"A photograph of my first sitting at Universal in 1931. Ray Jones was the photographer. They also bobbed my hair." Bette Davis
I recently had occasion to read the statements that candidates for offices in the American Historical Association and the Organization of American Historians prepared for their respective organizations’ most recent ballots. I thought you might be interested in what they said (or did not say) about archival topics.

William E. Leuchtenburg, the successful President-Elect for AHA, cited his service on the Public Documents Committee and said he would like, as one of two specific goals, “to reverse the erosion of support for archives…” Leon F. Litwack, the other candidate for this office, wrote of the need for AHA to “maintain its vigilance in support of access to public records…”

Robert L. Kelley, who was elected to the AHA Council, urged AHA in his statement to “combat the alarming secrecy campaign in Washington by winning renewed public access to recently-closed government files under the Freedom of Information Act.” Barbara A. Hanawalt, also elected, had a particularly noteworthy comment. She reminded her AHA colleagues of the need to “oversee the preservation of records, not only those in printed form, but also new ones from computers that are in danger of being lost through obsolescence.”

Both candidates for the AHA’s Research Division Committee commented on archival records. (Indeed, the entirety of both statements discussed this subject.) Lloyd E. Eastman wrote: “The written record serves as the very foundation of historical research. I strongly advocate, therefore, that (1) researchers everywhere be given unencumbered access to historical documents; and (2) that documents and publications be protected from deterioration due to age and poor storage conditions.” David H. Stam, the successful candidate, wrote: “As an historian and a librarian, my entire career has been devoted to the preservation, dissemination, and use of historical evidence in its many forms. My hope is to help the Association foster mutual understanding between historians and the archivists and librarians upon whom historical work depends.”

Finally, in advocating better teaching of the past in his statement as a candidate for the AHA Teaching Division Committee, Robert B. Toplin thoughtfully included archivists with others in his list of colleagues who “share a common role and purpose.” (He was elected, by the way.)

Three of the candidates for OAH positions mentioned records or archivists in their statements. One of them was the unopposed President-Elect Joyce Appleby, who cited “protecting and extending the scope of the Freedom of Information Act” as an important OAH commitment.

Rudolph J. Vecoli and Bertram Wyatt-Brown, two of six standing for the OAH Executive Board, were the others. Vecoli stated that he has a “particular concern for the preservation of historical records, private as well as public, and for assuring access to these for scholarly research.” Wyatt-Brown expressed his desire to have OAH advocate access to public documents. (Vecoli was not elected, but Wyatt-Brown was.)

All this prompts a couple of observations. Historians have been occupied (some would say pre-occupied) in recent years with access issues and the Freedom of Information Act, and for several of these candidates that was the only archival issue worth noting. It is encouraging to see, though, what appears to be an increased interest in preservation issues. And although several of the candidate statements were refreshing to read—I would cite the ones by Hanawalt, Stam, and Toplin—what is most telling about the AHA and OAH ballots is the plurality of silence among these twenty-four candidates, only ten of whom mentioned anything even remotely related to archives and archivists.

To some extent, this is hardly surprising: these twenty-four persons were standing for office in AHA and OAH, not SAA. Nonetheless, one wishes that historians generally were more aware of archival concerns, or were interested in a broader range of archival matters. In truth, archivists and historians have a sometimes-uneasy relationship, despite their

Continued on page 4
It's Burke in 1992

SAA members have elected Frank Burke as the Society's vice president for 1990-91. Burke, a professor at the University of Maryland's College of Library and Information Services, will assume the vice presidential post at the 1990 annual meeting in Seattle and will serve in that capacity until the 1991 annual meeting, when he will become SAA's 47th president.

In his candidate statement, Burke emphasized archival education as the main accomplishment of the Society and the profession by the year 2000. He also noted that "the training of the past is turning to the education of the future....The archivists of the '90s will have to grapple with defining their place in the educational spectrum of other information professionals....By the year 2000 archivists should settle the question of what common knowledge base they should all have, and yet recognize the degree of diversity that exists between them in the vastly different institutions that they serve and the tasks that they perform."

In a post election interview, Burke, who was the Acting Archivist of the United States from 1985 to 1987, cited the problems of the electronic age as another concern of the profession, particularly how archivists deal with electronic records.

Burke will be president of SAA when the annual meeting in Montreal overlaps with the International Council on Archives conference in 1992. He stated that SAA and ICA have many areas of mutual concern, especially reprography, preservation, automation, and technology. "I welcome the opportunity to be an officer [of SAA] when all the walls are coming down in Europe," Burke said.

Banks, Van Camp, and Wallach to Join Council

The SAA Membership selected three new council members: Brenda Banks, assistant director of the Georgia Department of Archives and History; Anne Van Camp, archivist for the Hoover Institution, Stanford University; and William Wallach, assistant director of the Bentley Historical Library, University of Michigan. They will serve from 1990 through 1993.

All three candidates underscored archival education as a goal of the society and the profession throughout the next decade. "A concrete and definitive body of theory is needed to guide the educational process and help us translate basic archival principles into our daily activities as practicing archivists," Brenda Banks noted in her candidate statement.

Van Camp explained in her candidate statement that she hopes "comprehensive archival training and educational programs are available" by the year 2000.

Finally, by the end of the century, Wallach "hopes we have developed a comprehensive archival education program at the graduate level."

Ericson, Hensen, and Young to Serve on Nominating Committee

The SAA election also yielded three members for the 1991 Nominating Committee: Timothy Ericson, director of the Milwaukee Urban Archives, University of Wisconsin-Milwaukee; Steven Hensen, program consultant and program officer for the Research Libraries Group, Inc.; and Julia Young, assistant professor at the School of Library Science, University of Southern Mississippi. Candidates for the Nominating Committee had to respond to the question: What should be the primary criteria when selecting candidates for SAA Office? Ericson aptly summed it up in his candidate statement: "find people who are dependable, capable, and willing."

A record number of SAA's eligible voting members—1,087 out of approximately 2,800—participated in the election this year. Many thanks to the Chicago-area SAA volunteers, led by Becky Tousey, who counted the ballots. The SAA ballot booklet also contained a Continuing Education Survey, along with a confidential return envelope. The survey collected information about the attitudes and opinions of SAA members regarding continuing professional education for archivists. A summary of the survey's findings will be printed in the SAA Newsletter this summer.
Putting the "New" in Newsletter

With the arrival of desktop publishing in the Society's office, Jim Sauder, our resident computer whiz, and I thought it ripe to redesign the SAA Newsletter. Actually, since we have the technology—a Macintosh IIXC personal computer with Microsoft Word and QuarkXpress software—we wanted to put it to use! Most of the changes are aesthetic—the introduction of a photograph on the cover, increased use of white space to separate articles, the availability of a variety of type styles, the addition of symbols to highlight regular features, the switch to a cream-color paper stock, and no more three-hole punching of the newsletter. The purpose is to produce a slicker, warmer, more professional-looking newsletter.

Each issue will feature a photograph on the cover. All SAA members are encouraged to send in to the Society's office the most intriguing black and white print in their collections. All photographs will be acknowledged on the inside front cover and will also be returned if requested.

Fine-tuning of the newsletter's contents has been done all along. We will continue to feature such staples as From the Archivist of the United States, From the Executive Director's Desk, Education Notes, SAA Short Subjects, News Clips, Annual Meeting Update, Washington Beat, Education Notes, Spotlight, and Professional Opportunities. We intend to add profiles of archivists and repositories, as well as other features, and we will always attempt to keep you abreast of news in the profession.

Of course, your thoughts and ideas are appreciated. Do not hesitate to drop me a line and tell me what you think.

This is your newsletter.

Executive Director's Desk

Continued from page 2

shared traditions and longstanding ties. After all, SAA itself emerged out of the historical profession during the first part of this century, and many—although perhaps fewer and fewer—archivists were trained as historians.

But historians are no longer the principal users of archival records (if they ever were), and many archivists believe that historians are using archival records less and less not only in their teaching but in their research. New graduate archival education programs are more likely to be housed in schools of library science than in departments of history, and the MLS degree has gained ground in recent years as the academic credential for archivists. One sometimes wonders if many history departments are either aware of these trends, or care enough about them.

In addition, many archivists believe that historians do not regard them as true colleagues who can help them to understand a corpus of archival materials but rather view archivists as mere clerks who are there to service call slips. For their part, historians sometimes lament the historical awareness and skills of archivists and have criticized certification because it does not require historical training. These attitudes and opinions complicate the relationship between historians and archivists, but they also give us something we can overcome through common action.

SAA is trying to build closer ties between archivists and historians, and between the Society and historical organizations. The Joint Committee of Historians and Archivists, which meets twice a year, has been an important vehicle for communication and cooperation and is, in my opinion, now focusing on some opportunities for real collaboration. The Society is currently well represented by Jerry Ham and Larry Hackman. I know that they would welcome your suggestions about how we can use this committee to strengthen relations between archivists and historians.

The National Coordinating Committee for the Promotion of History has also been invaluable in bringing historians and archivists together to discuss issues of mutual interest—principally the National Archives, but others as well. Page Miller, herself an historian, has listened well when SAA has expressed itself within this body, and she regularly briefs Council on NCC's portfolio of issues.

In addition, we now have a position paper outlining a conference on graduate archival education, which could be co-sponsored by AHA, OAH, SAA, and the American Library Association. Such a conference would bring together professionals from all three streams to address a topic that is, or ought to be, of mutual interest.

We need to do more, of course, to build communication and cooperation between historians and archivists, and to find common cause on issues of shared concern. What other channels are available?

It is worth noting that none of the candidates for office in AHA and OAH are members of SAA. This is not too surprising either, since they are professional historians and not archivists, and yet we do have within SAA a number of historians who are at least Associate Members. These historians clearly recognize that the work of archivists, and of SAA, does much to make their own scholarly research activity possible.

How can we encourage more historians to consider affiliating with the Society? I'd hazard a guess that there are quite a few SAA members—professional archivists, that is—who belong to AHA and OAH because of their professional interest in historical issues. There is no reason why historians with a similar concern about the collection, preservation, and use of archival records should not become involved in SAA. If you know of some historians who might respond favorably to an invitation to join SAA, why don't you send me their names and let me invite them?

As an historian myself, I welcome every opportunity to remind historians how important both archival records and professional archivists are to their research and teaching. If there are additional ways SAA itself can do this, please suggest them so that we can build even closer ties to this profession.
From the Archivist of the United States

by Don W. Wilson

From time to time, I want to take account of some of NARA's less publicized initiatives and programs. One such program is the diverse work being undertaken by the National Historical Publications and Records Commission (NHPRC). As chairman of the NHPRC, as Archivist of the United States, and as a trained historian, I take great pride in the objectives and performance of the Commission.

The NHPRC has a long, distinguished history. For the first quarter-century of its active existence, the Commission directed its energies towards projects and issues surrounding documentary publication. First modeled after commissions and boards in other countries that had established documentary publication programs, the NHPRC, after the start of its grant program in 1965, became the principal government agency in the United States to sponsor historical editions. The editors of these volumes introduced pioneering standards in editorial practice; their editions became models.

These high standards continue. In published journal reviews, in newspapers, in peer reviews for proposals at various government agencies such as the National Endowment for the Humanities (NEH) and the National Science Foundation (NSF), and at private foundations, Commission-supported editions continue to draw praise. By way of example, almost every NHPRC-supported documentary project that has sought funding from NEH to supplement Commission monies has been successful.

These projects, in addition to the fine scholarly editions they produce (and this number, incidentally, has been increasing even in times of financial stringency) are also centers for the study of various historical subjects. Project editors are consulted as experts on a variety of historical and governmental matters. The materials they uncover in repositories and in private hands yield discoveries that continually define and redefine our historical knowledge. This splendid publication program has established standards for microfilm publication, for quality book publication, and in the training of hundreds of documentary editors.

The Commission has a second function, which it took on in 1976. That was the national records program that brought to the NHPRC unprecedented responsibility for encouraging and assisting institutions nationwide in addressing growing and perilous problems in the areas of archival preservation and management. As the state assessment reports sponsored by the program have revealed, the needs in preservation, training, and many other areas are enormous. But the resources to confront these problems are meager. Yet the program has performed, I believe, magnificently, identifying needs and organizing a network of professionals willing to take on the challenges. And formidable challenges they are. Given encouragement and reasonable resources, the records program is ready to make a significant contribution.

In conclusion, permit me to say I commend the Commission for its achievements and leadership. In sponsoring research projects, the publications program is making a signal contribution to American historical scholarship. The records program with its focus on preservation, management, and training is fostering an awareness and desire to solve our archival problems. Although these two programs are quite different in scope and approach, both seek to preserve and illuminate our American heritage. I ask archivists and historians and all history-minded citizens to join in supporting the continuing good work and growth of each.
SAA Dues Compared to Other Organizations

by Roland M. Baumann, Oberlin College

This is the third article in a series of articles in the SAA Newsletter focusing on SAA's need for increased dues revenue. In January 1990 Linda Henry reviewed SAA's financial position and the need for additional revenue. William L. Joyce, Chair of the Task Force on Dues Structure, reported on SAA's services to its members in March 1990. This piece, which will compare SAA's dues structure with other allied organizations, has benefited in part from work completed by SAA's Membership Committee. In order to be current, however, most of the data reported here was gathered during the first week of April 1990.

This issue of creating a new dues schedule has been a subject of discussion within the Membership Committee and SAA's Council for number of years. The two tables below show how SAA compares with like organizations with respect to dues categories, as well as with respect to utilizing other revenue sources generated through annual meetings, special fees, institutional memberships, and interest earned from endowments.

From the data contained in Charts I and II one can draw the following conclusions. First, except for NAGARA, SAA operates with the smallest general fund budget of the ten organizations compared. (I was disinclined to include the budget information in the chart. The range was over $20 million to about $115,000. NAGARA's dues revenue is derived largely from state archival and records management programs.) Second, except for NAGARA, SAA has the smallest number of individual members. Third, except for NAGARA, SAA operates with the smallest professional staff. Fourth, the SAA dues structure falls somewhere in the middle of the group; unfortunately, SAA's percentage of dues revenue, currently about 30 percent, is in decline. Fifth, except for the two historical organizations (AHA and OAH), which are considerably larger, SAA's registration fee for annual meetings is the second lowest. All but one of the organizations that have a daily ticket have charged more for it than SAA has charged for its entire conference. Seventh, except for NAGARA, SAA appears to generate the fewest dollars from its annual meeting.

Although this article does not consider revenues from other membership services (e.g., publications, workshop fees, etc.), these charges are usually set to recover production costs and program expenses. Perhaps the most important point to make here is that SAA is the only organi-

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<th>AHA</th>
<th>AIIM</th>
<th>ALA</th>
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1 AASL charges $50 for Professional Membership, $30 for Public Membership, and $1,000 for Sponsor.
2 ALA charges less for membership during the first three years ($36 for the first year, $49 for the second, and $60 for the third). ALA also charges additionally for section membership ($25-35) and for roundtable membership ($3-5).
3 NAGARA's flat rate.
4 SLA (Special Libraries Association) charges $75 for an individual membership. There is an additional $5 fee for each chapter and division; caucus is $6.
<table>
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<tr>
<th>Organization</th>
<th>Number of Individual Members</th>
<th>Number of Paid Staff</th>
<th>Range of Dues for Individuals</th>
<th>Regular Registration Fee at Annual Meeting</th>
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<th>Attendance at Annual Meeting</th>
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* Minimum dues are $75. Dues are based on institution’s annual operating budget. The rate for a Sponsor Institution is $1000.

