Spotted Bull, a Mandan Indian Chief, 1908.
Part-Time Limited-Term Interim Executive Director of the Society of American Archivists. It may be the longest job title in the profession, so I thought it would be well to explain a few things about what it means, and about how business will be carried out as we await the hiring of a new executive director. As many of you know, in addition to Donn Neal’s departure, Jim Sauder will only be with us half time, and Georgann Palmer has left to take over managing her parent’s food service business in Indiana. So there will be new staff members to hire and train, in addition to the normal flow of work that must be completed. It will be an interesting—if busy—few months for all of us.

For me, “part time” means that I will generally be in the office two days each week, normally Thursday and Friday. The permanent SAA staff (the people who are really carrying the bulk of the load during this transition) will know ahead of time about any variations in this schedule. For the remainder of each week I will be at the University of Wisconsin-Milwaukee where I will be attending to my own permanent responsibilities at the Milwaukee Urban Archives. I will appreciate everyone’s cooperation in limiting business calls to when I am in Chicago and addressing letters about SAA matters to the Chicago office.

“Limited term” means that I will only be acting in this capacity for the six months between October 1, 1990, to March 31, 1991. By that time we all hope that a new executive director will have been named, if not already on the job. In any event, at that time I will resume my full-time responsibilities at UWM.

Personally, I plan that the word “interim” will mean more than simply treading water until a new executive director is hired. We have every intention to continue the work of SAA with as little disruption as possible. Our first priority will be on member services, including the production of the SAA Newsletter, the American Archivist, and the new manuals in the Archival Fundamentals Series.

We already have designed and had printed new SAA membership brochures that reflect the latest information.

Work on the 1991 Philadelphia annual meeting will continue on schedule, along with a full complement of workshops and seminars through SAA’s Office of Education. In addition, we will complete the update of the SAA Education Directory by the end of November and have it available for distribution as a member service. We plan to have a new SAA Membership Directory in your hands by February 1991.

Of course, to accomplish all this we will need everyone’s cooperation. Section, roundtable, and committee leaders should keep a close eye on deadlines and allow sufficient time for turnaround by a reduced SAA staff. Those calling or writing with inquiries may wait just a bit longer for a reply—but not very long. Miracles may take as long as a week. Through it all we will appreciate everyone’s understanding, and we are confident that the Society will move through these few months conducting business as usual.

Personally, I expect to welcome the arrival of the new executive director even more than most! But in the meanwhile, I genuinely look forward to working with everyone. Please let us know how we can serve you.
Four New Fellows Named to the Society

At SAA's 54th annual meeting in Seattle, Sue Holbert, chair of the Professional Standards Committee, introduced four new Fellows of the Society: Edwin C. Bridges, Anne R. Kenney, Ann Pederson, and Joan Warnow Blewett. The distinction of Fellow is awarded to a limited number of individuals for their outstanding contribution to the archival profession.

**Edwin C. Bridges**, Alabama State Archivist is best known as the author of *Documenting America*, a 1983 report for the National Historical Publications and Records Commission that described a "cycle of poverty" afflicting archives in the nation. In 1982 Bridges assumed the directorship of the Alabama Department of Archives and History, a once-proud institution that had fallen into disrepair. Though the implementation of staff development and training, Bridges has been the force behind the department's renaissance and has demonstrated the powers that be the value of archives, and has developed excellent services for the archives' many constituencies. Bridges has also been influential and active in developing management training and other educational opportunities for archivists. He was a leader in the development of the Institute on Advanced Archival Training at the University of Pittsburgh in conjunction with the National Association of Government Archives and Records Administrators.

Bridges is also one of the few state archivists who is active in SAA. He most recently served with great distinction on the AHA-OAH-SAA Joint Committee on History and Archives. His articulation of government records concerns within SAA and the larger archival community, and his representation of SAA in the sometimes separate public records community and abroad, are valuable and unique contributions to the profession.

