Portrait of Theodore Roosevelt during the Roosevelt-Smithsonian African Expedition, 1909-1910. Edmund Heller was the photographer on the expedition which collected thousands of specimens for the Smithsonian Institution.
As most readers of the SAA Newsletter know, this will be my final column as Executive Director, since I am leaving SAA at the end of September for a position with the National Archives and Records Administration.

I’ve been thinking for some time what I ought to say in a “farewell” column of this sort. Leaving a position always occasions some reflection about goals that were set, and that were achieved or not achieved, during one’s tenure. Should I recite my successes and failures? (There have been some of each.) I decided against that, since such a list would be too boastful, on the one hand, and too embarrassing, on the other; also, I’m the only one who knows about some of the mistakes, and I would like to keep it that way!

How about some suggestions to Council, or to my successor? I decided that would be gratuitous, and besides, my successor probably should discover some things for himself or herself. I will be around to answer questions or to give free advice, if anyone wants it.

I also thought about sharing with readers the worries and frustrations that I accumulated over the past four years. But these too are best left discovered, and my confidence about SAA’s future outweighs them anyhow.

Well, then, how about addressing the challenges facing SAA and the profession? The trouble with this is that I have spoken on this topic frequently during the last year or so, and I’m not sure I have much more to add to what I have said.

Ah, I thought, here is my chance to spill all my secrets, and to speak my piece on topics (and people) where I had to bite my tongue for fear of offending someone. This was tempting, but then I remembered that I will be staying within the larger profession and so will have to work with and through the Society; it wouldn’t be very smart to burn any bridges.

I finally decided the best course was simply to express appreciation to SAA for four good years—a friendly welcome, abundant cooperation, generous support, and a lot of just plain fun—and to extend best wishes to SAA as it moves into the next phase of its development under its third executive director. I am especially indebted, of course, to the SAA staff members who have really done most of the work of the Society, while I have gotten most of the credit that has been passed out. They serve you extremely well and faithfully, and the membership owes them an even larger debt than I do.

In the past, I have usually closed this column by inviting you to make comments and suggestions. I repeat that offer now, since my job at NARA will be to “liaise” with the larger profession and NARA’s constituents, including SAA. As I endeavor to help NARA to develop greater support and resources, I will be particularly eager to strengthen the working relationship between NARA and SAA.

To my successor on this particular tower, whoever he or she may be, I leave these words, borrowed from a departing lighthouse keeper’s log from 1875:

“As a keeper ceasing to exist I give to my successor a wish that he may have all the good luck possible for one man to have as long as he keeps this station for he needs it especially in boating. And from his enemies Oh Lord deliver him for they are manifold.”

Thanks for the opportunity to be a part of SAA during this important period in its history.
On October 1, SAA will initiate prepayment for publication orders. We thought you should understand why this change is being made.

SAA currently distributes more than fifty titles. Our goal has always been to get your publication orders to you as quickly and as efficiently as possible. SAA’s publications department is staffed by one employee, Troy Sturdivant, who splits his time between order fulfillment and bookkeeping tasks. Troy processes an average of 100 orders a week. This involves invoicing, packaging and shipping, maintaining an inhouse inventory, and transporting books between the office and SAA’s storage facility a mile away.

In addition, Troy follows up on post-due bills. Two months ago Troy spent many hours tracking down $2,000 worth of overdue publications payments. Some payments owed were less than twenty dollars; others were several hundred. There have been many instances when SAA was forced to wait more than a year for some individuals and organizations to pay their bills. Some of them are never paid, and SAA has to absorb the loss.

We took a step toward prepayment last January when we began accepting Visa and Mastercard. Prepayment not only eliminates the busy work and needless frustration of bill collecting, it also allows us to fill orders more quickly and more efficiently. Instead of waiting to be invoiced, orders can be sent out almost immediately.

Other associations have been using prepayment methods with great success. The American Historical Association and the Association of American Registrars and Admissions Officers both require prepayment. In fact, most catalog operations do.

Since January 1990, SAA has added ten new titles to its publications program. These titles include American Archival Analysis: The Recent Development of the Archival Profession in the United States (Richard Cox), Archives, Personal Papers, and Manuscripts (Steven Hensen), Caring for Historical Records (Julie Bressor), Directory of Business Archives in the United States and Canada, the 1990 SAA Education Directory, a special automation issue of Library Trends, The Management of Oral History Sound Archives (Frederick Stielow), Records Management Handbook (Penn et al.), SAA Newsletter Index 1974-1988, and microfiche of both the SAA Newsletter (March 1973-July 1990) and the SAA Newsletter Index 1974-1988. In addition, Arranging and Describing Archives and Manuscripts (Fredric Miller) is the first of seven volumes to appear from the Archival Fundamentals Series.

As SAA’s catalog of publications grows, so do the volume of orders. Prepayment will help us to process your orders more efficiently and get publications to you as quickly as possible. By controlling expenses, we in turn can keep the cost of SAA publications as low as possible.

The Executive Director’s Photograph Collection

Archive, Saskatchewan, Canada, 1986. A lonely stretch of railway siding southwest of the City of Moose Jaw. (Courtesy of Donn C. Neal)

Collections on Paper Preserved

For conservation services, archivists and curators rely on the Northeast Document Conservation Center

100 Brickstone Square
Andover, MA 01810-1428
508-470-1010

DOCUMENTS, PHOTOGRAPHS, BOOKS, MAPS, ART ON PAPER, MICROFILMING, SURVEYS

September 1990 3
SAA Member Contributions

During the first six months of calendar year 1990, the following SAA members contributed to the Society of American Archivists:

**General Fund**
John Fleckner, Larry Dowler

**Publications Revolving Fund**
Lawrence E. Hibpshman

**Education Endowment**
J. Frank Cook, Phyllis Steele, Sister Sara Louise Reilly, Joseph A. Settanni, Linda Matthews, Christine L. Krosel, Archie Motley

**Posner Fund**
Fred Shelley, Paul McCarthy

In addition, George Simor made a contribution to the 1989 annual giving campaign, which brought the total for that campaign to $3,356.

And these SAA members responded to the anonymous challenge to raise funds to assist the Society in purchasing a facsimile machine for its office: Lawrence E. Hibpshman, Vicki Walch, Denise B. Gluck, Roger S. Kohn, Anne P. Diffendale, H.T. Holmes, Marilyn Pettit, Laura E. Gowdy, Linda Edgerly, Madeline J. Kleman, James O'Toole, and Antoinette Cioli. Thanks to their generosity, the SAA office now possesses a fine facsimile machine, which stands ready to receive your transmissions. The telephone number is 312-347-1452.

Finally, John Knowlton and Frank Burke teamed up to underwrite two tickets for the banquet at the SAA annual meeting. These tickets will be offered to religious archivists who otherwise would not be able to afford the cost of the tickets.

The Society expresses its appreciation to all of the above for their generous support through contributions above and beyond annual dues.

**Supplemental Group Disability Insurance Available to Members**

In partnership with Albert H. Wohlers & Company, a well-known insurance broker specializing in association coverage, SAA is now sponsoring a supplemental Group Disability Income Plan for its members. Information about the plan will be mailed to individual members in the United States (except students, who are not eligible) in late October. The enrollment period ends December 1, 1990.

All SAA members and/or their spouses may apply if they are under age 60, have been actively working full-time (at least thirty hours per week) for the past ninety days, and have not been hospitalized during the past six months.

SAA members who enroll will receive a monthly benefit of $1,000 every month for up to five full years when disabled by a covered accident, and up to one full year when disabled by a covered illness. Payments tie in with any sick leave that might be received from an employer.

The coverage being offered pays in addition to any other insurance, including Social Security, Worker’s Compensation, and any other group plans, as long as total benefits do not exceed 70% of a recipient’s monthly salary (exclusive of bonuses and overtime pay). The policy is underwritten by North American Life and Casualty Company.

Wohlers was selected by SAA to offer this supplemental insurance based on the company’s experience and performance as a partner with similar associations, including the American Historical Association.


**ARMA/SAA Committee**

President John Fleckner has appointed the following persons to represent SAA on the Joint ARMA/SAA Committee on Records Management: Frank B. Evans (National Archives and Records Administration), John Daly (Illinois State Archives), and Linda Edgerly (Consultant). Three persons will represent ARMA on the Joint Committee, which will meet for the first time at the SAA annual meeting in Seattle.

**New Council Committee Assignments**

Incoming SAA President Trudy H. Peterson has announced the Council Committee assignments for the three new SAA Council members, Anne Van Camp, William Wallach, and Brenda Banks.

Van Camp will join Linda Matthews (chair) and James Fogerty on the Committee on Committees; Wallach will join Nicholas Burckel (chair) and Terry Eastwood on the Committee on Representatives and Task Forces; and Banks will join James O’Toole (chair) and Robert Sink on the Committee on Sections and Roundtables.

These assignments become effective at the close of the Society’s 54th annual meeting in Seattle in early September.

Discounted Rent-A-Car

SAA has negotiated a rental car discount plan with National Car Rental. This plan provides savings from 5% to 10% for members who rent from National, either for business or for personal use. SAA members should use Recap Number 5708229 when renting a car from National (1-800-CAR-RENT). Identification cards will be inserted into membership renewal envelopes.

New Sustaining Members

The New England Archivists, Akzo Chemicals Inc., and Harvard University Archives are new sustaining members of SAA. We thank them and all of the other sustaining members for their support.

Publications Update

SAA and Scarecrow Press, Inc. have reached agreement on a co-publishing program for a new series of monographs dealing with archival topics. The agreement, initially for two years and up to three titles, will enable the Society to create and distribute archival literature to a much larger audience than SAA can reach on its own.

SAA will both solicit new manu-
scripts and review any appropriate manuscripts submitted directly to Scarecrow, in either case serving as the final arbiter of the content and quality of the manuscripts themselves. Scarecrow will prepare the manuscripts for publication, as well as market and distribute the titles in the series nationally and internationally. SAA will market and sell the titles to its membership.

The first title in the new series is currently in preparation; potential authors who have manuscripts they think might be accepted for the series should contact Susan Grigg, Chair of the Society’s Editorial Board.