† NAGARA has a volunteer, unsalaried Executive Director and a contract with the Council of State Governments for several areas of administration. Forty-five states are members. Combined state programs pay $600, and single programs pay $300.

zation not to have raised membership dues since 1980. Several organizations have increased their dues on more than one occasion, and several have pending calls for dues increases. Instead of complaining about the possibility of a dues increase, one might take comfort over the fact that SAA has been able to avoid a dues increase for so long. SAA's leaders and staff have been more effective stewards of the organization's resources than has been generally recognized. Our size and budget makes SAA's services impressive. This fact is all the more remarkable when you realize that there are only three major membership categories for the income ranges of $0 to $30,000 and up. Unlike most of the organizations that have been included in my comparative analysis, SAA has not benefited as much as others from "bracket creep." Any new dues structure, therefore, probably should include more than three dues categories.

As reported by William L. Joyce in the March issue of the SAA Newsletter, "it costs us more per member to provide these services [to SAA members], which thus takes a larger portion of dues income, than at similar but larger organizations of colleagues” (p.8). Bill Joyce's statement was made without the benefit of these research findings. Chart II, I believe, offers supporting evidence that the critical mass, or size of an organization, is a primary factor for the organization in structuring dues. Smaller organizations are, in short, more expensive to operate because there are fewer people over whom to spread the overhead expense.

Because we are operating with progressively less real dues income per capita, SAA is having a difficult time meeting its current expenses. We are not raising dues to upgrade and expand services. In the future we also will need to ask nonmembers to pay more for SAA services, which is only right since we are a national membership organization. Although we expect to see some modest growth in individual and institutional memberships in the 1990s, it is up to present members to support SAA and to build a profession.

The July 1990 SAA Newsletter will focus on SAA's proposed dues increase. SAA's Task Force on Dues Structure solicits comments and suggestions about dues from all members. Please take a moment and let us hear from you. Send your comments to William L. Joyce, The Library, Princeton University, Princeton, New Jersey 08544.
Annual Giving Campaign

The response to SAA’s 1989 giving campaign, our first such effort, was gratifyingly positive. Eighty members of the Society—approximately 3% of the total individual membership—contributed to one or more of four separate funds: the Education Endowment, the Publications Revolving Fund, which helps to underwrite new SAA publications, attracted gifts of $1,217. Income from this endowment helps to offset the ongoing expenditures of SAA’s continuing education program. The Publications Revolving Fund, which helps to underwrite new SAA publications, attracted gifts of $1,217. Taken together, several SAA awards funds received donations of $207, and the Society’s General Fund was given $130. The cost of printing and mailing the campaign materials, incidentally, was less than $1,200.


It is a pleasure to thank all of these generous SAA members for their gifts, which will aid the Society’s activities and programs both in the immediate future and for years to come. A similar campaign is planned for 1990.

NHPRC Report

At its February, 1990 meeting the National Historical Publications and Records Commission (NHPRC) endorsed a set of recommendations contained in a report entitled Electronic Records Issues. The report, written by former SAA staff member Lisa B. Weber, discusses issues and problems related to electronic record-keeping and how NHPRC might encourage projects that address these issues.

Contact NHPRC (in care of the National Archives, Washington, D.C. 20408) for a free copy of the report.

Forum on Selection of SAA Fellows

At the request of the Women’s Caucus, there will be a special open forum at the SAA annual meeting in Seattle. The forum, to be chaired by Sue E. Holbert, Chair of the Committee on Professional Standards, will focus on the selection process for SAA Fellows. Members of the SAA Council will also be present.

All of those attending the annual meeting are invited to come to both the regular open forum and this special opportunity to discuss a major program of the Society. See your preliminary program for information about both forums.

Legislative Information Coordinator

The SAA Council seeks to appoint from the membership a Legislative Information Coordinator in support of a long-range goal to develop a legislative agenda for the Society. This volunteer position will assist SAA officers and Council and the Executive Director in coordinating information and activities within the Society that bear on legislative and legal matters, through monitoring of relevant legislative issues and providing ongoing reports on areas of concern.

The position is envisioned as a vehicle to facilitate internal communication in order to provide better response and input to the National Coordinating Committee for the Promotion of History and to develop positions on a wide variety of issues. Access to online legislative databases and other information sources would be essential. Interested SAA members should contact the Executive Director for additional information.

1991 Program Committee

Vice President Trudy H. Peterson has appointed the members of the 1991 Program Committee. In addition to the Chairs previously announced (Daria D’Arienzo, Amherst College, and H.T. Holmes, Mississippi Department of Archives and History), they are: Louis Bowen, Southern Illinois University; Fynnette L. Eaton, National Archives and Records Administration; Lisa Fox, SOLINET; Harry Keiner, CIGNA; Margaret J. Kimball, Stanford University; Diana Lachatanere, Schomburg Center, New York Public Library; Howard Lowell, Delaware State Archives; Robert S. Martin, Louisiana State University; Martin G. Towey, Archdiocese of St. Louis; Joan Schwartz, National Archives of Canada (ex officio as Deputy Chair, 1992 Program Committee). The 1991 Annual Meeting will be held in Philadelphia, Pennsylvania, between September 25 and 29, 1991.
Mistaken Identity
“A great deal has been said and written about SAA recently: some of it complicated, some of it contradictory, much of it confusing. Part of the problem is that SAA is still evolving.”

All of this may be true, but the SAA referred to in this statement, found by Frank Evans in a newsletter from Computer Associates International, is not the Society of American Archivists but a “strategy statement” from IBM. Perhaps we should seek to license “SAA” or ask IBM to help us make our SAA as effective as their own purports to be.

Report on the Use of Student Employees In Academic Archives
The College and University Archives Section’s Committee to Study the Use of Student Assistants conducted a survey of academic archives and published a report in the January 1990 issue of The Academic Archivist. Copies of the report, survey instrument, and data tabulations may be obtained by sending a self-addressed 45-cent stamped envelope to Anthony R. Crawford, University Archives, Farrell Library, Kansas State University, Manhattan, Kansas 66506.

New Sustaining Members
The Idaho State Historical Society and Catholic Relief Services are new sustaining members of SAA. We thank them and all the other sustaining members for their support.

Professional Standards Committee
At its meeting in late February, the SAA Council elected Helen Samuels of the Massachusetts Institute of Technology and Lydia Lucas of the Minnesota Historical Society to the Professional Standards Committee. The committee includes the five most recent past presidents of the Society—Frank Evans, Sue E. Holbert, William Joyce, Shonnie Finnegan, and Andrea Hinding—and two members, both Fellows, elected annually by SAA officers and Council.

Charge It!
Use your Visa or Mastercard when ordering SAA publications.

Obituaries
Robert H. Bahmer, who was a government archivist for more than 30 years before retiring in 1968 as Archivist of the United States, died March 14 at a nursing home in Las Vegas. He was 86 years old. Bahmer was one of the founding members of the Society of American Archivists, as well as a past president. He began his government career with the National Archives and Records Administration in 1936. During World War II, he served for a time as the Navy Department’s chief of archival services and later became deputy chief of the records management branch in the Army’s adjutant general’s office.

Robert Rosenthal, curator of the department of special collections of the University of Chicago Library, died suddenly on December 27, as he and his wife were leaving Edinburgh, Scotland, to return home to Chicago. Rosenthal was a longstanding member of the Society of American Archivists. His career with the University of Chicago Library spanned nearly 40 years. Under his guidance, the department of special collections grew into one of the great repositories of rare scholarly materials, containing more than 250,000 books and more than nine million documents and manuscripts.

Spotlight

Minnesota State Archivist and former SAA President Sue E. Holbert recently received the 1990 John R. Finnegan Freedom of Information Award in a ceremony in the rotunda of Minnesota’s State Capitol. Minnesota Supreme Court Chief Justice Peter Popovich presented the award to Holbert in recognition of her “persistent and assertive efforts to assure that public officials and the public recognize and support the state’s archival resources.” The award citation further noted that Holbert’s work was accomplished with “professionalism and vision [that] assures access not only for today but for Minnesotans of tomorrow.” The award is sponsored by the Minnesota Coalition on Government Information.....Steve Ourada, formerly project archivist at the Buffalo Museum of Science, is now the new regional archivist with the National Park Service, North Atlantic Region....At the Chicago Historical Society, Diane Ryan has been promoted to associate curator of prints and photographs. She replaces Maureen O’Brien Will, who recently became an archivist for the Evangelical Lutheran Church of America. In addition, two new assistant curators have joined the staff of the Prints and Photographs Department: Claire Cass, formerly of the University of Illinois-Chicago Library, and Jenny Sponberg, formerly of the Hudson River Maritime Museum in Kingston, New York....Carole Prietto has been appointed University Archivist at Washington University in St. Louis....Larry J. Hackman has been named an assistant commissioner of education by the Regents of the University of the State of New York, the governing body of the New York State Education Department.....Walter J. Mayer was appointed assistant collections manager for the Buffalo and Erie County Historical Society....Leith G. Johnson, formerly archivist of Aetna Life & Casualty and project archivist at CIGNA Corporation, is the new associate curator at the Wesleyan Cinema Archives, Wesleyan University, Middleton, Connecticut....Mary Hodge, formerly the archivist for the YMCA of Greater New York, is now the corporate historian and archivist for American Express Company....Presbyterian Church (U.S.A.) announces the appointment of Kristin Gleeson as the manager of archives and records management and Susan Miller as associate archivist....Connell B. Gallagher, university archivist and curator of manuscripts at the University of Vermont since 1978, has been appointed assistant director of special collections. Jeffrey D. Marshall, formerly of the Massachusetts Historical Society, has succeeded Gallagher as the university archivist....Thomas Horrocks has been appointed director of the Library for Historical Services, The College of Physicians of Philadelphia....Eric Hilleman, former project archivist for the NHPRC-sponsored City of Milwaukee Municipal Archives Project, recently assumed the position of Carleton College Archivist...

May 1990 9
At its regular meeting on February 23-25, 1990, the SAA Council
+ met with Archivist of the United States Don W. Wilson and Deputy Archivist Claudine Weiher in order to discuss topics of mutual interest;
+ approved the audit statement for fiscal year 1988-89;
+ considered host cities for the 1995 annual meeting;
+ elected Lydia Lucas and Helen Samuels to serve on the Committee on Professional Standards during 1990;
+ discussed with Lewis Bellardo, a representative of the Committee on Goals and Priorities, the interest of CGAP in a project to study the future of archival work in an information age;
+ met with Elsie Freeman, Co-Chair of the Committee on Public Information, in order to discuss the Committee’s activities and plans;
+ approved charges for three SAA committees and directed the Council Committee on Committees to prepare final versions of all the charges for inclusion in the Council Handbook;
+ discussed with Thomas Wilsted, Chair of the Committee on Institutional Evaluation and Development, that Committee’s deliberations regarding an institutional database and a possible program of institutional self-studies;
+ approved petitions for two new roundtables, one for NOTIS Users and the other for Women’s Collections;
+ approved the request of the Museum Archives Roundtable that it become a Section;
+ designated the Chair of the Committee on Education and Professional Development as the Society’s liaison with the Association of Library and Information Science Educators;
+ met with H. Thomas Hickerson, Chair of the Task Force on Archival Standards, and Lawrence Dowler, head of the Working Group on Standards for Archival Description, regarding the Working Group’s findings and recommendations involving the Society, particularly the creation of a standards board that would oversee the process for developing, implementing, and revising standards within the Society;
+ approved a resolution opposing the Government Printing Office Improvement Act of 1990;
+ approved creation of a new Joint Committee on Records Management, with representatives from SAA and the Association of Records Managers and Administrators, and draft guidelines for this committee;
+ discussed at length Council’s own goals and priorities and a set of financial goals for the Society, then approved a series of resolutions dealing with a balanced annual budget, analysis of costs and revenues by program areas, and development of an adequate reserve fund;
+ reviewed cooperation between SAA and the Academy of Certified Archivists, then approved a draft contract between the two organizations;
+ asked President Fleckner and Vice President Peterson to explore how SAA might become further involved in planning for the 1991 White House Conference on Libraries and Information Services;
+ approved a proposed optional insurance plan for SAA members;
+ authorized a search for a legislative coordinator who would monitor legislative and regulatory developments and alert the Society about the needs for action;
+ approved for submission to the Annual Business Meeting a draft amendment to the SAA Constitution dealing with membership status (see box);
+ accepted a suggestion from the Women’s Caucus that an open forum be held at the 1990 meeting to discuss the selection of SAA Fellows, this forum to be co-sponsored by Council and the Committee on Professional Standards;
+ asked the International Affairs Committee to study and make recommendations about the Society’s participation in international archival activities; and
+ met in executive session in order to discuss the performance review and contract of the Executive Director.

As always, further information about these matters may be obtained from any member of Council, or the SAA office.

Proposed Amendment

At its meeting in February, 1990, the SAA Council by unanimous vote recommended for submission to the Annual Business Meeting an amendment to the SAA Constitution. The proposed amendment is printed below, following this background information.

Amendments to the SAA Constitution must be filed with the Executive Director at least four months prior to the annual meeting, and copies must be mailed to all members at least thirty days in advance of the meeting at which they are to be considered. The proposed amendment having been filed in adequate time, this announcement is deemed to constitute adequate notice under the terms of the Constitution.

Section IV of the SAA Constitution requires the Society to send four notices to members regarding the expiration and termination of membership, all the while continuing to provide services. At its February meeting, the SAA Council concluded that the Constitution should include a broad statement regarding membership, with the bylaws containing the details of how membership begins and ends.

Accordingly, Treasurer Linda Henry moved (Archie Motley seconding) approval of the following statement as a new Section IV for the SAA Constitution (the new phraseology is underlined):

“A member shall be enrolled upon the first payment of dues and shall receive benefits during the period for which dues have been paid. All dues shall be payable in advance. Changes in membership dues shall be determined at the annual business meeting of the Society.”

Henry explained that at the June 1990 Council meeting she would propose a revised bylaw governing membership termination. (Bylaws are adopted by vote of the Council but are subject to review by the membership.) The Annual Business Meeting will be held on Sunday, September 2, 1990, at 5:30 p.m. A proposed amendment may be adopted by a majority of those SAA individual members present and voting.
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Editor's Note: In several issues of the SAA Newsletter we have run a series of articles describing and explicating SAA's ten principles of institutional evaluation. Former SAA President William L. Joyce continues the series in this issue with principles VI and VII, which deal with building and preserving archival and manuscript holdings.

Readers are referred to page 10 in the May issue, page 11 in the July issue, and page 12 in the November issue for Joyce's description of the background to these principles, and to his essays on the first five principles.

VI. Building Archival and Manuscript Holdings

Principle: An archives must have authority to receive the records of the institution of which it is part. If the repository acquires private papers or records from other organizations, it should have a formally adopted written acquisitions policy identifying the types of records the archives will attempt to acquire.

In order to identify records to be retained or destroyed, the archives, in conjunction with the other administrative subdivisions of the parent institution, should prepare or approve records disposition schedules. Where appropriate, the repository should devise a manuscripts acquisition strategy that will enable it to obtain the types of materials that are compatible with its acquisition policy.

All acquisitions should be appraised to identify permanently valuable materials. The archives should maintain records to document the acquisitions process and should record wherever possible the provenance of all accessions.

Explication: When the task force considered this, the first of the five major functional areas of archival activity, there was difficulty even in formulating an acceptable heading for the topic. Most words that are used to describe this activity—"acquisitions," "collections," "disposition," "records"—all seemed to accommodate manuscripts but not archives, or vice versa. The phrase "building archival and manuscript holdings" represented the first and, in some respects, the most important compromise we developed. For in devising that, we had hit upon a way to emphasize activity that could be shaped into an analysis/evaluation of that program.

