



Newsletter

The Society of American Archivists

Leadership for the '90s

The Society of American Archivists' 1990 Nominating Committee has proposed the following candidates for office.

VICE PRESIDENT/PRESIDENT ELECT

Frank Burke, University of Maryland

Richard Cox, University of Pittsburgh



Frank Burke

COUNCIL

Brenda Banks, Georgia Department of Archives and History

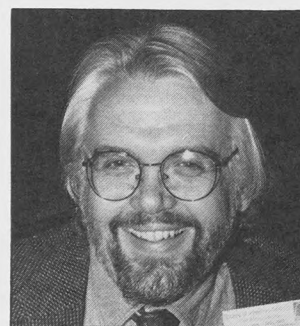
Larry Dowler, Harvard University

Bonnie Hardwick, University of California at Berkeley

Anne Van Camp, Stanford University

William Wallach, University of Michigan at Ann Arbor

Thomas Wilsted, Salvation Army Archives



Richard Cox

NOMINATING COMMITTEE

Virginia Cain, Emory University

Timothy Ericson, University of Wisconsin at Milwaukee

Steven Hensen, Research Libraries Group, Inc.

Karen Jefferson, Howard University

Roxanne Nilan, Stanford University

Julia Young, University of Southern Mississippi

From these groupings, one vice president, three Council members, and three Nominating Committee members will be selected. The vice president will serve in that capacity for one year and then will become the Society's next president (1991-1992). The three Council members will serve three-year terms (through the 1993 annual meeting). The Nominating Committee members will serve one-year terms.

Voters will have the opportunity to write in candidates on the ballot, which will be mailed in February. If you have not received a ballot by March 15, please contact the SAA office. All ballots must be returned to the SAA office by mid-April. **Ballots postmarked after April 15, 1990, will not be counted.**

Candidates will be required to answer a question related to their prospective offices. At press time, these questions were still being formulated by the Nominating Committee. They will appear, with each candidate's response, in the ballot.

In addition, an SAA Continuing Education Survey will be included in the ballot booklet. Please fill it out and return it with your ballot.

The 1990 Nominating Committee included Kathleen Roe (chair), Bruce Bruemmer, Lynda DeLoach, Mary Jo Pugh, and Archie Motley.

January 1990

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Preservation
Initiatives
and Leader-
ship List

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From the Executive Director's Desk

by Donn C. Neal

At the fall meeting of the Midwest Archives Conference, I commented on "American initiatives in the international archival community." I thought I might share some of my comments with SAA members everywhere.

Although we can point to some notable American initiatives in international archival affairs during the 20th century, most American archivists carry on with very little understanding of, or appreciation for, the work of their colleagues abroad—even in Canada. American participation in international archival activities is, regrettably, still a rather incidental aspect of the profession, although there are some signs that this situation is changing.

Helen Samuels, Jim Fogerty, Anne VanCamp, Francis Blouin, Trudy Peterson, Mike McReynolds, David B. Gracy, and Maygene Daniels are only some of the U.S. archivists who are lending their experience and expertise to a number of ICA committees. Now that we have a permanent Archivist of the United States again, too, this country is able to reassert the leadership that it ought to provide within the ICA.

When the ICA Congress met in Paris in 1988, scores of American archivists attended. SAA has an active Committee on International Archival Affairs, and there is talk of a roundtable as well. The U.S. and the U.S.S.R. have been engaged for the past couple of years in a series of exchange visits, made possible by IREX. Jerry Ham, Ed Bridges, Fran Blouin, Marie Allen, and Roland Baumann have already visited the Soviet Union, and several Russian archivists have been to the United States.

The Partners of the Americas Program has also sponsored archival visits: Alfred Lemmon recently went

to El Salvador. Last fall, SAA held a very successful two-week preservation institute in Austin, in conjunction with the Harry Ransom Research Center, for archivists from a dozen Latin American countries.

And yet, there is still something less than satisfying about this picture, encouraging as it is.

The ICA is a useful organization, but limited in that usefulness since it is organized predominantly along national archives lines, and because (I am told) its meetings are heavily influenced by the need for protocol—giving them less give and take than the meetings American archivists are used to. Perhaps if more U.S. archivists—particularly those from the wide part of the spectrum beyond the National Archives—become involved in ICA we can do a little to change the nature of its meetings. Certainly those meetings represent our best chance at getting acquainted with archival colleagues abroad.

One of the things we count upon in SAA and regional meetings is the opportunity to keep up with the new frontiers of the profession—in technology and preservation, for instance. Here are some areas where U.S. archivists may well be in the lead, and one reason for participating in international meetings is to share our gains in these and similar areas.

Primarily, however, U.S. archivists ought to take part in international meetings in order to learn. Archivists in other countries have made significant advances in the state of the art, and it behooves archivists in the United States to inform themselves about those advances. After all, archivists both here and abroad face many of the same issues: dealing with copyright issues, preserving videotape, meeting the challenge of

machine-readable records, winning support from resource allocators, educating the next generation of archivists, and handling the records of multi-national corporations, just to cite a few. It stands to reason that U.S. archivists should know more about developments in other countries, and vice versa.

American archivists should participate in international

Continued on page 3



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Executive Director's Desk

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archival meetings--both ICA and the meetings of various national archival associations (Great Britain, Germany, and the Netherlands, for example). The U.S. archival community ought to be well-represented at professional meetings in other countries, and U.S. archivists and their employers ought to recognize the value of such representation.

We have in 1992 a superb opportunity, since the ICA Congress will be taking place in Montreal--and since the SAA annual meeting that year will begin in that same city the day after the ICA meeting ends. We hope that many dozens of U.S. archivists will arrive early enough so that they can take part in all or some of the ICA Congress. By doing so, they will meet some colleagues from abroad (and from Canada, naturally, since we will be meeting concurrently with one or both of the Canadian archival associations).

And, of course, we hope that many of the delegates to the ICA Congress will remain in Montreal for the SAA meeting; we've already been discussing how to restructure it so that we can encourage their participation. There ought to be not three or four but dozens of international visitors at SAA annual meetings. The Holmes Award has helped, but it can assist only a couple of foreign archivists each year. Could we think about a campaign to increase the principal in that fund so that it could support more foreign visitors each year? Should we think about a major campaign to underwrite a broader series of international exchanges of archivists?

Another major vehicle for exchange, although less personal, is *The American Archivist*. This journal is very widely read overseas: nearly every major archival institution in the world depends on it for news of what is happening in the United States archival community. SAA's other publications are also important overseas, as well as here.

More Photo Opportunities



Lest you thought you did not act fast enough to submit photos for the new *Archival Fundamentals Series*, we want you to know that there still is time. Roger Fromm, photograph editor of the series, wants photos for the following manuals:

- *Understanding Archives and Manuscripts*, by James O'Toole. This volume will discuss the creation and use of archives and manuscripts, and the nature and history of archival institutions.
- *Selecting and Appraising Archives and Manuscripts*, by F. Gerald Ham.
- *Arranging and Describing Archives and Manuscripts*, by Fredric Miller.
- *Preserving Archives and Manuscripts*, by Mary Lynn Ritzenthaler. This volume is a revision of her earlier manual, *Archives & Manuscripts: Conservation*, and will use some of the same photographs.
- *Using Archives and Manuscripts*, by Mary Jo Pugh.
- *Managing Archives and Manuscript Repositories*, by Thomas Wilsted and William Nolte.
- *The Vocabulary of Archives and Manuscripts*, edited by Lewis and Lynn Bellardo.

Although some photos have been received, there still is opportunity to get your photographs considered for publication. Each archivist whose photographs are used will receive a complimentary copy of the volumes in which the photographs appear. In addition, individual and institutional credit will be given.

Please clearly identify each photo submitted as to place, date, activity, person, photographer, and institution. Most photographs used will be black and white. Some exceptional color photos will be considered for volume one.

Photographs will be returned if accompanied by a request and a self-addressed, stamped envelope. Please submit all photos by March 15, 1990 to: Roger W. Fromm, University Archivist and Special Collections Librarian, Andruss Library, Bloomsburg University, Bloomsburg, Pennsylvania 17815.

If you have any questions about appropriateness of specific photos, Fromm may be reached at (717) 389-4204.

Several U.S. archivists help international archival communication by giving gift subscriptions of *The American Archivist* to archival institutions in other countries that cannot afford to subscribe on their own; are there others who would like to follow this enlightened example? Would regional archival associations consider "adopting" a region (say, Sub-Saharan Africa), underwriting some subscriptions for archival facilities that are not able to get *The American Archivist* now? Or present to them complete sets of the new manual series?

SAA is well-placed to serve as a

"broker" between the U.S. archival community and that community overseas. I invite you to work through SAA, if you are interested in strengthening those contacts. I suggest that you attend our International Archival Affairs Committee meeting and voice your ideas. I urge you, too, to use *The American Archivist* as a forum for reaching archivists abroad.

There may be other ways in which SAA can help archivists in this country establish better relationships with their colleagues abroad, and I'd like to hear your ideas and suggestions on this subject.

SAA's Financial Position

by Linda Henry,
SAA Treasurer

The Treasurer's report is given at the annual meeting and is published in *The American Archivist*. Because the published report will not appear for awhile, and not all members attend the annual meeting, I am alerting you now to some financial issues of concern.

Summary Financial Information

In summary form, our income and expenses for SAA's last fiscal year (July 1, 1988 -- June 30, 1989) were:

Income		Income Percentage
Dues	\$187,285	30%
AA/Newsletter	41,786	7%
Publications	123,538	20%
Meetings/Workshops	197,089	32%
Interest	24,768	4%
Indirect Costs (from grants)	34,624	6%
Other	6,677	1%
TOTAL	615,767	100%

Expenses		Expense Percentage
Personnel	\$227,509	35%
General & Admin. (rent, equipment, services, etc.)	117,990	18%
AA/Newsletter	92,467	14%
Publications	45,796	7%
Meetings/Workshops	144,436	22%
Other	22,390	3%
TOTAL	650,398	99%

Excess (deficiency) (\$34,829)

The above figures are for our General Fund only. Our two other funds are earmarked for specific purposes and do not have financial problems. These

figures also omit a deficit we ran for certification expenditures during the 1988-89 fiscal year, which ended June 30, 1989. I am omitting it here because by early October SAA had collected all the certification money it had advanced. Certification is therefore not a financial problem for us.

Insufficient Income

The deficit we ran this year is of concern. We have had deficits in the last few years, and each one has depleted our General Fund reserve. The budget overruns differ from year to year and stem from several sources, such as less income than expected from an annual meeting, higher costs for publishing the *American Archivist* or for equipment, and so on. We are unable to budget realistically because we don't have enough income to allow for error. In short, we have a tenuous financial situation with little margin and no cushion. Since we have economized all that we can, the problem is insufficient income.

Sources of Additional Revenue

At the annual business meeting in St. Louis, the membership voted to increase institutional dues, mainly to correct an imbalance in what institutions pay compared to what individual members pay. These dues also increase revenue. We are pursuing other avenues to raise income, such as applying for grants, developing more publications for sale, and exploring ways to build an endowment. Council is also engaged in some long-term financial planning, so that we can avoid financial crises.

Dues Not Raised For Ten Years

SAA has had the same dues for ten years, but our expenses have risen greatly in this period. We have managed as well as possible in that time, but for the last few years we've been unable to make ends meet. We therefore believe that, in addition to looking at other ways to raise revenue, it probably will be necessary to raise individual dues. Any proposal would be voted on at the 1990 annual business meeting in Seattle. Our dues are a declining percentage (now around 30%) of our income, and this trend will continue as expenses rise still further. By contrast, in 1984 dues were 36% of income. It seems clear,

SAA's Financial Position

then, that a dues increase is needed to offset rising expenses and, because it is a major source of revenue, to increase our income.

SAA Plans For Dues Increase

Council plans to create a committee or task force to study thoroughly all aspects of our dues, including the structure. It will take into account our need for revenue, archivists' salaries, dues of comparable organizations, and other relevant information. A series of articles on these issues will appear in the *SAA Newsletter*, and this is the first one. The committee and Council want responses, information, and suggestions from members.

An Exercise To Establish New Dues

This article has focused upon the need for increased revenue. We would like you to respond by doing the exercise below. It has new dues categories, although these are still open to question. The numbers of people in each category are approximate. We derived them from the 1989 Survey of Archivists (distributed with the ballot last year) because our current dues categories don't give us the information we need for different categories. The exercise does not include associate members and students, who represent only a

small percentage of our membership and income.