Another somewhat “new” SAA publication that will be of particular interest to members and others is a microfiche edition of the SAA Newsletter, back to its origins in 1972—and including a thorough index through 1988. Microfiche production is now underway, and initial copies of this complete edition of the SAA Newsletter will be available at the SAA publications booth in Seattle, and for regular sale thereafter.

The SAA Newsletter has grown into the profession’s leading news and information vehicle during the last dozen or so years, and SAA members, repositories, and libraries will want to obtain a complete—and permanently preserved—set of issues for it. Contact the SAA Publications Department for additional information.

NHPRC Grant

The National Historical Publications and Records Commission has awarded SAA up to $25,000 for an automation education project. The six-month project, to be directed by Victoria Irons Walch, will draft learning objectives and outline steps to develop and implement a curriculum for automated records and techniques.

The project, which will begin on October 1, 1990, will include as a major component a curriculum development conference, to be held in February, 1991. Walch is a well-known archival consultant who has directed recent projects for the Working Group on Archival Descriptive Standards and the SAA Committee on Goals and Priorities.

The next issue of the SAA Newsletter will include more details about this project.

1991 Host Committee

Incoming SAA President Trudy H. Peterson has appointed the following persons to serve on the Host Committee for the 1991 annual meeting, which will be held in Philadelphia: R. Joseph Anderson, Nancy Shawcross, Theresa R. Snyder, David Weinberg, Patrick Nolan, Stephanie Morris, Claudette John, Douglas Haller, and Hamilton Elliott. Mark Frazier Lloyd will serve as chair of the Host Committee.

American Archivist Collection

Thanks to long-time SAA member Edmund Berkeley, Jr., the SAA Executive Director’s bookcase now houses a nearly complete set of past issues of The American Archivist, and the set on the Managing Editor’s bookcase filled a few of its empty slots too. Ned generously donated to the SAA office his extensive personal collection of the journal, and we wish to thank him for doing so.

If you have a complete set of The American Archivist and would like to donate it, contact Teresa Brinati.

Same Initials

The search for other organizations with the initials “SAA” has reached what is perhaps its ultimate limit. Thanks to alert reader Paul Conway, we have learned of an SAA mentioned in a recent Ann Landers column: Sex Addicts Anonymous, a Minneapolis group that assists individuals with, shall we say, overlarge appetites. Common sense tells us not to comment on this organization’s possible similarities or dissimilarities to the Society of American Archivists, but we thought you should know.

1990 SAA Education Directory

The Directory provides a complete listing of graduate archival education programs in the U.S. and Canada. $5 SAA Members, $8 nonmembers, (includes postage and handling). Prepayment required.

Call SAA Publications at (312) 922-0140.
Continuing Education Survey Results

Eight hundred ninety-two SAA members responded to the 1990 Continuing Education Survey distributed last February. The survey was included in the 1990 SAA Ballot, which was mailed to SAA’s 2,800 individual members. Respondents did not answer every question on the survey. As a result, the percentages expressed in each answer below relate not to the total number of survey respondents, but to the total number of respondents for each particular question.

The survey yielded a few surprises, perhaps reflecting the heavily weighted response from experienced archivists (see question #2). For example, respondents rated basic workshops (Arrangement and Description, Appraisal, Archives: An Introduction) last in priority (see question #4); yet these topics consistently attract the largest registrations. On the other hand, respondents were strongly against a tiered approach to continuing education that would require individuals to complete a basic workshop before registering for an advanced version of the same topic.

Institutional support for continuing education matched information we had received earlier from workshop participants. Sixty-six per cent of the respondents to question #11 reported that their institutions contributed 50% or more toward registration fees and expenses. Respondents felt strongly that non-members should pay considerably higher fees than SAA members for workshops sponsored by the Society. More than 60% of the respondents to question #12 reported that non-member workshop fees should be at least 50% higher than member fees, and nearly 11% felt nonmembers should pay double the fees charged to SAA members.

We were not surprised to see Law and Ethics, Records Management, and Management high on the list of continuing education topics of interest to archivists. Law and Ethics is the topic for the upcoming Society of Georgia Archivists meeting November 8-9, and it will be the subject of an SAA Institute co-sponsored by Old Sturbridge Village in Massachusetts in April, 1991. The Records Management and Management workshops in Seattle were the first to fill to capacity.

We invite your comments on the survey.

1. What is the nature of your formal education (i.e., what advanced degrees have you attained, and in what subject fields)?

Total respondents: 876

<table>
<thead>
<tr>
<th>Degree or Program</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLS or equivalent</td>
<td>34.4%</td>
</tr>
<tr>
<td>MA/History</td>
<td>33.7%</td>
</tr>
<tr>
<td>MA/English</td>
<td>2.1%</td>
</tr>
<tr>
<td>MA/Archives</td>
<td>1.9%</td>
</tr>
<tr>
<td>MA/Education</td>
<td>0.8%</td>
</tr>
<tr>
<td>MBA</td>
<td>0.7%</td>
</tr>
<tr>
<td>MA (other)</td>
<td>3.0%</td>
</tr>
</tbody>
</table>

2. How many years have you been a professional archivist?

Total respondents: 716

<table>
<thead>
<tr>
<th>Years</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 years</td>
<td>10.4%</td>
</tr>
<tr>
<td>2-8 years</td>
<td>30.4%</td>
</tr>
<tr>
<td>More than 8 years</td>
<td>58.0%</td>
</tr>
<tr>
<td>No answer</td>
<td>1.2%</td>
</tr>
</tbody>
</table>

3. How many SAA-sponsored workshops have you attended?

In your career: Total respondents: 724

<table>
<thead>
<tr>
<th>Workshops</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 workshops</td>
<td>28.1%</td>
</tr>
<tr>
<td>1 workshop</td>
<td>27.5%</td>
</tr>
<tr>
<td>2 workshops</td>
<td>17.1%</td>
</tr>
<tr>
<td>3 workshops</td>
<td>12.8%</td>
</tr>
<tr>
<td>4 workshops</td>
<td>7.0%</td>
</tr>
<tr>
<td>5 workshops</td>
<td>4.3%</td>
</tr>
<tr>
<td>6 or more</td>
<td>3.2%</td>
</tr>
</tbody>
</table>

Over the past two years: Total respondents: 602

<table>
<thead>
<tr>
<th>Workshops</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 workshops</td>
<td>52.1%</td>
</tr>
<tr>
<td>1 workshop</td>
<td>32.9%</td>
</tr>
<tr>
<td>2 workshops</td>
<td>10.9%</td>
</tr>
<tr>
<td>3 workshops</td>
<td>2.2%</td>
</tr>
<tr>
<td>4 workshops</td>
<td>1.9%</td>
</tr>
</tbody>
</table>

4. SAA’s continuing professional education offerings seek to address a variety of needs, at several levels. Please rank (1 highest) the following according to their importance to you personally:

Respondents ranked the workshops as follows (totals represent weighted votes—4 for first place; 3 for second place; 2 for third place; 1 for fourth place).

Total respondents: 698

<table>
<thead>
<tr>
<th>Workshops</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshops on theories and techniques that have developed since you received your basic archival training: e.g., “Understanding the USMARC Format for Archival and Manuscript Control,” “Starting an Electronic Records Program,” etc.</td>
<td>2191 weighted votes</td>
</tr>
</tbody>
</table>

1. Workshops on theories and techniques that have developed since you received your basic archival training: e.g., “Understanding the USMARC Format for Archival and Manuscript Control,” “Starting an Electronic Records Program,” etc. (2191 weighted votes)

3. Special topics pertinent to the archival administrator: e.g., “Management for Archivists,” “Public Relations.” (1703 weighted votes)

4. Basic workshops: e.g., “Archives: An Introduction,” “Arrangement and Description,” “Appraisal.” (874 weighted votes)

5. Would you attend a one-week SAA institute on a central issue, such as law and ethics?

Total Respondents: 784

Yes 53%  No 33%  
No opinion 14%

a. If yes, what time of year would you prefer?

Total Respondents: 472

Summer 37%  Winter 22%  
Spring 25%  Fall 16%

b. Would a two-week institute be more or less attractive than one lasting one week?

Total Respondents: 470

More 8%  Less 92%

c. Assuming that costs would be higher than in a university setting, would having the institute at a resort location (e.g., Colorado or Florida) make it more or less attractive to you?

Total Respondents: 395

More 27%  Less 73%

d. Would you prefer a Monday-Friday schedule or one that extends through the weekend?

Total Respondents: 459

Monday-Friday 68%  Weekend 32%

6. Do you favor a “tiered” approach to continuing education—i.e., a requirement that individuals taking more advanced workshops must complete an earlier one before doing so?

Total Respondents: 798

Yes 34%  No 53%  
No opinion 13%

7. SAA now offers all of its preconference workshops on the three days before the annual meeting. Some people might prefer to attend a workshop that follows the annual meeting, or a workshop that runs concurrently with program sessions or committee meetings.

a. Would you attend a one- or two-day workshop following the annual meeting, instead of before it?

Total Respondents: 744

Yes 36%  No 38%  
No opinion 26%

b. Would you attend workshops both before and after the annual meeting?

Total Respondents: 847

Yes 27%  No 48%  
No opinion 25%

c. Would you attend a one- or two-day workshop that runs concurrently with the program sessions?

Total Respondents: 750

Yes 43%  No 48%  
No opinion 9%

d. Would you attend a one- or two-day workshop that runs concurrently with committee and roundtable meetings?

Total Respondents: 735

Yes 58%  No 31%  
No opinion 11%

8. Are you now, or do you intend to become, a Certified Archivist?

Total Respondents: 733

Yes 54%  No 44%  
No opinion 2%

9. If so, would credit toward recertification make you more likely to enroll in an SAA workshop or institute?

Total Respondents: 583

Yes 59%  No 25%  
No opinion 16%
10. Does your institution usually pay at least a portion of the costs of your continuing education (i.e., workshops, not annual meetings)

**Total Respondents:** 818

<table>
<thead>
<tr>
<th>Yes</th>
<th>67%</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>26%</td>
</tr>
<tr>
<td>Do not know</td>
<td>7%</td>
</tr>
</tbody>
</table>

11. What percentage of your annual continuing education costs does your institution usually contribute?

**Total Respondents:** 526

<table>
<thead>
<tr>
<th>Percentage</th>
<th>% of Respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>23% of respondents</td>
</tr>
<tr>
<td>1-10%</td>
<td>2% of respondents</td>
</tr>
<tr>
<td>11-24%</td>
<td>4% of respondents</td>
</tr>
<tr>
<td>25%</td>
<td>3% of respondents</td>
</tr>
<tr>
<td>26-49%</td>
<td>1% of respondents</td>
</tr>
<tr>
<td>50%</td>
<td>14% of respondents</td>
</tr>
<tr>
<td>51-60%</td>
<td>3% of respondents</td>
</tr>
<tr>
<td>61-74%</td>
<td>1% of respondents</td>
</tr>
<tr>
<td>75%</td>
<td>9% of respondents</td>
</tr>
<tr>
<td>76-99%</td>
<td>3% of respondents</td>
</tr>
<tr>
<td>100%</td>
<td>36% of respondents</td>
</tr>
</tbody>
</table>

12. SAA has established a policy of pricing its continuing education higher for nonmembers than for members. If the fee for members were $100, how much do you think the non-member price should be?