Certainly, there was and is agreement that authority to receive and manage historical records is at the heart of activity and should constitute the very purpose of all repositories. From there it seemed less complicated to assert that, for repositories receiving private papers or records from other organizations, a formally adopted acquisitions policy was essential. It also seemed, however, that formulation of a formal policy did not go far enough in that a policy was permissive but passive. We therefore recommended an acquisitions strategy for repositories, to encourage archivists of all types to develop and pursue actively ways and means of identifying and acquiring historical records that not only might be received by the repository, but that actively contributed to the realization of the repository's very mission.

As a part of a larger concern, the Task Force also recognized that repositories that received the records of the parent institution and/or its subdivisions not only needed authorization to receive such permanently valuable records, but also needed to develop an active program for identifying such records and systematically bringing them to the repository when their status as current records was concluded. Mindful of the multifarious ways that archives relate to records management programs, the Task Force devised the phrase "prepare or approve records disposition schedules," so that records management programs need not necessarily be a formal part of an archival program to contribute to the archival mission. Moreover, the Task Force believed that it was important to assert the organic ties that should exist between an archives and records management function.

The Task Force also recognized that it was important to note that all monetary appraisals should be undertaken as needed to prevent unethical transactions and/or conflicts of interest. Deeds of gift should be adopted as necessary to specify the transfer of title, the disposition of all materials covered in the transaction, and the standing of any copyright interests in the materials. Finally, all donors to a repository should be fully informed as to their rights and responsibilities, as well as those of the repository.

Whatever the type of the repository, the Task Force concluded that all acquisitions should be appraised to identify permanently valuable records and all stages in the process of building holdings should be carefully documented.

VII. Preserving Archival and Manuscript Holdings

Principle: The archives should maintain environmental conditions at appropriate levels, and suitable techniques should be employed to protect, repair, and restore records. The archives should guard against fire, water, light, adverse temperatures and humidity conditions, acidic pollution of air, dirt, mold, and vermin.

Trained personnel should only use conservation methods that do not harm records. It is essential that nitrate and other unstable photographic materials be copied on safety film and the unstable originals destroyed.

While making records available to interested users, the archives should also take precautions to protect records from theft, damage, and abuse by staff and users. The archives should also develop policies and procedures to protect against such hazards, and should also develop policies and procedures for dealing with emergencies that may arise.

Explication: One of the continuing dilemmas faced by the Task Force was how far to go in specifying technical standards as criteria for the preservation of archival and manuscript holdings. For several reasons, including the possibility, indeed the likelihood, that such standards may change, that certain repositories could not hope to achieve the standard because of circumstances beyond their control, or for other local factors, the Task Force

Continued on page 13
Copyright Legislation Introduced

On March 14, Representative Robert Kastenmeier (D-WI) introduced H.R. 4263, a bill to amend the copyright law to clarify that the principle of fair use established for published copyrighted works also applies to unpublished copyrighted materials. "This issue arises because of a series of cases decided by the U.S. Supreme Court and the U.S. Court of Appeals for the Second Circuit," Kastenmeier said.

Considerable confusion concerning the legality of quoting limited amounts of unpublished letters and diaries has resulted from the Supreme Court's recent decision not to review the case of New Era Publications v. Henry Holt. This case involved the unpublished letters and diaries in a critical biography of the founder of the Church of Scientology, L. Ron Hubbard, who died in 1986. The decision of the Second U.S. Circuit Court of Appeals in New York stated that unpublished primary source materials "normally enjoy complete protection" from any fair use quotations and that the "copying of more than minimal amounts" of unpublished expressive materials calls for an injunction forbidding publication.

Kastenmeier noted that whether or not the laws have been correctly interpreted, the New Era decision will have a "chilling effect." In introducing a brief bill that would insert in the copyright law "whether published or unpublished," after "fair use of copyrighted work," Kastenmeier has placed the issue before the Congress and plans to hold hearings soon.

Senator Paul Simon (D-IL) introduced a parallel bill, S.2370, in the Senate on March 29. "The issue in a nutshell," Simon explained, "is how do we balance the interest of accurate scholarship or journalism against the right of authors to control the publication of their own unpublished work?" Simon sees this essential balance being lost as "some federal courts have adopted a rule that would tip the scales against critical historical analysis."

National Archives Appropriation Hearing

On April 2, SAA President John Fleckner testified on behalf of the National Coordinating Committee before the House Subcommittee on Treasury, Postal Service, and General Government regarding the 1991 budget for the National Historical Publications and Records Commission and the National Archives. Fleckner observed that while many Eastern Europeans have taken great risks to have access to their historical records, Americans take their history for granted. "The day-to-day threat to our historical record," Fleckner asserted, "is not tyranny but neglect." Fleckner enumerated the effects a decade of frugal budgets have had on the National Archives and Records Administration. Today, NARA is left "with approximately the same number of employees it had fifteen years ago; with more than one-third of its records inadequately accounted for; with vast backlogs of older records in agencies lacking proper evaluation for potential historical content; with growing quantities of electronic records requiring specialized equipment and technical staff; with sharply reduced capacity to provide reference services despite escalating public demand; and with insufficient funds for the grants program of NHPRC."

To begin to meet some of these essential needs, Fleckner urged an FY'91 appropriation for NARA of $150 million, which would include $8 million for NHPRC's grants program. The $150 million amount is an increase of $22 million over the Administration's request.

Understanding SAA's Principles of Institutional Evaluation

Continued from page 12

decided not to specify quantitative criteria but rather opted for qualitative criteria. This was a large issue in evaluating environmental conditions in repositories, not only in setting temperature and humidity standards, but also in asking about the presence of various types of hardware, including low temperature alarms, fire retardant equipment and furnishings, fire suppressant systems, and the like.

The Task Force decided that it made more sense to stress preventive measures to protect the holdings than to recommend expensive conservation measures, though we did note the essential conservation principle that no treatments should be undertaken that could not be reversed without damage to the original. The Task Force also noted that no treatments should be undertaken by anyone not trained in preservation. In this context, the specific evaluative questions posed in this section emphasize the proper preservation and protection of holdings through storage in sturdy containers on stable shelving.

In the area of security and protection from theft, the work of the Task Force has occurred against a backdrop of rising awareness of security problems in archival repositories. Nonetheless, the cost of vigilance is high, and the labor-intensive measures necessary to achieve complete security have to be balanced by consideration that staff is necessary for a range of other duties not directly related to security. In addition, the problem of insider theft presents a particular difficulty to which no solution other than carefully documented procedures and no unnecessary access to holdings seems to offer much protection.

In the area of protection against emergency, the Task Force recognized the essential need for a disaster plan, well-defined procedures for dealing with the outbreak of fires and other emergencies, and a policy to cope with ill or unruly users. It also cited the need to document and identify users of materials as well as to maintain records of specificity what they were using.
Role Call

It is an article of faith in Washington that the work of Congress is done by committees. It is not just faith but truth that the work of the Society of American Archivists is done by committees (and task forces and representatives). The list of committees is long, the list of representatives equally so, and each year the SAA president must find people to appoint to that lengthy list.

Are you interested in serving on a committee or as a representative from SAA to another group? If you think you might be, please look at the January 1990 issue of the SAA Newsletter and read the list of our current committees and representatives. Then, if you still think you are interested, please write to me in care of the SAA office. If you are not exactly sure what a committee does, either contact its current chair (the names are listed in the newsletter) or contact Maygene Daniels, the Council member with primary responsibility for committee matters. If you are curious about what a representative does, contact Archie Motley, the Council member for representatives. Both Maygene and Archie are listed, with addresses and telephone numbers, in that issue of the SAA Newsletter, too. In late June, Maygene and Archie will be making recommendations to me about persons to appoint, and I will certainly give great weight to their suggestions.

Just in case you think I have forgotten those other stalwarts of the Society: task forces, sections, and roundtables, be assured that I have not. But task forces are usually appointed for the duration of the task, so a new president does not appoint people to them. Sections and roundtables, of course, are voluntary groupings and elect their own leaders.

Not all of us have the time or the inclination to serve in these roles. Some of us are able to devote a great deal of energy to the Society at certain times and then need to take a breather. If you are one of the latter, don’t feel guilty, just remember the Society will be waiting for you when you have caught your breath again. For those of you who have never participated in a Society committee, I can say from personal experience that it is a wonderful way to become acquainted with other archivists and to try your hand at problem solving in a collegial setting.

I recently received a letter from a nephew asking for money to help him go to Alaska this summer. He ended the letter, “P.S. If you can’t send money, pray for me.” Well, if you can’t commit yourself to serving as a committee member or a representative, perhaps you know someone you believe should be appointed. In that case, if you can’t send money, send me the names. I will be very grateful for either or both.

More Photo Opportunities

Photographs are needed for another volume in the Archival Fundamentals Series, Managing Archives and Manuscripts, by William Nolte and Thomas Wilsted. Specifically, 8”x10” or 5”x7” black and white glossies of the following are welcome:

- archival facility floor plans, particularly at the blueprint stage;
- shelving diagrams for both fixed and mobile shelving;
- actual shelving;
- a sample public relations press release;
- a systems planning archivist or information systems archivist;
- an article from a newspaper or periodical (non-archives) about an archives;
- an archives newsletter;
- a target audience (e.g. someone speaking to a group of genealogists);
- a contemporary archives building (or space) in a stage of construction;
- an archivist working with an architect and/or contractor;
- contemporary archival equipment;
- contemporary archival supplies;
- an archivist speaking to a group about fundraising;
- an archivist working on an annual budget;
- an archivist supervising other archivists or staff;
- an archivist interviewing applicants for an archival position;
- volunteers working in the archives;
- a meeting of a “Friends of the Archives” group;
- a flow chart of archival work;
- an archives organization chart; and
- an archives policy manual.

Each archivist whose photographs are used will receive a complimentary copy of Managing Archives and Manuscripts. In addition, individual and/or institutional credit will be given.

Please clearly identify each photograph submitted as to place, date, activity, person, photographer, and institution. Photographs will be returned if accompanied by a request and a self-addressed, stamped envelope. Please submit all photos by June 22, 1990, to Roger Fromm, University Archivist and Special Collections Librarian, Andruss Library, Bloomsburg University, Bloomsburg, Pennsylvania 17815. If you have a question or a prospective submission, Fromm may be reached at (717)389-4204.
Annual Meeting Update

by Georgeann Palmer

Preliminary Program in Transit

Keep an eye on your mailbox because you will soon be receiving the new version of the Preliminary Program for SAA's 54th annual meeting in Seattle, Washington. It should arrive no later than June 1. If you do not receive it by then please call the SAA office.

As a reminder:

❖ The annual meeting dates are August 30- September 3, 1990.
❖ The headquarters will be at the Westin Hotel in downtown Seattle.
❖ The sleeping room rates are $75 for a single room and $87 for a double room.
❖ If you would like your name added to the list of those seeking roommates, contact Georgeann Palmer at the SAA office.
❖ If you need childcare during the meeting in Seattle, contact Georgeann Palmer.
❖ The official airlines are Delta (800) 241-6760 and United (800) 521-4041. Both airlines are offering 40% off coach fares or 5% off the lowest fare available. If you would like to book your ticket through either of these airlines, you can call direct or contact SAA's travel agent Joyann Hawker at (800) 543-0573. When making your reservations please refer to the following meeting I.D. numbers. For United the I.D. number is #0152J and for Delta the I.D. number is U0542.

Corporate Gifts

SAA is pleased to announce that contributions from several corporations will help to underwrite the 1990 annual meeting in Seattle. Major gifts from Weyerhaeuser and Boeing will enable the Society to have its Presidential Reception at the Museum of Flight on Saturday, September 1. Transportation to and from the reception is compliments of University Microfilms, Inc. A gift from Laird Norton will sponsor a traditional Native American dance during the salmon bake at Kiana Lodge on Friday, August 31.

In addition, Spacesaver Corporation, which has helped to support SAA annual meetings since 1988, will do so again this year by sponsoring the reception that will precede the opening banquet on Thursday, August 30.

The Society is grateful for the assistance of these generous friends.

A Note from SAA's Hosts

"Of course, like all Puget Sounders, I must have a view..."
Mary McFadden Miller, 1887

Many archivists from east of the Rockies agree with this pioneer Seattle business woman about the fine views in Seattle. Some are planning summer vacations around the SAA meeting, scheduled for Labor Day weekend in the Queen City of the Pacific Northwest. A previous resident intends to hike in nearby wilderness areas during the entire month of August.

If you don't hike, sea kayak, sail, or bicycle, you can drive an hour from SEA-TAC airport and wind up through virgin forests to alpine meadows with breathtaking views of glaciers spilling down the flanks of Mt. Rainier. Or consider flying to San Francisco, putting north through the redwoods, up the sea coast on Highway 101 through Oregon, with a pre-Seattle stop in Portland, city of old-time rose gardens and post-modern architecture.

Maybe you would prefer a Canadian approach via Banff or even Jasper in the Canadian Rockies, then down through twisting canyons to Vancouver, where the mountains are even closer to the metropolis than in Seattle.

Time too short for leisurely detours? At least hop a hydrofoil to Victoria, the charming friendly capital of British Columbia, with soaring totem poles, delicious Canadian treats, and flowers virtually everywhere. Or rent a car and sample mountain scenery in at least one of three national parks within a few hours of Seattle.

And if it rains? Mainly it drizzles. All you really need is a rain parka, the overcoat of most Puget Sounders. But try to come early: the most reliably clear weather is in early August. Just don't expect a hotel room in Seattle before August 9, when the Goodwill Games end. Or stay late: some of the best hiking weather follows Labor Day. You'll want to savor those great views!

The American Archivist

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. Anne R. Kenney, Cornell University, will serve as the guest editor. Articles will examine such topics as the national preservation context, international initiatives, research and development, planning, and lessons from library preservation programs. Contributors include archivists, librarians, conservators, and representatives from organizations devoted to the preservation of research materials.

This issue is scheduled for publication in late summer. Individual copies may be obtained for $15, plus postage and handling. Contact Managing Editor, The American Archivist, 600 S. Federal, Suite 504, Chicago, Illinois 60605.
Education Notes

by Jane Kenamore

Call for Proposals:
Preconference Workshops, 1991

As you are preparing for the Annual Meeting in Seattle, those of us in the SAA office are already thinking about the 1991 meeting in Philadelphia. Not long after we return from Seattle, the Education Office will plan ten preconference workshops for the Philadelphia meeting.

If you submit a proposal for a one-day or two-day preconference workshop to be held in 1991, please include the following components:

- Goals and Objectives
- Detailed Curriculum Outline
- Workshop Schedule
- Pre-workshop Readings—A series of fully cited, relevant articles that do not exceed a total of seventy-five pages.
- Bibliography—Briefly annotated.
- Exercises—These may be in the form of case studies that illustrate material introduced in the lecture and can be designed for small groups or individuals, or to be discussed by the class as a whole.

If you have any questions, please contact Jane Kenamore, Society of American Archivists, 600 South Federal, Suite 504, Chicago, Illinois 60605, (312)922-0140. The deadline for submission is October 1, 1990.

Summer Events

You have the chance to plan your vacation around several continuing education opportunities this summer, including Seattle preconference workshops, the Law and Ethics Institute in River Forest, Illinois, and back-to-back workshops at the University of Pittsburgh.

The five-day institute on “Law and Ethics” will begin on Monday, July 9. Instructors will be Trudy Peterson of the National Archives; Gary Peterson, Washington attorney; Menzie Behrnd-Klodt of CUNA Mutual Insurance Group; and David Horn of Boston Edison. In addition to sessions on archival ethics and legal issues surrounding the acquisition and use of records, the institute will include the most recent interpretations regarding copyright and—should you ever need it—the stages of a lawsuit. Tuition will be $495. Participants will have the option of staying on the campus of Rosary College through the weekend following the institute, should they want to take advantage of Chicago museums, theatre, restaurants, and other attractions.