**Anne R. Kenney** is associate conservation librarian at Cornell University, where there are 15 libraries with six million books and manuscripts. Currently, Kenney is serving as book review editor of the *American Archivist* and is editor of the Summer 1990 special issue on preservation. In addition, she is director of at least three major preservation studies or projects; serves on a half dozen faculty committees; is a member of at least two task forces in the Research Libraries Group; and is a member of SAA's Committee on Goals and Priorities and the Task Force on Preservation. A book she co-authored on women's suffrage in the French Third Republic won two book awards and was named in *Choice*'s Outstanding Academic Book Selection.

Kenney's talents and productivity are legend. One of her nominees captured the "sustained quality" of her work and leadership: "Anne Kenney's contributions to historical documentation over the past decade are outstanding in their range. Her writings, presentations, and past organizational work demonstrate her mastery of the full scope of archival methods and of several closely related areas as well. These include description and finding aids, reference and use, historical photographs, oral history, preservation, and archival management....[she] has been a leader in the archival community at every level: local, regional, and national. At each level she has contributed through plain hard work on program, arrangements and other committees, through review and editorial work on journals, and in other ways."

Enthusiastic endorsements of Ann Pederson's nomination came from archivists and archival organizations on two continents: Australia, where she is senior lecturer at the School of Librarianship, University of New South Wales, and North America, where she began her career. Although Ann moved to Australia in 1981 after serving for a decade in the Georgia Department of Archives and History, lastly as director of the Archives Division, she has continued her contributions to SAA and to archives administration in general. In addition to playing a principal role in Australian educational programs, in the last decade Ann has been a speaker at SAA and NAGARA; continued her work with the Georgia Archives Institute, which she coordinated for several years; and has lectured at the National Archives and Records Administration's Modern Archives Institute.

Pederson's contributions to the literature of the archival profession transcend international boundaries—not only in places of publication but as useful educational and informational pieces wherever they are used and read. The publications she is best known for are *Archives and Manuscripts: Public Programs* (1982), written for SAA with Gail F. Casterline, and *Keeping Archives* (1987), a superior textbook on archival work that has received numerous accolades. Pederson conceived the idea for *Keeping Archives* and, as editor-in-chief, pushed it through to publication.

Among other lasting contributions Pederson has made to the profession include the founding of *Georgia Archive*, now *Provenance*, the first regional archival journal in the United States. As co-founder and director of the Women's Record Project of Georgia, Inc., she sought to help women understand the importance of their papers and to find suitable archival homes for those papers.

**Joan Warnow Blewett** is called visionary, innovative, collaborative, and an intellectual leader. Her contributions to archives, history, and research have grown out of her position at the American Institute of Physics. She very well may be the mother of "documentation strategies." For more than 25 years, Joan has developed the idea of a "discipline center" that acts as a...
At this year’s annual meeting in Seattle, the SAA awards presentation was part of a banquet that included the presidential address. The Society honored individuals and groups in a variety of categories for their contributions to the archival profession during 1989. Here are the honorees and their achievements.

C.F.W. Coker Prize

The Center for Legislative Archives of the National Archives and Records Administration has received the C.F.W. Coker Prize from the Society of American Archivists for its Guide to the Records of the United States Senate at the National Archives and Guide to the Records of the United States House of Representatives at the National Archives. Established in 1985 and conferred annually in the fall, the award, named in honor of an SAA fellow, recognizes outstanding aids and innovative development in archival descriptive tools.

These superb volumes establish a standard for dealing with the labyrinth of legislative records. Each contains clear instructions for use, excellent historical notes, and precise and concise descriptions of the records themselves. Handsomely bound and printed, the Guides to the Senate and House of Representatives commemorate the bicentennial of Congress. Robert W. Coren, Mary Rephlo, David Kepley, and Charles South prepared the Senate volume; Charles E. Schamel, Mary Rephlo, Rodney Ross, David Kepley, Robert W. Coren, and James Gregory Bradsher prepared its House counterpart.