Our purpose in asking you to complete the exercise is to learn your ideas of appropriate dues levels and for you to see the impact of your recommendations on the Society's budget. In arriving at your proposed increases, we would recommend that you bear in mind that the Society's 1988-89 deficit was nearly \$35,000, and that our goal in seeking additional income is to eliminate the deficit and provide a financial margin for the Society. Above all, though, we are interested in learning what you consider to be a fair and equitable distribution along the salary scale. You can indicate that, even if you choose not to complete the entire exercise.

Instructions:

First, make two photocopies of this page so that you have both a worksheet and a copy to send to me. Then (1) devise new dues rates for each salary category, (2) multiply each rate by the number of people in the category, and (3) add these figures for a new total income from dues. You can also calculate the percentage increase in dues income. For your information, the current dues by salary range are:

0 -- 14,999	\$45
15,000 -- 29,999	\$60
30,000 +	\$75

Salary Range	Number of People in this Category	Suggested Dues	Income from Category
0 -- 19,999	596	\$ _____	\$ _____
20,000 -- 29,999	709	_____	_____
30,000 -- 39,999	465	_____	_____
40,000 -- 49,999	290	_____	_____
50,000 -- 59,999	82	_____	_____
60,000 +	66	_____	_____

TOTAL INCOME FROM NEW DUES \$ _____

TOTAL CURRENT INCOME FROM DUES \$ _____

ADDITIONAL DUES INCOME \$ _____

PERCENTAGE INCREASE IN DUES
INCOME WITH NEW DUES \$ _____

Thanks, and please send your results to me:

Linda Henry
Education Branch (NEEE)
National Archives
Washington, D.C. 20408

I will pass them along to the new committee or task force.



Commission on Preservation and Access to Support Task Force Meeting

The Commission on Preservation and Access has agreed to support the costs of two mid-winter meetings of the new SAA Task Force on Preservation. The first meeting will be in March 1990, with the second to follow in the winter of 1990-91. The meetings will be held in Washington, D.C., at the Commission's office.

Fantastic Plastic

You may now use VISA or MASTERCARD to pay for SAA publications. When ordering, be sure to include your VISA or MASTERCARD number and the expiration date of the card. There is no minimum. So from now on, go ahead and charge it!

New Sustaining Member

The Department of Puerto Rican Community Affairs is a new sustaining member of SAA. We thank them and all other sustaining members for their support.

Volume 51 of *American Archivist* on Microfilm

University Microfilms has announced that Volume 51 of the *American Archivist* is now available on 35mm microfilm. To order, contact UMI, 300 N. Zeeb Road, Ann Arbor, Michigan 48106-1346, (313)761-4700.

Marion Matters, former SAA Automation Program Officer, has returned to the Minnesota Historical Society.... **Paul Conway**, former SAA Program Preservation Officer, has accepted a position with the National Archives and Records Administration in the Textual Reference Division. Conway will undertake a study of users and the uses of archival records....

Hilary A. Kaplan assumed the position of Conservator at the Georgia Department of Archives and History last November. Kaplan was formerly head of the Conservation Department for Emory University Libraries.... **Howard P. Lowell**, formerly of the Oklahoma Department of Libraries, has accepted the position of State Archivist and

Records Administrator in Delaware.... **Robert J. Strauss**, Executive Director/President of the Conservation Center for Art and Historic Artifacts in Philadelphia announced that he would be leaving his position as of March 30, 1990. A national search to replace Strauss, who has been at the center for two years, is currently underway.... **Julie Bressor**, former education specialist for New England Archivists and Assistant State Archivist of Vermont, is the new archivist for the century-old estate at Shelburne Farms in Vermont.... **Randall Butler** has accepted the position of Coordinator of Special Collections and Archives at Northern Arizona University in Flagstaff.... **Marilyn B. Ghausi** is the new Corporate Archivist for Bank of America in San Francisco.... **Mark A. Greene** has been appointed Chief of Manuscripts Acquisitions in the Division of Library and Archives of the Minnesota Historical Society....

Jason Walker is the new SAA publications assistant.... **Margaret Hedstrom** of the New York State Archives and Records Administration has been awarded the first New York State Award for Excellence in Government Information Services by the New York State Forum for Information Resource Management....

Dear Society of American Archivists:

When I was researching my book a few years ago, I received much useful advice and gracious cooperation from many SAA members. I am glad to report that my book, *Boston's Wayward Children: Social Services for Homeless Children, 1830-1930*, (Cranbury: N.J.: Fairleigh Dickinson University Press, 1989), was recently published. I deeply appreciate the assistance I received.

I now understand that historians could never write books without the cooperation and concern of a community of generous scholars like SAA members.

Peter C. Holloran
Pine Manor College
Chestnut Hill, Massachusetts

New Standing Committee Begins Work

SAA President John Fleckner recently appointed a new standing Committee on Institutional Evaluation and Development, created by Council to succeed the Task Force on Institutional Evaluation. The committee's responsibilities include:

- publicizing and encouraging the use of existing tools for institutional self-evaluation;
- evaluating and improving existing tools for self-evaluation and peer assessment;
- developing and monitoring such data-gathering mechanisms as the Census of Archival Institutions;
- assessing the needs of archival repositories and recommending means of meeting them;
- developing standards and formalized assessment processes, including a multi-year study of institutional accreditation;
- advising appropriate SAA bodies and individuals on ways to improve and strengthen archival institutions; and

SAA Notes

- publicizing and encouraging the use of SAA standards and assessment tools.

Committee members include: Barbara Cain, North Carolina Division of Archives and History; Richard Cameron, National Historical Publications and Records Commission; Richard Cox, University of Pittsburgh; Mary Janzen, Chicago Historical Society; Claire McCurdy, New York Metropolitan Reference and Research Library Agency; Charles Palm, Hoover Institution; and Thomas Wilsted (chair), Salvation Army Archives.

The committee held its first meeting in St. Louis and has scheduled a mid-year meeting for Washington, D.C., on February 22-23, 1990. The committee would welcome suggestions as it begins its work. Of particular interest are comments from persons or institutions who have used the *Archives Assessment and Planning Workbook*, edited by Paul H. McCarthy, or have carried out institutional assessments or evaluations. These should be directed to Tom Wilsted or any other member of the committee.

S O S



Christine Allen of University Products

Saturday evening, at the conclusion of the SAA annual meeting in St. Louis, the hotel room of University Products representative Christine Allen was broken into and burglarized. Among the items stolen was her briefcase, which contained all the catalog request cards filled out by attendees of the meeting. Also lost were notes Allen made during the week to send out samples or respond to attendees' questions with information, prices, etc.

If you spoke with Allen and she promised something to you, please contact her again. She may be reached at (800)628-1912 or, in Massachusetts, (800)336-4847. Or write to: Christine S. Allen, University Products, P.O. Box 101, Holyoke, Massachusetts 01041.

Archives, Personal Papers, and Manuscripts

**A Cataloging Manual for
Archival Repositories,
Historical Societies, and
Manuscript Libraries**

2nd edition

compiled by Steven Hensen

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196 pages, paper
\$19 SAA members; \$26 nonmembers
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Education Notes

by Jane A. Kenamore,
SAA Education Officer
and Senior Archivist

Develop a Workshop for SAA

The SAA Education Office requests proposals for the development of two workshops: *Reference* and *Records Management*. These seminars will be held first as pre-conference workshops, in conjunction with the annual meeting in Seattle this August. The former is scheduled as a one-day workshop and the latter will be a two-day seminar. Instructors will be paid to develop the workshop and will receive honoraria and expenses each time they teach the seminar. Once developed, the workshop curriculum will be the property of SAA.

Proposals should include a brief description of the workshop, similar to those that appeared in the 1989 SAA annual meeting program; a list of goals and objectives; a detailed outline of material to be covered; a schedule; a list of pre-workshop readings to be duplicated and distributed to registrants (total should not exceed 75 pages); exercises to stimulate small-group discussion or problem-solving; and a supplementary bibliography. **Deadline for submission: March 1, 1990.**

On the Horizon: Workshops Scheduled for 1990

Documentation Strategy

- March 3, 1990, Tempe, Arizona; co-sponsored by the Coordinating Committee for History in Arizona. Instructors: Helen Samuels, MIT; Richard Cox, University of Pittsburgh; and Timothy Ericson, University of Wisconsin at Milwaukee.

- May 11-12, 1990, Philadelphia, Pennsylvania; co-sponsored by the Historical Society of Pennsylvania. Instructors: Helen Samuels, Richard Cox, and Tim Ericson.

Appraisal

- March 14-15, 1990, St. Augustine, Florida; co-sponsored by the Society of Florida Archivists. Instructor: Susan Davis, Consultant, Madison, Wisconsin.

Management of Archives

- March 28-29, 1990, Charlotte, North Carolina; co-sponsored by the Society of North Carolina Archivists. Instructor: William Nolte, National Security Agency.
- April 21-22, 1990, Winnipeg, Manitoba; co-sponsored by the Association of Manitoba Archivists. Instructor: William Nolte.

Archival Planning in Management

- May 16, 1990, Austin, Texas; co-sponsored by the Society of Southwest Archivists. Instructor: Thomas Wilsted, Salvation Army Archives.

Understanding the USMARC Format for Archival and Manuscript Control

- May 12-13, 1990, Chicago, Illinois; co-sponsored by the Midwest Archives Conference. Instructors: Marion Matters and Michael Fox, both of the Minnesota Historical Society.
- Week of July 23, 1990, Pittsburgh, Pennsylvania; in tandem with Library Standards workshop; co-sponsored by the School of Library and Information Sciences, University of Pittsburgh. Instructors: Kathleen Roe, New York State Archives and Records Administration, and Deborah Pendleton, Alabama Department of Archives and History.
- October 31-November 1, 1990, Alexandria, Virginia; co-sponsored by the Mid-Atlantic Regional Archives Conference. Instructors: Kathleen Roe and Debbie Pendleton.

Library Standards for Archival Description

- Week of July 23, Pittsburgh, Pennsylvania, in tandem with MARC workshop; co-sponsored by the School of Library and Information Sciences, University of Pittsburgh. Instructors: Richard Smiraglia, Columbia University School of Library Science; Edward Swanson and Marion Matters, Minnesota Historical Society.

Collection Development

- May 23, 1990, Guntersville, Alabama; co-sponsored by the Southern Archivists Conference. Instructor: Faye Phillips, Louisiana State University at Baton Rouge.

Arrangement

- April 6, 1990, Buffalo, New York; co-sponsored by the Western New York Library Resources Council. Instructor: Ellen Garrison, Middle Tennessee State University.

Arrangement and Description

- April 25-26, San Diego, California; co-sponsored by the Society of California Archivists. Instructor: Ellen Garrison.

Instructors Wanted

The SAA Education Office is looking for experienced instructors to help support the workshop program in the following areas: Appraisal, Arrangement and Description, Collection Development, USMARC Format, Management for Archivists, and Library Standards for Archival Description. Instructors will follow established SAA curriculum guidelines and will receive expenses and honoraria for each workshop taught.

Qualifications: five years of archival experience in one of the fields mentioned, plus traditional or workshop teaching experience. Please submit applications to Jane Kenamore, SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

Washington Beat

by Page Putnam Miller,
Director of the National
Coordinating Committee for
the Promotion of History

FY'90 Budget Finalized

The day before Thanksgiving the first session of the 101st Congress ended with passage of a budget reduction bill that extends the 5.3 percent Gramm-Rudman-Hollings cuts until the first week of February. There has been considerable criticism of the use of across-the-board cuts to reduce the budget, for it allows Congress to avoid making hard choices about spending priorities. Since the 5.3 percent cut will be in effect only 130 days, this will result in an annual cut of approximately 2 percent for most federal agencies.

For the National Archives and Records Administration this means the appropriated amount for FY'90, \$126.6 million, will be reduced about \$2.4 million, leaving NARA with a budget that is still about \$2 million more than the \$121.9 million that it has had in 1989.

Likewise the National Endowment for the Humanities, slated for \$159 million in FY'90, will have its budget reduced by approximately \$3 million, still leaving it ahead of the \$153 million level for this year.

NARA and Philip Morris

The National Archives and Records Administration has received substantial attention during recent weeks for its acceptance of \$600,000 from the Philip Morris Companies Inc. to promote the Bill of Rights. Most of this money will be used for an exhibit in the circular gallery of the National Archives building.