On July 24-27, the University of Pittsburgh and SAA will co-sponsor back-to-back workshops. “Library Standards for Archival Description” is scheduled for Tuesday and Wednesday, July 24-25. Instructors will be Richard Smiraglia of Columbia University and Edward Swanson and Marion Matters of the Minnesota Historical Society.

“Understanding the USMARC Format for Archival and Manuscript Control” is scheduled for Thursday and Friday, July 26-27. Instructors will be Kathleen D. Roe of the New York State Archives and Records Administration and Debbie Pendleton of the Alabama Department of Archives and History. Fees will be $240 for “Library Standards” and $225 for “MARC.” If a participant attends both workshops, the combined fee will be $418, which reflects a 10% discount over the single workshop fee. Housing will be available on campus for $15/night, single occupancy; $20/night, double occupancy.

Seattle workshops are listed in the March SAA Newsletter. For more information on any upcoming SAA workshops or institute, please contact Nancy Van Wieren or Jane Kenamore at (312)922-0140.
Dear SAA Colleague:

Presently, SAA has around 750 regular institutional members and some 47 sustaining institutional members. In 1990, SAA's Membership Committee has set for itself a goal to increase, by ten percent, the number of institutional members in each of the above categories. We enlist your help in encouraging your employers or department heads to become an institutional member, or better yet, to be a sustaining member of SAA. Please consider the dues of $100 (regular) and $200 (sustaining) an investment in SAA's future. In the years ahead your institution's support of SAA can and will enhance your work and that of other archivists in the United States. Together, we can make a difference in the last decade of this century.

Given the goal we have set for ourselves, SAA will need to recruit at least 75 new institutional members and at least five new sustaining members. SAA has nearly 2,700 individual members to make the case on behalf of the Society and the archival profession. This should be regarded as pretty good odds. SAA members need to remember that if we do not make the appeal and seek to have our programs join the growing ranks of institutional members, who else will?

By way of illustration, I have long advocated promoting the institutional member dues category. Only recently, however, did I ask Oberlin College to become an institutional member of SAA. This was not considered an easy task. In 1987, my first year at Oberlin, the College Library actually wanted to drop its subscription to *The American Archivist* because acquisitions' personnel reasoned that I held my own, individual subscription. Not only did I successfully argue against this, but also I convinced the Acquisitions Librarian to purchase three or four missing issues from the early 1960s. In April 1990, after some negotiation with the Director of Libraries, Oberlin College became a sustaining institutional member. The College Library and the College Archives have agreed to split the dues of $200. The Archivist will continue the commitment by invoicing the Library each year. So, it can be done.

In order to generate some interest in the institutional membership campaign, SAA is prepared to provide a prize for a drawing to be held at SAA's annual meeting in Seattle. By the end of August we hope to reach our goal of 75 new institutional memberships. The SAA Membership Coordinator will draw the name of one of the new institutional members and the winner will receive a complimentary set of SAA's new Archival Fundamentals Series—a value well in excess of $100.

The many specific benefits afforded SAA's institutional members are detailed in the accompanying pages. These alone make institutional membership truly a wise investment. Beyond these, however, we hope you will seriously consider the impact your institution can have on behalf of the archival profession. Can we count on your support?

Sincerely,

Roland Baumann, Chair
SAA Membership Committee
Institutional Membership –

Your institution is invited to join the ranks of other institutions that are demonstrating their commitment to the archival profession through membership in the Society of American Archivists. Membership in the preeminent professional society for archivists in America is an opportunity for your institution to take a leading role in support of the profession and its advancement at the very highest level.

Represented on SAA’s institutional roster are colleges and universities, historical societies, museums, libraries, businesses, religious institutions, and governmental bodies. Why do these institutions find SAA membership so satisfying? The reasons are numerous:

- **The American Archivist**
  Institutional membership includes a subscription to the Society’s quarterly journal, *The American Archivist*, which offers in-depth articles on archival theory and practice, reviews of relevant literature, and reports on archival activities around the world. Occasional theme issues focus on specialized aspects of the profession—preservation, education, and others. There is also an annual index and a bibliography of writings related to the profession. *The American Archivist* is indexed by more than a dozen multi-title indexes.

- **SAA Newsletter**
  Published every other month, the SAA Newsletter contains news items of interest to the archival profession, reports on SAA activities, details about upcoming events, news from regional organizations, a listing of archival job openings, and a wealth of related information. It is the principal vehicle through which archivists keep up with developments in their profession.

- **Publications**
  The Society’s extensive publications program of more than 60 titles includes a wide array of basic manuals, introductory and advanced texts, and archival classics. Regular institutional members receive substantial discounts on purchases from the SAA booklist, and sustaining members receive, in addition, one complimentary copy of every SAA publication issued during the year of membership. Seven manuals in the new *Archival Fundamentals Series*, as well as several other important new titles, are scheduled for publication in 1990, so this benefit is particularly meaningful.

- **Annual Meeting**
  The Society holds an annual conference for several days early in the fall. The nearly 100 sessions and extensive exhibits enable participants to keep up with developments in this rapidly changing profession, and to exchange views on all aspects of the archival profession. There are also a number of preconference educational workshops. Institutional members receive an annual meeting packet and are entitled to send one representative at the reduced registration rate for SAA members.

- **Membership Directory**
  Published every two years, this directory lists the individuals who belong to the Society, and their professional affiliations. Each institutional member receives a complimentary copy.
Minutes of the Academy of Certified Archivists Board Meeting
March 23, 1990

Gregory Hunter, David Olson, Karen Benedict, and Karen Paul convened a meeting of the Academy Board at 9:25 a.m., March 23, 1990, at the Library of Congress Manuscripts Department, Washington, D.C. Donn Neal, Executive Director of the Society of American Archivists; John Fleckner, President of the Society of American Archivists; Paul Chestnut, member of the Interim Board for Certification; and Betsy Ranslow, consultant to the Academy also were in attendance during portions of the meeting.

1. Minutes of the Conference Call of 12/21/89, as amended on 2/1/90, were read and approved.

2. The Academy's agreement with the Society of American Archivists concerning the provision of executive services to the Academy was discussed. It was decided that routine expenditures, including 10 hours staff time per week could be paid directly by SAA from funds advanced by the Academy, but that any individual expenditure above $250, must first be cleared verbally with the ACA Treasurer. The Board unanimously approved the March 12, 1990 agreement, which is in effect through October 31, 1990.

3. It was decided that the ACA President would appoint a 3-member Task Force to study and prepare a report for the annual meeting regarding alternatives to the ACA executive secretariat remaining with SAA.

4. The matter of ACA recognition of SAA support in establishing a certification program was discussed in light of newly compiled ACA budget information. The Academy recognizes past SAA contributions and will continue to explore ways to be mutually supportive in shared projects. The ACA has advanced SAA funds to eliminate any future out-of-pocket expenditures on the part of SAA, and will seek projects of a cooperative nature.

5. The Board went into Executive Session from 10:15 to 10:35 a.m. to discuss matters relating to subsidies to help underwrite the cost of individual certification and matters relating to recognition of individual service. John Fleckner and Greg Hunter will coordinate recognition.

6. It was decided to create a new open season for requests for subsidies for certification. Limited funds from an anonymous donor are still available. Those who missed the first deadline may apply again along with any new applicants.

7. It was decided to ask Academy members to consider contributing to a scholarship fund designed to assist with meeting the cost of certification.

8. The Treasurer presented a projected budget for ACA. It was noted that to continue activities into a fourth year, funds on the revenue side must be increased. Several projects were discussed.

9. Publicity for the Certification Examination was discussed. Mailings have been sent to regional associations. Other methods of publicizing were recommended including: distribution of flyers at regionals, to archival educators, and to related associations. SAA institutional members, Educators' Roundtable. The SAA "contact" list should be used for announcement mailings. Applicants are to be instructed to send in their applications via certified letter. David Olson agreed to prepare an exam announcement for publication in the next ACA Newsletter. This would be suitable for copying and using as an announcement flyer.

10. An extended discussion regarding a revised exam for the Seattle meeting took place. It was decided to hold another item-writing workshop and exam development workshop to revise the exam.

11. The Treasurer reported that the ACA officers are insured and bonded, including our data base.

12. It was decided to renew the ACA agreement with Betsy Ranslow, Consultant, through December 31, 1990.

13. A clarification regarding resignations from ACA was requested. It was decided that there would be no refunds on a pro-rated basis of the basic certification fee.

14. A resolution and a letter of thanks to Frank Cook and his readers and subcommittee was approved. Readers included Lori Hefner, Anne Kenney, Philip Mooney, Eva Mosley, David Olson, and Karen Paul. Subcommittee members included James Fogerty and Mary Janzen.

15. The ACA Newsletter was discussed. The decision was made to publish it concurrently with the SAA Newsletter for wide distribution. A "People" section was suggested for inclusion in future issues.

16. It was decided that as of June 1st the ACA membership list would be made available to ACA members. In addition, mailing labels by geographic area can be purchased at the at-cost rate through the ACA Secretary for ACA Outreach Committee projects.

17. An ACA draft brochure was reviewed and discussed. It was decided to produce a well-designed brochure. In the interim, the draft will be sent to Nancy Van Wieren at the SAA office and reproduced for temporary information needs.

18. Publication of an ACA Membership Directory (1,000 copies) was discussed and approved. An informational form designed for data base input was approved to appear in the next newsletter. It was decided to distribute the first edition of the Directory free to ACA members. Subsequent editions may need to be sold to offset production costs.

Continued on page 2
Continued from page 1

19. Liaison with other organizations was discussed. It was decided to solicit volunteers to serve as liaisons with regional and local organizations. It was also decided to invite SAA Roundtables to ask ACA board members to speak at their meetings.

20. A report on the Appeals process was given. There was a meeting of the Appeals Committee, April 6-8, in Raleigh, N.C. It was decided to add a non-voting Chair to the committee who will vote to break a tie in the event that one of the three committee members withdraws in a particular instance as a result of a conflict or apparent conflict of interest. David Moltke-Hansen was appointed.

21. It was decided to establish an Examination Review Committee at the Seattle meeting of the ACA.

22. Exam development for the 1990 exam was discussed. It was decided to hold an item-writing workshop in the Mid-West in May and an exam construction meeting in June. A statistical report will be requested from the Professional Examination Service. It was agreed that if there is enough interest, the exam will be offered on the East coast at the same time it is offered in Seattle.

23. It was decided that the President would appoint a Nominations Committee and that elections would be held prior to the Seattle meeting.

24. Revisions were made to the examination Handbook and application. Karen Paul will review this prior to release.

25. A second draft of the ACA incorporation and by-laws document was reviewed, but no final approval was given.

The meeting concluded at 5 o'clock.

Membership and Outreach Committee News

The committee is working on an Academy brochure which will be available in late spring. In the meantime, a draft of the brochure is available from Nancy Van Wieren at our executive office, for those members wishing to distribute information at upcoming spring archival meetings.

Beginning June 1st, the Academy will make available sections of its membership list, sorted by geographic location to those members wishing to do press releases about newly certified archivists. Please contact our office directly, (312)922-0140. Official outreach projects of the membership committee may obtain mailing labels at cost by obtaining approval of the Academy Secretary.

This issue of the ACA Newsletter contains a membership and data base form that will be used to compile a Membership Directory. If everyone responds promptly, we will attempt to have the Directory ready for distribution in Seattle.

All SAA Roundtables and Sections are invited to ask ACA Board members to speak at their annual meetings if they so wish.

VOLUNTEERS NEEDED !!!!!!!!

Individuals are needed to assist the Membership and Outreach Committee with the task of communicating with regional, state, and local archival organizations and with related professional organizations. The ACA Secretary would like to compile a list of individual Academy members willing to serve as a liaison with such groups. Activities include bringing Academy flyers to group meetings, making announcements about the certification examination, and perhaps preparing a news release for publication in your group's newsletter. Other activities might include arranging for special briefings for your group, staging a session on certification, or recognizing those archivists who have become certified in your geographic area.

The success and usefulness of the Academy ultimately rests on our ability to publicize the certification examination and to familiarize others with the certification process. The future of the Academy and certification rests in our hands. Please volunteer to do your part in helping us inform the wider community. We need all ACA members to serve in an outreach capacity, but we have special need for responsible members to help us with publicity on a regular basis. Contact Karen Paul, Secretary of the Academy, Senate Historical Office, Washington, D.C. 20510, (202)224-3351, FAX (202)224-5329.

Next ACA Meeting:
The Westin Hotel—Seattle, Washington
August 30, 1990—2:00-4:00 p.m.

A reminder to ACA committee members:
committee meetings are tentatively scheduled for the morning of August 30th

Financial Assistance Available

Due to the generosity of an anonymous donor, funding is available to help underwrite the cost of certification for a limited number of individuals. Subsidies of up to $125 are available for individuals who face great financial hardship in completing certification.

Though several subsidies already have been awarded under an application process established by the Interim Board for Certification, additional funds still are available. Certified Archivists wishing to apply for the subsidy should send ACA (c/o the SAA office) a letter indicating the nature of their financial hardship. All applications and awards will be kept confidential.

Applications must be received in the SAA office by June 15, 1990.
Academy of Certified Archivists
Membership Directory and Database

Instructions: All Academy Members, please complete this form and mail by June 30th to: Academy of Certified Archivists/Membership Directory, 600 South Federal, Suite 504, Chicago, Illinois 60605.

Note: This form is in two parts. Part A will appear in the published directory. Part B will reside in the ACA membership database and will be used for administrative purposes such as membership campaigns and targeted mailings. Please provide us with this information promptly. Help us compile an accurate, useful directory. Your cooperation is appreciated immensely.

Part A: Information for the ACA Membership Directory
Name: _____________________
Title: _____________________
Institution/Department: _______________
Address (circle: home / business) _______________
City/State/Zip _______________
Business telephone: ___________________

Computer address:
Network name ____________________________

Part B: Information for the ACA Membership Database
1. Current institutional affiliation: (Circle one)
   a. College/University
   b. Corporate
   c. Historical/Genealogical/Preservation Society
   d. Medical/Scientific
   e. Federal Government
   f. State Government
   g. County Government
   h. Municipal
   i. Religious
   j. Museum
   k. Theme collections
   l. Public Library
   m. Other __________________________

2. Major current activities: (Yes/No)
   a. Appraisal and Acquisition
   b. Arrangement and Description
   c. Reference and Access
   d. Outreach and Public Programs
   e. Records Management
   f. Conservation
   g. Oral history
   h. Administration/management

3. Major types of records: (Yes/No)
   a. Textual
   b. Photographs
   c. Sound Recordings
   d. Films
   e. Microfilms
   f. Machine Readable
   g. Videos
   h. Other

4. Year you became certified: __________

5. Are you a member of: (Yes/No)
   a. Society of American Archivists
   b. Other Archival Groups (Please name)
   c. Association of Records Managers and Administrators
   d. Other Professionally Related Societies (Please name)

Academy of Certified Archivists
The Academy of Certified Archivists 1990 Certification Examination

Please copy and distribute.

Locations for Certification Exam in 1990:
- Seattle, Washington: SAA Annual Meeting, Westin Hotel

The following locations are tentatively scheduled pending sufficient interest.
To assist with planning, please sign up early.
- Atlanta, Georgia: Georgia Department of Archives and History
- New York City: Mid-Manhattan location (still to be confirmed)
- Chicago, Illinois: Chicago Historical Society

Date: Thursday, August 30, 1990

Report Time: (local time) 8:30 a.m.
9:30 a.m. for Chicago location only

Start Time: 9:00 a.m.
10:00 a.m. for Chicago location only

Ends at: Noon
1:00 p.m. for Chicago location only

To obtain examination handbook and application, contact:
Academy of Certified Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605
(312)922-0140

1991 Examination Site Questionnaire

The Academy of Certified Archivists wants to know how many candidates are interested in taking the certification examination in 1991. (To sit for the exam a candidate must have one or more of the following: Master's Degree with a minimum of nine semester hours in archives administration and one year of qualifying experience in archives; Master's Degree and two years of qualifying experience; Bachelor's Degree and three years of qualifying experience). This information will be used in our planning for additional sites for the exam besides the SAA annual meeting in Philadelphia. Please feel free to copy this announcement and distribute it to fellow archivists at regional and state association meetings.