**Total Respondents:** 745

<table>
<thead>
<tr>
<th>Fee</th>
<th>% of Respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0-99</td>
<td>1.9%</td>
</tr>
<tr>
<td>100</td>
<td>2.0%</td>
</tr>
<tr>
<td>101-119</td>
<td>2.0%</td>
</tr>
<tr>
<td>120</td>
<td>4.7%</td>
</tr>
<tr>
<td>125</td>
<td>21.3%</td>
</tr>
<tr>
<td>130</td>
<td>3.4%</td>
</tr>
<tr>
<td>131-135</td>
<td>2.3%</td>
</tr>
<tr>
<td>140-149</td>
<td>1.6%</td>
</tr>
<tr>
<td>150</td>
<td>43.1%</td>
</tr>
<tr>
<td>160</td>
<td>1.9%</td>
</tr>
<tr>
<td>165-175</td>
<td>4.6%</td>
</tr>
<tr>
<td>180-199</td>
<td>0.4%</td>
</tr>
<tr>
<td>200</td>
<td>9.8%</td>
</tr>
<tr>
<td>250-500</td>
<td>1.1%</td>
</tr>
</tbody>
</table>

13. Some sources of information about upcoming SAA continuing events may be more useful than others. On a scale of 5 (5=high; 1=low), grade the following according to their usefulness to you.

**Listed in descending order with average rating:**

**Total Respondents:** 605-715

1. Regional association newsletter (Rating: 3.08)
2. Direct mail from SAA (Rating: 2.9)
3. Direct mail from regional associations (Rating: 2.8)
4. SAA Newsletter (Rating: 2.5)

14. On a scale of 5 (5=high; 1=low), grade the following possible workshop topics.

**Listed in descending order with average rating:**

**Total Respondents:** 386-531

1. Law and Ethics (Rating: 3.5)
2. Records Management (Rating: 3.4)
3. Disaster Planning (Rating: 3.2)
4. Reference (Rating: 3.2)
5. Organizing Photographic Collections (Rating: 3.1)
6. Security (Rating: 3.07)
7. Art and Architecture Thesaurus (Rating: 2.8)
8. Fakes and Forgeries (Rating: 2.8)

15. If there are other topics you would like to suggest, please list them here:

An unofficial tally revealed the following topics listed in order of frequency:

1. Management
2. Electronic records
3. Preservation
4. Outreach/public relations
5. Automation
6. Fundraising and grant writing
7. Facilities planning
8. Film and video collections
9. Certification examination review
10. Sound recordings
11. Reference
12. Editing and publishing
13. Collection Development
14. Oversize records
15. Local history and genealogy
16. Advanced appraisal
17. Photographs
18. Dealing with bereaved donors
19. Professional literature update
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”.

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Fax: 617-237-1492
NHPRC Director
The Archivist of the United States, Don W. Wilson, recently announced the selection of Gerald W. George to head the National Historical Publications and Records Commission. George is a former director of the American Association for State and Local History (AASLH), a Nashville-based membership organization for historical organizations and museums throughout North America. Prior to his nine-year stint with AASLH, George was managing editor of a 51-volume series entitled The States and the Nation. This widely-acclaimed history of all the states and the District of Columbia was jointly published by AASLH and W.W. Norton and Company of New York.

George graduated from Wichita State University with a B.A. degree with honors in history in 1960 and from Yale University with a M.A. in history in 1962, where he was a Woodrow Wilson Fellow. He is the author of the recently completed Visiting History, Arguments Over Museums and Historic Sites, and with Cindy Sherrell-Leo, Starting Right: A Basic Guide to Museum Planning. In addition to publishing numerous articles and reviews in books, journals, and magazines, he has served on the Legislative Committee and the governing Council of the American Association of Museums and is a member of the board of the Kansas State Historical Society. George will join NHPRC in January 1991.

NHPRC Records Program Application Deadlines
The National Historical Publications and Records Commission's Records Program set the following grant application deadlines for Fiscal Year 1991: October 1, 1990, February 1, 1991, and June 1, 1991. Through the Records Program, NHPRC encourages archival repositories, state, local, and tribal governments, historical societies, libraries, academic institutions, and others to act vigorously to locate and preserve documents of national and state historical significance. NHPRC records projects ensure that these records are saved and made available for public use.

For more information, program guidelines, examples of recent grants, or to discuss proposal ideas, contact the Records Program, NHPRC (NPR), National Archives Building, Washington, D.C. 20408, (202) 501-5610.

NHPRC Archival Fellowship Grants
The National Historical Publications and Records Commission has awarded archival fellowship grants of $34,100 to each of two historical records institutions for 1990-1991. The fellowships support advanced administrative training for archivists who already have two to five years of work experience and graduate education in the field. Each grant is made to a host institution and supports interviewing expenses and the salary and fringe benefits of a fellow for nine to ten months.

NHPRC fellows participate in a variety of daily administrative and managerial activities, from personal concerns and budget planning and implementation to long-range planning and the development of procedures and policies. The host institutions and their fellows for 1991 are:

The South Carolina Department of Archives and History, Columbia, South Carolina: Dorothy T. Frye. Frye is currently an archival specialist at the Michigan State University Archives and Historical Collections.

The University of Wisconsin-Madison, Division of Archives: Patricia M. Hall. Hall works in the manuscripts, archives, and special collections at Washington State University.

The archival fellowships are funded jointly by NHPRC's Records Program and by The Andrew W. Mellon Foundation. For more information, contact Laurie A. Baty of the NHPRC staff at (205) 501-5610.

Oberlin College Archives
The Oberlin College Archives will award three grants of up to $1,000 to cover travel and expenses related to research of scholars and independent researchers using the archives and special collection holdings. The archives' holdings include the permanently valuable records of the institution as well as those of individuals, families, and organizations affiliated with Oberlin College and/or the town of Oberlin. Included are materials on movements with which Oberlin has been associated, such as antislavery, black education, coeducation, missions, and temperance.

For more information, contact Roland M. Baumann, Director, Department of Archives, Oberlin College, 420 Mudd Center, Oberlin, Ohio 44074. The application deadline is January 15, 1991.

NHPRC-Funded Products
The National Historical Publications and Records Commission has recently received many products from projects it has funded. These products include guides, lists, manuals, and other publications. Information concerning products from NHPRC-funded projects is available in the Commission's newsletter, Annotation, which is published three times a year. If you would like to be placed on the mailing list, contact Don Singer, NHPRC-NPP, National Archives Building, Washington, D.C. 20408, (202) 501-5643.

Archival Procedure Manual Available
The Carnegie Branch Library for Local History, Boulder (Colorado) Public Library, is offering a 61-page manual that explains in practical terms the arrangement and description of historical photographs and papers using MARC:AMC. Todd Ellison, project archivist, produced this guide during the course of two NHPRC-funded projects at the Carnegie Branch. This manual is fully indexed and contains sample data entry forms. Appendices include two lists of common Library of Congress Subject Headings for describing manuscripts and photographs and a thesaurus of Colorado photographers whose works are represented at the Carnegie. The manual is available for $5, plus $1.50 for shipping/handling, from: Boulder Public Library, Carnegie Branch, P.O. Drawer H, Boulder, Colorado 80306.
From the President

by Gregory S. Hunter, CA, CRM

This issue of the Newsletter brings to a close my year as ACA president. While it has been an extremely busy year, it has been a very fulfilling one. In particular, it has been a pleasure to work closely with Dave Olson, Karen Paul, and Karen Benedict. Because of the hard work of these officers and many other dedicated members, we have been able to accomplish the following this year:

- Completion of the petition and appeals processes
- Incorporation of ACA and filing for IRS tax exempt status
- Production of an informational brochure about ACA
- Production of a membership directory (to be distributed in Seattle)
- Revision of the certification exam
- Regional administration of the certification exam
- Preparation of short- and long-range financial plans and projections
- Auditing of ACA's financial records
- Completing of a full-scale survey of ACA members (thanks to Frank Cook)
- Production of four issues of the ACA Newsletter
- Creation of a full slate for the 1990 election and completion of the process before Seattle

What we have also tried to do this year is encourage an open dialog on the issues which ACA must address in the future. In this vein, the majority of the Newsletter is devoted to background discussions of two key issues: the relationship between ACA and graduate archival education; and the nature and design of an ACA recertification program. Since at press time we did not have election results, we have asked each of the candidates for president (Richard Cox and Maygene Daniels) to write one of the articles. I have worked with both Richard and Maygene before and am confident ACA will be in good hands no matter who wins the election.

I could not conclude my term as president without thanking John Fleckner, Donn Neal, and the fine staff at SAA Headquarters. SAA's cooperation this year and outstanding service as ACA's Secretariat has contributed greatly to our achievements to date. I wish next year's officers and regents well and stand ready to help in any way I can.

Report of the Treasurer

by Karen Benedict

The first fiscal year of the Academy of Certified Archivists closed on June 30, 1990. As of that date, our total assets were $103,148.63 after deducting our expenses of $18,609.88. For a complete breakdown of our assets and expenses, please see below.

While it may seem to the membership that $100,000 in assets makes the Academy a wealthy organization, the members need to remember that it will be another 8 years—the initial period of certification—until the Academy will have substantial income again.