The two-year television and print campaign on the Bill of Rights is not a joint venture with NARA, but has been solely developed and funded, at an estimated cost of \$30 million, by Philip Morris. NARA did review and approve the final products before NARA's name was allowed to be used in the television advertisements.

Last November the House Subcommittee on Transportation, Tourism, and Hazardous Materials held a hearing to determine whether television ads asking viewers to "join Philip Morris and the National Archives in celebrating the 200th anniversary of the Bill of Rights" violate the law prohibiting cigarette ads on television. Deputy Archivist Claudine Weiher stressed that "in no manner is the National Archives serving Philip Morris, except to encourage their demonstration of civic spirit."

The Public Citizens Health Research Group, however, strongly disagrees with this assessment and has called on Congress to nullify the Philip Morris/NARA agreement. The director of Public Citizens, Sidney Wolfe, charged that the agreement "smears the Bill of Rights with the blood of all Americans killed as a result of smoking Marlboro and other Philip Morris cigarettes."

Discussion of the controversy even made its way to a segment of the MacNeil/Lehrer News Hour. Supporters of NARA's decision noted that Philip Morris, Inc. also includes Kraft and General Foods, making it the largest food company in the world. As a result of the television ads, which spawned a *New York Times* editorial, 600,000 people--mainly school children--have requested the free Philip Morris mailing on the Bill of Rights, which includes text and explanatory material provided by NARA. Critics of NARA say that even if the Philip Morris agreement is legal it was not appropriate, for it offered Philip Morris a very clever way of using NARA to make the point that people have a right to smoke.

In addition to the matter of whether these ads violate the ban of cigarette advertising on television, the agreement between NARA and Philip Morris raises broader issues about whether an executive branch agency should give a company the right to use its name and more importantly, whether federal agencies should have to rely on private funds to underwrite some of their projects. NARA currently has inadequate resources to perform its core mission, much less to celebrate the 200th anniversary of the Bill of Rights.

Wanted: Missing American Archivist Journals

It's the old story of the shoemaker's child....

The shelves of SAA's Managing Editor are missing some early issues of *The American Archivist*. Can members supply copies of any of the following issues?

Volume	Number(s)
1	2, 3, 4
2	1
3	1, 2, 3, 4
5	4
6	1, 2, 3, 4
7	3, 4
8	1, 2, 4
9	1, 2, 3, 4
37	4

If you have any of these issues and would like to find a new home for them, please let Teresa Brinati know.

In addition, the Executive Director would love to have a complete set of *The American Archivist* on his shelves, too, so duplicates of all of the issues would be most welcome.

Annual Meeting Roundup

It's time once again to start planning for SAA's annual meeting. The 54th annual meeting of the Society will be held August 30-September 3, 1990, at the Westin Hotel, Seattle, Washington. (Please note that this meeting ends on Labor Day.)

Hotel Information

The headquarters hotel is the Westin Hotel, 1900 5th Avenue, Seattle, Washington 98101, (206)728-1000. SAA's rates are as follows:

\$75.00 single occupancy
\$87.00 double occupancy

Registration cards will be included in the annual meeting packets that will be mailed to all SAA members in May. Feel free to start making reservations at any time. Identify yourself as being with the Society of American Archivists' annual meeting to receive the convention rate, which will apply two days before and after the annual meeting (August 26 through September 6).

Preconference Workshops

If you have any questions concerning the preconference workshops, please contact Nancy VanWieren at the SAA office (312)922-0140.

Schedule Changes

Meeting on the West Coast in 1990 will necessitate some refinements in SAA's traditional annual meeting schedule. Instead of an opening luncheon, there will be an opening banquet on Thursday, August 30, when President John Fleckner will give his address and awards will be presented. The meeting will close with a breakfast meeting on Monday, September 3 (Labor Day).



Seattle, The Emerald City.

by Megan Moholt,
1990 SAA Host Committee

Let's meet in Seattle! The 1990 Host Committee is planning a variety of tours and activities so you can fully experience the Pacific Northwest. This article will highlight a few of the more unusual tours.

You can cruise through Puget Sound to the Kiana Lodge, where you will enjoy an authentic salmon barbecue and a Native American dance performance. The Lodge houses a large collection of Northwest Indian artifacts, and a replica of a longhouse stands nearby.

A walking tour to Pike Place Market is planned, too. Pike Place is North America's oldest continuing farmer's market and offers an array of fresh seafood, fruits, and vegetables, as well as a variety of craft booths and shops. You can also try your hand at kayaking on Lake Union for an early evening dinner paddle--destination Ivar's, a local restaurant legend.

For serious hikers, a two-day backpack trip is taking shape. Depending on the weather, you will explore the scenic alpine heights of the Cascades or a stretch of wilderness beach on the Washington Coast.

A preconference tour will take you through the San Juan Islands to Victoria, B.C., a charming

English-style city. Here you can visit the Royal British Columbia Museum, where you will experience the natural history of Vancouver Island. Walking through the world-famous Butchart Gardens, begun in 1904, you will see Japanese, Italian topiary, and English Rose gardens. Indulge in high tea at the gracious Empress Hotel and stroll through streets of quaint boutiques and antique shops.

The post-conference tour will take you north to Alaska! From the humpback whales in Frederick Sound to the caribou in Denali National Park, from the soaring peaks of the Glacier Coast to the towering heights of Mt. McKinley, from the historical remains of the Gold Rush to the grueling Iditarod sled dog race, Alaska offers a breathtaking view of a unique state in our nation's history.

So come to Seattle in 1990 for SAA's 54th annual meeting, and discover the delights of the Pacific Northwest. For more information on the two-day hike, contact Karyl Winn (206) 543-1879. For more general information about the Seattle area, contact Destination Washington at (800)544-1800 or the Seattle-King County Convention and Visitors Bureau, 666 Stewart Street, Seattle, Washington 98101.



Mary Beth Herkert and Tim Backer (Oregon State Archives)



Steve Cotham (McLung Historical Society in Knoxville, Tennessee); Marice Wolfe (Vanderbilt University Archives in Nashville, Tennessee); and Sally Ripatti (McLung Historical Archives)



Nancy Sahli (National Historical Publications and Records Commission) and Joel Wurl (National Endowment for the Humanities)

ARCHivists

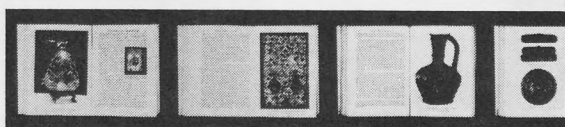
The 1989 annual meeting in St. Louis was filled with opportunities for archivists to explore the many cultural resources that the city has to offer. The Presidential Reception, which was partially underwritten by University Microfilms International and Spacesaver Corporation, was held at one of these: the Museum of Westward Expansion. The museum, which is part of the Jefferson National Expansion Memorial, is located beneath the Arch.

Pictured here are some of the folks who puzzled over the plastic gadget handed out at the reception. The gadget, donated by TWA, fits around the stem of a wine glass and attaches to the rim of a plate. Using this gadget freed archivists' hands to sample the cheeses and fruits while mingling with archival colleagues.



Mary J. Oates (Regis College, Weston, Massachusetts) and Mary Ellen Gleason (American Bible Society)

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As Others See Us

Warner Pflug of the Wayne State University Archives of Labor and Urban Affairs sent in the following excerpt from a book by Neil Sheehan entitled *A Bright and Shining Lie: John Paul Vann and America in Viet Nam*.

"Ngo Dinh Nhu, Diem's younger brother, bore the title of counselor to the president. He was an intellectual with a corrosive wit, as slim and handsome as Diem was plump and waddling, and a bit daft in his love of power and scheming....He was the second most powerful man in the country....Nhu had been educated as an archivist at the Ecole de Chartres.... and employed until 1945 at the Imperial Archives in Hue...."

Pflug noted that it is always nice to hear that someone in the profession made it to the big time, if only temporarily!



Stream of Conscience: 1989 Annual Meeting Outreach

by Kathy Marquis,
SAA Committee on Public Information

Reporters taking notes in sessions on daguerreotype history and baseball archives....USA Today calling nearly 100 archivists to ask about their collections....Articles in both the St. Louis Post-Dispatch and the Riverfront Times, as well as a few more in the works....Patrick Quinn on St. Louis radio megastation KMOX's drive-time program advertising SAA's Chicago phone number ("312-922-0140, that's 312-922-0140" -- and people calling to sign up!!)....

That's just the beginning. This year our aim was to see what was possible. Every year our aim is to let the host city know what SAA is all about and challenge them to think about a few archival issues. One lesson we learned: every press person we contacted thought archives were fascinating. Now the challenge is to channel all of that interest. We know many SAA members have already had local successes with the press. Brag a little! Let us know what you've done and we'll work to end forever the dusty/musty stereotypes we know and despise.

Archivists have always been confused with architects, archeologists, activists, and others. Gary Saretzky of Educational Testing Service heard a new one on his way home to New Jersey from the SAA annual meeting in St. Louis. Sitting next to him on his plane flight was an individual who had been attending a religious convention at the Clarion Hotel and had thought that archivists must be people who studied or built (or worshipped??) arches. This conclusion seemed especially reasonable to the individual because SAA's annual meeting had been held in the shadow of the famous arch in St. Louis!

Until that experience, Saretzky's favorite example of confusion was an occasion when he had received mail addressed to Mr. Archivist. The sender, obviously unfamiliar with the term, thought that "Archivist" was Saretzky's surname.

Nationwide Strategy
for
Archival Preservation



Preserving
History's
Future:

Nationwide Initiatives for
the Preservation and Use
of the Archival Record



The Society of American Archivists

Nationwide Strategy for Archival Preservation

by Paul Conway,
SAA Preservation Program Officer

For archivists, the preservation of historical materials has been both a cultural necessity and a central professional responsibility for many decades. Recently, Columbia University's Guy Petherbridge has written that "the perpetuation of society as we are accustomed to conceive or idealize it is dependent to a very large extent on the preservation en masse of our accumulated group memories and consciousness stored in the form of the written, printed and otherwise recorded word or symbol." Fifty years earlier, Robert C. Binkley, a pioneer in preservation microfilming, pinpointed the cultural value of archival work. "The objective of archival policy in a democratic country cannot be the mere saving of paper; it must be nothing less than the enriching of the complete historical consciousness of the people as a whole." Preservation includes policies and specific actions that prevent further damage and prolong the usability of collections of materials.

In support of this fundamental cultural need, archivists have defined their professional identity in terms of ensuring the identification, preservation, and use of records of enduring value. The SAA report, *Planning for the Archival Profession*, published in 1986, identified archival preservation programs as an indispensable function. Successful archival administration, it stated, "is more than just the management of archival repositories; in a larger sense it is the goal of an entire profession whose mission is the preservation of information important to the legal, economic, political, intellectual, and cultural life of society." The report clearly recognizes that meeting the archival preservation challenge depends in large measure on the cumulative efforts of many individual archivists working in unique institutional settings.

The Need for a Nationwide Strategy

A coordinated set of nationwide initiatives, launched over the next decade, supports the central component of this mission by defining the scope of archival preservation efforts and providing a structure around which institutional, regional, and national programs can be built. A nationwide archival

program can be built. A nationwide archival preservation strategy serves to unite archivists around a cause central to its mission and integrates their efforts with those of a broad community of professionals committed to protecting our nation's cultural heritage.

Although archivists have always been concerned with preservation, until a decade ago it appeared possible that archivists could fulfill their responsibilities to the historical record, and therefore to society, chiefly by collecting and housing materials in relatively secure environments and permitting access to those who asked. Today more and more archivists recognize that preservation is a specific set of technical and administrative processes that affects every archival function. Indeed, SAA's basic conservation manual, written in 1983 by Mary Lynn Ritzenthaler, has played a big role in defining an integrated approach to archival preservation.

As the volume of archival information increases and archival records appear in a constantly expanding variety of forms and formats, archivists are faced with making hard decisions about selecting information for preservation, providing access to archival records, and choosing the most appropriate and cost-effective methods for preserving archival information. It is inappropriate and, in fact, impossible to make responsible preservation decisions of this nature without coordinating preservation efforts with other archival repositories on state-wide, regional, and national levels.

Additionally, archivists should align themselves with other professionals already involved in developing and implementing national strategies and setting priorities. Librarians, in particular, have made unprecedented progress in this area over the past decade. It is critical that archivists strengthen and support ongoing nationwide preservation initiatives to ensure that archival concerns are integrated into the process.