I prefer taking the examination in
(city/state)____________________________________________________

Please send me appropriate information to apply for the examination.

Name____________________________________________________________________________________

Address_________________________________________________________________________________

City/State/Zip_____________________________________________________________________________

☐ Yes, I want to take the certification exam in 1991.

☐ I will ☐ will not be attending the SAA meeting in Philadelphia.

Mail this sheet to:
Academy of Certified Archivists
600 South Federal, Suite 504
Chicago, Illinois 60605
A Wise Investment

- **Educational Program**
  In addition to the annual meeting, the Society provides numerous continuing education opportunities by sponsoring workshops and other activities designed to strengthen the knowledge and skills of archivists. These workshops, offered throughout the year and in all regions of the country, provide excellent staff development opportunities for professionals and paraprofessionals alike.

- **Education Directory**
  SAA's Committee on Education and Professional Development regularly produces a thorough directory of the academic institutions and repositories in the United States and Canada that offer archival education programs. An institutional member of the Society receives a complimentary copy.

- **Recruitment Services**
  Institutional members may list job openings in the *Employment Bulletin* and the *SAA Newsletter* at a discount from the usual rates.

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### Sustaining Institutional Members of the Society of American Archivists
(as of April 1, 1990)

<table>
<thead>
<tr>
<th>Alaska State Archives</th>
<th>Instituto De Cultura Puertorriquena, Puerto Rico</th>
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<td>Australian Archives</td>
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<td>Rockefeller Archives Center</td>
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<td>Boston College</td>
<td>Kentucky Department for Library &amp; Archives</td>
<td>Sabah State Archives</td>
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<td>Buffalo &amp; Erie County Historical Society</td>
<td>Lummi Indian Business Council</td>
<td>Simmons College Library</td>
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<td>Catholic Relief Services</td>
<td>Metropolitan Transportation Authority</td>
<td>Society of Southwest Archivists</td>
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<td>North Carolina Department of Archives &amp; History</td>
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<td>County of Cape May</td>
<td>National Archives of Canada</td>
<td>State Historical Society of Wisconsin</td>
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<td>Coca Cola Co</td>
<td>National Archives of New Zealand</td>
<td>Sun Life of Canada</td>
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<td>Colorado State Archives</td>
<td>National Archives of Thailand</td>
<td>Tennessee State Library &amp; Archives</td>
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<td>Ohio Historical Society</td>
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<td>Outer Banks Historical Center</td>
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<td>Idaho State Historical Society</td>
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<td>Wyoming Archives &amp; History Department</td>
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</table>
Application for Institutional Membership

Name of Institution ___________________________

Address ___________________________________

City/State/Zip Code ___________________________

Phone (_____) ________________________________

Institutional Membership (check one):  

☐ $100 Regular

☐ $200 Sustaining

Please return this application and a check to:

Membership Committee
The Society of American Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605
APPRAISALS OF ARCHIVAL COLLECTIONS

The 1985 Internal Revenue Service regulations concerning appraisals of manuscript and archival collections have caused a number of persons who had been appraising small to medium size collections to withdraw from the field. Consequently, many institutions are contacting us about collections which they previously believed were too small, or insufficiently significant for us to consider for appraisal.

We are well known for undertaking virtually every major appraisal during the past two decades, from Random House to Paramount Pictures, Igor Stravinsky to George Gershwin, Samuel Clemens to Hamilton Jordan, Fred Allen to Norman Vincent Peale, and numerous others in the fields of literature, music, the arts, sciences, business, and legal, military and political history, including the ten million items in the North Pacific archive.

Our appraisals which have been little publicized are those of hundreds of small archives of no great commercial value, but which require proper valuation for their donors. These are collections which must be accurately evaluated at minimum cost—collections whose fair market values do not warrant detailed examinations, inventories and reports, but which require the preparation of the most accurate descriptions and reports possible, commensurate with their values. Our success at determining the appropriate balance between these factors is based on our efficient appraisal practices, extensive experience and qualified research staff.

Our normal procedure is to quote a firm appraisal fee and give a general range of the fair market value based on an examination of the institution's initial inventory. There is no obligation to proceed with the appraisal and there is no charge for this information, nor is there any fee charged if we believe the collection or archive could not find a commercial market, a prime requirement for the establishment of fair market value.

Please contact Rosalie Fawcett with any questions you may have. A brochure describing our experiences and the institutions we have undertaken appraisals for is available. Also available is a reprint of an article by Kenneth W. Rendell, published by the Society of American Archivists, "Tax Appraisals of Manuscript Collections".
Editor's Note: Several months ago, the newsletter editors of the Society of American Archivists and the National Genealogical Society agreed that having both newsletters print simultaneous articles—one by a genealogist and the other by an archivist—on the relationship between these groups would contribute to better understanding. The articles on the next several pages are also appearing in the June issue of the newsletter of the National Genealogical Society. It is a pleasure to thank Peter W. Bunce and Elizabeth Shown Mills for writing these articles.

Mr. Bunce is the director of the National Archives and Records Administration-Great Lakes Regional Branch in Chicago.

Most archivists and genealogists have their favorite story or anecdote concerning the other. The stories may be ones of horror or humor, but they often serve to illustrate the relationship between the two groups. Archivists are providers and genealogists are users. The tasks of archivists are to acquire, preserve, arrange and describe, and make available for research historical records. Genealogists use these records to pursue their own family history, generate demographic studies, compile finding aids, or write books and articles. Somewhere in their respective roles the two parties must meet, often in the research room, often through correspondence. While reference activity is increasing in repositories around the country, archivists must not be tempted to "pre-select" or withhold documents based on their perceptions of users or users' intent. It ought not to matter whether researchers are historians, journalists, or genealogists; records should be made available to all regardless of the purpose of research.

Many genealogists do not know how to conduct research or conduct themselves as researchers. They confound archivists by their inability to express their needs or by demands to produce the "unproduceable"!

Archivists, as keepers of records, must first identify what it is they need to provide, and then scrutinize a particular user group (in this case, genealogists), analyze its needs, and determine if we are responding to them. Genealogists, for their part, need to articulate their research needs to archivists, share their experiences, adopt a sophisticated attitude toward research, and hone their research skills. Archivists should not view genealogists with disdain nor should genealogists be intimidated by archivists or archives. To be effective providers, archivists need to be educated by genealogists; to be effective researchers, genealogists need to learn from archivists and educate themselves. It's a two-way street that can and should lead to a harmonious and a cooperative relationship. Perhaps this article can challenge archivists and genealogists alike to take a serious look at themselves and to engage in a continuous dialogue.

Genealogists and family historians form the single largest user group served by federal, state, and local repositories. That in itself could be viewed as a challenge by archivists and genealogists. For archivists it means providing full and efficient reference and education services; for genealogists it means being informed and prepared researchers and leaving behind a stereotyped image. Let us examine the challenge in more depth.

As keepers of records and historical manuscripts, archivists hold the keys to information which genealogists seek. It is incumbent upon us to make these materials as accessible as possible. Placing unnecessary restrictions on access or movement can lead only to a frustrating experience for genealogists. Self-service of microfilm, reference books, and finding aids should be encouraged wherever possible. However, the first priority of archivists is to ensure security of the records, and this must not be compromised, nor should genealogists expect it to be. Stricter procedures need to be applied when using original manuscripts or records than when using microforms, and informed genealogists will understand.

Besides access there is orientation—how do genealogists use the records and how do they use a research room effectively? Written instructions and regulations, plus a little verbal encouragement, are positive gestures. Have an ample supply of handouts for visitors. These should include the name, address, and telephone number of the institution. Label items for easy reference. Perhaps samples (photocopies) of records can be posted on walls or bulletin boards. As archivists we could consider the use of videotapes to describe our holdings and/or research procedures.

Allow first-time visitors or newcomers to the archives to view them, giving them some time to relax and get a feel for their surroundings before they take the plunge.

With the ambience set in terms of access and orientation, archivists need to determine or assist in determining the various types of holdings in the institution that will benefit genealogists. Depending upon the type of repositories that we represent, these records could include federal and state census schedules, military records, passenger lists and naturalization petitions, land grants and homestead applications, wills, deeds, voter registrations, and tax assessments. This list is not comprehensive by any means, but covers the major holdings of federal, state, and other public records repositories. Archivists who are custodians of religious archives, university records, private manuscript collections, and even corporate archives, should examine their holdings for material of interest to genealogists.

Inform interested patrons of the possibilities of the lesser-known or untapped resources within the institution. A case in point: some genealogists are surprised to learn that many population census schedules are supplemented by agriculture, manufactures, social, and mortality schedules. These can shed light on the physical environment and other issues that may have had an impact on one's ancestors. For example, the social schedules may contain data on property valuation, wages, taxes, schools, libraries, periodicals, religion, pauperism, and crime. Such information may be ignored by genealogists, but they should be told about them.

Encourage genealogists to study or brush up on American, state, and local history. While this may sound like a challenge to genealogists (which I do not deny), archivists should be capable of connecting documents with historical events,
and impart this skill to genealogists. A basic grasp of significant dates and events in a particular area of research can avoid errors such as requesting non-existing records—say, a Chicago ward map for the year 1690! History and genealogy go hand in hand and should serve as a common bond between archivists and family historians. Specific events caused certain records to be created or destroyed, and we as archivists should educate genealogists as to these facts to assist them in pursuing their research more effectively.

Finally, a brief word about attitude. Part of an archivist's job is to make records available for research, but nowhere in our credo do I recall an option to discriminate against a particular class of users because its members are not "professionals." There is no excuse for a public servant, or for that matter anyone in a service capacity, to be rude or condescending towards researchers because they do not meet our expectations of what researchers should be. Mistreatment of researchers is a damning indictment upon the individual archivist, his or her institution, and the profession.

To summarize, the challenge to archivists is to tear down unnecessary barriers to access; to advise on various types of records, common and unusual; to broaden the horizon of genealogists by encouraging the use of such records; to instill a sense of the importance of history in family research and to use this knowledge of history to the fullest extent; and to uphold the integrity of the archival profession.

A key challenge to genealogists is to approach their research in a sophisticated manner. There are two areas where archivists would like to see improvement. The first has to do with visiting repositories. Obtain background knowledge of the facility in question. Much of genealogists' important research time can be saved in this matter, not to mention the archivists' time. Numerous reference books are available that list repositories and their holdings. One such is the Directory of Archives and Manuscript Repositories published by the National Historical Publications and Records Commission.

When conducting genealogical research in person at a particular institution, take the time to read whatever literature is available regarding research room regulations and use of records, then accept and abide by them. They were established for a reason, probably for the convenience and protection of researchers, although perhaps not evident at the time. Work within the system and do not try to be an exception. Archivists appreciate cooperation from their patrons, and chances are that following established procedures will start genealogists on the right footing.

Genealogists must be prepared to do their own research. In most cases archivists make records available and render some assistance but do not do the work of others for them. Learn how to conduct genealogical research prior to visiting a repository; many genealogical societies sponsor workshops, seminars, and conferences. Most archival repositories simply are not adequately staffed to provide daily and constant instruction.

The second area of concern in the more sophisticated approach to research deals with the written inquiry. When pursuing research by mail, genealogists must be concise and specific. Avoid the "tell me all you know" question. Sufficient information should be provided so archivists can search for answers, but do not burden them with unnecessary details. The real challenge to genealogists may be the ability to extract the pertinent information and put it into letter form. Cite sources. If genealogists write, "I read where . . . " or "I heard that . . . " it is helpful for archivists to know from whence the information came. Tracking down these sources to confirm or correct them will benefit both genealogists and archivists. Before mailing a letter, proof it! Check spelling and grammar. Include a clear return address on both the letter and the envelope. By following these simple suggestions genealogists are more readily perceived and accepted as professional and serious researchers.

Along with this more sophisticated approach, research needs to be accompanied by a sense of humor. Sometimes it is the only way to get through a frustrating day. Many archivists view their jobs with the same philosophy. Granted, one must be serious and professional, but there is a light side to many things. Genealogists need to be prepared to find the unexpected, especially anything that can be construed as negative, then investigate. New doors for research could be opened and heretofore unknown records be introduced to genealogists. I am reminded of an incident in our research room several years ago when a patron complained to the staff of her disappointment in not being able to find a relative on the census schedules. Two jolly brothers, overhearing her lament, chortled back, "When we can't find anyone in the census we always check the prison records!" Humor — don't leave home without it.

The final and most serious challenge to genealogists concerns improvement in attitude. Just as there is no excuse for archivists to be rude to patrons, there is no place for rude behavior by genealogists or any other researchers. Do not take out your frustrations or ineptitude on archivists, especially if the latter have nothing to do with the former. To archivists of repositories that house public records, seldom is any statement from genealogists more offensive than the one that they are taxpayers, and that they pay the archivists' salaries, therefore . . . Archivists are taxpayers, too, and they contribute to their own salaries. Because some archivists are public servants is no reason to treat them like personal servants. Tremendous strides can be taken towards a more harmonious relationship between archivists and genealogists with a little more respect and a positive change in attitude. Archival repositories exist to serve a variety of users, including genealogists, for a variety of purposes, but the right and privilege of genealogists to take advantage of these facilities should never be abused.

Archivists and genealogists should strive to meet the challenges set forth, either singly or together. Find some common ground. Communicating with each other on research topics, primary sources and other reference materials, and research methodology can lead to a better understanding of each other. Discussing preservation of records, increased accessibility, and other matters of mutual interest during casual conversations may lead to more formalized and structured meetings, cer-

 Continued on page 24
Genealogists and Archivists: Communicating, Cooperating, and Coping!

by Elizabeth Shown Mills, CG, CGL, FASG

Ms. Mills, a fellow of the American Society of Genealogists, currently serves as vice president of the Board for Certification of Genealogists and editor of the National Genealogical Society Quarterly.

A popular slogan seen in the full-page ads of one American business—You've come a long way, Baby!—also describes the relationship between archivists and genealogists. Writing in American Archivist in 1956, Howard H. Peckham opined that an archivist had “the right to exclude those whose researches he believes will be superficial or of no real significance.” Among categories to be excluded was “the genealogist who wants family data . . . of interest only to her children and a few relatives.”

In the present newsletter, Peter Bunce speaks for a new generation of archivists: “Nowhere in our credo do I recall an option to discriminate against a particular class of users because its members are not ‘professionals’.” We have come a long way, yes. But both archivists and genealogists concede that we do not yet float together through an idyllic world. Much effort remains to be made by both groups, much more communication is needed.

Toward this end, the Society of American Archivists and the National Genealogical Society are jointly presenting in their newsletters a duo of articles. Bunce and the present writer, as representatives of their respective groups, have been invited to express the needs and concerns of their constituents and their own perceptions of the things each can do to help the other.

Individual Needs, Joint Rewards

Mutual help is self-help. It goes without saying that genealogists are entirely dependent upon the goodwill of record keepers. But archivists also find that family historians reciprocate when they are greeted at an open door with a hand of friendship. They respond with gifts of manuscript materials and endowments that are the lifeblood of private facilities. Their support is crucial when public insti-

tutions approach legislatures with hat in hand; genealogists provide archives with the high-use figures upon which budget allotments are often made, and they can be a very persuasive constituency when legislators have to be wooed.