Special Commendation. Archival Methods, an Archives and Museum Informatics Technical Report (vol. 3, no. 1), by David Bearman, was awarded a Certificate of Commendation by the Society of American Archivists for writing of superior excellence. Bearman has been publishing and editing Archives and Museum Informatics Technical Reports, which address information management issues facing archives and museums, on a quarterly basis since 1987.

Bearman’s work has been at the center of the automation revolution in the archival profession. The essays in Archival Methods demonstrate that the archivist’s canonical procedures fall short of accomplishing their professed aims by more than an order of magnitude. They also take a piercing look at the goals these procedures serve by placing the preservation of the written word in the long perspective of human history, information theory, and contemporary society. SAA highly commends these brilliant and provocative essays and recommends them as essential reading for the archival profession.

Archives, Manuscripts, and Special Collections at the Research Libraries Group.

Hensen’s work in synthesizing archival description and library cataloging has been central to the standardization of intellectual control over archives and manuscripts. Archivists have now adopted the techniques of the second edition of Anglo-American Cataloging Rules and the Archival and Manuscripts Control format of USMARC automated descriptive protocol as their standard for the exchange of information about their holdings. Hensen’s second edition of Archives, Personal Papers, and Manuscripts is a meticulous, intelligent, well-thought-out, and clearly organized manual that shows its author’s perceptive understanding of the nature of archival materials. This publication is a veritable bible for the archival profession.

Hamer-Kegan Award

Judy Hohmann, a senior public and education program specialist at the New York State Archives and Records Administration, is the recipient of the Philip M. Hamer-Elizabeth Hamer Kegan Award for her coordination of the production of the acclaimed video, Let the Record Show: Practical Uses for Historical Documents. Established in 1973, this award is given to an individual who has increased public awareness of a specific body of documents. The award is named in honor of two SAA fellows and past presidents.

Let the Record Show has reached audiences in New York, the United States, and Canada and is successfully increasing public awareness of historical records in...
archives as living tools that can solve present-day problems. The examples presented range from the Dance Theater of Harlem’s use of their own archives to plan performances to the use of mid-nineteenth century papers, including a botanical journal to provide a base-line for documentation of vegetation changes on an island near Niagara Falls.

One of the supporting letters for this nomination stated that “this video represents far more than a promotional piece—it is helping to educate the people of New York about archives and their role in our lives. It demonstrates in a meaningful way what can be done generally to foster a better understanding of archives and encourage their use. In this regard *Let the Record Show* is a valuable tool and a positive example for the archival profession.”

**Sister M. Claude Lane Award**

Thomas Wilsted, associate director for operations at the University of Wyoming’s American Heritage Center, is the recipient of the Society of American Archivists’ Sister M. Claude Lane Award for his significant contribution to the field of religious archives. Established in 1974 and conferred annually, the award is sponsored in conjunction with and funded by the Society of Southwest Archivists.

Prior to assuming his position at the American Heritage Center in early 1990, Wilsted served as archivist/administrator of the Salvation Army Archives and Research Center in New York City, where he developed a flourishing national archival program. In 1989, Wilsted successfully placed the archives under the jurisdiction of the National Chief Secretary at the National Headquarters. The archives now look forward to an increased budget and a new facility.

Wilsted also planned and supervised the development of a nationwide records management program for the Salvation Army.

Wilsted has been cited as “a man of integrity who gives freely and willingly of his time and advice.” He has been involved in many professional activities, including chairing the SAA Religious Archives Section, and serving as a member of the SAA Awards Committee and the SAA Committee on Institutional Evaluation. Most recently he co-authored a volume in the SAA Archival Fundamentals Series entitled *Managing Archival and Manuscript Repositories*.