To accomplish these tasks, the archival profession needs a framework that provides archivists, institutions, service organizations, funding agencies, and professional associations with a clear statement of archival preservation goals and objectives. An outline for action should reflect commonly accepted operating

principles and should clearly focus the efforts of both the archival profession and of individual archivists. Most importantly, a nationwide strategy should enhance the capacity of this country's archival facilities to build both institutional and public support for comprehensive preservation programs.

Developing a Nationwide Strategy

For the past two years, with the assistance of the National Endowment for the Humanities, the Society of American Archivists has studied the current state of preservation programs in United States archival facilities, primarily for the purpose of developing new educational initiatives for the 1990s. Findings of the extensive research project, which included a statistical survey of archival programs, interviews with national preservation experts, and a thorough review of recommended practices, suggest that archivists understand the national significance of their preservation efforts and are applying information on basic treatment techniques. Yet they have only partially integrated archival preservation into their professional practice.

Research indicates that archival units are isolated from the organizations of which they are a part, playing a far more limited role in supporting the institution's mission and purpose than they should. Archivists tend to take a piecemeal approach to preservation, picking and choosing from among the possible activities, instead of working through an ongoing planning process that sets priorities for the unit and for the parent organization. Archivists are still not accustomed to viewing preservation as an umbrella under which many archival functions could be placed. Many archivists need to move their preservation efforts beyond a rudimentary level and learn how to make preservation a comprehensive management function.

Achieving this goal may be as much an educational problem as a financial one. Pamela Darling, one of this country's foremost thinkers in the preservation field, makes the crucial point that the biggest challenge is to marshal intellectual ammunition. Accurate information is crucial to successful administration, she concludes, because the real problem is the "shortage, not of money, but of knowledge. Financial constraints are serious and will become more so; but until the preservation field reaches the point at which most people know what ought to be done and how it should be done, the lack of money to do it on a scale appropriate to the need is not terribly significant."

It is doubtful that significant progress on preserving archival collections can occur in many types of administrative settings until archivists succeed in functionally integrating the activities of their departments into the mainstream of their institutions.

If undertaken systematically and comprehensively, archival preservation has the potential to become the primary impetus for improving the quality, value, and effectiveness of individual archival programs overall. SAA's research shows that archivists may be more effective in improving their capacity to undertake comprehensive preservation programs if their efforts are supported by a comprehensive nationwide archival preservation strategy, developed and coordinated by archivists themselves.

This past September fifteen archivists, archival educators, conservators, and preservation administrators met in a three-day seminar at the University of Pittsburgh's School of Library and Information Science to make the first cut at nationwide strategy. As reported in the previous issue of the *SAA Newsletter*, those who participated included:

- Brenda Banks, Georgia Department of Archives and History;
- Sally Buchanan, University of Pittsburgh;
- Nicholas Burckel, Washington University, St. Louis;
- Margaret Child, Consultant;
- Paul Conway, Society of American Archivists;
- Richard Cox, University of Pittsburgh;
- Ann Diffendal, Consultant;
- John Fleckner, Smithsonian Institution;
- Karen Garlick, National Archives and Records Administration;
- Gordon Hendrickson, Iowa State Archives;
- Anne Kenney, Cornell University;
- Howard Lowell, Oklahoma Department of Libraries;
- Donn Neal, Society of American Archivists;
- Barclay Ogden, University of California; and
- Christine Ward, New York State Archives and Records Administration.

In addition, Patricia Battin, Commission on Preservation and Access; George Farr, National Endowment for the Humanities; and Nancy Sahli, National Historical Publications and Records Commission, attended as observers.

The group reviewed the findings and recommendations of SAA's preservation research and evaluation project, then used them as point of departure for creating a draft strategy document. The consensus of the seminar participants was that the first purpose of a nationwide archival preservation strategy would be to mobilize the archival profession to do its work, and to empower archivists to fulfill their preservation responsibilities using the widest possible range of resources. Potential uses of the strategy document were also identified: as an education tool within the profession, as an endorsed statement of professional practice to present to resource allocators, and as a guide for funders to the needs of the profession.

Nationwide Strategy for Archival Preservation

In its current form, the draft strategy document consists of thirty six initiatives organized under seven broad objectives for the next decade. A number of the initiatives listed in the document are already being undertaken by SAA or other institutions and organizations. Others may be started in the near future. The document is a continuation of efforts by archivists, led by the Society of American Archivists, to clarify and strengthen their profession. To date these have included profession-wide planning, institutional evaluation programs, state historical assessment projects, and graduate archival education guidelines.

Priorities

In reviewing the draft document as a whole, the participants in the Pittsburgh seminar placed highest priority on Initiatives 1 and 2 (SAA leadership), Initiative 6 (alkaline paper), Initiative 8 (new funding), and Initiative 12 (continuing education workshops). Overall, the group recognized the central importance of supporting comprehensive education and training programs (Objective 2), at all levels, in advancing the adoption of comprehensive archival preservation management programs. There was a consensus, however, that the draft document deserved wide circulation within the archival profession so that there can be spirited discussion on the most important priorities for action. A nationwide strategy for archival preservation should not be a static document, but a tool for education, program development, fundraising, and other purposes.

A Review Process

In order to encourage a systematic review of the draft strategy document, SAA's Council established a new Task Force on Preservation at its October 1989 meeting. The charge to the Task Force reads:

"The SAA Task Force on Preservation will serve as a focus for preservation planning activities within the archival profession. Its immediate, specific charge is to seek comments and reactions from the archival community to the planning document "Preserving History's Future: Nationwide Initiatives for the Preservation and Use of the Archival Record." These responses, together with the Task Force's observations and analyses, will be incorporated into the document for presentation to the SAA Council within eighteen months. Additionally, the Task Force will help to maintain momentum and continuity in the Society's preservation efforts during the gap in outside

funding for the SAA's Preservation Office. The Task Force will have seven members including its chair/co-chairs and is created for a period no longer than three years."

Members of the Task Force, appointed by SAA President John Fleckner, include:

- Christine Ward, New York State Archives and Records Administration, co-chair (oversees New York's archival preservation initiatives);
- Howard Lowell, Delaware State Archives, co-chair (state archivist, preservation researcher);
- Margaret Child, Consultant (formerly director of research, Smithsonian Institution Libraries);
- Anne Kenney, Preservation Officer, Cornell University Libraries;
- Paul McCarthy, Director, University of Alaska, Fairbanks Libraries (chair, SAA Management Roundtable);
- Lisa Fox, Preservation Officer, Southeast Library Network (SOLINET); and
- Paul Conway, former SAA Preservation Program Officer.

The new Task Force on Preservation needs your comments on the draft nationwide strategy document. Of particular value would be the insights of archivists from a variety of repository settings on initiatives that should have the highest priority, and comments on what individuals, groups, and organizations are most important to the success of particular initiatives. The Task Force is also interested in hearing from archivists, librarians, museum curators, history professionals, and other people concerned with preserving cultural and historical materials on how the strategy document can be used to mobilize support for archival preservation. Please address your remarks to any of the members of the Task Force or to SAA Executive Director Donn Neal.

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Preserving History's Future:

Nationwide Initiatives for the Preservation and Use of the Archival Record

OBJECTIVE 1: Increase public commitment to preserve and use the historical record.

Professional archivists serve broad-based groups of users, especially institutional administrators, the general public, and the community of professionals who house and care for historical materials. The strong and continuing support of these publics--at the national, state and local level--is essential for the long-term success of archival preservation programs.

Initiative 1 Enhance effective mechanisms within the Society of American Archivists, including a permanent staff position, to provide leadership, educational program development, and information and advice on preservation planning and action.

Initiative 2 Forge alliances between the Society of American Archivists and other national or regional organizations concerned with the preservation of historical materials.

Initiative 3 Encourage the expansion of existing sources of support for the preservation of library materials to include support for archival preservation projects.

Initiative 4 Produce educational products for distribution to targeted publics that raise awareness of the value of archival preservation, including audiovisual programs, exhibitions, and press articles.

Initiative 5 Target public relations materials and develop mechanisms that encourage their wide use and reinforce their messages.

Initiative 6 Support legislation, executive orders, and other enforceable initiatives to increase the use of alkaline paper by records creators.

Initiative 7 Encourage the inclusion of preservation guidelines in all records schedules prepared by records managers in government, the private sector, and higher education.

Initiative 8 Promote legislation at national and state levels for substantial new funding for preservation, based on priorities established in a nationwide strategy.

OBJECTIVE 2: Support comprehensive education and training programs.

Education and training programs are available through at least three vehicles: formal higher education, continuing professional education, and on-the-job training. Education programs should be targeted by type of institutional setting or specific audience, including archivists, archives conservators, educators, para-professionals, volunteers, consultants, and administrators.

Initiative 9 Integrate archival preservation issues into all phases of graduate archival education.

Initiative 10 Develop new and strengthen existing masters-level training programs for archival preservation managers and conservators.

Initiative 11 Strengthen basic/introductory continuing education workshops on preservation and conservation to compensate for existing weaknesses in formal education programs, and transmit new knowledge to practicing professionals.

Initiative 12 Develop curricula for multi-tier workshop/seminar programs, whereby participation in each successive tier reinforces the application of lessons learned from lower-tier programs.

Initiative 13 Develop training programs for archival educators, workshop instructors, and consultants to ensure consistency and high quality.

Initiative 14 Develop practical handbooks, assessment tools, and case studies suitable for use in the classroom and in the field, and publish them in print, audiovisual, or software formats, as appropriate.

Initiative 15 Provide opportunities for internships and fellowships in archival preservation management.

Initiative 16 Develop targeted programs of on-site educational consultancies aimed at developing the preservation skills of archivists in their institutional settings.

OBJECTIVE 3: Support the development of comprehensive preservation management programs and activities.

Most archivists function within institutional settings with specific missions, goals, and limitations. Comprehensive, integrated preservation programs should be an essential management responsibility of these institutions, leading in turn to interinstitutional cooperation.

Initiative 17 Encourage the development and implementation of statewide preservation plans in all 50 states that encourage coordinated institutional action.

Initiative 18 Develop strategies to aid archivists in establishing benign environmental storage and housing conditions in all archival repositories.

Initiative 19 Encourage the development and adoption of program performance standards for archival preservation activities, including holdings maintenance, treatment, reformatting, and replacement strategies.

Initiative 20 Collect and disseminate comparative data on archival preservation programs to encourage compliance with program performance standards.

Initiative 21 Gather and disseminate data on the costs of preservation action as well as the costs of inaction in archival repositories.

Initiative 22 Encourage the adoption by foundations and other funding bodies of incentives for systematic self-assessment and the institution of basic preservation activities, such as disaster planning and environmental monitoring.

OBJECTIVE 4: Identify and promote the use of systematic selection procedures for appropriate preservation strategies.

Because the scope of the preservation challenge outweighs the resources available, devising procedures for selecting archival materials for preservation with available techniques is the biggest challenge confronting archivists. Although in practice appraisal supports other archival functions, the importance of archival appraisal to successful preservation program development warrants a special objective.

Initiative 23 Encourage the application of interinstitutional appraisal and collection development approaches, including documentation strategies, to the selection of materials for preservation.

Initiative 24 Develop, test, and disseminate tools for evaluating the preservation profile of archival collections (scope, value, and condition) that incorporate techniques developed in institution-wide reappraisal projects.

Initiative 25 Encourage the cross-fertilization of ideas and the identification of areas of common need among appraisal archivists, collection development librarians, and preservation administrators.

OBJECTIVE 5: Encourage the development and dissemination of technical standards for preservation processes.

Technical standards are the foundation upon which preservation programs are built. Archivists need to influence more directly the development, dissemination, and adoption of standards bearing upon archival preservation.

Initiative 26 Enhance ongoing efforts to gather and disseminate research findings on the stability, nature, and rates of deterioration of papers, films, magnetic, optical, and other media under standardized environmental conditions.

Initiative 27 Identify what additional technical standards are needed and encourage the involvement of archivists in their development, review, testing, and dissemination.

Initiative 28 Identify special archival considerations relating to mass treatment processes, such as deacidification, and support efforts to adapt these processes to archival needs.

OBJECTIVE 6: Facilitate access to preserved collections.

Use and scholarship are the ultimate reasons that archival materials are kept. Preservation enhances the value of archival collections by extending their availability for use. Without significant efforts to provide access to information about preserved records--and to the records themselves--archivists limit the value to users of the preservation projects they undertake.

Initiative 29 Involve archivists in the review and acceptance of MARC 583 field conventions and encourage the exchange of preservation information among archival repositories.

Initiative 30 Encourage the creation of full MARC records for all preserved collections at the collection or series level.