Still, only the naive would assume that a mutual dependency creates mutual respect. While leaders of both groups today recognize that they need each other and can help each other, the extent of that help still depends upon what each does to earn the respect of the other. Policies setting forth ideal situations are commendable; but their success depends upon the quality of the nitty-gritty, day-to-day contact.

Genealogy is Valuable—But in Whose Hands

Most modern archivists agree that “family reconstruction” contributes importantly to such fields as genetics, social history, demography, and law. The one area of disagreement seems to be this: who is qualified to use historical materials for genealogical purposes?

• Should archival policy dictate that family reconstruction done from original records must be by those with academic affiliations—even if the academicians have no genealogical training to insure that they properly interpret and assemble their information?

• Should research by individuals without “appropriate” academic appointments be labeled a “purely personal” search unworthy of access to fragile papers?

• Are there criteria (other than academic affiliation) for more fairly granting access to irreplaceable materials?

If the problems implied above are to be resolved to everyone’s satisfaction, some changes in thoughts and stances are still necessary.

An Archival Concern

Archivists are the guardians of our heritage, the protectors of our historical resources. As Bunce points out, they are not mere “public servants” whose job it is to fetch from the bowels of their mausoleums whatever items a taxpayer desires. Fragile and irreplaceable records must be shielded from both misuse and overuse if they are to survive for our children and their children’s enlightenment as well.

Yes, some genealogists fail to recognize that archivists have these responsibilities and rights. Human beings in every vocation and avocation display traits both good and bad (and genealogists are individuals, despite the days in every archives in which they seem to swarm like a plague of locusts!). In every group of people there are the demanding and the overbearing—and there are the polite and the reasonable.

The sins of attitude that genealogists commit against archivists are more often prompted by naiveté than nurlity, and there is a continuing influx of enthusiastic but naive family tree climbers. The task of educating them, a task which hundreds of genealogical societies and magazines have assumed, must routinely include lessons in courtesy as well as research methodology.

A Genealogical Concern

Gone is the day in which the labors of Peckham’s hypothetical little-ole-lady-genealogist (and her gentleman counterpart) is of interest to no one but their immediate families. What resource did Robert W. Fogel et al use for their “serious” academic study, “Economics of Mortality in North America, 1650-1910,” published in Historical Methods? They used family group sheets and genealogies in the LDS Family History Library—compiled principally by hobbyists and church members with no academic affiliations. When medical researchers attempt to trace certain genetic traits back through generations and centuries, what resources do they commonly use? Family histories from library shelves and abstracted records compiled by individuals with no academic affiliation.

The quite-serious findings of these and numerous other groups of academicians can be no better than the quality of the
genealogies they use. That quality suffers when archivists, naïve themselves in this respect, assume genealogy to be a parlor game whose participants are incapable of solid work. That quality suffers when archivists deny family researchers access to original records needed to correctly reconstruct a family.

In Search of Common Ground
“Never the twain shall meet” may have been the philosophy of Peckham’s generation. Today, the twain are definitely groping toward each other—seeking “common ground” in the recent words of SAA’s past president Sue E. Holber.3 What might each group do, to bring both closer to an idyllic state of cooperation?

Steps Forward—for the Genealogist
Preparation is surely the magic key genealogists need to open the doors of archives traditionally closed to them. The genealogist must:
- Prepare by studying advanced how-to manuals and the examples of good research technique that are published in journals such as the NGS Quarterly. One does not become a good genealogist by merely browsing library shelves, grazing through indexes in search of certain names. To be welcomed in an archive, one must be a knowledgeable researcher not a mere “looker-upper.”
- Prepare for archival research by doing proper groundwork at a local or area library. The genealogist must venture out of the “genealogy section” and into the reference department of college and city libraries. There, one can find numerous catalogs to manuscript materials that have been helpfully prepared by archivists. Guides such as NUCMC, NIDS, and RLINE lead the genealogist to the right repository. Manuals and inventories prepared by the National Archives help even inexperienced researchers appear knowledgeable when they approach that facility.5 Catalogs to the holdings of private archives such as California’s Huntington Library6 must be used to identify a specific record collection of potential value.
- Access to many repositories may be impossible to gain if genealogists do not “do their homework” before contacting those institutions. Research trips are popular among genealogists, but “fishing expeditions” should be made only to libraries with books in open stacks, not to archives with fragile documents.
- Prepare to visit a specific archive by writing ahead. Genealogists should not only inquire about days and hours of operation but also admittance policies, rules for using materials, and in-house guides or catalogs that may be available. Savvy researchers ask for self-help guides—not for grandpa’s name.
- Prepare by scheduling adequate time on-site. Archives are not supermarkets or fast-food operations. Guarding valuable resources requires security measures. Admittance checks, the filling in of call-slips, and the retrieval of materials are time-consuming. Genealogists with two hours left over on a business trip should not expect to do archival research in whatever facility happens to exist nearby.
- Prepare by earning credentials that testify to skill and expertise. Genealogists do not have to be professionals—i.e., accept pay for their research—in order to qualify for testing by the Board for Certification of Genealogists or the genealogical accreditation arm of the Mormon Church. Passing these tests, possessing those credentials, may be the only key to the door of private archives if one does not have academic affiliations.

Steps Forward—for the Archivist
Recognition of merit is the one concession that genealogists need most from the archivist. Bunce’s institution, the National Archives, has made exemplary strides in this area under its current administration. For colleagues elsewhere, who still have qualms as to what concessions they might feasibly make in moving toward that “common ground,” the following suggestions might help. Genealogists need:
- Recognition that their field has developed highly sophisticated research processes, particularly through such educational programs as the NGS correspondence course, the Samford University Institute of Genealogy and Historical Research (now in its twenty-sixth year), and the National Archives-based National Institute of Genealogical Research (now in its forty-first year). A capable genealogist today is expected to have skills of evidence analysis and data linkage, as well as a knowledge of records, that exceeds the level taught in most doctoral programs within the humanities.
- Recognition that the genealogical field sets standards of research and documentation equal to those in any academic discipline—more exacting, in fact, than those of some fields. Certification, a controversial innovation for modern archivists, has existed in genealogy for more than a quarter-century. The editors of three of America’s four major genealogical journals currently hold doctoral degrees; and the dawning of the 1990s found both of the national genealogical organizations (NGS and the Federation of Genealogical Societies) headed by presidents with professional roots in the academic world—historian Virginia Easley DeMarce and sociologist Marsha Hoffman Rising.
- Recognition—and admittance—on an individual basis. Of course, not all “family tree climbers” are ready to use archival facilities. Not all would be comfortable there. But genealogists who have labored to acquire advanced education in their field, those who have sharply honed skills, and certainly those with genealogical credentials attesting to their expertise, should not be denied access because they unapologetically wear the hat of a genealogist.

History has been deemed a worthy subject throughout the ages in all societies. A nation that does not know its past does not know where it presently stands or where it is headed. A true understanding of the past is not possible if that study is limited to wars, politics, and national heroes; insight into the effect that revolu-

Continued on page 24
SAA and Others Awarded NHPRC Grants

The National Historical and Records Commission (NHPRC) last February recommended $669,962 for thirteen documentary edition projects and $456,764 for fourteen historical records projects.

The Society of American Archivists received a grant of up to $25,000 to support the initial stages of a project to develop a model curriculum and educational materials in three areas relating to automated records and techniques: basic computer and information systems concepts, the use of automated techniques in archives, and the archival administration of electronic records. The grant will support preliminary staff work and a curriculum conference.

The National Association of Government Archives and Records Administrators (NAGARA) in Albany, New York, received a grant to hold a twoday invitational conference of selected government archivists and state information resource management officials. The purpose of the conference is to identify and address key issues in ensuring the availability of historically valuable records in electronic formats and to establish a framework for further discussion, analysis, and action. The findings will be incorporated into the June 1990 session of the University of Pittsburgh/NAGARA Advanced Institute for Government Archivists. A discussion paper and brochure will also be published.

NAGARA also received a grant of $51,550 to develop and publish a series of five technical booklets dealing with various aspects of local government records administration. The booklets will be directed to local public officials with minimal experience in records management and archives administration.

NEH Grants for Archival Collections

The National Endowment for the Humanities (NEH) awarded $25 million in grants this year for projects in preservation. These funds will support efforts to microfilm deteriorating collections of books, newspapers, manuscripts, archival records, and other sources of scholarly research and to support educational and technical assistance for preservation professionals.

Five institutions received grants specifically to preserve their archival collections. The Research Libraries Group, Inc. (RLG), a national consortium of major universities and research institutions, received the largest grant, $724,814. Located in Mountain View, California, RLG will use the grant to support the microfilming of the archival collections at 13 institutions in nine states: Brigham Young, Brown, Cornell, Emory, Yale, and New York Universities; the New-York Historical Society; the New York Public Library; the New York State Library; the Hoover Institution; the University of Florida; the University of Minnesota; and the Bentley Historical Library at the University of Michigan.

The New York State Education Department in Albany, New York, received a grant of $271,983, plus a matching grant of $50,000. The grant will be used to microfilm 518 cubic feet of New York State archival documents on events in American political, social, and cultural history. At the conclusion of the project a report on archival preservation will be prepared for national distribution.

In addition, the New York City Department of Records and Information Services was awarded a grant of $109,646. The grant will support the microfilming of 1,100 deteriorating volumes of minutes and docket books from the New York Criminal Courts, 1683 to 1930, and 188 volumes of the correspondence of the New York City District Attorney, 1898 to 1937.

Stanford University was awarded a $63,719 grant to support the microfilming of the papers of British philosopher Sir Karl Popper.

The Hagley Museum and Library in Wilmington, Delaware, received a $51,538 grant to support the preservation on microfilm of the letter books of the Philadelphia & Reading Railroad Company, 1833 to 1900.

NARA Completes First Phase of Archival Information System

The National Archives and Records Administration has recently completed the first phase of a three-part program aimed at developing a new, more advanced computer system called the Archival Information System (AIS). AIS is an automated system designed to support both archival and administrative functions performed by the Office of the National Archives, the record-keeping office within NARA, which is responsible for accessing, preserving, describing, and making available for use by the public and federal agencies those records of the U.S. Government that have been determined to have sufficient historical value.

NARA holdings include four billion documents, 111,000 reels of motion pic-
ture film, 162,000 sound recordings, 5.3 million still pictures, 1.8 million maps and charts, 8,932,274 aerial photographs, and more than 1,000 reels of magnetic computer tape. This major new system will maintain descriptions of records and agencies; provide tools to support scheduling, appraising, and accessioning of records; monitor the preservation status of records; assign and track records locations; undertake computer searches of the descriptive database; and produce reference, administrative, and statistical reports.

The first phase of AIS examined alternative computer models and their ability to support the input, update, maintenance, and retrieval of information. The "relational database management system" will be used. Phase II of this program will use this information to prototype the primary automated functions required to support description, retrieval, movement, and reporting of NARA holdings. The third phase will be the full implementation of the AIS system.

New Jersey Historical Commission Receives Grant for Archives Service

The New Jersey Historical Commission has awarded a grant to the New Jersey Caucus of the Mid-Atlantic Regional Archives Conference (MARAC) to continue the Caucus Archival Projects Evaluation Services (CAPES), which provides free archives consultations to local repositories in New Jersey.

Last year Capes, which was established in 1988, received forty-four applications from eighteen counties. Forty-two received consultations that produced condition reports, recommendations for preservation action, and cost estimates.

After receiving a CAPES evaluation, any New Jersey organization may apply to the Historical Commission for a grant to help implement the consultant's recommendations.

SARA Issues Historical Records Programs Brochure

The New York State Archives and Records Administration has issued Basic Elements of Historical Records Programs, an eight-page brochure that summarizes the guidelines and canons of good practice for the sound administration of historical records programs. The brochure may be used in conjunction with SARA's self-study manual, Strengthening New York's Historical Records Programs: A Self-Study Guide (1989), which provides a more detailed explanation of historical records program elements and a set of self-study questions for use by repositories in evaluating their own programs.

Copies of both the brochure and the self-study manual may be obtained from SARA, 10A46 Cultural Education Center, Albany, New York 12230.

Archivist Testifies on Paper Preservation

Last February the Archivist of the United States testified in Congress on paper preservation and the damaging effect of acidic paper on the Nation's documentary heritage. He expressed his support for House Joint Resolution 226, which would require the use of acid-free paper for permanently valuable federal records and publications.

Dr. Wilson spoke before the Subcommittee on Government Information, Justice, and Agriculture of the House Committee on Government Operations. In his testimony, he discussed the fragility of certain records relating to World War II as an example of the consequences of record-keeping on paper that is not durable. He emphasized the importance of developing standards for acid-free permanent paper with the cooperation of interested organizations, including industry and users. He encouraged the lawmakers to ensure that these standards apply to many types of papers: printing, computer, fax, and others. When these standards have been agreed upon, they should form the basis for specifications set by the Joint Committee on Printing and the General Services Administration for paper procurement, Wilson said.

The Archivist also suggested that "a strong case can be made to require the use of acid-free permanent pairs for all Federal records... At least for printing and correspondence purposes, we may be at the point where requiring permanent paper be used for all records would not be out of the question."
certainly to be beneficial to all parties. Classes, workshops, and seminars can be conducted. Whether they are led by fellow genealogists, by staffs of repositories, or as adult education courses, genealogists are bound to gain. Archivists should/could hold on-site workshops for genealogists. There will be no better way to acquaint them with a repository, its resources, and the how-to’s. Classes can be given on the basics of genealogical research on up to advanced levels, or they can take on a topical approach, such as immigration or ethnic history.

Archivists may want to consider establishing a volunteer program at their repositories and encourage genealogists to participate. Volunteers can assist fellow genealogists in the research room, thus having the satisfaction of helping their own, helping archives staff, and having the opportunity to gain maximum exposure to the records. Genealogists can assist in arrangement and preservation work; those with additional talents, such as a flair for the artistic or public relations expertise, also can be a boost to archivists and their programs. Good volunteers become loyal and ardent supporters of repositories with which they are affiliated and will spread the word through the community about the great place where they work.

Towards a more harmonious relationship—genealogists must be willing to communicate, educate, and cooperate, and archivists must do the same. Archivists also can benefit from what others have to say. Working together, archivists and genealogists have a better understanding and appreciation of the thoughts, attitudes, and needs of each other.

The opinions expressed in this article are those of the author and do not necessarily reflect the opinions of the National Archives and Records Administration or the Society of American Archivists.

**ARCHIVES, PERSONAL PAPERS, and MANUSCRIPTS**

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

compiled by Steven Hensen

"This manual is a must for everyone formulating catalog records for archival and manuscript materials in paper or any other format."

*Library Journal*

April 15, 1990

In this second edition (the first was published in 1983 by the Library of Congress), the descriptive elements covered in the rules correspond more closely to USMARC format equivalents. Several rules include USMARC-oriented explications and an appendix contains USMARC-coded versions of the examples used throughout the manual. Where possible, Library of Congress rule interpretations have been incorporated.

The biggest change has been the addition of an entirely new section, larger than the original rules, that contains guidelines for choosing and formulating headings. The APPM revision project was funded in part through a grant to SAA from the National Endowment for the Humanities.

Published by the Society of American Archivists, 1989; 196 pages, soft cover; $19 SAA members, $26 nonmembers.

Phone SAA at (312)922-0140 and order a copy today! Charge it on your Visa or Mastercard.

**References**


5. A bibliography of the most genealogically valuable guides to the National Archives can be found in *Journey into Your Past: Syllabus, National Genealogical Society Conference in the States; 17-20 May 1989; Saint Paul, Minnesota*; see Session W-24 by Elizabeth Shown Mills, "Finding Birth, Marriage, and Death Records at the National Archives and Branches."