In the second year of operation, our sources of income for the Academy will be from the administration of the examination and the certification of new members, and from interest on our investments. In 1989/90 we certified twenty new members by examination. At the time of writing this report, in mid-July, twenty-five archivists have applied to take the 1990/91 exam. Although we anticipate that as certification continues to gain wide acceptance as the credential for the profession that more and more archivists will seek to be certified, still the pool of potential applicants is limited. If all twenty-five of this year's candidates were to pass the exam and become certified, the Academy would net $6,875 from the process.

In addition to the $6,875, at present interest rates, we can expect a return of about $8,000 on our $100,000 of principal. We need to treat our $100,000 in assets as principal, and not money to be spent, in order to be able to generate any meaningful income from our investments. If we do so, our annual income for 1990/1991 will be a little under $15,000.

It is important for the Academy's members to realize that in lieu of annual dues or fees for our annual meeting, we need to generate interest on investments in order to produce additional income beyond what the process of certification produces. An operating budget of $15,000 limits the number and type of services which the Academy can provide for its members in addition to the basic certification process. Depending upon what the membership wants and expects the Academy to do for them, it may be necessary to institute annual dues and/or fees for services at some time in the future.

The Finance Committee of the Academy will research and advise the organization on its investments, and it will propose a budget to the officers of the Academy for their approval. The foregoing are all important facts for the members of the Academy to consider. The Academy of Certified Archivists is in very sound financial condition today. However, it is the responsibility of the officers and the membership to work together to see that it remains financially sound and stable.

Continued on page 4
Individual Certification and Archival Education

by Richard J. Cox

One of the most persistently heard arguments against individual certification was that the profession should be using its resources and energy to strengthen graduate and continuing archival education. There has been, therefore, some semblance of a relationship between education and individual certification from the start.

The purpose of this brief statement is to identify some of the issues regarding the relationship between education and certification that need to be considered and resolved in the future now that certification has become a reality. It is not my intention here to take any particular stance other than to say that the strengthening of education and individual credentials both have important, although somewhat different, roles to play in the archival profession's quest to have continuing viability in society. I also have not made any effort to assign priorities to these issues, leaving that to the Academy of Certified Archivists and the profession to resolve.

The most important issues (in my opinion) seem to be the following:

How can individual certification and graduate and continuing archival education be structured in order for them to strengthen each other and the profession?

For certification to succeed, archival employers and individual archivists must accept, support, and nurture it. The same is true for graduate and continuing education. At this point, we know little about the needs and interests of either archival employers and prospective and practicing archivists. Moreover, if either fails, there will be a detrimental effect on the other. If the certification process does not expand beyond a half-day examination but becomes the accepted entry into the archival profession, graduate and continuing education might be weakened. If graduate education remains at only a few courses, it is unlikely that the certification examination will become a very sophisticated event.

How does the development of the certification examination need to proceed in order for archival educators to play a meaningful role and for the examination to reflect adequately archival knowledge, theory, and practice?

This represents an excellent possibility for the examination to be improved and, perhaps, for the examination to be used to codify archival theory and practice in textbooks and other studies. At the least, there needs to be some similarity in content between what archival educators teach and what archivists and archival employers deem to be important in the examination content.

Will graduates of graduate archival education programs be immediately eligible for taking the certification examination?

While on the one hand this provides a stronger role for these education programs, it also fundamentally challenges the present conceived nature of certification as a practice- and experience-based process. It also raises a number of questions about what and how archival educators would be teaching.

Should graduates of accredited graduate education programs be exempt from the examination process in order to become certified?

This might be a possibility if the graduate archival education programs develop far beyond a few courses, perhaps to full-fledged masters programs that the Association of Canadian Archivists have endorsed. Again, this suggests a fundamental orientation to how individual certification is presently viewed.

Will re-certification be by re-examination or by peer review that focuses on additional experience and continuing and graduate education?

The form of re-certification is complete unresolved. However, it is obvious that what is decided here will have a substantial impact on the relationship between education and certification.

Should graduate archival educators be exempt from the experiential requirements in order to be certified?

This has implications for how archivists perceive their profession, credentials, and education. Should archival educators be accepted only if they have worked as archivists? While this makes a lot of common sense, it does not provide for the quality of that experience and, just as importantly, it can work against any emphasis on basic principles and theories that are also essential.

If graduate archival education programs are eventually accredited, should one requirement for archival educators be that they are certified?

The archival profession has accepted the notion of minimum guidelines for their education programs without any regulatory or even peer recognition process. The result is a potpourri of “programs” ranging from one course to full-fledged masters degrees that must confuse and frustrate archival employers. If there is a move toward accreditation or some similar process, should one of the requirements be that certification of educators in order for the relationship between the two to remain viable and mutually sustaining?

Finally, how will the certification examination, now the central component of this credential, be kept current of changing archival practices and principles without a connection to graduate and continuing archival education?

No discipline’s knowledge base remains static. Change often occurs Continued on page 4
Certification and Recertification
by Maygene Daniels

From the SAA's earliest consideration of certification, some form of periodic recertification requirement has been assumed to be part of the process. Yet, although there has been a strong consensus that some system of recertification is needed, there has been relatively little discussion of its specific character. As the Academy of Certified Archivists begins to consider this critical issue, a review of earlier discussions may be helpful.

When the Grigg Committee was appointed in 1984 to draft a plan for certification, it also was charged with recommending a system for recertification. The committee had three goals in mind as it confronted this issue. First, mindful that archives administration is a changing field and that professional knowledge must grow if it is not to diminish, the committee sought some way to encourage and measure continuing professional education for certified archivists. Second, in the belief that certification should be a catalyst to advance the archival profession and to encourage creative new professional directions, the committee sought a way to identify and recognize service to the profession. Third, concerned that recertification should be available to all certified archivists regardless of their physical or financial situation, the committee believed that the process should not be unduly burdensome nor dependent on the ability to travel to attend continuing education courses or national professional meetings.

With these goals in mind, the committee quickly rejected one possibility as unnecessarily burdensome and rigid, that of requiring every certified archivist, including those who petitioned and those who sat for the exam initially, to take the exam or take it again. The committee believed that passing the examination should be a major achievement, and not a procedure to be repeated every few years. The committee sought instead some other method to measure continuing professional development and decided upon a system of “recertification credits” as a possibility. As part of this system, a schedule assigning varying credits for qualifying activities would be established, and certified archivists would be required to achieve a certain level of credits within an established period for recertification. Academic courses, workshops, meetings, and symposia, for example, all would be awarded “credits” relative to the extent and intensity of the education received. Professional publications, annual meeting presentations, committee work and other professional contributions also could be credited to the total based on the amount of time invested and the significance of the achievement.

Despite the apparent clarity of this approach, however, the committee recognized that it would require careful development before implementation. For example, should finding aids be considered publications for this purpose? To what extent should attendance at professional meetings be recognized? Should the system be self-policing? How demanding should it be? The ACA must confront these issues and others as it develops and implements a recertification scheme.

Highlights of the Academy of Certified Archivists Meeting June 29, 1990, New York City

by Karen Paul

Officers present: Greg Hunter, Karen Benedict, Karen Paul; and via conference call, David Olson. Staff present, Donn Neal.

The meeting convened at 2:00 p.m. with a conference call from David Olson.

1. Report of the Committee on ACA Appeals: David reported that on May 30th, 1990, the final 3 appeals were adjudicated. The files are now complete and are quite substantial. A recommendation was made to instruct David to forward these files to the SAA/ACA Office for inclusion in the ACA archives.

2. Procedures for handling exam applications were discussed. David Olson will name a committee of three to determine qualifications of applicants applying to stand for the exam. This will be known as the Ad-Hoc Exam Review Committee. David will follow up with applicants to determine where each wants to take the exam.

Review Committee. David will follow up with applicants to determine where each wants to take the exam.

Following the conference call, the meeting adjourned in order that the officers could complete work on the exam construction. The meeting resumed at 4:00 p.m.

3. Elections were discussed. Ballots will be mailed ca. July 15th for return by August 12th. They will include printed envelopes, marked ACA Ballot and will be mailed 1st class. A vote counting committee will be appointed by Greg Hunter.

4. The Membership Directory was discussed. It was decided to produce this in time for distribution at Seattle.

5. The next item writing workshop probably will take place at the Society of Southwest Archivists meeting in Tempe, Arizona, May ’91. *(Subsequent to this meeting the New England Archivists also expressed interest in a workshop next year.)*

6. The next Board meeting will be at 8:00 p.m. on Wednesday, August 29th, in Seattle. The meeting concluded at 5:00 p.m.
Treasurer's Report

Continued from page 1

Many archivists have remarked to me that ACA is rich, and that there are a lot of ways in which it should be spending its $100,000. The truth is that we are secure now, but we will have to exercise careful money management to guarantee future financial security. We can decide to spend all or part of the $100,000 for the purposes of the Academy, but we need to understand what the ramifications of that spending will be for the next eight years.

There is one other matter of importance that I want to bring to the attention of the membership. Early in the certification process, a very generous anonymous donor gave $1,000 to assist archivists with financial need in paying for the cost of certification. That assistance fund has been allocated, up to $125 per individual, to help archivists who have had financial difficulties due to illness or unexpected expenses.

Senior archivists need to be aware that $275 represents a week's take home pay or more to many colleagues in the first decade of their careers. Young archivists or archivists in less well paid positions join the Academy of Certified Archivists through a significant financial sacrifice. A new baby, an illness or accident, or an unexpected expense can make the certification fee a great burden for those individuals.

It would be wonderful for the Academy of Certified Archivists to build upon that first generous gesture by permanently establishing an assistance fund to help subvene certification expenses, up to $125, in cases of need; especially since in the next several years many of the applicants for the certification examination will be those archivists in the early years of their professional careers.

The permanent fund would operate much as the initial fund has, with the President of the Academy establishing a small committee to review applications for assistance and determine the amount to be given. The money would be awarded to those candidates who have passed the certification examination and can demonstrate need for special assistance with their fees.

Please make a contribution of $10.00 or more to increase the small amount that is still available in the assistance fund. Checks should be made payable to the Academy of Certified Archivists and note on the check that the money is for the assistance fund. Mail your check to ACA, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

I know from the past year's experience that this assistance is needed and will be greatly appreciated by your colleagues.

Individual Certification and Archival Education

Continued from page 2

or is best reflected in the education arena. Now the question is how this relationship can best be developed to ensure that the examination reflects this; if the examination does not, the viability of individual certification is a questionable matter.