Among other professional activities, Wilsted served as project director for an NHPRC management fellow. This grant led to a further two-year NHPRC grant to Archivists of Religious Institutions. Co-directed by Wilsted, this grant provided professional consultation for small and mid-sized religious archives in metropolitan New York.

**Waldo Gifford Leland Prize**

*French and Spanish Records of Louisiana: A Bibliographic Guide to Archive and Manuscript Sources*, by Henry Putney Beers, was awarded the Society of American Archivists’ Waldo Gifford Leland Prize for writing of superior excellence and usefulness in the field of archival history, theory, or practice published in monographic form in North America. Beers is receiving this award for an unprecedented third time. Established in 1959 and conferred annually, the award is named in honor of one of America’s archival pioneers and SAA’s second president.

Beers’ book is the product of a monumental amount of individual work. It contains a detailed description and history of all types of manuscript records for colonial Louisiana, including those portions that became Mississippi, Alabama, Missouri, and Arkansas. Logically organized and clearly written, this *Guide* offers an invaluable road map to these records and to their sometimes fugitive copied and published incarnations.

The approach of the quincentenary of the discovery of the American continents by Christopher Columbus has heightened interest in non-English sources for the history of areas that became part of the United States. This magisterial new book by Beers is the foundation stone for making these materials more easily accessible.

**Fellows’ Posner Prize**

The Working Group on Standards for Archival Description has been awarded the Society of American Archivists’ Fellows’ Posner Prize for the most outstanding essay published in 1989 in the *American Archivist*, the Society’s quarterly journal. Established in 1982 and conferred annually, the prize is named in honor of the first editor of the *American Archivist*.

In its review of previous activities and existing products, “The Report and Recommendations of the Working Group on Standards for Archival Description” (*American Archivist*, 52:4) offers a meaningful appraisal of the current status and needs. It also provides a context for thinking about what the essence of archival description is and where and how standards might be more usefully applied. Its recommendations offer a viable, albeit challenging, agenda for an issue of substantial importance to archivists during the coming decade. In many respects the report itself serves as a standard, by setting a research agenda that is grounded in

*Continued on page 8*
Schlesinger Library Receives SAA’s Top Honor

The Arthur and Elizabeth Schlesinger Library on the History of Women in America, Radcliffe College, received the Society of American Archivists’ highest honor, the Distinguished Service Award. Established in 1964, the award recognizes an archival institution for outstanding public service and an exemplary contribution to the archival profession. The Schlesinger Library is the sixteenth recipient of the award, which was conferred at SAA’s annual meeting in Seattle.

The Schlesinger Library is both an outstanding archival institution and the leading national repository for U.S. women’s history. Since its inception in 1943, it has developed into a major research center embracing not only the women’s movement, but also women’s activities in politics, social reform, the professions, and domestic life. As a research center, the Schlesinger Library serves several constituencies, including Radcliffe College, its alumnae, researchers who use its collections, and the archives profession.

The Library’s contribution to the archival profession includes its timely and effective use of current professional methods to provide excellent access to its holdings. The Schlesinger has a strong record of reproducing its collections for purchase or loan and emphasizes coordination with other institutions. The Library has set a superb example through its willingness to discuss potential acquisitions with other institutions and to advise donors to choose the most appropriate repository. The policy has enriched its own collections while giving other institutions the impetus to pay more attention to women’s history.

The Schlesinger Library serves Radcliffe College by being a focal point of campus life. Public events are often held at the library or in conjunction with it. The Library’s distinguished service to individual researchers who use the collection is based in large measure on the quality of its collecting over time. The decision of Radcliffe in 1943 to begin collecting women’s history materials was extraordinary, because the subject was of little interest to academic historians, and because anyone outside the women’s movement understood there was a continuing evolution of women’s experience worthy or capable of documentation. Now, after almost 50 years, the Library is a model of systematic sustained collecting and has created a truly national research resource.