GUIDELINES FOR PROPOSALS TO THE 1991 SAA PROGRAM COMMITTEE

The 1991 Program Committee invites submission of program proposals for the meeting in Philadelphia, Pennsylvania, August 30 - September 3, 1991. This proposal form is designed to facilitate fully developed sessions. Fully developed proposals have a better chance of being considered.

Proposals should:

▼ be limited to 150 words;
▼ identify the targeted audience;
▼ address issues of importance from several perspectives; and
▼ allow for adequate coverage of the session topic in the time allowed.

The Program Committee encourages proposals that may include, but are not limited to, the following formats:

▼ **Traditional:** Open session: two-hour timeframe consisting of two to three fully prepared papers of 15 to 20 minutes each and a comment and discussion period.

▼ **Work-in-Progress:** Open session: two-hour timeframe consisting of two to three presentations of 15 to 20 minutes each, describing on-going research topics, and at least one hour for feedback and discussion.

▼ **Panel Discussion:** Open session: two-hour timeframe consisting of a panel of 3-5 individuals providing a variety of theories or perspectives on the given topic.

▼ **Point/Counterpoint:** Open session: two-hour timeframe designed to give two distinct perspectives on a specific issue; the chair serves as moderator for the panel and facilitates discussion.

▼ **Workshop:** Limited enrollment: two-hour timeframe; an interactive session, usually designed to teach or refine archival skills.

▼ **Seminar/Roundtable:** Limited enrollment: two-hour timeframe; usually designed as a directed discussion among archivists sharing a common experience or preparation.

▼ **Special Focus Session:** Open session: one-hour timeframe designed to highlight innovative archival programs, new techniques, and research projects; audience participation is significant.

These guidelines are suggestive. Please note that archivists who participate in the program must register and secure institutional or personal funding. Nonmember non-archivists are eligible for complimentary registration upon request.

1991 Program Committee Members:

Daria D'Arienzo (Co-Chair), Amherst College; H. T. Holmes (Co-Chair), Mississippi Department of Archives and History; Louisa Bowen, Southern Illinois University; Fynnette L. Eaton, National Archives and Records Administration; Tim Ericson (1992 Chair), University of Wisconsin at Milwaukee, ex-officio; Lisa Fox, SOLINET; Hal Keiner, CIGNA Companies; Maggie Kimball, Stanford University; Jane Kenamore, SAA, ex-officio; Diana Lachatanere, New York Public Library; Howard Lowell, Delaware Bureau of Archives and Records Management; Robert S. Martin, Louisiana State University at Baton Rouge; Joan Schwartz (1992 Deputy-Chair) National Archives of Canada; Martin G. Towey, Archdiocese of Saint Louis.

Send all proposals to Daria D'Arienzo, Amherst College Archives, Amherst, Massachusetts 01002. PROPOSALS MUST BE POSTMARKED BY NOVEMBER 1, 1990.
SAA Program Proposal 1991
Please type. Deadline: Postmarked by November 1, 1990

Proposed by: ____________________________
Institution: ____________________________
Mailing Address: _________________________
Phone: (______) Fax: (______) ____________________________

1. Session Title: ____________________________

2. Type (check one): □ Traditional □ Work-in-Progress □ Panel Discussion
   □ Point/Counterpoint □ Workshop □ Seminar/Roundtable □ Special Focus

3. If this proposal is submitted on behalf of an SAA group, give name of group:

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4. Description of Proposal—attach additional sheet if necessary (150 word limit, see Guidelines):

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## Awards Available

### Old Sturbridge Village Fellowship

Old Sturbridge Village announces its second annual research fellowship to a scholar working in the social history and material culture of rural New England from 1790 to 1850. The project need not be limited to rural New England nor this period, but must relate significantly to the Village’s time and place. The fellowship is for a six- to twelve-week period (prefer spring and fall semester), with a stipend of $2,500. Contact John Worrell, Director of Research, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, Massachusetts 01566, (508)347-3362. Application deadline: July 1, 1990.

### Archives and Records Administration Fellowships

The School of Information Science and Policy at SUNY-Albany has received a grant of $21,600 from the Department of Education under the Library Career Training Program of the Higher Education Act, Title II-B. The grant will fund two fellowships in archives and records administration for full-time students in the school’s MLS program during the 1990-91 academic year. Interested applicants should contact Philip Eppard, School of Information Science and Policy, SUNY-Albany, 135 Western Avenue, Albany, New York 12222.

### Reference Materials Awards

The National Endowment for the Humanities Materials Program supports projects that organize essential resources for scholarship and improve access to information and collections. Awards are made in two categories. The **access** category includes archival arrangement and description projects, bibliographies, bibliographical databases, records surveys, cataloging projects, indexes, and guides to documentation. The **tools** category includes dictionaries, historical or linguistic atlases, encyclopedias, concordances, catalogues raisonnés, linguistic grammars, descriptive catalogs, and databases. The deadline for both categories is September 1, 1990, for projects beginning after July 1, 1991. For more information, contact Reference Materials, Room 318, NEH, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

## Wanted

### Photograph of Andrew Johnson’s Granddaughter

As a descendant of President Andrew Johnson, I am searching for an item of particular historical value. It is a framed black and white photograph of an eight-year-old girl and it is inscribed with the name **Mary Belle Patterson**. Patterson was President Andrew Johnson’s granddaughter and she resided in the White House during his tenure in office. Any information about this photograph will be helpful. Please contact Martha Belle W. Colt, 21 South Park Street, Hanover, New Hampshire 03755.

### Levi’s 501 Jeans

Levi Strauss & Co. in San Francisco is looking for all available documents, photographs, garments and advertising material regarding the shrink to fit, button fly 501 jeans, 1850-1906. Our early archives were destroyed in the San Francisco Earthquake and Fire of 1906 and we are trying to reconstruct the history of our most famous product line this year. If you have any information about or know of the location of any of the above material for this time period (or any year up to 1950) please contact Lynn Downey, Historian, Levi Strauss & Co., P.O. Box 7215, San Francisco, California 94120, (415)544-6577.

### Depression Era Memorabilia

Blackside Inc., documentary producers for PBS, has started production on a social history of America’s Great Depression years, 1929 through 1941. Funded in part by the national Endowment for the Humanities, this nine-part series will look at the Depression era with an eye toward de-mythologizing this time in our history, as well as presenting the eyewitnesses.

We are looking for people who can recall this time period first hand, films, photos, radio recordings, manuscripts, and memorabilia. Even home movies and travelogues are important. We are especially interested in any information on the Bonus Expeditionary Force of 1932, or World War I veterans. Contact Karen Bernstein, Ken Rabin, or Terry Kay Rockefeller, Blackside Inc., 486 Shawmut Avenue, Boston, Massachusetts 02118, (617)536-6900.

### Historical Materials

A researcher is interested in locating historical materials relating to quality control and reliability, preferably materials originating before 1970. If your repository has such materials, contact Robert Armbruster, 253 Greenleaf, Canton, Michigan 48187.

### Zacharias—Did You Know Him?

A writer/researcher is gathering information on a biography of the late Rear Admiral Ellis Mark Zacharias, USN (Ret.), 1890-1961. I am looking for sources of information about personal collections, correspondence to/from R.Adm. Zacharias that will describe the man and his career. I am particularly interested in R.Adm. Zacharias’ career in Japan as a Japanese language student in the 1920s; about his work for the Office of Naval Intelligence off-and-on between 1938 and 1945; and his command of the Naval ships USS Salt Lake City (from 1940-1942) and the USS Mexico (from 1943-1945). All letters will be answered. Please contact J. Wandres, 624 Randall Way, Matawan, New Jersey 07747-1962.

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Professional Opportunities

**As a service to members, SAA 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 rate schedule entitles an employer to post one job in one issue of the SAA Newsletter and in one issue of the SAA Employment Bulletin: under 125 words $85 126-199 words $105 200-299 words $125 300+ words $140

(Numbers, abbreviations, etc. each count as one word.) Institutional members may subtract $35 from the above rates. Job ads will not be posted unless accompanied by a check or purchase order for the applicable amount. We will edit ads that do not conform to the style illustrated by the job postings in this issue.

The SAA Newsletter is published in January, March, May, July, September, November and is sent to all SAA members. The SAA Employment Bulletin is available to individual members at a cost of $15 per year only at the time of renewal of your membership. Individual issues may be purchased for $5. The Employment Bulletin is published in February, April, June, August, October, and December.

Deadlines for all issues are the 5th of the month preceding publication. Announcements received after the deadline will be charged a $15 late fee. SAA’s fax number is (312)347-1482. For more information about SAA’s employment services, contact Nancy VanWieren at (312)922-0140.

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

**BUREAU OF RECORDS ANALYSIS AND DISPOSITION**

**New York State Archives and Records Administration**

**Albany, New York**

Opportunities for service with a growing program. The Bureau of Records Analysis and Disposition provides records management advice to New York state government agencies, reviews records disposition schedules, and appraises records for archival value. We are recruiting public records analysts and archivists to fill four vacancies. These positions will provide an opportunity for professional growth and development, outreach and work with other professionals, and service in a dynamic, innovative program with special emphasis on archival records, complex information systems, and modern information technology in state government. All positions are located in Albany in New York State’s Capital District. The Capital District (population 850,000) combines the positive aspects of an urban and rural areas. Housing is available in urban, suburban, and rural settings within reasonable commuting distances to suit a wide variety of lifestyles.

**PRINCIPAL PUBLIC RECORDS ANALYST, GRADE 26**

This position, reporting to the Chief, Bureau of Records Analysis and Disposition, is responsible for planning, developing, overseeing, and monitoring key aspects of centralized records management services and archival appraisal. Directs records analysis and appraisal, develops advisory services that meet the needs of State government and address technological advances, and guides improvements in State agency records management programs. Will supervise six or more professionals and support staff.

**ASSOCIATE PUBLIC RECORDS ANALYST, GRADE 23, and Senior Public Records Analyst, GRADE 18**

The Associate Analyst and Senior Analyst, under the direction of the Principal Analyst, will have responsibility for reviewing state agency records disposition requests, appraising records for long-term historical value, working with state agency staff to provide advice and technical assistance, and drafting reports and other written materials to promote the use of sound records management practices. At the Associate level, the analyst investigates and resolves record keeping problems for large and complex records systems, including systems that use advanced technology.

**ARCHIVIST II, GRADE 18**

The archivist, under the direction of an Archivist III, helps to develop SARA’s program for the management and archival administration of electronic records. The incumbent provides direct technical assistance and advice to agencies on management of electronic records, appraises electronic records for long-term value, and assists with development of programs and procedures for arrangement and description, preservation, reference services, and other measures to ensure continued availability of valuable records in computer-readable formats.

**QUALIFICATIONS:** Minimum preferred.

**PRINCIPAL PUBLIC RECORDS ANALYSTS**

A master’s degree in history, government, economics, public administration, American studies, archival administration, library science, information science, or related field. At least five years of experience in one or more of the following areas: (A) appraising and developing retention and disposition schedules for the records of an institution or government; (B) providing advice, educational programs, or technical assistance in the areas of records management and/or archival administration; (C) developing written materials in records management and/or archival administration; (D) directly administering an institutional or government records management or archival program. At least three of the five years must have included supervising professional staff or managing a program.

**ASSOCIATE PUBLIC RECORDS ANALYST**

Same educational requirements as above. At least four years of experience in the areas noted above, including at least two years of supervising professional staff or managing a program.

**SENIOR PUBLIC RECORDS ANALYST**

A bachelor’s degree in any of the fields noted above, and at least three years of experience in the areas noted above. A master’s degree in one of the fields listed may be substituted for one year of experience.

**ARCHIVIST II**

Either a bachelor’s degree in any of the fields listed above, including or supplemented by 15 semester credit hours in history, nine of which must have been in American history, or a master’s degree in any of the fields listed above. At least three years of experience in one or more of the following areas: (A) archival appraisal, arrangement and description, or preservation; (B) providing reference services in an organization whose primary focus is archival services; or (C) providing educational programs or technical assistance in the management of archival records.

**SALARIES:** Current salary ranges are as follows: PRINCIPAL PUBLIC RECORDS ANALYST, $44,280 - $54,127. ASSOCIATE PUBLIC RECORDS ANALYST, $37,772 - $46,510. SENIOR PUBLIC RECORDS ANALYST and ARCHIVIST II, $29,056 - $36,165. Progression through the salary range is based on annual performance advances. It is anticipated that these salaries will be increased by 5.5%. The review of applications will begin on June 30, 1990 and continue until a candidate is selected. How to apply: Send a resume to: Mr. Charles J. Byrne, Director of Personnel, New York State Education Department, Box 37, Albany, NY 12234. If you would like more information, please contact Margaret Hedstrom, Chief, Bureau of Records Analysis and Disposition, State Archives and Records Administration, (C71) CEC, Albany, NY 12230 or phone (518) 474-6771.
CATALOGER  
Southeastern Library Network, Inc.  
Atlanta, Georgia  

Southeastern Library Network (SOLINET) seeks a cataloger to provide bibliographic control of microforms produced through its new Preservation Microfilm Service. RESPONSIBILITIES: Cataloger creates and inputs into OCLC prospective cataloging records; coordinates cataloging operations with participating libraries; supervises and trains staff; and develops and implements, and evaluates procedures to meet production quotas and standards. QUALIFICATIONS: Knowledge of AACR2 and online cataloging procedures; working knowledge of Portuguese and Spanish; ability to organize and direct the work of others; excellent communication, problem solving, and interpersonal skills. MLS from an ALA-accredited school and two years professional experience cataloging in an online setting required. Supervisory experience preferred. Contingent on funding, position available July 1, 1990, for a three-year grant period. SALARY: Minimum of $24,000. Contingent on funding, position available July 1, 1990, for a three-year grant period. Send letter of application, resume, and names of three references to Personnel Manager, SOLINET, 400 Colony Square, Plaza Level, Atlanta, GA 30361-6301. Review of applications begins June 1 and continues until position is filled.

MISROFILM SERVICE COORDINATOR  
Southeastern Library Network, Inc.  
Atlanta, Georgia  

Southeastern Library Network (SOLINET) seeks a Microfilm Service Coordinator to oversee daily operations of its new Preservation Microfilm Service which will provide prescreening preparation of printed materials, bibliographic access, and quality control. RESPONSIBILITIES: Supervises and trains production specialists; coordinates workflow to meet production goals and assure compliance with preservation microfilming standards; acts as liaison among service, microfilming agencies, and participating libraries; and assists in developing, implementing, and evaluating operational procedures. QUALIFICATIONS: Demonstrated ability to organize and direct the work of others; knowledge of preservation microfilming procedures and standards; excellent problem-solving, interpersonal, and communication skills; working knowledge of library technical services. Familiarity with online cataloging, working knowledge of word processing and database management desirable. Requires college degree or equivalent work experience and minimum two years supervisory experience. Work experience in library technical services desirable. SALARY: Minimum of $24,000. Contingent on funding, position available July 1, 1990, for a three-year grant period. Send letter of application, resume, and names of three references to Personnel Manager, SOLINET, 400 Colony Square, Plaza Level, Atlanta, GA 30361-6301. Review of applications begins June 1 and continues until position is filled.

CURATOR OF PHOTOGRAPHY  
Northern Arizona University Flagstaff, Arizona  

Applications are invited for Curator of Photography professional position at the Cline Library. Twelve-month contract with academic professional status. Job descriptions available upon request. Send letter of application, resume, and names and addresses of three references to: Jean D. Collins, University Librarian, Cline Library, P.O. Box 6022, Flagstaff, AZ 86011-6022, (602) 523-6802. Review of applications will begin April 15, 1990.