These are eight education-related questions that the archival profession must consider as it continues to develop the individual certification process as a viable credential. There are certainly others. If you have other ideas, or comments on the ones mentioned here, let you voice be heard. It is in your own best interest and for that of your profession.

ASSETS OF THE ACADEMY OF CERTIFIED ARCHIVISTS
AS OF JUNE 30, 1990

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EXPENSES OF THE ACADEMY OF CERTIFIED ARCHIVISTS
OCTOBER 1989 - JUNE 1990

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Attention Corporate Archivists

St. James Press seeks contributors to research and write signed essays for the multi-volume *International Directory of Company Histories*. Each 3,000-word essay will present the history of an important existing corporation. Volume I was named "Outstanding Reference Resource of the Year" by the Reference Book Committee of the American Library Association. Payment will be $400 per essay.

Please send a brief resume and writing sample to Adele Hast, Executive Editor, St. James Press, 233 E. Ontario Street, Chicago, Illinois 60611, (312) 787-5800.

Bibliographic Capabilities for Preservation from OCLC

OCLC has developed guidelines for recording preservation data in either the Cataloging or Union List Subsystems of the OCLC Online Union Catalog (OLUC). The guidelines are based on the recommendations of the OCLC Preservation Task Force, a group of ten preservation officers and librarians from OCLC-member and Research Libraries Group (RLG)-member libraries, and are a major component of OCLC's preservation activities.

Many preservation projects are funded by National Endowment for the Humanities grants, whose rules stipulate that librarians should communicate information about items planned for preservation to avoid duplication of effort. The OCLC database provides a rapid and efficient way to communicate such information to libraries.

For more information, contact OCLC, 6565 Franz Road, Dublin, Ohio 43017-0702, (614) 764-6000.

New Address

The Northeast Document Conservation Center moved to a new headquarters in July. Their new address is:

NEDCC
100 Brickstone Square
Andover, Massachusetts 01810-1428
Telephone (508) 470-1010
Fax (508) 475-6021.

Regional Report

Alaska Regional Archives Opens

One hundred fifty people enjoyed the music of a live band at the grand opening of the National Archives-Alaska Region in the Old Federal Office Building in Anchorage. The microfilm reading room now holds 10,000 rolls of microfilm previously held by the National Archives-Pacific Northwest Region, and 26,000 rolls from Washington, D.C. When the connecting stack areas adjoining the building are completed next year, additional microfilmed and original records will be stored there.

Records Management Consultants Wanted

The Local Government Records Bureau of the New York State Archives and Records Administration (SARA) is compiling information on records management consultants who are interested in working for local governments in New York State.

The bureau operates two programs sustained by the New York State Local Government Records Management Improvement Fund. These programs include regional advisory services in nine field office around the state and a program of competitive grants-in-aid to local governments for records management improvement. Consultants will be needed in almost any area of records management and archival administration for local governments awarded grants under the fund. There will be a special need for consultants in record inventorying, needs analysis, and program planning and development.

SARA invites consultants with experience in records management and/or archival administration to express their interest in serving as consultants to New York's local governments by completing a questionnaire, which will be made available to local governments upon request through SARA's office in Albany and its nine regional advisory offices. Questionnaires may be obtained from and returned to Gloria Bartkowski, Local Government Records Bureau, State Archives and Records Administration, 10A63 Cultural Education Center, Albany, New York 12230, (518) 474-6926.

New York Archives Week

The Documentary Heritage Program for Western New York is helping to celebrate the second annual New York Archives Week, October 1-7, by co-sponsoring a series of training workshops for administrators, curators, librarians, archivists, volunteers, and others who collect, care for, and use historical records that form a part of the region's cultural resources.

Topics that will be addressed by the workshops include "Acquisitions and Accessioning Policies for Archives" (October 1), "Teaching with Historical Records" (October 2-3), "Conservation Decisions in Archives Administration" (October 3), and "Learning about Your Photograph Collection" (October 4). In addition to the training workshops offered by the Documentary Heritage Program, several public events are being conducted by local historical agencies.

For more information on Archives Week in Western New York, contact Heidi Zieme, Regional Archivist, WNY Documentary Heritage Program, 180 Oak Street, Buffalo, New York 14203, (716) 852-3846.
At its meeting on June 14 and 15, the National Historical Publications and Records Commission recommended twenty-eight historical records projects totaling $1,049,212. Among them were the following:

- $4,565 to the Kansas State Historical Records Advisory Board for travel and meeting expenses
- $4,708 to the Minnesota State Historical Records Advisory Board for travel and meeting expenses
- $88,566 to the Johnson County (Kansas) Government to develop its archives and records management program
- up to $3,000 to the City of Gloucester, Massachusetts to hire a consultant to assist in evaluating its current records policies and to provide advice on the establishment of an archives and records management program
- $2,685 to the American College of Nurse-Midwives to hire a consultant to survey and appraise its records and to establish an archival program
- $85,000 to the Newberry Library to establish an archives program
- $37,300 to the Boston Symphony Orchestra to establish an archives and records management program
- $80,096 to the Missouri Botanical Garden (contingent on the availability of FY 1990 funds) to establish an archival and records management program
- $36,013 to the Albany (New York) Institute of History and Art to implement an archival and records management program
- $51,348 to San Francisco State University to survey the historical records and papers held by labor organizations and individuals in the Bay area
- $34,886 to George Washington University to organize, describe, and make available the records of Friendship House, a settlement house, and personal papers and institutional records pertaining to planning and construction of transportation facilities in the Washington, D.C. area.
- up to $42,855 to Shorter College (contingent on the availability of FY 1990 funds) to preserve and make available historical records and papers from Northwest Georgia
- $38,608 to the Baltimore Museum of Industry to provide access to its manuscript collections of Maryland companies and corporations
- $49,860 to the Joint Archives of Holland (Michigan) to process and describe its collections
- up to $38,560 to the City University of New York, Hunter College to arrange and describe six collections at its Center for Puerto Rican Studies
- $44,625 to Oberlin College to improve access to approximately 120 collections of national significance
- $63,462 to the Rhode Island Supreme Court to develop an active archival program for the historical records of Rhode Island’s courts
- $49,439 to Texas Tech University to produce a microfiche guide to its manuscript, photograph, and oral history collections
- up to $20,000 to the County of Shenandoah (Virginia) to arrange and prepare for microfilming the county’s circuit court case files and loose court papers
- $6,679 to the Washington State Historical Society to microfiche records created by the Works Progress Administration in the state
- $50,000 to the Arizona Historical Society to preserve and make available 5,000 unprinted glass-plate negatives
- up to $3,000 to Appalshop, Whitesburg, Kentucky, for a consultant to assist the organization in determining the most appropriate approach to preservation of its visual collections
- $10,117 to the Minnesota Historical Society to create archival interpositives, negatives, and study prints of glass-plate negatives of William Illingworth
- up to $58,000 (up to $30,000 matching) to the University of Missouri (contingent on the availability of FY 1990 funds) to duplicate, print, and catalog 5,000 nitrate negatives
- up to $5,000 to the State Historical Society of North Dakota for a consultant and other activities to preserve, organize, and provide access to television newsfilm from six television stations within the state
- $77,267 to Vanderbilt University to preserve 1,500 hours of special television news programming
- a supplemental grant of $24,388 to the National Association of Government Archives and Records Administrators to publish a self-study preservation planning document, resource guide, and computer diskette
- $39,785 to the Minnesota Historical Society to fund a national planning conference on electronic records issues

The Commission next meets on October 16 and 17, 1990. For more information about any topic related to the Records Program at NHPRC, use the new telephone number: (202) 501-5610.
American History in Soviet Archives

by Nikolai Bolkhovitinov

Editor's Note: The following article was contributed by the Head of the Department of History of the USA and Canada of the Institute of World History, in Moscow. Professor Bolkhovitinov, a Corresponding Member of the USSR Academy of Sciences, is one of his country's leading authorities on Soviet archives that contain materials on American history and Russian-American relations.

Documents pertaining to the United States and the history of Russo-American relations are not housed in a central archive in the Soviet Union. Instead, they are scattered among many depositories, classified according to specific themes. The bulk of materials on Bering's, Chirikov's, and other eighteenth century expeditions exploring America from the northwest are kept in the Central Naval Archive (Leningrad), which has a little-studied Bering fund of over a hundred volumes.

There is a wealth of documents on Alaska, known as Russian America in its time, and the Russian-American Company that was active there. The most valuable part of the material from that period concerning transactions of the company's board of directors in St. Petersburg is lost. Luckily, letters that the company exchanged with government bodies and private individuals are extant. The Foreign Political Archive of the USSR Ministry of Foreign Affairs has a special fund of materials gathered from many archives, from Krasnoyarsk to Leningrad, where they had been originally housed. No other depository has such a rich variety of documents on the topic, though Leningrad's Central Historical Archive does boast a substantial collection.

The Central State Historical Archive, the archive of the Institute of History of the USSR, the Leningrad branch of the Academy of Sciences archive, and the archive of Russia's Ministry of Foreign Affairs have considerable collections on Russian Hawaiian colonies and Russian travelers there.

A wealth of documents pertain to Fort Ross and the adjacent Ross township, which belonged to the Russian-American Company's colony in California from 1812 to 1841, and are now preserved as historical monuments. Preserved in the Perm Regional Archive in the Urals, the Ross collection includes the private archive of Kirill Khlebnikov, a company executive and active traveler. It has been little studied as yet despite the interest it arouses. The Ministry of Foreign Affairs also has a considerable number of Californian papers. Khlebnikov's reminiscences of his voyage to California, presently housed in the USSR Geographical Society Archive (Leningrad), are soon to appear in print as a joint publication of the Institute of Ethnography under the USSR Academy of Sciences and Professor James Gibson, a Canadian scholar who had come to Moscow to supervise the venture. Later, he is to travel to Peru to work in the local archive.