The Schlesinger Library has deliberately made itself a city on the hill for those who find value in the study of and celebration of women’s history. It has earned the respect and support of Radcliffe College and a community of scholars. By showing the benefits of connections, and by being both the evidence of and an instrument for social change, the Schlesinger Library has advanced the interest of archivists and the society it serves.

Kudos for Police Officer who Cracked Rare Books Theft

J. Stephen Huntsberry, a Washington State University police officer, was honored at SAA’s annual meeting in Seattle with a certificate of appreciation from the Society on behalf of the entire archival profession. Huntsberry was commended for his diligence in pursuing an investigation that led to the March 1990 arrest of Stephen Blumberg, alleged to be the principal in a $10 to $20 million, coast-to-coast theft of rare books, manuscripts, and artifacts. At the time of his arrest, Blumberg, whose career as a rare book and manuscripts thief spanned more than 20 years, was found to have over 19 tons of library and archival material from over 140 universities stored in an Ottumwa, Iowa, house. It was the largest such seizure in the FBI’s history.

Huntsberry, a corporal on the WSU police force, entered the case in 1988 when he was assigned to investigate the December 1987 theft of $500,000 in rare books from the WSU’s Holland Library. Huntsberry put in long hours of his own time on the case, sending out telegrams and tracking down leads. Finally, a break came when Blumberg, using an alias, was arrested for trespassing and possession of burglary tools at the University of Riverside-California library. Also in Blumberg’s possession was a schedule of the Holland Library’s business hours. He was released shortly after the arrest, but not before he was photographed and fingerprinted. Huntsberry pursued fingerprint checks in several states, including Minnesota, where a positive identification was made for Stephen Blumberg. The case was turned over to the FBI who arrested Blumberg after the March 1990 raid of his Ottumwa house.

Ruth Hill and Eva Moseley accept SAA’s Distinguished Service Award on behalf of the Schlesinger Library. (Courtesy of Teresa Brinati)

J. Stephen Huntsberry
(Courtesy of Teresa Brinati)
• Consultation in preparing your grant proposal

• Help in selecting documents to be preserved

• Physical preparation – collation, targeting

• Editorial preparation – bibliographic targets, eye-legible headings

• Bibliographic control – cataloging and access guides

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SAA Awards

Continued from page 5

an assessment of past accomplishments and by establishing a framework for the work that needs to be done in the near future. Its breadth of vision, in moving beyond the narrow sphere of technical and data standards and in addressing an audience wider than SAA or the archival profession, ensures that the report will be of more than transient significance.

The work of the group and of its various individual members, as reflected in the report, has already had an impact on the archival community, specifically in prompting SAA's endorsement of the cataloging standards expressed in *Archives, Personal Papers, and Manuscripts* and, in general, by constituting a nucleus of involved and knowledgeable practitioners to whom their colleagues can look for future developments. The Working Group is chaired by Lawrence Dowler and includes David Bearman, Lynn Bellardo, Jean Dryden, Steven Hensen, H. Thomas Hickerson, Marion Matters, Fredric Miller, Harriet Ostroff, Kathleen Roe, Nancy Sahli, Leon Stout, Richard V. Szary, Sharon Gibbs Thibodeau, Lisa Weber, and Victoria Irons Walch, project coordinator.

Theodore Calvin Pease Award

Luke J. Swetland, a student at the University of Michigan, Ann Arbor, has received the Society of American Archivists' Theodore Calvin Pease Award for superior writing achievement by a student of archival administration. Swetland is the third recipient of the award, which was created in 1987 and is named in honor of the first editor of the Society's quarterly journal, the *American Archivist*. The award is endowed by a gift from Mrs. Marguerite Pease.