ARCHDIOCESAN ARCHIVIST  
Milwaukee, Wisconsin  

The Archdiocese of Milwaukee has an immediate opening for an Archdiocesan Archivist. QUALIFICATIONS: Graduate degree in archival management, history (preferably with a concentration in church history), or closely related field; or MLS from an accredited graduate program, with archival concentration. Demonstrated knowledge or experience in historical research methods and records management. Three to five years archival experience. Competitive salary and fringe benefits. Send resumes to: Department for Human Resources, 3501 South Lake Drive, P.O. Box 07912, Milwaukee, WI 53207-0912.
CURATOR OF PHOTOGRAPHS
The Medical College of Pennsylvania
Philadelphia, Pennsylvania
RESPONSIBILITIES: Manage collection of 12,000 historic photographs. Duties include cataloging, preservation, and reference service.
QUALIFICATIONS: Minimum BA with 2-3 years archival experience. Familiarity with computers, technical aspects of photography and interest in women's history or medical history. Demonstrated ability to work in a small staff. SALARY: Dependent upon experience. Permanent 26 hour per week position. Insurance and vacation included. Position currently available. Applications accepted until position is filled. Send letter of application, resume, and the names of three references to Janet Miller, Director and Archivist, Archives and Special Collections on Women in Medicine, Medical College of Pennsylvania, 3300 Henry Avenue, Philadelphia, PA 19129.

PROJECT ARCHIVIST
SUNY Institute of Technology
Utica, New York
RESPONSIBILITIES: Identify, arrange and describe institutional records and manuscripts, prepare finding aids, and establish appropriate preservation activities.
QUALIFICATIONS: Graduate degree from an accredited program in librarian or archival sciences. Experience with computer applications in archives preferred.
Non-tenured, temporary position, six-month duration, renewable. The archivist will work out of the library and can expect support assistance and guidance from library staff. Send letter of application, resume, and three references by May 28, 1990: Mr. Anthony F. Panebianco, Director of Personnel/AA, SUNY Institute of Technology at Utica/Rome, Drawer 0016, Box 3050, Utica, New York 13504-3050. May NL

DIRECTOR
National Museum of Natural History,
Smithsonian Institution
Washington, D.C.
National Museum of Natural History (Smithsonian Institution), Department of Anthropology, invites applications for position of Director of the National Anthropological Archives, a major repository of anthropological field notes, manuscripts, and photographs from around the world.
RESPONSIBILITIES: Include supervising minimum of six employees, managing budget, establishing and implementing archival policy, expanding collections, and setting direction for future development.
QUALIFICATIONS: Applicants must have supervisory experience and extensive background in use or administration of archival collections. PhD and demonstrated scholarly ability desired. Archivist with knowledge of anthropology and anthropologists, historians of anthropology and related disciplines, and others with knowledge, training, and experience in archives and anthropology are encouraged to apply. SALARY: Starting salary $42,601 - $50,342 (GM-1420-13/14). Please send vita, SF-171, letter of application, and three references to Smithsonian Institution, Office of Personnel Administration, Branch 1, P.O. Box 23762, Washington, D.C. 20062-3762 (Attn: 90-1058), to be received by June 30, 1990. For further information, please contact Mariann Horejsi at (202)267-3100, ext. 224.

HEAD LIBRARIAN
The Maryland Historical Society
Baltimore, Maryland
RESPONSIBILITIES: Division head responsible for a major research and reference library of Maryland history serving approximately 6,000 readers annually. Duties include supervising three departments with a professional staff of six, budgeting, grant writing, acquisition, programming, library exhibitions, and community relations.
QUALIFICATIONS: MA or PhD in history or related field or an MLS with history training. Candidates must also have a minimum of five years of progressively responsible experience in a similar type of library. Applicants must have excellent written and oral communication skills and the ability to work with a diverse library constituency and volunteers. Professional involvement at the state and/or national level desirable. SALARY: $29,000 - $40,000 depending upon experience. Send resume by June 1, 1990, to: Director, The Maryland Historical Society, 201 W. Monument Street, Baltimore, MD 21201.

REGIONAL DIRECTOR
Archives of American Art
Washington, D.C.
Full-time, permanent federal position open now (GM-13-14). RESPONSIBILITIES: Responsible for directing art and archival programs, both scholarly and public, of New York Regional Center; conducting scholarly research, supervising professional and technical staff, and managing complex operation involving multiple activities.
QUALIFICATIONS: Graduate level degree in American art history or equivalent professional experience is required. Experience in acquiring/managing documentary source materials or related collections is highly desirable. SALARY: $42,601 - $65,444 depending on experience and level of administrative responsibility. Must submit current SF-171 and supplemental qualification statement to Smithsonian Institution, Office of Personnel Administration, Branch-2 (Announcement #90-2082), P.O. Box 23293, Washington, D.C. 20026-3293, to be received by June 15, 1990. Call (202)399-5030 for forms and position announcement.

REFERENCE LIBRARIAN/ BIBLIOGRAPHER
Columbia University
New York City
RESPONSIBILITIES: Supervise the servicing and maintenance of the Carnegie Corporation and related archives, including providing general and in-depth reference service for the collections of the rare book and manuscript library and the Carnegie and related archives; supervise the operations of the rare book and manuscript library reference collections including archival records for the Carnegie and related archives; maintain all records necessary for the archives use; act as liaison with the various Carnegie organizations; supervise student assistants; and assist on special projects of the Rare Book and Manuscripts Library.
QUALIFICATIONS: In addition to an accredited MLS, requirements include: knowledge of manuscript and archival management techniques and skills; reading knowledge of French and/or German; knowledge of American and English history, literature and publishing; knowledge of reference sources, tools, and techniques in rare books and manuscripts; knowledge of historical, social science and literary research methods; knowledge of preservation techniques and security procedures; effective writing and speaking skills; and some knowledge of and experience in descriptive bibliography. SALARY: $26,000 per annum. Excellent benefits include assistance with university housing and tuition exemption for self and family. Submit resume, listing names, addresses and phone numbers of three references to: Kathleen M. Wilshire, Director of Personnel, Box 35 Butler Library, Columbia University, 535 West 114th Street, New York, New York 10027. Deadline for application is May 30, 1990.

ARCHIVES/MANUSCRIPTS CATALOGER
University of Texas at Austin
The University of Texas at Austin, Harry Ransom Humanities Research Center invites applicants to apply for Archives/Manuscripts Cataloger. RESPONSIBILITIES: Under the direction of the Department Head, will catalog manuscript and archival collections using AACR2 and Hensens's Archives, Personal Papers, and Manuscripts. Duties include organization and arrangement of collections, preparation of descriptive finding aids, and collection-level and item-level cataloging. The center's collections encompass a wide variety of subjects, including American, British, and French literary materials of the 19th and 20th centuries, history of science, performing arts, and the publishing industry. Department of Manuscripts personnel consists of four professional librarians (including this position) and 4.0 full-time employees support staff. QUALIFICATIONS: MLS from an ALA-accredited graduate library program. Experience in
Professional Opportunities

ARCHIVIST
The Philadelphia Orchestra
Philadelphia, Pennsylvania
RESPONSIBILITIES: Establish and maintain the institutional and public research archives of the Philadelphia Orchestra and Academy of Music; define appraisal criteria for all institutional records; determine value to the institution and public; survey, process, arrange, and finalize written description of archival collections (all media); provide members of the institutions and qualified public with access to accurate information and verifiable interpretations of the Orchestra’s and Academy’s history; supervise the institution’s use of the OLIS network; identify significant omissions from the Orchestra’s and Academy’s collection; locate their current repository and investigate their possible accession into the archives; establish and maintain an institutional records management system that includes all forms of material; plan and implement historical projects utilizing archival material; promote the Orchestra’s and Academy’s history and archives; plan and create a permanent, environmentally controlled and secure space for the archives; assist in obtaining financial support for specific programs that contribute to the growth and stability of the archives; propose policies and establish secure procedures regarding management and use of the archives; supervise volunteer archival staff as appropriate. QUALIFICATIONS: Advanced degree or equivalent in archives management; general knowledge of music necessary, must be highly skilled in research on historical themes and have administrative skills, must have previous experience with automated systems. Some familiarity with foreign language is desirable. SALARY: Commensurate with experience. Benefits of employment: Dental, major medical, prescription drug plan, life insurance, pension plan, paid vacation, and free concert tickets. Forward resume to: The Philadelphia Orchestra, 1420 Locust Street, Suite 400, Philadelphia, PA 19102, Attn: Gail B. Haroel, Director of Human Resources.

ARCHIVIST
Rockefeller Archive Center
Tarrytown, New York
RESPONSIBILITIES: Works with other archivists to accession, process, maintain, and provide researcher access to the collections of the Center, which holds records of the Rockefeller family, Rockefeller Foundation, Rockefeller University, Rockefeller Brothers Fund, and other philanthropies. QUALIFICATIONS: An MA (preferably in history), or MLS, with archival concentration; or BA in history and equivalent experience. Evidence of excellence in communication skills and experience working with researchers and institutions preferred. SALARY: $24,000 - $26,000 dependent on qualifications and experience. Benefits included. Begins: July 2, 1990. Apply to: Director, Rockefeller Archive Center, 15 Dayton Avenue, North Tarrytown, NY 10591-1598. For information contact Darwin H. Stapleton, Director, at (914) 631-4505.

ARCHIVIST
Rush-Presbyterian St. Luke's Medical Center
Chicago
RESPONSIBILITIES: Management of an established archives for a Medical Center, including a health sciences university, whose roots go back 1837 with the founding of the Rush Medical College. The program of collection development and archival services, includes accessioning, appraisal, arrangement, description of incoming documents, preparation of finding aids, budget control, and reference services. The 1,000-plus linear feet of holdings consist of corporate history, personal papers, publications, photographs, slides, books, and artifacts pertaining to all components of the Medical Center. QUALIFICATIONS: MA in history or related field and/or certified archivist, 3-5 years experience in archival administration, good communication, organizational and supervisory skills, ability to work with staff, members of the professional community, students, and researchers. Health science background helpful. SALARY: Commensurate with qualifications, excellent benefits. Send application, resume, and three letters of reference to Bruce Rattenbury, Associate Vice President, Philanthropy and Communication, RPSLMC, Suite 250, 1700 West Van Buren, Chicago, Illinois 60612.

AUDIO-VISUAL ARCHIVIST
American Heritage Center University of Wyoming
Laramie, Wyoming
Creative, experienced audio-visual archivist sought for a major national collection of photographs, film, sound recordings and original art. Major collecting areas include: Wyoming, the American West, the movie and television industry, transportation and twentieth century authors. RESPONSIBILITIES: Reporting to the Associate Director/Operations, the Audio-Visual Archivist provides overall management of the research and technical operations of the audio-visual collections. This includes answering research requests and applying appropriate conservation, restoration and storage techniques. The audio-visual archivist is also responsible for the Heritage Center’s art collection and coordinates loans of art work to other museums and carries out special projects such as tours, presentations and exhibits. Position will require the supervision of professional and clerical staff and students. QUALIFICATIONS: Two years of professional archival experience handling audio-visual materials. Graduate degree in American studies, history and/or library science or an equivalent combination of education and experience. Prefer applicants with computer experience using the MARC:amc format and an appreciation of fine arts. SALARY: Minimum of $25,000. Standard university benefits including 22 days annual leave. Send applications including resume and the names, addresses and telephone numbers of three references to: David L. Baker, Director, American Heritage Center, University of Wyoming, c/o Personnel Services Office, PO Box 3422, Laramie, WY 82071. A review of applications will begin June 30, 1990.

PROFESSIONAL OPPORTUNITIES


American Heritage Center, University of the names, addresses and telephone numbers of leave. Send applications including resume and university benefits including 22 days annual Marc:amc format and an appreciation of fine arts. SALARY: Minimum of $25,000. Standard TIONS: Two years of professional archival and/or library science or an equivalent comb­ clerical staff and students. QUALIFICA­ TIONS: Two years of professional archival processing in an academic or research library. Working knowledge of AACR2, MARC AMC format, and standard manuscript and archival processing and preser­ vation techniques. Experience with a major bibliographic utility (RLIN, OCLC). Developed interpersonal and communication skills and ability to work independently. A degree in the humanities or liberal arts and reading knowledge of French preferred. SALARY: $20,000 - $22,000 depending on qualifications and experience. No state or local income tax. Competitive benefits package. To insure consideration, application should be received by May 30, 1990. Send letter of applic­ ation and resume, including the names of three professional references to: Kris Kiestling, Head, Department of Manuscripts and Archives, Harry Ransom Humanities Research Center, Box 7219, The University of Texas-Austin, Austin, TX 78713.

Professional Opportunities

Audio-Visual Archivist
American Heritage Center University of Wyoming
Laramie, Wyoming
Creative, experienced audio-visual archivist sought for a major national collection of photographs, film, sound recordings and original art. Major collecting areas include: Wyoming, the American West, the movie and television industry, transportation and twentieth century authors. RESPONSIBILITIES: Reporting to the Associate Director/Operations, the Audio-Visual Archivist provides overall management of the research and technical operations of the audio-visual collections. This includes answering research requests and applying appropriate conservation, restoration and storage techniques. The audio-visual archivist is also responsible for the Heritage Center’s art collection and coordinates loans of art work to other museums and carries out special projects such as tours, presentations and exhibits. Position will require the supervision of professional and clerical staff and students. QUALIFICATIONS: Two years of professional archival experience handling audio-visual materials. Graduate degree in American studies, history and/or library science or an equivalent combination of education and experience. Prefer applicants with computer experience using the MARC:amc format and an appreciation of fine arts. SALARY: Minimum of $25,000. Standard university benefits including 22 days annual leave. Send applications including resume and the names, addresses and telephone numbers of three references to: David L. Baker, Director, American Heritage Center, University of Wyoming, c/o Personnel Services Office, PO Box 3422, Laramie, WY 82071. A review of applications will begin June 30, 1990.
All restrictions were recently lifted from the former Foreign Russian Historical Archive (FRHA) kept at the USSR Central State Archive of the October Revolution. Thronggs of Soviet and foreign researchers are currently studying FRHA documents.

The FRHA was created by Russian emigrants in 1923 in Prague. During the October Revolution and the Russian civil war (1917-1922), more than two million people emigrated from Russia. Many took along papers, books, magazines, and newspapers that documented Russian culture. The Russian emigrant community, spurred by patriotically-minded historians, writers, philosophers, and deposed statesmen, decided to establish an archives. The then-Czechoslovak government supported the initiative and subsidized the archives, whose staff and voluntary assistants—more than 1,500 in various countries—carried out the herculean task of collecting the most valuable documents concerning Russian history circa 1917-1922.

The result is an archives that contains a plethora of historical materials. There are the letters, papers, and diaries of prominent army leaders, Cossacks, and statesmen; pre-revolutionary and emigre Russian publications, including little-known works by such Russian emigrant writers as Marina Tsvetayeva, Ivan Bunin, and Vladimir Nabokov; and unique items of art, such as drawings depicting the Russian revolution and civil war by Yuri Artsybushe.

When the Nazis invaded Czechoslovakia in 1939, the activities of the archives were abruptly interrupted. The historian who headed the archives had retained his Russian citizenship and was consequently sent to a concentration camp. The Nazis intended to deliver part of the archives to Germany, but the Soviet Army's liberation of Prague in 1945 prevented them from doing so. After World War II, the Czechoslovak government handed over some 350,000 archival files to the Soviet Union.

For more information about the holdings of the Foreign Russian Historical Archives, contact the Information Department, Embassy of the Union of Soviet Socialist Republics, 1706 Eighteenth Street, N.W., Washington, D.C. 20009.