Initiative 31 Increase access to information about preserved collections beyond single institutions by including MARC records in national bibliographic data bases.

Initiative 32 When reformatting is the most appropriate preservation method, encourage the exchange of preserved collections through micropublishing or the loan of duplicate copies.

OBJECTIVE 7: Support research and dissemination of research findings on archival preservation and related topics.

Ongoing, systematic research on the theory and practice of archival work is a vital component of a strong archival profession. Archivists need to extend and expand recent research in such areas as appraisal strategies and the users of historical records to encompass fundamental technical and administrative aspects of archival preservation.

Initiative 33 Increase public and private funding for preservation research in archival institutions and schools of higher education.

Initiative 34 Establish effective means of disseminating preservation research findings and products.

Initiative 35 Build mechanisms for cooperation with allied professionals in preservation research.

Initiative 36 Stimulate research that links preservation activities with other archival functions and activities, including model building and testing and the collection of valid empirical data.

Editor's Note: This document was drafted largely by Paul Conway, who served as SAA's Preservation Program Officer during 1988 and 1989. He was also responsible for soliciting comments on the early versions of the document and for refining it to reflect those comments. The Society wishes to express its appreciation to Paul Conway for his leadership of this effort.



The American Archivist

Volume 53
Number 3
Summer 1990

The summer 1990 American Archivist (volume 53, number 3) will be a special issue devoted entirely to the subject of preservation in an archival setting. The guest editor is Anne R. Kenney, the journal's book review editor. Articles will examine such issues as the national preservation context, international initiatives, research and development, planning, preservation of nontextual records, and lessons from library preservation programs. Contributors include archivists, librarians, conservators, and representatives from organizations devoted to the preservation of research materials.

Look for the special preservation issue of The American Archivist this summer!



Published Quarterly by
The Society of American Archivists

Archivists' Calendar

February 5-6

Records Retention & Files Management; Hyatt Regency, Miami; \$650; Thomas Wilds Associates Inc., (212)986-2515.

February 7-8

Micrographic and Optical Disk Systems; Hyatt Regency, Miami; \$650; Thomas Wilds Associates Inc., (212)986-2515.

February 8

"Management of Photographic Collections" sponsored by New England Archivists; Keene, New Hampshire; Randall Jimerson, (203)486-2893.

February 26

"Organizing Manuscripts and Archives" sponsored by New England Archivists; Storrs, Connecticut; Randall Jimerson, (203)486-2893.

March 12-13

Records Retention & Files Management; Chicago Hilton, Chicago; \$650; Thomas Wilds Associates Inc., (212)986-2515.

March 14-15

Micrographic and Optical Disk Systems; Chicago Hilton, Chicago; \$650; Thomas Wilds Associates Inc., (212)986-2515.

March 29

5th Annual National Archives Preservation Conference on "Exhibits and Conservation: A Delicate Balance"; National Archives Building, Washington, D.C.; (202)523-1546.

April 20-21

The New England Museum Association and Old Sturbridge Village Archives Institute; Old Sturbridge Village, Massachusetts; Theresa Rini Percy, (508)347-3362.

April 23-24

Records Retention & Files Management; Capital Hilton, Washington, D.C.; \$650; Thomas Wilds Associates Inc., (212)986-2515.

April 25-26

Micrographic and Optical Disk Systems; Capital Hilton, Washington, D.C.; \$650; Thomas Wilds Associates Inc., (212)986-2515.

April 27

"Organizing Manuscripts and Archives" sponsored by New England Archivists; Lewiston, Maine; Randall Jimerson, (203)486-2893.

April 27

"Managing Your Image: Archival Outreach" sponsored by New England Archivists; Lewiston, Maine; Randall Jimerson, (203)486-2893.

May 9-13

American Association of Museums Annual Meeting; Chicago Hilton and Towers, Chicago; Meg McCarthy, (202)289-1818.

May 13-15

Midwest Archives Conference Annual Spring Meeting; Chicago; Katherine Hamilton-Smith, (708)526-8638.

May 18-24

90th Annual Meeting of the Medical Library Association; Westin Renaissance Hotel and the Cobo Convention Center, Detroit, Michigan; (312)419-9094.

May 23-25

Southern Archivists Conference Second Bi-Annual Meeting; Lake Guntersville, Alabama.

June 11-22

24th Annual Georgia Archives Institute; "An Introduction to Archives Administration"; \$400; Enrollment limited; Application/resume DEADLINE: April 1, 1990; Dr. Patrice McDermott, School of Library and Information Studies, Clark Atlanta University, Atlanta, Georgia 30314.

June 11-16

National Institute of Genealogical Research; National Archives, Washington, D.C.; Lynn McMillion, (703)960-3262.

July 25-28

National Association of Government and Records Administrators (NAGARA) Annual Meeting; Boston; Martha Clark, (617)727-2816.

Latin American Archives and Preservation and Conservation Institute

by Alfred E. Lemmon,
Historic New Orleans Collection

Sponsored by the Society of American Archivists, the Latin American Archives Preservation and Conservation Institute was hosted last September by the Harry Ransom Humanities Research Center of the University of Texas at Austin. The institute attracted participants from Brazil (Ingrid Beck); Chile (Regina Solis Jara); Colombia (Noemi Aguirre de Greiff); Costa Rica (Maria Arce Gonzales); Ecuador (Grecia Vasco de Escudero); Guatemala (Julio Robert Gil Aguilar); Mexico (Leonardo Gonzalez Rodriguez); Peru (Jose Alfonso Valdizan Ayala); Uruguay (Luis Alfredo Coirolo); Venezuela (Blanca Moris Orta de Araujo); and the United States (Alfred Lemmon).

Serving as general coordinator of the two-week seminar was James Stroud, head of conservation at the Ransom Center. Other Ransom Center staff participating included Mary Baughman, Debbie Brewer, Barbara Brown, Sarah Capps, Scott Garber, Sue Murphy, Karen Pavelka, Rodolfo Stello, and Frank Yezer. Visiting faculty included Paul Banks (Columbia University); Susan Benson (Organization of American States); Sally Buchanan (University of Pittsburgh); Paul Conway (Society of American Archivists); Ellen Cunningham-Kruppa (University of Texas at Austin); Allert Gort-Brown (Columbia University); David Gracey (University of Texas at Austin); Laura Gutierrez-Witt (University of Texas at Austin); Carolyn Harris (Columbia University); and Leonor Ortiz Monasterio (National Archives of Mexico). The team of translators was under the direction of John Garcia.

Funding for the program origi-

nated with the U.S. Department of State, which through the National Archives and Records Administration invited SAA to serve as sponsor. The institute was designed for administrative-level archivists within national and municipal archives who are in a position to implement and control preservation within archival collections. Collection care, exhibition, and conservation procedures were also highlighted.

The purpose of the institute was to train participants to be advocates within their own institutions and to work for the establishment of programs in other archives. It was the intention that lines of communication would be established between archivists and conservation practitioners, resulting in the establishment of training programs for preservation practices throughout their respective regions.

After welcoming remarks by Donn Neal, on behalf of SAA, and Thomas Staley, Director of the Harry Ransom Humanities Research Center, the institute began with each Latin American representative presenting a history of his/her respective archives, a status report on holdings maintenance, environmental questions, preservation and conservation practices, and archival education. The presentation highlighted the variety of challenges faced by the archivists, whose holdings range, in most cases, from the early sixteenth century to the present day.

The institute was clearly divided into four major sections: environmental considerations, education and training of preservation administrators, disaster

planning, and holdings and collections maintenance. Stressing that prevention is better than repair, Paul Banks addressed environmental issues, both in terms of the larger problems associated with actual building structure and the functioning of the repository, and the more common considerations, such as light, moisture, temperature, and insect infestations. Banks emphasized that no single temperature, humidity, or light level would be universal, and that what might be comfortable for people might not be the best environmental conditions for records. Furthermore, living things can repair themselves, whereas records cannot.

Banks also made it clear that many of the challenges faced by the archival community today concerning environmental conditions are not new, as London reported pollution problems as early as the thirteenth century. Complementing Banks' presentations were those of Paul Conway, who reviewed his findings on the status of preservation in American archives. Ellen Cunningham-Krupp spoke of the practical aspects of establishing a general preservation program for a large library system.

Carolyn Harris focused on the external support available for institutional preservation and conservation efforts and the necessity for appropriate training. Laura Gutierrez-Witt discussed inter-American bibliographic projects and resources, while Susan Benson discussed what types of resources OAS might offer to archives. The themes of

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cooperative support and practicality were highlighted, from the view of Latin American archivists, by Leonor Ortiz Monasterio. Her presentation, followed by a lively roundtable discussion, demonstrated how to adapt the insights of the most advanced technology and apply it to the situation of particular archives.

David Gracey reiterated the need for cooperative support, especially in the field of educational concerns. Sally Buchanan stressed the administrative issues of preservation and conservation programs within institutions. Her topics included staff development, program building, development of priorities, and exhibition and reformatting concerns. Of particular interest to participants, however, was her session on disaster planning and recovery. Her presentations were highlighted with demonstrations by the Ransom Center Staff on exhibition and reformatting practices.

The visit to the Texas State Archives and Library, hosted by Chris LaPlante, demonstrated the practical application of complex preservation issues in the course of daily work, ranging from the reading room, storage areas, and work areas to the housing of documents. Ken Henseley's tour of the Texas State Records facility highlighted the care of massive quantities of documents, with emphasis on conservation, fire prevention, microfilming, retrieval, and security of large quantities of records. Karen Garlick's sessions focused on holdings and collections maintenance within archives, with emphasis on preservation surveys, and the development of programs for in-house care. Creative approaches for difficult situations dictated by limited budgets, staff, and supplies were given special consideration.

In the final days of the institute, participants focused their attention on the prepara-

tion of a "statement." They concluded that they should serve as advocates encouraging individual repositories to assess the risks posed to their collections from the environment and from the buildings in which they are stored.

At the same time, repositories should be encouraged to analyze and report on the prevention measures taken to reduce environmental or storage risks to their holdings. The evaluation of equipment, finances, and general resource necessities was strongly encouraged, in order that prevention capabilities might be upgraded to an acceptable level.

The publication of guides and handbooks was seen as essential, as well as the development of national and international systems for providing emergency assistance. The development of ongoing workshops in disaster training was viewed as an essential project, as was a uniform survey to determine the quantity and condition of holdings in Latin American archives and subsequently the development of strategic plans for identifying preservation priorities and objectives.

In an effort to continue the momentum of the institute, the participants recommended the formation of a "Preservation and Conservation Committee" within the Latin America Archives Association that would establish a mechanism for communication of preservation activities and information among archival repositories in Latin America through a newsletter and the development and maintenance of a bibliography in the fields of conservation and preservation.

It was also recommended that programs be developed to ensure the dissemination of preservation literature within Latin America. The participants concluded their statement with an expression of gratitude to SAA and the Ransom Center, noting that the "seed has been planted" and that they now have the responsibility to take full advantage of it.

Commission on Preservation and Access Receives Getty Grant

The Getty Grant Program has awarded \$254,000 to the Commission on Preservation and Access to develop a joint task force and support research and demonstration projects on preservation microfilming for brittle books and photographs. The project, which begins this month, involves three interdependent activities.

First, the Commission will convene a joint task force that will draw together the interests of such diverse constituencies as art librarians, museum administrators, architects, archaeologists, and art historians. Second, a demonstration project at the Mid-Atlantic Preservation Service will explore the capabilities and costs of color and continuous tone black-and-white microfilm for materials containing images and text. Third, a research project by the Image Permanence Institute of the Rochester Institute of Technology will explore the stability of color microfilm beyond the data now supplied by manufacturers.

Several of the participants represented archives that are currently, or will soon be, considering new archival facilities. When one recalls the emphasis Paul Banks placed on the structure of the facility, the institute was particularly timely. Architects design many buildings during their careers, but few libraries and archives. Archivists may have the opportunity to help in the design of one in their entire career. The potential effect that this conference could have on the archives of Latin America is indeed tremendous.

Glasnost Expands in Soviet Archives

by Teresa M. Brinati
SAA Managing Editor

Big Brother is slowly becoming a myth in Soviet archives.

During the first two weeks in October, Roland Baumann of the Oberlin College Archives and Marie Allen of the National Archives and Records Administration visited the Soviet Union to learn about their techniques of appraisal, selection, and acquisition. The trip was part of the agreement for the exchange of archival specialists by the U.S.-U.S.S.R. Commission on Archival Cooperation between the American Council of Learned Societies and the Main Archival Administration of the U.S.S.R. Council of Ministers, administered by the International Research and Exchanges Board.