Swetland's essay, "The Provenance of a Profession: The Permanence of the Public Archives and Historical Manuscripts Traditions in American Archival History," broadens the definitions used in Richard Berner's *Archival Theory and Practice in the United States* to distinguish between two competing world views in the archival professional community: one that views archivists as members of a larger community of scholars with a responsibility to interpret the documents in their custody; and one that defines archivists as professionals with a mastery of specialized theory and practice and a responsibility to manage records. Swetland shows how these differing perspectives shaped the establishment of archival institutions early in the twentieth century and how they have configured recent debate over the professional status of archivists. This essay, which was written for a course taught by Frank Boles and William Wallach, will be published in an upcoming issue of the *American Archivist*.

Oliver Wendell Holmes Award

Samuel Njovana, deputy director of the National Archives of Zimbabwe and vice chairman of the Records Association of Zimbabwe, received the Oliver Wendell Holmes Award. Established in 1979, the award allows overseas archivists, already in the United States or Canada for training, to augment their visit by traveling to other archival institutions, national or regional archival meetings, or archival institutes. Njovana is visiting the United States to learn more about archival management and training and was interested in attending the SAA annual meeting to observe how a professional association operates, particularly in advancing archival knowledge and strengthening professional standards.

Jameson Archival Advocacy Award

U.S. Senator Mark O. Hatfield received the J. Franklin Jameson Award given by the Society of American Archivists in September at a special presentation in Washington, D.C. The award, named in honor of the historian and advocate for the archival profession, recognizes an individual, institution, or organization, not directly involved in archival work, that promotes greater public awareness of archival activities or programs.

Senator Hatfield, an Oregon Republican, was a leader in the movement to restore the National Archives and Records Administration to an independent position and to secure funding for the National Historical Publications and Records Commission. He has also been a staunch supporter of national programs for document preservation.
Listing of Available Conference Presentations
PLACE A CHECK MARK ✓ BESIDE EACH PRESENTATION YOU WISH TO PURCHASE IN AUDIO-CASSETTE FORM

Friday, August 31

☐ 3W This Old Archives: Building or Renovating an Archival Facility: Chair - Ann C. Newhall
☐ 4W The Sound of Silence: Preservation Problems of Archival Sound Recordings: Chair - Elizabeth Schaaf
☐ 7 Environmental & Legal Research: An Update for Archivists: Chair - Jim Moore
☐ 8 Preservation: Why Bother? Point-Counterpoint: Chair - Philip P. Mason
☐ 9 Where, What, & How: Issues in Graduate Archival Education: Chair - Terry Eastwood
☐ 10 Retrospective Appraisal & Deaccessioning: Lessons from College & University Archives: Chair - Amy S. Doherty
☐ 14W Schools of Thought: Training Preservation Personnel for Archives: Chair - Edward Weldon
☐ 15W Writing for Publication: Presentors - David Klaassen & Sheryl Vogt
☐ 18 Extending Your Reach: Collection Development Techniques: Chair - Marion Hanscom
☐ 19 From Cards to Computers: Coordinated Access Tools: Chair - Richard Pearce-Moses
☐ 20 Business Records/Business History: What’s on the Agenda?: Chair - Donnie Crespo
☐ 24 FOIA: Legal Issues for Archives & Archivists: Chair - Gary Peterson

Saturday, September 1

☐ 28 Are We What People Think We Keep?: Chair - Barbara Craig
☐ 29 Re-establishing the Old Alliance: Records Management, Archives, & the Electronic Life-Cycle: Chair - James B. Rhoades
☐ 31 More Than Decoration: Moving Images, Sound Recordings, Oral Histories, & Photographs as Documents for Historical Research: Chair - Thomas Connors
☐ 33 To Charge or Not to Charge: Service Fees in the Archives: Chair - Lilly Koltun
☐ 38 Beyond Bookmarks: Marketing Techniques for Archives: Chair - Douglas M. Haller
☐ 39 Oversize Records: Options for Preservation: Chair - Karen Garlick
☐ 43 Perspectives on African-Americans in the Pacific Northwest: Chair - Carol A. Rudisell
☐ 46 The Birth of a Salesman, or Educating Archivists: Chair - Maygene Daniels