The most valuable Soviet archive materials concern Russia's diplomatic relations with the United States, established in 1808-09, when the two countries exchanged diplomatic representatives. Envoy Denis Panin and Dashkov went to America, and John Adams, the future U.S. President, to St. Petersburg. The bulk of documents from that period, which are kept in the Foreign Political Archive of the Board of Diplomatic History of the USSR Ministry of Foreign Affairs, are known as the Russian Mission Fund or the Washington Embassy Fund. Diplomatic letters from Washington, D.C., are the fund's most valuable possession. Next come letters to and from London, Paris, Vienna, Rio de Janeiro, and Istanbul on issues concerning Russo-American relations that illustrate the global entanglement of diplomatic links. These materials are included in a comprehensive Soviet-American publication on early Russo-American relations (1765-1815).

Many materials are scattered among the private archives of officials who took part in diplomatic affairs and other contacts with America, and visited there. Among this group are state Chancellors Nikolai Rumyantsev and Alexander Gorchakov, Admiral Mordvinov, and the famous explorer Fedor Korzhavin, whose archive is preserved, for the most part, in the Manuscript Department of Pushkin House (Institute of Russian Literature under the USSR Academy of Sciences) in Leningrad, and the archive of the Institute of History of the USSR, Leningrad branch (Likhachev Fund).

Soviet archives also have papers of private Americans who visited Russia, like George Kennan, author of the book Siberia and exile, who exchanged letters with Leo Tolstoy and Vladimir Korolenko. Kennan's letters are kept in the archives of the two classic writers. Other Kennan documents are housed in the police departmental archive, as the brave American was under secret surveillance. His story received a detailed description in several books by Soviet researcher Yefim Melamed.

This list exhausts the Soviet archive materials on America. Access to all papers concerning the United States before 1917 is unrestricted. American experts are welcome to use them—even prerevolutionary reports on secretly inspected correspondence and decoded foreign diplomatic messages, considered top secret before perestroika.

As official relations between the two countries were severed in 1917, no official correspondence existed before 1933, when relations were renewed. The only documents relating to that period include proceedings of the trade mission and the Martens mission, and the correspondence of Bullit, Colonel Robins, and other visitors. As far as I know, there is free access to such papers, dated no later than 1939. Matters are more complicated with newer documents—especially since departmental ones (in particular, those of the Politburo of the CPSU Central Committee and KGB archives) have a secret status to this day.

Soviet-America archive exchange is still smaller than it should be. Soviet researchers, for instance, are interested in the papers of the prerevolutionary Russian Mission in Washington, D.C. I'm sure, American scholars, too, can find many materials of interest in Soviet archives, especially now, as more and more become accessible with every passing day.
Understanding SAA's Principles of Institutional Evaluation

by William L. Joyce

Editor’s Note: With this final installment, former President William Joyce brings to a close his series of five articles describing and explicating SAA’s Principles of Institutional Evaluation, which were prepared by the Task Force on Institutional Evaluation in 1982. We hope that readers of the newsletter have found this series to be helpful in understanding the principles and their application, and that they join us in thanking Bill Joyce for providing these essays.

For Joyce’s description of the background to these principles and to his essays on the other seven principles, readers are referred to the following SAA Newsletters: page 12 in the May 1990 issue, page 12 in the November 1989 issue, page 11 in the July 1989 issue, and page 10 in the May 1989 issue.

VIII. ARRANGEMENT AND DESCRIPTION

Principle: “Records and papers should be arranged in accordance with basic archival principles, namely the principle of provenance and the principle of original order. That is, records of different offices of origin or from different sources should not be intermingled, and records should be retained, whenever possible, in their original organizational pattern and in their original filing arrangement in order to preserve all relationships. If the original order has been lost, documents and files of documents should be arranged or grouped in a meaningful relation to one another.

Documents should be properly boxed, labeled, and stored so that they are easily maintained and readily retrieved.

“The archives should design a system of finding aids that provides essential information about the holdings for users and enables the archivist to retrieve materials. Finding aids should employ first the techniques of group and series description before undertaking item description: a brief description of all records is preferred to a detailed description of some of them.

The level of description of records depends on their research value, the anticipated level of demand, and their physical condition. Finding aids may include, as appropriate, guides, inventories or registers, card catalogs, special lists, shelf and box lists, indexes, calendars, and, for machine-readable records, software documentation.”

Explication: It was clear to the Task Force devising these principles of evaluation, as it is to archivists generally, that the heart of an archival program is in the processing of holdings. From a careful accessioning of new additions to the archives, through arrangement, and then description, it is recognized that this activity governs and, in the end, dictates the quality of access that archival researchers may have to the records they need.

The Task Force readily agreed that an effective processing program began with a careful developed system of policies and procedures, spelled out in some detail for all staff. From the basic information recorded in accession records, through efforts to maintain original order and provenance, through development of concise group description of record holdings, the Task Force attached great importance to the preparation of detailed instructions for all staff to insure uniform treatment of records in an overall context of a system of arrangement and description. This uniformity entails not only systematic arrangement and description, but careful labelling of containers in accordance with an institutional approach to holdings, the development of a system of storage that is efficient and flexible, and capable of responding to necessary changes or unanticipated problems that inevitably arise.

The Task Force was also aware of the challenge posed by diverse record formats and media, and encouraged staff doing processing work constantly to be alert to recording significant associations among such different records, and to devise a descriptive system that would readily accommodate recording such information, as well as reviewing carefully all old containers, wrappers, and other materials received with archival accessions, to insure that they did not contain valuable information that might be lost when those old materials were discarded.

In devising description programs, archivists also need to be aware of the uses to which records are put by researchers. Moreover, in describing records, it is essential that context, organizational information, and records documenting the origins, developments, and operations of an individual or organizational unit be clearly recorded. In the same way, it is essential to understand the sometimes complex organizational relationships that exist among units. The Task Force believed that the SAA publication, “Inventories and Registers: A Handbook of Techniques and Examples,” is immensely useful in assisting archivists implement their descriptive programs for records.

IX. ACCESS POLICIES AND REFERENCE SERVICES

Principle: “The archives must provide opportunity for research in the records it holds. The archives should be open for research use on a regular and stated schedule. It should provide adequate space and facilities for research use and should make its records available on equal terms of access to all users who should abide by its rules and procedures. Any restrictions on access should be defined in writing and should be carefully observed.

“The archives should provide information about its holdings and assist and instruct users in their use. Staff members familiar with the holdings and capable of making informed decisions about legal and ethical considerations affecting reference work should be available to assist readers. The archives should report its holdings to appropriate publications so that potential users may know of their existence. The archives should assist users by providing reproductions of materials in its possession whenever possible.”

Explication: In formulating the elements of this principle, the Task Force came tolerably close to establishing those aspects of an archival program that define such programs to the public: regular and posted hours of service: written access policy and

Continued on the next page
procedures to provide access, including registration of researchers, rules for use of materials, security rules, sample citations, photocopy policies, copyright provision, and other specifics; information in writing about holdings for which access is restricted; knowledgeable staff dependably available to assist readers; and, finding aids to guide researchers to appropriate programs.

While it is difficult to specify the elements that might constitute it, the Task Force also noted that it was essential to a successful archival program to have a reading room adequate to the purpose of serving readers. This entails the elements or services enumerated above, but also includes provision of something as vague as an ambiance where research might be undertaken free of distraction, but with support services readily available. And the most important service is, of course, a knowledgeable archivist who can assist researchers, provide the necessary supervision and reference inquiries by mail, telephone, or in person, report holdings and new accessions to catalogs, journals, and databases, so that researchers might learn of their availability, and also guide researchers generally in their quest for information.

This principle entails the contradictory notion of at once promoting access to holdings but also protecting them from the depredations of theft, mutilation, damage through handling, and such intellectual constructs as copyright and privacy. It imposes on staff an especially wide range of skills and services, but also seems to identify a minimum level of service that any repository must provide if it is to be identified as an archives.

X. OUTREACH AND PUBLIC PROGRAMS

Principle: “The archives should identify its various constituencies in terms of its purpose, plan, and implement methods to assess the needs of these groups in relation to the resources of the institution, and devise outreach programs that will fit their needs. These programs may include workshops, conferences, training programs, courses, festivals, exhibits, publications, and similar activities, aimed at such groups as students, faculty members, scholars, administrators, researchers, donors, records creators, or the general community.”

Explication: In formulating this principle, the Task Force was guided by the wisdom of the late O.B. Hardison, who, as Director of the Folger Shakespeare Library, once noted that cultural repositories now faced what he called the “imperative of responsiveness,” or the need to justify the support afforded by the community through tax deductions or use of tax funds directly in support of repository programs. According to this view, repositories and their staffs need to document their accountability by not only making their services available to those who would make use of them, but also by warranting to the general community that the repositories were responsible and effective in the use of the resources made available more generally.

It was not lost on the members of the Task Force that it was also in the interests of repositories to seek the favor of the public by organizing activities and programs designed to make the public more aware of their historical heritage and the richness of the past that the repository was endeavoring to document. This meant, of course, that repositories must first identify the most important of the constituencies they served, and then plan services or activities to meet those needs. As noted in the principle, there are a great many groups whose needs might be served, and also for whom publicity generated by the repository was a good idea.

In calling attention to the importance of such programs and services, the Task Force also hoped to impress the leadership of such repositories that these activities all came at a cost, and that they could not be planned on an add-on basis indefinitely. The importance of these activities means that resources must be allocated specifically to them, and that staff must be accorded some assistance in undertaking them without being put in the position of deflecting resources from other repository programs and services to make it possible.
Add these new SAA titles
to your collection

❖ American Archival Analysis: The Recent Development of the Archival Profession in the United States (1990), by Richard J. Cox, $36 SAA members, $40 nonmembers
❖ Arranging and Describing Archives and Manuscripts (August 1990), by Fredric Miller first volume in the Archival Fundamentals Series, $19 SAA members, $25 nonmembers
❖ Caring for Historical Records, Workshop Curriculum and Resource Materials (1990), by Julie P. Bressor, $8 SAA members, $11 nonmembers
❖ Directory of Business Archives in the United States and Canada (1990), $9 SAA members, $12 nonmembers
❖ Library Trends (Winter 1988), special automation issue, $15 members, $19 nonmembers
❖ The Management of Oral History Sound Archives (1986), by Frederick J. Stielow $35 SAA members, $39 nonmembers
❖ Records Management Handbook (1989), by Penn, Morddel, Pennix, and Smith $56 SAA members, $63 nonmembers
❖ SAA Newsletter Index, 1974-1988 (1990) compiled by Laura Saegert, $10 members, $14 nonmembers
❖ Microfiche of the SAA Newsletter (March 1973-July 1990), $12 SAA members, $16 nonmembers; microfiche of the SAA Newsletter Index, 1974-1988, $6 SAA members, $9 nonmembers; both the SAA Newsletter and Index, $16 SAA members, $23 nonmembers

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MANUSCRIPT PROCESSOR/CATALOGER
University of Southern Mississippi
Hattiesburg, Mississippi
De Grumond Children’s Literature Research Collection, University of Southern Mississippi. Two year NEH grant funded position. Reports to curator of Collection. RESPONSIBILITIES: Include coordination of the arrangement and description of children’s literature manuscripts and illustrations, preparation of descriptive registers, cataloging collections using USMARC AMC, and supervise 1.5 full-time employees. QUALIFICATIONS: AALA-accredited MLS or equivalent; training and 2-3 years experience processing manuscript collections; knowledge of historical and contemporary children’s literature; knowledge of USMARC AMC; good supervisory and management skills; good oral, written and interpersonal communication skills. SALARY: $25,000 for first year. Applications reviewed beginning September 4 and continue until position is filled. Send letter of application; resume; and names, addresses, and telephone numbers of three professional references to: Dee Jones, Search Committee, McCain Library and Archives; University of Southern Mississippi, Southern Station Box 5148, Hattiesburg, Mississippi 39406-5148. Non-citizens include current visa status.