Baumann and Allen visited ten archival repositories in Moscow, Leningrad, and Riga, which is the capital of the republic of Latvia. They also met with staff of the All-Union Research Institute of Documentation and Archival Affairs (VNIDAD); toured an Agency Archives; and participated in discussions with appraisal archivists and deputies from the *Glavarkhiv*--the Main Archival Administration of the Council of Ministers of the U.S.S.R.

"We found the Soviet archivists to be charming, gracious, and fairly open during our discussions," Baumann noted, "and although we quickly recognized the controlling elements in the Soviet system, we never felt we were having to deal with Big Brother."

Some of the things that sur-

prised both Allen and Baumann included the heightened or renewed interest in Russian and Soviet history; the removal of many access restrictions; the problems of acquiring a personal collection; and the widespread use of finding aids by scholars since April 1989.

The Soviet system is highly centralized, according to Baumann. All archives were nationalized under Lenin's 1918 decree. This means there are no college and university archives or corporate archives. The Archives of Literature and Art, for example, is run by the government.

Personal collections do exist, Baumann said; however, they are acquired under a deed of gift or purchase, just as in the United States. Baumann also noted that acquisition funds are small and that there is no copyright law as such in the Soviet Union, which has made using personal collections somewhat difficult.

Each of the repositories reported that a new instruction concerning *glasnost* was distributed throughout the archival system in December 1988, Allen said. In accordance with the idea of *glasnost*, many of the restrictions on the use of records were lifted. Several repositories reported removing restrictions from literally hundreds of thousands of files--the Soviet equivalent of a series--as the result of this initiative, according to Allen.

"Several of the repositories

with holdings dated prior to 1917 are now completely open," Allen remarked. "while others reported that 90 percent of their holdings were open." Allen explained that the remainder of the records were closed due to privacy restrictions.

In keeping with the new openness, Soviet archives are planning to respond to genealogical reference requests for the first time, Allen said. The National Archives and Records Administration, along with major American genealogical societies, is working with Soviet archivists to establish forms and fees for a clearinghouse for North American genealogical inquiries to the U.S.S.R.

This service, according to Baumann, is expected to begin sometime this year or next if the Soviets are able to develop appropriate methods and guidelines.

Accompanying the removal of many restrictions on Soviet records are discussions about the streamlining of the research application process. In the past, an American scholar planning research in the the Soviet Union had to secure approval of his or her topic from the appropriate ministry of the U.S.S.R., as well as approval for access to records at any Soviet repository from the Main Archival Administration of the U.S.S.R. Council of Ministers. Under discussion now are plans for decentralizing this process and reducing its most restrictive features. The details of the new procedures are not yet available



U.S. archivists with the staff of the Moscow City Archives (left to right): V.E. Manykin, deputy director of the Main Archival Administration; A.S. Kiselyov, director of the Main Archival Administration; Marie Allen, National Archives and Records Administration; M.S. Margolina, director of the Film Archives; Roland Baumann, Oberlin College Archives; E.G. Goldina, director of the Central State Historical Archives; and A.I. Segedim, director of the Central State Archives of the October Revolution.

for public release, Allen said.

Finally, the first proposal for a national archival law, containing thirty articles, is now on the legislative docket of the Supreme Soviet. Among the law's many features is a legal time requirement for the transfer of government records to archival repositories and a 30-year time period for the declassification of security-classified materials. The deputy director of the Main Archival Administration will be lecturing on this subject this spring at several American archives.

These very positive changes in the Soviet archives are coupled with very real problems. The process of *perestroika*, or restructuring, is causing major government reorganization, with the abolition or transfer of major units and the creation of new

units. Soviet archivists are concerned that records will be lost in the process of this bureaucratic reshuffling, Baumann noted.

In addition, Soviet archivists have been told to expect significant budget cuts, perhaps 30 to 50 percent, and to explore new methods of fundraising from private sources. This is referred to as "self-financing" by the Soviets. Genealogical reference services may prove to be a significant new method of securing such financial resources for the support of Soviet archival programs.

Even though differences between the U.S. and U.S.S.R. archival systems were striking, Allen and Baumann easily identified with problems faced by Soviet archivists. They, too, complain about the lack of financial support, the need for

more and better space, and the need to improve the level of professionalism. In particular, the Soviet archival work force, which is largely populated by females, is poorly paid and under appreciated in society. This explains why there is such turnover at the lower ranks and low morale.

Editor's note: Marie Allen and Roland Baumann are currently working on an article about their visit to the Soviet Union. It will appear in a future issue of *The American Archivist*.

PRESERVATION INTERN

Conservation Division

The Research Libraries of the New York Public Library offer an excellent opportunity to a self-motivated individual with an MLS and proven leadership potential, initiative and promise.

Under the supervision of the Assistant Director for Conservation, you will receive orientation in administering collections management and preservation programs. In addition, you will help plan and carry out specific projects, attend meetings and participate in workshops and staff training programs.

To qualify, at least 2 years professional library experience is required as well as training in preservation administration and executing conservation techniques gained through related work experience or formal program completion in conserving library research materials. Familiarity with statistical analysis, sampling techniques and systems analysis desirable. Prior work experience in a research library or archives would be an asset.

Salary: \$27,357 per year plus comprehensive benefits. Interested applicants should send their resume to: **Lauren Botwick, Personnel Representative, The New York Public Library, Human Resources Department, 8 West 40th Street, 2nd Floor, New York, NY 10018.** Equal Opportunity Employer M/F



The New York Public Library

WHERE YOUR FUTURE IS AN OPEN BOOK

Wanted

THE GREAT DEPRESSION

Blackside Inc., documentary producers for the acclaimed public television series *Eyes on the Prize*, has started production on the first PBS commitment to documenting the social history of America's Great Depression years, 1929-1941. Funded by the National Endowment for the Humanities, the nine-part series will cover and demystify all that was the Depression era, from the Dust Bowl to the federally-sponsored arts projects.

The pilot program will cover the years 1929-1932 approximately, and a major portion will be devoted to the Bonus Expeditionary Force of 1932. If you know any surviving members of that historic march, we would appreciate some reply. Please also contact us with any films, photos, radio recordings, manuscripts, and assorted memorabilia on the Great Depression in general, and the Bonus Expeditionary Force in particular. Even home movies and travelogues are important to know about.

Please contact Karen Bernstein, Kenn Rabin, or Meredith Woods at Blackside Inc., 486 Shawmut Avenue, Boston, Massachusetts 02118, (617)536-6900.

INFORMATION ON PROCESSING OF LARGE COLLECTIONS

As a student in F. Gerald Ham's archives seminar, I am researching how planning is conducted for the processing of large collections. I am looking for information from processing staff and administration on the procedures/methods used in planning how to process large public records and manuscript collections. This includes any written plans or meetings where possible processing schemes are discussed and evaluated.

Please send a card with your name, address, and phone number to Virginia Fritsch, Archives Reading Room, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706, so that I may contact you.

MUSEUM COMPUTER NETWORK: CALL FOR PAPERS

The Museum Computer Network seeks proposals for papers, panel discussions, and demonstrations that focus on overall planning efforts for automation; information architecture studies and use of CASE technology; linking of museum, archival, and library systems; data sharing and information access; and use of image-related technologies in a museum context. The theme of the conference, which will be held in Richmond, Virginia, on October 10-14, 1990, is "Integrated Computer Systems." For further information, contact Deirdre Stam, Executive Director of the Museum Computer Network, School of Information Studies, Syracuse University, Syracuse, New York 13244-2340, (315)443-5612.

Awards Available

SUMMER INSTITUTE IN THE ENGLISH ARCHIVAL SCIENCES

The Newberry Library Center for Renaissance Studies is pleased to announce the 1990 Summer Institute in English Archival Sciences, which will be directed by Drs. Diana E. Greenway and Jane Sayers. The aim of the institute, which is supported by a major grant from the National Endowment for the Humanities, is to enrich the research and the teaching of subjects in the English Middle Ages and Renaissance by providing six weeks of intensive training in the reading, transcribing, and editing of English manuscript books and documents from the late medieval through the Early Modern periods, as well as a thorough orientation in the archives and manuscript collections available for work in the English tradition. Stipends of up to \$3,000 are available. The course will meet from July 9 through August 17, 1990. The deadline for applications will be March 1, 1990.

For application forms and information, contact the Center for Renaissance Studies, The Newberry Library, 60 West Walton Street, Chicago, Illinois 60610, (312)943-9090.

SPANISH SURVEY MAPS OF THE TUCSON PRESIDIO

The city government of Tucson, Arizona, is attempting to locate 1775 to 1820 Spanish survey maps of the Tucson Presidio. Lieutenant Colonel Don Hugo Oconor and Franciscan Father Garces founded San Augustin del Tucson in August 1775. Unsuccessful searches have been conducted at the National Archives and Records Administration, and at the archives in Seville, Spain; Mexico City, Mexico; and Hermasillo, Mexico. The earliest original document of Tucson's history, an 1862 Ferguson map drawn by surveyor John B. Mills, is displayed at the Arizona Historical Society in Tucson.

Any information on earlier materials is of interest. The contact person is J. Richard Kyle, City Archivist, 4300 S. Park Avenue, Tucson, Arizona 85745, (602)791-2553.

COLLECTIONS WANTED

Collector wishes to buy old autograph collections, post card collections, and interesting paper from your attic. Please call (914)666-7066 or write: Richard Berman, P.O. Box 920, New York, New York 10185.

Professional Opportunities

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.....\$35	200-299 words.....\$105
125-199 words.....\$70	over 300 words.....\$140

(Numbers, abbreviations, etc. each count as one word.) Institutional members of SAA may subtract \$35 from the above rates. 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. Announcements received after the deadline date—5th of the month preceding publication—will be charged a \$15 late fee.

For information about SAA's employment services, including advertisements, and fax services, contact Nancy VanWieren at the SAA office, (312)922-0140.

SAA assumes that all employers listing positions are in compliance with applicable Equal-Opportunity and Affirmative-Action regulations.

ARCHIVIST

The Mennonite Library and Archives Bethel College

The Mennonite Library and Archives (MLA) at Bethel College, North Newton, Kansas, seeks a full-time professional archivist. The MLA contains some 30,000 volumes, 50,000 photographs, and over 5,000 linear feet of archives and manuscripts documenting the history of Mennonites from the 16th century to the present. **RESPONSIBILITIES:** Management of the MLA's archives and manuscripts collections, including solicitation, processing, preservation, and reference. Other duties may be assigned based on the successful candidate's abilities and interest. **QUALIFICATIONS:** (a) Archival experience and/or training, (b) at least one graduate degree (in hand or forthcoming), (c) familiarity with the general history and development of the Mennonite church, (d) a good, working knowledge of German, and (e) effective communication skills. **SALARY:** Commensurate with successful candidate's level of experience, education, and job responsibilities, \$19,500 minimum. Health insurance, TIAA-CREF, and four weeks vacation. Review of applications will begin March 1, 1990; appointment to occur any time thereafter, but preferably no later than July 1, 1990. Send letter of application, resume, and names of three references to Dr. Brian E. Schrag, Academic Dean, Bethel College, North Newton, Kansas 67117.

EMPLOYMENT WANTED

Retiree desires consulting/project work up to one year in duration. Awarded both CRM and CA with speciality in appraisal and in retention scheduling. Salary Negotiable. Will consider any location. Bruce C. Harding, Northeast 1105 Myrtle, Pullman, Washington 99163-3801, (509) 332-7749.

ASSISTANT ARCHIVIST

American College of Physicians

RESPONSIBILITIES: Evaluate and process manuscripts and corporate archives, publications and non-print media; describe, catalog, organize, and preserve collections according to archival standards; assist with research and reports. **QUALIFICATIONS:** MLS or MA in a relevant field, with archival emphasis preferred, as well as several years experience in archival processing. Significant years of archival experience with strong continuing education activity in archives will be considered in lieu of a masters degree. Experience with MARC/AMC format or similar computer-based system for archival description essential. Must have demonstrated knowledge of basic preservation methods and microfilming preparation, quality control, and preservation. Send resume with salary history to: Antoinette Sieracki, American College of Physicians, 6th St. at Race, Philadelphia, PA 19106-1572.