Sunday, September 2

☐ 50W Preservation Microfilming Workshop: Chair - Mary Elizabeth Ruwell
☐ 55 In Defense of Genealogy: Chair - Sue Holbert
☐ 58 Plan or Perish: Developing Disaster Contingency Plans: Chair - Pearl Holford
☐ 59 See You in Court: Litigation & Reference Service: Chair - DeLloyd J. Guth
☐ 63 The Role of Archival Materials in Historic Preservation: Chair - Mark Coir

(Please order early to avoid delays)
64 War & Remembrance: Planning a Coordinated Approach to the 50th Anniversary of World War II: Chair - Linda N. Brown
67 Who's Using What: Current Research on the Use of Archives: Chair - Michael McReynolds
68 After the Disaster: Case Studies of Recovery Efforts: Chair - Gregory Trinkaus
73W Less is More: Space Planning for Small Repositories: Chair - Guy McLain
74 Making Them Hear You: Archives & Publicity: Chair - Elsie Freeman
79 Widening Vision: The Reference Use of Photographs: Chair - Jill Gates Smith
82 Copyright Primer: Chair - Robert L. Byrd
86 Using Volunteers in Archives: Chair - Judith Schwarz
89 Has Schellenberg Failed Us? Current Appraisal Practices in Federal, State, & Local Archives: Chair - Frank B. Evans
92 New Models for Advanced Archival Education: Chair - Marilyn Pettit
94 Get It in Writing: Manuscript Repositories and the Law: Chair - Saundra Taylor

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What Council Did...

At its regularly scheduled meetings that were held during the annual meeting in Seattle, August 30-September 3, 1990, the SAA Council:

♦ approved the appointment of Steven Hensen to complete the term as chair of the SAA Nominating Committee;
♦ appointed Linda Edgerly, Max Evans, and John Daly to the ARMA/SAA Committee on Records Management;
♦ authorized Bill Joyce to continue negotiations with possible publishers of a proposed archival encyclopedia;
♦ voted to discontinue the seldom-used SAA Candidate Register;
♦ approved the appointment of Tim Ericson as Interim Executive Director of SAA during the period from October 1, 1990, to March 31, 1991;
♦ heard a report from Page Putnam Miller on the current activities and agenda of the National Coordinating Committee for the Promotion of History;
♦ heard a report from Greg Hunter, president of the Academy of Certified Archivists, on the Academy's accomplishments during its first year;
♦ discussed the qualifications for a new executive director and the timetable for the search (see boxed report on this page);
♦ reviewed an agreement with Scarecrow Press to jointly publish up to three new titles in their new Archival Management Series.

SAA Executive Director Search

The search for a new SAA Executive Director is already well underway. The screening committee is chaired by John Fleckner and includes SAA members Anne Kenney, Susan Davis, and Paul Conway, as well as James Gardner of the American Historical Association.

The committee has completed an initial assessment of applications and it presented its recommendations to Council during a telephone conference call on October 12.

Council authorized the committee to continue gathering information on a smaller pool of semi-finalists during the month of November. The committee will present its final report to Council during another conference call scheduled for November 30.

The Executive Committee and Council plan to conduct interviews in Chicago during early January 1991.

New Fellows

continued from page 3

catalyst in educating key parties about the value of records—in this case, scientific records; developing theories and appraisal guidelines for their preservation; and stimulating the development of archives across the country to serve researchers of the future. Blewett is credited with success in convincing the federal government, historians, and skeptical scientists to establish or improve archival programs—to date at least five Department of Energy labs owe their existence or increased importance to her. Furthermore, Blewett's approach to shared responsibility for records in the context of a well-developed strategy is being used in the mathematical sciences, by a state nurses' association, and others. Her contributions to the Joint Committee on the Archives of Science and Technology and to documentation discussions and projects in Europe have had an immeasurable influence.