CURT RECORD PROJECT ARCHIVIST
Rhode Island Supreme Court
Pawtucket, Rhode Island
Twelve-month appointment to implement an NHPRC funded project to organize the pre-1990 Rhode Island court records at the Rhode Island Supreme Court Judicial Record Center. RESPONSIBILITIES: Arrange, describe, and preserve the pre-1990 Rhode Island court records. Develop appropriate finding aids for the records. QUALIFICATIONS: Graduate degree in history and/or library science. Minimum of one year of archival experience required. Knowledge of legal history preferred. SALARY: $24,000 plus fringe benefits. Send resume and references to: Rhode Island Supreme Court Judicial Record center, One Hill Street, Pawtucket, Rhode Island 02860. Attention: Frank Ciccone. Application deadline: September 21, 1990.

CHAIR OF THE ARCHIVES AND MANUSCRIPTS DEPARTMENT
Brigham Young University
Provo, Utah
Position available: September 1, 1990. QUALIFICATIONS: MLS degree from AALA-accredited library school with additional master’s degree in subject specialty or doctoral degree in appropriate subject field with extensive experience in archival/ manuscripts assignments. Brigham Young University was founded and is supported by the Church of Jesus Christ of Latter-day Saints. It is therefore fundamental to our mission that our search for truth and acquisition of knowledge be anchored in principles of religious faith. For this and many other purposes unique to the University, we must employ those who live exemplary lives that are consistent with the beliefs, practices and doctrines of the supporting Church. Whenever possible, we will select highly qualified faculty who are committed Latter-day Saints and can thereby make significant contributions to the full mission of the University. SALARY: Faculty status, generous insurance and retirement benefits. Salary negotiable depending on qualifications. To apply: Send resume and names of three references to Dr. Larry J. Ostle, Brigham Young University Librarian for Personnel, 3080 HBLL, Brigham Young University, Provo, Utah 84602. Deadline for Application: August 31, 1990.

MANAGER/ARRANGEMENT AND DESCRIPTION
University of Wyoming
Laramie, Wyoming
Energetic, experienced archivist sought for a major special collection. Collecting areas include: Wyoming, the American West, conservation, water rights, geology, the movie and television industry, transportation, and twentieth century authors. RESPONSIBILITIES: Reporting to the Associate Director/Operations, the Manager for Arrangement and Description manages, plans, schedules, and supervises the activities of a six-person Arrangement and Description unit. Activities include the development of policies and procedures, planning unit budgets, and the development of OCLC and CARL archival databases. QUALIFICATIONS: Four years
of professional archival experience including hands-on experience in creating USMARC AMC records. Graduate degree in American studies, history, and/or library science, or an equivalent combination of education and experience. Prefer certified archivist. SALARY: $20,928 - $27,024 commensurate with qualifications and experience. Standard university benefits include 22 days annual leave and medical plan. Send applications including resume and names, addresses and telephone numbers of three references to: David L. Baker, Director, American Heritage Center, University of Wyoming, Personnel Services Office, PO Box 3422, Laramie, Wyoming 82071. A review of applications will begin October 10, 1990.

MANUSCRIPTS-ARCHIVES LIBRARIAN
University of Idaho
Moscow, Idaho

REQUIRED: ALA MLS, strong interpersonal, oral, and written communication skills, along with a good sense of faculty responsibility and initiative. The ability to work effectively with others in and outside the library is essential. Demonstrated ability, competence, and enthusiasm in performing assigned responsibilities. DESIRED: Knowledge of Idaho and Western history, archival principles and practices, the application of USMARC-AMC and one or more European languages. Experience acquiring and processing collections, using microcomputers.

DUTIES: Identifies, solicits, accesses, and appraises manuscript and archival materials; arranges and described the manuscript and archival holdings of the department, including preparing finding aids and cataloging; supervises staff; maintains the physical integrity of the collections; and provides reference service to users of Special Collections.

Moscow, population 18,000, hub of the nation's dry pea and lentil industry, and located in the soothing Palouse Hills with mostly moderate weather, offers excellent rural American small town values enhanced by the University. Moscow's Mardi Gras and the UI Lionel Hampton Jazz Festival are but two of the many cultural and community events that take place throughout the year. Recreation opportunities within several seventy-five mile radius are nearly countless.

SALARY: $21,500-up, depending on experience and qualifications. Full faculty rank and benefits including TIAA. Review begins September 1, 1990. Send letter of application, vita and names of three references to Terry Abraham, Search Committee Chair, University of Idaho Library, Moscow, Idaho 83843, 208/885-7951.

ASSISTANT UNIVERSITY ARCHIVIST/
ARCHIVAL SPECIALIST SUPERVISOR
Oregon State University
Corvallis, Oregon

RESPONSIBILITIES: Directly supervises two archival specialists in both the records management and archival components of a major university records program. The Archival Specialist will perform appraisal, accessioning, arrangement, description, and preservation of the historical records of the institution, as well as providing specialized reference service to those materials. Designing, preparing, and assembling displays and exhibits will be required occasionally. The position will also provide the staff of other departments with assistance and consultation in basic records and file management techniques, such as inventory, analysis, scheduling, transfer, and disposition of university records. Participates in as well as trains and directs student workers in accessioning, processing, microfilming, computer indexing, and providing reference service to historical and archival records. May make group presentations and workshops on historical and archival records management topics, as well as work individually with researchers and departmental records officers. QUALIFICATIONS: Minimum qualifications, BA or BS in social science, history, political science, or related field and one to three years of closely related working experience. Preferred Qualifications, MA or MS in archival administration, library science, or above-described field. Also prefer knowledge of history of the Pacific Northwest, computer, USMARC AMC format, as well as micrographics. Successful candidate must be capable of lifting and carrying 15-35 lbs and working in an environment which requires occasional exposure to dust, pollen, mold, and mildew. SALARY: Pay Group 21, $22,464 - $30,156 per annum. Starting salary dependent upon qualifications and experience. This is a fully and continuously funded management service position through the University Budgets and Planning Office.

ARCHIVAL SPECIALIST FOR
REFERENCE AND OUTREACH
Oregon State University
Corvallis, Oregon

RESPONSIBILITIES: The Archival Specialist is one of two line positions involved in the daily operations of both the records management and archival components of a major university records program. The Archival Specialist will perform appraisal, accessioning, arrangement, description, and preservation of the historical records of the institution, as well as providing most reference service to those materials. Designing, preparing, and assembling displays and exhibits will be required occasionally. The position also provides reference assistance to historical and archival components of a major university records program.

Oregon State University, located in the picturesque city of Corvallis, Oregon, is one of the oldest land-grant institutions west of the Mississippi River and the only public university in the state. OSU is a comprehensive university with a diverse mix of undergraduate, graduate, and professional programs. The university offers a wide range of opportunities for research, teaching, and service, including interdisciplinary programs and partnerships with other institutions. The university is committed to excellence in education, research, and outreach, and to providing a supportive and inclusive environment for all members of the university community.

OSU is a highly respected institution known for its commitment to excellence in education, research, and outreach. The university offers a wide range of opportunities for research, teaching, and service, including interdisciplinary programs and partnerships with other institutions. The university is committed to excellence in education, research, and outreach, and to providing a supportive and inclusive environment for all members of the university community.

SALARY: Pay Group 21, $22,464 - $30,156 per annum. Starting salary dependent upon qualifications and experience. This is a fully and continuously funded management service position through the University Budgets and Planning Office. Interested parties should contact the Department of Human Resources, Oregon State University, Administrative Services B 122, Corvallis, Oregon 97331; Telephone (503) 737-3103 for application packets and detailed position information. The University Archivist, Michael Holland, will be available to discuss the positions at the 1990 Society of American Archivists conference in Seattle, August 28 - September 3, 1990. He may also be contacted for details about the position at (503) 737-2165.

Oregon State University is an affirmative action/equal employment opportunity employer and complies with Section 504 of the Rehabilitation Act of 1973. The University encourages dual career couples to apply.

CURATOR OF MANUSCRIPTS
Princeton University
Princeton, New Jersey

Responsibility for the general manuscript holdings in the Firestone Library. These materials range from Babylonian clay tablets through ancient manuscript writings, including papyri, to medieval, early modern, and contemporary manuscripts, including Americana from the seventeenth century to the present; these manuscripts consist of over six hundred separate collections, primarily of a historical or literary nature, and including: Charles Scribner's Sons Archives and other publishers' archives, the Reinaldo Arenas Papers, the Sylvia Beach Papers, the Eugene de Beaufhamais Archive, and the Allen Tate Papers. There are also approximately 12,000 Arabic manuscripts, and a large collection of manuscripts in other nonwestern languages including Ethiopic, Persian, and Batak.