HEAD OF TECHNICAL SERVICES

Yale University Library Manuscripts and Archives

Minimum rank 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 description (SAA, LC, AACR2). Experience with a system employing the USMARC AMC format. Salary and rank dependent upon experience, from a minimum of \$27,300 at Library II or \$31,500 at Library III. 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.

SENIOR ARCHIVIST

Salvation Army Archives and Research Center
Search Extended. **RESPONSIBILITIES:** Responsible for day-to-day operations of the Archives including supervision of reference and technical staff and services. **QUALIFICATIONS:** Graduate degree in the humanities, social sciences or librarianship. Strong writing and verbal skills. Computer skills are a necessity, preferably with experience in WORDPERFECT, INMAGIC, and DIALOG. Three years of archival experience which included staff supervision. **SALARY:** \$26,000-\$30,000 depending upon qualifications and experience. Standard fringe benefits plus 20 days annual leave. The Archives will be moving to suburban New Jersey in 12-18 months. An incentive plan is available. Position open until filled. Send application, resume, and names of three references to: Thomas Wilsted, Salvation Army Archives and Research Center, 145 W. 15th Street, New York, NY 10011.

ASSOCIATE ARCHIVIST

Weill-Lenya Research Center
Kurt Weill Foundation for Music, Inc.
RESPONSIBILITIES: Arranges, processes, and catalogs the collection of the Weill-Lenya Research Center which consists primarily of musical scores, audio and video recordings, correspondence, programs, scripts, documents, and photographs; assists with public service, acquisitions, appraisal, and exhibitions; supervises clerical assistants; develops and administers an Oral History program; assists with the Foundation's semi-annual newsletter. **QUALIFICATIONS:** Masters degree in archival management or MLS degree with course work in archival management preferred. Excellent reading knowledge of German required, and proficiency in one other foreign language helpful. Previous professional and supervisory experience preferred. Priority given to candidates with prior music cataloging experience, knowledge of AACR2 and Library of Congress Subject Headings, MARC formats with RLIN or OCLC, database and/or word processing software, and previous experience with special music collections. Excellent writing and communication skills required. Full time, permanent position. **SALARY:** Starting range \$30,000 - \$35,00. Benefits include health, dental and life insurance, pension plan, vacation, support of professional travel. Applications accepted until position filled. Send letter of application, resume, and names and addresses of three references to David Farneth, Kurt Weill Foundation for Music, Inc., 7 East 20th Street, New York, NY 10003, (212) 505-5240.

ARCHIVIST

Fidelity Investments

Fidelity Investments, one of the nation's largest privately-held investment firms, seeks an archivist for the business and personal papers of Fidelity's founder. The material is housed in a climate-controlled storage/workroom at Fidelity headquarters in Boston. The papers must be arranged and catalogued using a computer database. The successful candidate will be an experienced archivist capable of establishing and carrying out all aspects of the project. An MLS and experience in business archives is preferred. The position will be offered on a project basis and is estimated to last nine months to a year. Qualified candidates are invited to call Paula Casson at (617) 570-4789 or send a resume, including salary requirements to: Human Resources Department, Fidelity Investments, Mailzone 17A, Boston, MA 02109.

LOCAL HISTORY CURATOR

City of Anaheim

RESPONSIBILITIES: Plans, develops and executes Local History Program, including responsibility for operation of the Anaheim History Room at the Central Library. **QUALIFICATIONS:** Requires professional level experience working for a large library system; knowledge of library practices and principles, book and non-book development of local history collection, and methods and techniques of managing archival functions. Supervisory experience and effective verbal and written communication skills are essential. **SALARY:** \$30,527 - \$41,974 annually, plus 8% management package. Applications accepted on a continuous basis, with first review date Monday, January 15, 1990. **CITY OF ANAHEIM**, 200 S. Anaheim Blvd., #332, Anaheim, CA 92805, (714) 999-5111.

ASSISTANT ARCHIVIST

Virginia Historical Society

RESPONSIBILITIES: Assisting, under the supervision of the senior archivist of the Division of Manuscripts and Archives, in the acquisition, cataloging, and conservation of manuscript collections. Duties also include occasional reference service in the Society's reading room and opportunities to represent the Society at appropriate professional meetings and before local groups and organizations. **QUALIFICATIONS:** Masters degree required, preferably in American or English history; knowledge of automation and Virginia history helpful. **SALARY:** \$19,500 annually, with excellent benefits package. Send letter of application, current resume, and list of three references to: E. Lee Shepard, Archivist, Virginia Historical Society, PO Box 7311, Richmond, VA 23221-0311. Applications should be received by March 1, 1990.

PUBLIC SERVICES/

MANUSCRIPTS LIBRARIAN

George Washington University

Opportunity to promote access to collections documenting the local history of the nation's capital. Develop strategies for building collections and providing access using automated technologies. **RESPONSIBILITIES:** Coordinates special collections, public services, and processing of manuscripts collections. Establishes bibliographic control in online environment. Maintains, develops "Collections:DC" database. Functions also as subject specialist for assigned academic department (collection building, faculty liaison). **QUALIFICATIONS:** Required: ALA-accredited MLS; archival administration coursework; two-years pre- or post- MLS archival experience. Preferred: Knowledge of AMC format; preservation strategies; a record of professional involvement. **SALARY:** Minimum \$23,000. Send resume, names, addresses and telephone numbers of three references by March 1, 1990, to Andrea Stewart, Executive Associate, Gelman Library, 2130 H Street NW, Washington, DC 20052.

AREA RESEARCH CENTER/ UNIVERSITY ARCHIVISTS

University of Wisconsin, Eau Claire

RESPONSIBILITIES: Collects, preserves, catalogs and provides reference service for the University Archives and the materials housed in the Area Research Center. Promotes the use of Archives/ARC by classes; provides the instruction in the use of original documents. Maintains outreach services, including assistance to genealogical and historical organizations, promotes the study of Wisconsin history, cooperates with the State Historical Society. Supervises a records management position. **QUALIFICATIONS:** Masters degree, preferably in history and/or ALA-accredited MLS required. Previous archives education/experience required. Familiarity with MARC/AMC format, library automation and microcomputer use preferred. Excellent written and oral skills, the ability to appraise historical records, skills in basic conservation practices and the ability to work with a diverse clientele. Ability to meet tenure guidelines, including scholarly activity. **SALARY:** Commensurate with qualifications and experience. Twelve-month, tenure track faculty position with 22 vacation days and excellent benefits. Send letter of application, credentials and the names of three references to: Leslie Foster, Chair, Search & Screen Committee, W.D. McIntyre Library, University of Wisconsin-Eau Claire, PO Box 4004, Eau Claire, WI 54702-4004 by February 15, 1990.

ADMINISTRATOR

State Records Center and Archives
State of New Mexico

The Administrator is the official custodian of public records and archives for the State of New Mexico. Under the direction of the Commission of Public Records incumbent serves at the pleasure of the Commission. **QUALIFICATIONS:** A bachelors degree in any field plus professional training from a recognized institution in records and archival administration. Five-years direct experience involving management responsibilities for administrative functions. **SALARY:** \$42,000 to \$46,000. Qualified candidates should send resume describing education, training and experience and cover letter including the names and affiliations of three references by March 31, 1990, to: Chairman, Search Committee, State Records Center and Archives, 404 Montezuma, Santa Fe, New Mexico 87503.

CURATOR

Henry Ford Museum & Greenfield Village
Henry Ford Museum & Greenfield Village, an indoor/outdoor museum of American history with an active library and archival program, seeks a curator for its manuscript and archival collections, which include some of the best resources for automotive history in the country. While the manuscript holdings reflect the general historical interests of the museum, their greatest strength is in automotive history and include the records of the Ford Motor Company through the 1950s. In order to respond to the research demands on the museum's extensive automotive history collections, the position will include a significant reference component. The Dodge curator will join a team of curators, archivists and librarians who both manage a busy archives and library facility and also collaborate with other museum staff on a variety of museum projects, such as exhibits, publications and other public programs. **QUALIFICATIONS:** Background in American history, with demonstrated record of active historical interest in automotive, technological or business history. Knowledge and experience in library or archival methods required. Experience and interest in collections development and donor relations. Demonstrated supervisory experience and good written and oral communication skills. **SALARY:** Commensurate with background and experience. Please send letter of application and resume by February 1, 1990, to Steven K. Hamp, Chairman, Collections Division, Henry Ford Museum & Greenfield Village, PO Box 1970, Dearborn, MI 48121.

EXECUTIVE DIRECTOR

The National Historical Publications
and Records Commission

Qualified individuals are invited to submit applications for the position of Executive Director, salary range from \$69,450 to \$78,200, with full benefits. NHPRC promotes the preservation and publication of American historical records by public and private institutions through its grants and educational programs. This statutory commission includes representatives of the legislative, executive, and judicial branches of the federal government as well as professional associations. **RESPONSIBILITIES:** The Executive Director is responsible for the effective operation of the Commission, directs a staff of 16, and plans and administers its programs with a budget currently authorized at \$10 million annually. **QUALIFICATIONS:** The position requires an extensive knowledge of American history as evidenced by education, scholarly publications, and other activities in the field. The position also requires broad experience in directing and administering programs within one or more fields associated with American culture and history, where functional activities have included planning, management of resources, fundraising, and program review and evaluation. The applicant must show evidence of experience and skill in communicating with constituent communities, networking, and building coalitions in support of program goals. Knowledge and experience in such fields as historical editing and publication, archival administration, and the management of federal and non-federal grant programs may be competitively advantageous, but are not required. Letters of application, resumes, and the names of three references may be sent to: Dr. Warren Billings, Chairman, NHPRC Screening Committee, Office of the Archivist of the United States, National Archives and Records Administration, Washington, DC 20408. Deadline for consideration in the initial round: March 15, 1990. Target date for entry on duty: not earlier than February 1991.

ARCHIVIST

Historical Society of
Western Pennsylvania

RESPONSIBILITIES: Acquire, arrange, describe and provide reference service for a newly created African American Collection of Western Pennsylvania. **QUALIFICATIONS:** MLS or MA in history with specialization in archival administration; familiarity with African American culture and history preferred; good communication and interpersonal skills a must. **SALARY:** \$17,500 - \$20,000 plus benefits. Send letter of application, resume, and names of three professional references to Donald Haggerty, Assistant Director for Library and Archives, Historical Society of Western Pennsylvania, 4338 Bigelow Boulevard, Pittsburgh, PA 15213. Applications accepted until position is filled.

STATE ARCHIVIST

Idaho Historical Society

Search extended. New Position. Will work closely with state and local government officials, the state legislature, and others to develop a comprehensive state archives program. **RESPONSIBILITIES:** Administers the Library and Archives Division (State Archives, Historical Library, Genealogical Library) of the Society. Directs all activities relating to appraisal, selection, transfer, arrangement, description, and preservation of, and access to, archives and other collections of the division. Develops and administers division budget, policies and procedures. Drafts and recommends legislation and rules regarding public records. Represents the division and the Society at public meetings, legislative hearings, and media events. Serves as state coordinator and chairman of the Idaho Historical Records Advisory Board. **QUALIFICATIONS:** Demonstrated knowledge of, and experience with, the administration of an archival agency; records management and archival systems; care, preservation, and restoration of archival materials; major resources and service systems of specialized historical and genealogical libraries; laws, regulations, and standards regarding care, preservation, and disposition of, and access to, public records. Demonstrated ability to plan, develop, and evaluate a comprehensive archives program and to supervise a professional staff. **SALARY:** Beginning at \$30,000, with standard State of Idaho medical, retirement, and leave benefits. For a complete job announcement and application materials, contact: Gary Bettis, Library and Archives, Idaho State Historical Society, 610 North Julia Davis Drive, Boise Idaho 83702-7695. Application deadline: February 16, 1990.

EXECUTIVE DIRECTOR
Conservation Center for Art
and Historic Artifacts

The CCAHA seeks a dynamic, professional leader. The conservation center is a non-profit regional conservation laboratory specializing in the conservation of works on paper including art on paper, library and archival materials, photographs, and other paper-related materials for over 175 member-institutions and other private and institutional clients. Additional services provided include consultation and educational programs. **RESPONSIBILITIES:** Under the authority of a board of directors, the executive director is responsible for overall administration and operations, including management of a \$650,000 annual budget and a 20-member staff, marketing of services, fund raising, and long-range planning. **QUALIFICATIONS:** Position requires strong administrative skills and proven ability to represent institution publicly. Training in conservation need not be a requirement. Significant relevant experience in management required. Send application, resume, and three references to Search Committee, The Conservation Center for Art and Historic Artifacts, 264 South 23rd Street, Philadelphia, PA 19103.

