development program that will provide the financial resources to support the collection program; and work with the Tulane development office in implementing the development program. Travel is required. **QUALIFICATIONS:** A graduate degree in American history, archival experience, and special knowledge in ethnic history. **SALARY:** Negotiable and commensurate with education and experience. Send letter of application and resumé to Clifton H. Johnson, executive director, The Amistad Research Center, Tulane University, Tilton Hall, New Orleans, Louisiana 70118.

EOE/AA

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## Professional Opportunities • Professional Opportunities • Professional

### ARCHIVIST

*Chicago Symphony Orchestra*

**QUALIFICATIONS:** Masters in Library Science (MLS); an advanced degree or certificate in Archival Management; three-years work experience in an archives; detailed knowledge of Chicago history; general knowledge and appreciation of the symphonic repertoire; general knowledge and appreciation of computers and their applications; and a basic reading ability in French and German. Interested applicants should send resume to: Ellen Romberg, Orchestra Hall, 220 S. Michigan Avenue, Chicago, IL 60604.

### SENIOR ARCHIVIST

*California State Archives  
Secretary of State*

**RESPONSIBILITIES:** Records accessioning and processing, reference services, historical research, outreach, automation, and general administration. Plans and directs programs for preservation, exhibits, and micrographics. **QUALIFICATIONS:** Two years of professional experience in archival work, or historical research, or in the manuscript department of a research library, or as a college faculty member performing historical research and directing students in such research. Possession of the equivalent of a masters degree. (Two additional years of qualifying experience may be substituted for the masters degree.) Salary: \$31,764-38,304 plus benefits. Send request for application and upcoming job announcement by August 15, 1989, to John F. Burns, State Archivist, 1020 "O" Street, Room 130, Sacramento, CA 95814. For information call Julie Calef (916) 445-4293.

### DIRECTOR, DEPARTMENT OF HISTORY *Presbyterian Church (U.S.A.)*

Directs the Department of History, manages administrative operations of the Presbyterian Historical Association and the General Assembly Nominating Committee, and is one of six cabinet-level senior staff of the office of the Stated Clerk. Authority for the Department of History emanates from the Stated Clerk of the General Assembly. **RESPONSIBILITIES:** Duties include, but are not limited to, the records management program between Philadelphia and Louisville; administering the archives, library, records management and museum programs of the Department of History both in Philadelphia and Montreat, NC; preparing and monitoring expenditure of budgets; and supervising the editor of *American Presbyterians: Journal of Presbyterian History*. **QUALIFICATIONS:** Masters degree in history or library science or equivalent experience; knowledge of and interest in Presbyterian history and the ecclesiastical organization of the church; proven record of participatory collegial management style with seven to ten years progressive senior level experience; excellent oral and written communication skills; familiarity with accounting procedures. The ability to operate word processing and data base systems required. Respond by July 31, 1989. Send resume with three references to Jaunita Granady, Assistant Stated Clerk, Office of the General Assembly, 100 Witherspoon St., Louisville, KY 40202-1396.

### ARCHIVIST

*Oregon State Archives Division*

**RESPONSIBILITIES:** Appraise, arrange, and describe state and local government records using the MARC/AMC format; and provide backup for reference unit. **QUALIFICATIONS:** Masters degree in history, library science, archives administration, or related field and training in the MARC/AMC format is preferred. Good oral and written communication skills are required. Salary: \$1,637-\$2,079 per month. For additional information and a state employment application contact Mary Beth Herkert, 1005 Broadway NE, Salem, Oregon 97310, (503)378-4241.

### ARCHIVIST/RECORDS MANAGER

*Lincoln Center*

Major performing arts institution seeks individual to manage an archives and records management program and oversee oral history program. **QUALIFICATIONS:** Must have 3-5 years of directly related experience, including policy planning and implementation, administrative responsibility, staff supervision, research service, facilities planning, acquisition and appraisal, computer-based archival and records management programs, establishment and implementation of retention schedules, and inventory control and records policy review systems. MA or MLS degree or advanced training preferred. Competitive salary commensurate with experience and an excellent benefit package. Send resume with salary requirements to PO Box 882, Ansonia Station, New York, NY 10023.

# Archivists' Calendar

## August 21-31

Paper & Book Intensive; Ghost Ranch, Albuquerque, New Mexico Contact Tim Barrett, UI Center for the Book, Art and Art History, University of Iowa, Iowa City, IA 52242

## September 16

New England Archivists of Religious Institutions Meeting; Providence Motherhouse, Holyoke, MA; Registration deadline: September 1; Contact S. Blathin Sullivan, Boston CSJ Archives, 637 Cambridge Street, Brighton, MA 02135

## September 23-25

MARAC Meeting; Philadelphia, PA.  
Peter Parker, (215)732-6200

## September 28-30

MAC Meeting; Lansing, MI  
Fred Honhart, (517)355-2330

## November 2-4

Conference on Forged Documents;  
University of Houston; Contact Pat Bozeman,  
Special Collections, University of Houston  
Libraries, Houston, TX 77204-2091

## November 6-10

"Preventive Care of Historic Photographic  
Prints and Negatives" course; The Getty  
Conservation Institute, Marina del Rey,  
CA; Registration deadline: August 1;  
Contact Cory Gooch, (213)821-9409

## 1989 Annual Meeting Program Packet

### Continued on back cover

special events include the Presidential Address-Awards Presentation and reception on Thursday, October 26; the Opening Luncheon on Friday, October 27; and the Closing Luncheon on Sunday, October 29.

A preregistration discount is available. The preregistration fee for SAA members whose registration forms are postmarked on or before September 22 is \$82. The preregistration fee for nonmembers is \$106. After September 22, you must register in St. Louis. On-site registration is \$97 for SAA members and \$121 for nonmembers. For more information on meeting and hotel registration, consult pages 14-17 of the *Program*.

Don't miss the 1989 annual meeting. See you in St. Louis!

*Note: The following informations was inadvertantly omitted from the description of the preconference workshop "Information Management and Machine Readable Archives" (page 30 in the Program):  
Limited Enrollment; \$75 for SAA members and \$85 for nonmembers.*

## Newsletter

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

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