RESPONSIBILITIES: Supervising four full-time support staff and (eventually, probably in about a year) one full-time professional; reviewing, revising, and implementing the collection development policy for manuscripts; taking the lead in the acquisition of manuscripts by gift and purchase, and by establishing and maintaining contact with donors; coordinating with the Head of the Rare Books and Manuscripts Cataloging Team and the processing of manuscripts; providing specialized reference services for patrons, both through correspondence and in person, and providing overall supervision of the Dulles Reading Room, a very active service of filling photoduplication orders; preparing occasional exhibitions; serving on the Special Collections Council of the Department; responsible for the security and preservation of the general manuscripts collections; representing the Libraries as appropriate at professional and/or scholarly meetings. QUALIFICATIONS: Five or more years of experience in managing a large manuscripts collection, with demonstrated evidence of success. Archival training at the graduate level required. Knowledge of Spanish and graduate work in history or literature strongly preferred, as is an MLS from an ALA-accredited library school. Supervisory experience and the ability to work well with colleagues, donors, and patrons. Familiarity with computer-based systems for bibliographic control of manuscripts collections. BENEFITS: Twenty-four vacation days per year, plus eleven paid holidays. Annuity program (TIAA/CREF), group life insurance, health coverage insurance, and disability insurance all paid for by the university. SALARY: Dependent upon qualifications and experience. To ensure full consideration, candidates should send applications, including resume and the names, titles, addresses, and phone numbers of three references to
be contacted, postmarked by October 1, 1990 to: Curator of Manuscripts Search Committee, c/o Personnel Librarian, Princeton University Libraries, One Washington Road, Princeton, New Jersey 08544.

ARCHIVIST/PUBLIC SERVICES LIBRARIAN
Cornell University
Ithaca, New York

RESPONSIBILITIES: Coordinate public service for on-site and mail inquiries; conduct classes and workshop for students and other researchers; and work with faculty and staff to promote use of the collections. Participate in the design and implementation of an integrated public service system for archives, manuscripts, maps and rare books in a new special collections library due open in 1992. QUALIFICATIONS: Graduate degree(s) in library science, humanities/social sciences, or archival administration; excellent written and oral communication and interpersonal skills; archives or special collections experience (three+ years preferred). Preference given to candidates with public service experience, ACA certification, on-line (especially RILIN) searching proficiency, familiarity with microcomputer systems, experience with archival collections, and knowledge of European languages. SALARY: $25,000+ depending on qualifications. Send cover letter, resume, and the names, addresses and phone numbers for three references to Ann Dyckman, Director of Personnel, 201 Olin Library, Cornell University, Ithaca, New York 14850 by September 30, 1990.

ARCHIVIST
International New Thought Alliance Headquarters
Mesa, Arizona

INTA is a 75 year-old religious organization dedicated to world peace and to the spiritual enlightenment of the individual and of the world. Founded in the United States, it is a world-wide movement with members in Canada, Latin-America, United Kingdom, Europe, Soviet Union, Africa, Japan and elsewhere. INTA's core archival collection is located in a new facility, the Addington INTA Archives and Research Center, on headquarters' grounds. INTA seeks a pioneer archivist to organize, describe, supervise, preserve and promote a multi-media collection. Excellent communication skills and a broad knowledge of all areas of archival activity, including oral history, are desirable, as is an interest in fund-raising and grant proposal writing. Inquiries and resumes detailing background and experience to: Blaine C. Mays, D.D., President, INTA, 5003 Broadway Road, Mesa, Arizona 85206, (602) 830-2461.

HEAD OF ARCHIVES AND MANUSCRIPTS
Burns Library
Chesnut Hill, Massachusetts

Administer the Archives and Manuscripts Department of the John J. Burns Library of Rare Books and Special Collections, which houses nearly 4,000,000 manuscripts. The department is comprised of three major components: the University Archives, the literary and historical collections, and the Congressional Archives. The University Archives contain the non current records of Boston College. The literary and historical collections emphasize Irish history and culture, British Catholic Authors, Jesuitana, the history and practice of Nursing, Bostonia, and modern social issues. The Congressional Archives are the repository for the papers of Boston College graduates who have held a significant national office, and currently the papers of former Speaker of the House Thomas P. O'Neill, Jr., Rev. Robert F. Drinan, S.J., and Edward P. Boland. RESPONSIBILITIES: Directing the arrangement and description of all manuscript collections, and for maintaining a computerized data base. Will also supervise staff and students, engage in planning, and development and maintain positive relations with members of the University and others including donors. Will also coordinate reference services, prepare regular exhibits, and assist the Burns Librarian in budgetary planning, and in the acquisition of new materials. QUALIFICATIONS: Requires an ALA-accredited MLS or MA in appropriate subject field. At least five years progressively responsible experience in the area of archival and manuscript management preferred, with substantial experience in the field of acquisitions and donor relations, strong interpersonal skills, knowledge of current IBM hardware and software appropriate to archival repositories essential. Strong background in preservation planning, exhibit preparation and supervisory experience also important. Applications received before October 15, 1990 will receive first consideration. Comprehensive benefits include tuition programs for employees, spouse and children; a wide range of insurance programs; use of recreational and University facilities and the availability of an on-site childcare center. To apply, send two copies of both cover letter and resume to: Richard Jefferson, Employment Manager, Department of Human Resources, Boston College, Chestnut Hill, Massachusetts 02167.

PROJECT ARCHIVIST
Boston Symphony Orchestra, Inc.
Boston, Massachusetts

The Boston Symphony Orchestra has recently received a one-year grant from NIHPC and is seeking to fill the position of Project Archivist. QUALIFICATIONS: Candidates must demonstrate skills in archival appraisal and processing, and in written and oral communication; the ability to formulate long-range plans and supervise short-term projects; the ability to maintain effective working relationships with administrators, trustees, colleagues, and the public; and competence in preservation and records management. Applicants must have a graduate (MLS or MA) with course work in archival administration, plus a minimum of three years archival experience. Please send resume to: The Boston Symphony Orchestra, Inc., Staff Personnel Office, 301 Massachusetts Avenue, Boston, Massachusetts 02115.

MASS COMMUNICATION COLLECTION DEVELOPMENT, ARCHIVIST 4
State Historical Society of Wisconsin (Madison)

RESPONSIBILITIES: Identify, appraise, and collect private records for addition to the Society's holdings, nationally and statewide, with special emphasis on records documenting the history of Mass Communications. Assist section head with Wisconsin history collections and local government records appraisal and archival transfer. QUALIFICATIONS: MA degree in history or equivalent and archival training and experience. Must be willing to travel extensively. SALARY: Start at $26,432 raised to $27,225 after six months plus excellent fringe benefits. Send a letter of application and a resume to Sandy Nelson, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706 by September 28, 1990.

RECORDS AND HISTORIC COLLECTIONS ADMINISTRATOR
Boston, Massachusetts

RESPONSIBILITIES: Conducts and supervises surveys of the Metropolitan District Commission headquarters and field offices to assess arrangement of records and historic materials and the conditions in which they are held. Makes recommendations concerning the inventory, retention, disposition, microfilming, off-site storage and archival conservation and preservation of records as appropriate. Coordinates activities of records management staff in OAIS and trains records liaison personnel throughout the agency. Drafts reports regarding all matters related to records. Advises on, and chooses supplementary funding sources for special priority record/ collection projects. Oversees the writing and implementation of grants for these projects. QUALIFICATIONS: Minimum 5 years professional experience in collections/archives-records management. Minimum MA in appropriate field. Prior supervisory experience required. Familiarity with micro-computer applications desirable. SALARY: $32,630.00.

PROJECT COORDINATOR
Mesa, Arizona

This two and half year NEH grant-funded position will oversee the preparation of newspapers for the microfilming phase of the Apache Newspaper Project. RESPONSIBILITIES: This individual will supervise a staff of clerks as well as coordinate the borrowing and return of bound newspapers from various repositories. This includes the scheduling of pickup and delivery of newspapers from various parts of the state. This individual will be responsible for overseeing the bibliographic editing of newspapers that are to be filmed. The Project Coordinator will report directly to the Division Head of Archival Services. QUALIFICATIONS: A bachelor's degree in history, political science, library science, or a closely related field, including courses in archival administration and preferably supplemented by a master's degree in history, political science, library science, or a related field with emphasis in archival administration, plus two years of experience in archival work or records management in an archival repository. Or, a bachelor's degree in history, political science, or a closely related field, plus four years of the experience described above. Note: Experience in microfilming and preparation is preferred. SALARY: The position will be classified as an Archivist II with a salary range of $21,666 - $32,785. Please send a copy of your resume and a request for an application form to Helen N. Monroe, Division Head, Archival Services Division, Department of Archives and History, 624 Washington Avenue, Montgomery, Alabama 36130. Starting date for position is October 1, 1990 (but position will remain open if not filled by that date).
The Society of American Archivists is a national professional association of archivists, manuscript curators, and others who work to ensure the identification, preservation, and use of historical records. With headquarters in Chicago, the Society has a budget of nearly one million dollars and a staff of eight full-timers. The Society's Executive Director works with elected officers and a council of nine members who provide overall policy direction, but the Executive Director has latitude in undertaking initiatives to develop the Society's programs and resources. Major Responsibilities: The Executive Director is responsible for the effective operation of the Society, overseeing the direction and coordination of all programs, projects, and major activities. In cooperation with appropriate Society officers, the Executive Director also is responsible for financial planning, management and development, administers grant-funded projects and a substantial publications program, and represents the Society to its diverse constituents and various public and private agencies. (A more detailed position description will be furnished to applicants.) Qualifications: Applicants must have a demonstrated appreciation of cultural values and involvement in cultural institutions, demonstrated administrative ability and organizational and financial planning skills, and experience working with a diverse constituency. An advanced degree and knowledge of archival activities and the needs of the profession are preferred. In addition, the successful applicant should be flexible, energetic, and self-motivated, have excellent communication skills, and be ready to accept the challenge of managing the Society and further developing its programs and resources.

Compensation is commensurate with qualifications and is competitive with professional associations with comparable budgets and programs. The minimum salary is $50,000 plus benefits. To apply, send a letter, a vita, and the names of three references to: John Fleckner, Chair, Screening Committee, Archives Center C340, National Museum of American History, Smithsonian Institution, Washington, D.C. 20560. Telephone: (202) 357-3270. Applications received by September 30, 1990, will receive preference. Nominations are welcome and must be received by September 10, 1990. Selection of an Executive Director is expected to be completed by February, 1991. The Executive Director should plan to assume responsibilities no later than June 1, 1991.