ARCHIVIST

Kappa Kappa Gamma Fraternity
Kappa Kappa Gamma Fraternity, founded in 1870, is one of the earliest Greek-letter fraternities for college women. Total membership is over 140,000, with 121 chapters at colleges and universities in Canada and the United States and 450 alumnae groups worldwide. The Fraternity Headquarters are located in Columbus, Ohio. **RESPONSIBILITIES:** As the organization's first professionally trained archivist, this person will inventory, catalog, arrange, and preserve fraternity archives dating from 1870. This opportunity will include design of physical facilities and the development of systems and policies governing access and acquisition. Some research and reference work will be required. **QUALIFICATIONS:** An advanced degree or formal archival training with an undergraduate degree in American history, women's studies, or library science. **SALARY:** Based on qualifications and experience, \$18,000 - \$22,000 with benefits. Applications will be accepted until March 15, 1990. Please send a letter of application and resume to J. Dale Brubeck, Executive Director, Kappa Kappa Gamma Fraternity, PO Box 2079, Columbus, Ohio 43216.

MANUSCRIPT SPECIALIST
Western Historical Manuscript Collection
University of Missouri-Columbia

Entry level position, available March 15, 1990. **RESPONSIBILITIES:** Primary duty is processing collections: arrangement and preparation of finding aids. May assist with reference service. May assist with microfilm program. **QUALIFICATIONS:** BA in history or another social science; preference may be given to candidates with MA in history or another social science and archival training and/or experience. Preference may be given to candidates with proven reference abilities. Excellent oral and written communications skills necessary. **SALARY:** \$15,300 plus University of Missouri benefits. Position carries University of Missouri academic (non-regular) status. Annual leave, 26 days; sick leave, 24 days per year. Send letter of application, resume, and names, addresses, and telephone numbers of three references to Nancy Lankford, Western Historical Manuscript Collection, 23 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201. Application deadline is February 15, 1990.

PROCESSING ARCHIVIST
Alabama Department of
Archives and History

RESPONSIBILITIES: This eighteen-month NHPRC funded position in the Archival Services Division primarily entails surveying, prioritizing, preserving, and processing the archival map collection. There is a strong possibility of permanent employment at the end of the grant. The position also involves input in creating a manual for processing archival maps. Deaccessioning and internal transfer of maps and other materials in the map collection are part of the responsibility of this position as well. Professional development and activities are encouraged. **QUALIFICATIONS:** Any combination of training and experience equivalent to a bachelors degree in history, political science, or a closely related field including or supplemented by courses in archival administration. **SALARY:** \$17,358 - \$26,390. The State of Alabama has excellent health and retirement benefits. Thirteen days of annual leave and thirteen days of sick leave are provided each year. This position will be filled as quickly as possible. Contact: Alden Monroe, Head, Archival Services Division, Alabama Department of Archives and History, 624 Washington Avenue, Montgomery, AL 36120, (205) 242-4152.

STATE ARCHIVIST
State Historical Society
of Wisconsin

The State Historical Society of Wisconsin is seeking to fill the position of State Archivist and Administrator of the Division of Research Services. The State Archivist administers one of the nation's leading research archives collections and programs with 13 area research centers and five program sections: Collection Development, Collection Management Services, Reader Services, Visual and Sound Archives, and a Conservation Laboratory. The State Archivist is responsible for functions which affect the public records of all state and local governmental units in Wisconsin and the upper Midwest; and the extensive and renowned regional and national collections of maps, photographs, private collections and motion pictures. The collections of social action history, labor history, radio and television journalism, public relations, and advertising are among the nation's best. The archives collections are available on the national database RLIN. The State Archivist reports to the Society Associate Director and Director and has a budget of 1.3 million dollars with 30 permanent employees and 60 temporary employees. This is an unclassified civil service appointment. **QUALIFICATIONS:** PhD. in American history or related field, dedication and experience in the broad concepts of public service, and administration of an archives research complex. Candidates should have extensive professional experience in all major archival functions and mediums, an entrepreneurial spirit; and public relations skills with the demonstrated ability to develop and attain outside funding support for programs; administrative experience and/or training in budget development and management; and recognized professional stature in the profession as evidenced by publications, teaching, and/or advisory board representation. **SALARY:** Starting salary is very competitive upon qualifications and experience; and the position includes a standard fringe benefit package. The headquarters of the State Historical Society is located on the University of Wisconsin-Madison campus, in the lake-surrounded city of Madison, Wisconsin, and offers exceptional educational and recreational opportunities and quality of life. The State Historical Society is an Equal Opportunity Employer that encourages applications from qualified women and members of minority groups. Send application by letter of interest and detailed resume to Dr. H. Nicholas Muller III; State Historical Society of Wisconsin, 816 State Street, Madison, WI 53706 by February 15, 1990.

ARCHIVIST/RECORDS MANAGER

Museum of Our National Heritage

Lexington, Massachusetts

Long established fraternal organization requires qualified person to inaugurate a records management/archival program. **RESPONSIBILITIES:** Involves establishing organizational systems, retention and disposal schedules, accessioning and retrieval techniques, preparing descriptive inventories. **SALARY:** Competitive with excellent benefits. Preference will be given to archivists with library science/American history background. Send resume and salary history to: Dr. Clement M. Silvestro, Director, Museum of Our National Heritage, Box 519, Lexington, MA 02173.

PROJECT DIRECTOR

National Historical Publications and Records Commission

The American Council of Learned Societies and the National Historical Publications and Records Commission are seeking an individual to direct an 18-month project entitled "The Historical Documents Study." The project director will conduct a major examination of historical research practices in the United States, especially focusing on the use of documentary resources. Housed at the National Archives in Washington, D.C., the project director will conduct professionally-directed surveys of various groups associated with historical documentation including academic historians, archivists, genealogists, teachers, librarians, and representatives of state and local historical societies and other research communities; will hold forums bringing together individuals from several disciplines to discuss questions surrounding the use of historical documents; will conduct personal interviews; will report findings to an advisory group representing several historical and archival organizations; and will prepare a final report for ACLS and the NHPRC. The position will include supervisory responsibilities for at least one assistant. **QUALIFICATIONS:** The applicant must have experience in project management, an extensive academic and professional background in American history, excellent knowledge of the fields of archives and history, and experience working with historical sources and computers. An acquaintance with statistical sampling survey techniques is also desirable. The project director must begin work by May 1, 1990. **SALARY:** For the 18 months is \$70,000 (benefits not included). Please send all applications for the position to: Roger Bruns, ACLS/NHPRC Historical Documents Study, National Archives, NHPRC, Washington, DC 20408. For information by phone please call (202)523-5384. The deadline for applications is March 15, 1990.

CURATOR OF MANUSCRIPTS AND ARCHIVES

Indiana Historical Society

The Indiana Historical Society is accepting applications for Curator of Manuscripts and Archives. The Historical Society, founded in 1830 and headquartered in Indianapolis, is a private, non-profit corporation, with a significant operational endowment. The Historical Society's library, the William Henry Smith Memorial Library, is a repository of rare books, visual materials, manuscripts, archives, architectural collections, maps, ephemera, and related research materials that document the history of Indiana and the Old Northwest. The Department of Manuscripts and Archives is one of six library departments. **RESPONSIBILITIES:** After close consultation with the Director of the Library, the Curator is responsible for all designated operations of the department, including short and long-term departmental planning; development and implementation of departmental policies and procedures related to collection development, preservation and access; effective and appropriate communication, consultation, and cooperation with other departmental staff. The Curator of Manuscripts and Archives reports to the Director of the Library. A full position description is available upon request. **QUALIFICATIONS:** Candidates must have a masters degree in archival administration, records management, museum studies, library science, or other similar qualifying advanced education, with an emphasis on manuscript and/or archives; at least four years of experience in a manuscript or archival repository, with at least two years of supervisory experience. A second subject masters degree in history or a related subject field is desirable. **SALARY:** Starting salary is in the upper 20s but is negotiable depending on qualifications and experience (salary range is \$27,800 to \$40,800). The Historical Society has an excellent benefits program. Applications will be accepted until the position is filled. Send a resume and any supporting materials to Bruce L. Johnson, Director; Smith Memorial Library; Indiana Historical Society, 315 West Ohio Street, Indianapolis, IN 46202.

ARCHIVIST & MANUSCRIPTS CURATOR

Northern Arizona University

Applications are invited for the following professional position at the Cline Library, Northern Arizona University. A twelve-month contract with academic professional status. Salary: \$24,000. Job description is available upon request. Send letter of application, resume, names and addresses of three references to: Jean D. Collins, University Librarian, Cline Library, PO Box 6022, Flagstaff, AZ 86011, (602) 523-6802.

ARCHIVIST/CURATOR

The Chicago Park District

The Chicago Park District is seeking an archivist/curator for its Special Collections which consists of architectural and landscape plans and drawings, photographs, books, and other documents. The position is within the preservation planning division of the Department of Research and Planning. **RESPONSIBILITIES:** The archivist/curator is responsible for assembling, appraising, processing, and conserving the collections, and assisting in-house and outside research efforts. **QUALIFICATIONS:** A masters degree in museum studies or library sciences is preferred, but qualified applicants may also have degrees in related disciplines and relevant professional experience. **SALARY:** \$25,800 + benefits. Send resume with three references to Edward K. Uhler, Asst. Superintendent of Research and Planning, Chicago Park District, 425 E. McFetridge, Chicago, IL 60605.

ASSISTANT ARCHIVIST

Oberlin College Archives

Oberlin, Ohio

RESPONSIBILITIES: Three-year professional appointment in college archives to begin around March 15, 1990. Under the direction of the Archivist arranges and describes institutional records and manuscript collections; prepares finding aids and USMARC AMC records; performs reference work and other duties as assigned. **QUALIFICATIONS:** MA with formal training in archival administration preferred, as is some familiarity with computer applications to archival description. **SALARY:** From \$18,000 - \$22,000, plus generous benefits. Send letter of application and resume with names of three references to Search Committee, Oberlin College Archives, 420 Mudd Center, Oberlin, OH 44074. Applications received by February 1, 1990, will receive first consideration but applications will be accepted until the position is filled.

Wisconsin State Archivist Retires

by Timothy Ericson,
University of Wisconsin-Milwaukee

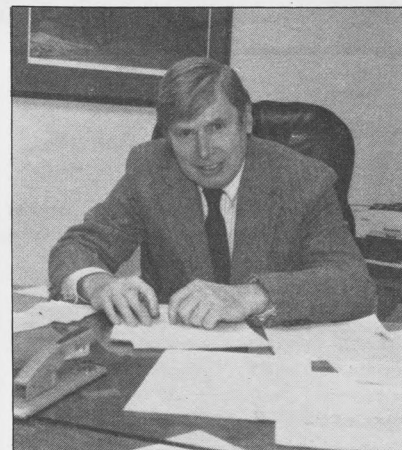
The State Historical Society of Wisconsin's newsletter *Columns* called F. Gerald Ham's retirement the "end of an era." Although Ham prefers not to think that his stepping down as State Archivist last November marks an end to his career, the occasion is significant because of the impact that Ham has had on the archival profession both regionally and nationally.

Ham's contributions to the Society of American Archivists have been enormous. He has served the organization in many capacities. An SAA Fellow since 1968, he served terms on Council and as Secretary. In 1974 he participated in the hiring of the Society's first fulltime executive director. His numerous committee appointments include the Education Committee and the influential Committee of the Seventies. It was

under Ham's leadership that SAA's Task Force on Goals and Priorities produced in 1986 *Planning for the Archival Profession*.

In 1973 Ham became SAA president. His presidential address, "The Archival Edge," given at the 1974 annual meeting in Toronto, heralded a wave of new thinking about how archivists document society. In addition, his other essays, "Archival Strategies for the Post-Custodial Era" in 1981, and "Archival Choices: Managing the Historical Record in an Age of Abundance" in 1984, are still among the most widely read and frequently quoted articles from *The American Archivist*.

In Wisconsin, Ham oversaw a period of expansion in the system of Area Research Centers, the nation's oldest statewide archival network. In 1967 he launched the



F. Gerald Ham

University of Wisconsin's highly regarded graduate archival education program. Many of the almost 400 students who went through the program ("Jerry's kids") are now working in archives throughout the country.

Regarding his retirement, Ham says that he plans to stay "as busy as I want to be." As the writer for the *Columns* newsletter concluded, judging from past experience, "that will be very busy indeed."

Newsletter

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

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