Some of the committees Blewett has served on were for the Smithsonian Institution, New York City organizations and projects, and the New York State Historical Records Advisory Board. She has written for scientific, oral history, archives, records management, and library audiences and has served SAA in a variety of roles, most recently as a Council member.

These four fellows, Edwin Bridges, Anne Kenney, Ann Pederson, and Joan Warnow Blewett, join 106 other SAA members so honored. The Professional Standards Committee evaluates nominees on the following criteria: appropriate academic education and professional and technical training; a minimum of seven years professional experience in any of the fields advancing the Society's objectives; writing of superior quality and usefulness in advancing the Society's objectives; and contributions to the archival profession through work in and for the Society. Fellows are elected by three-quarters vote of the Committee, which consists of the five most recent presidents of SAA and two members elected annually by SAA Officers and Council.
Leadership List
The 1990-91 SAA Leadership List is bound in the center of this newsletter. Please remove it and keep it on hand as a reference guide. The list contains the names, addresses, and telephone numbers of SAA officers, council members, and the chairs of sections, standing committees, roundtables, and task forces, as well as SAA representatives.

Have You Used the Archives Assessment and Planning Workbook?
The SAA Committee on Institutional Evaluation would like to hear from archivists who have evaluated their programs by applying the Archives Assessment and Planning Workbook (SAA, 1989). We would like to know which elements of the workbook worked for you and which were less successful. Please contact Mary Janzen, Chicago Historical Society, Clark Street at North Avenue, Chicago, Illinois 60614, (312) 642-4600.

Illustrative Materials Needed
Illustrative materials are needed for another volume in the Archival Fundamentals Series, Selecting and Appraising Archives and Manuscripts, by F. Gerald Ham. Specifically, the following types of materials are requested:

- acquisition policies and mandates for both institutional archives and collecting repositories;
- deeds of gift (including loan and deposit of material) and donor acknowledgments;
- collecting brochures;
- lead file documentation for potential acquisitions (including lead cards and field collecting reports);
- appraisal checklists;
- appraisal reports;
- records inventory, scheduling, transfer, and other forms that regulate records as they move through the life cycle;
- deaccessioning policy statements and forms; and
- any other forms or other illustrative material a repository uses in the selection and appraisal process.

Each archivist whose materials are used will receive a complimentary copy of Selecting and Appraising Archives and Manuscripts. In addition, individual and/or institutional credit will be given. Please clearly identify each item submitted. All items will be returned if accompanied by a request and a self-addressed, stamped envelope. Please submit all materials by January 1, 1991, to F. Gerald Ham, 3527 Tallyho Lane, Madison, Wisconsin 53705. If you have a question about a prospective submission, Ham may be reached at (608) 233-5172.

Archival Fundamentals Series Update
Arranging and Describing Archives and Manuscripts, by Fredric M. Miller, is the first of seven volumes published from the Archival Fundamentals Series. It is $19 for SAA members and $25 for non-members, plus postage and handling. Prepayment is required. This volume replaces Archives & Manuscripts:

- Arrangement & Description, by David B. Gracy II, which is now out of print.
- Understanding Archives and Manuscripts, by James M. O'Toole is in production and is due out around Thanksgiving. Also in production is Managing Archival and Manuscript Repositories, by Thomas Wilsted and William Nolte. It is slated for publication this January.

What's Ahead for SAA
SAA President Trudy Huskamp Peterson addressed a couple hundred members at the SAA annual meeting closing brunch in Seattle and briefly discussed her agenda for her year in office. The following is an excerpt from her speech.

"The coming year will be a difficult one for SAA. We must find a new executive director, and the search is on. We must maintain membership and are launching a Campaign 3,000 to raise our total of individual memberships to 3,000. We must develop sources of revenue and have created a Development Task Force to help us think about this issue. We must watch for legal matters of interest to archivists, and we have established a task force to help us there, too...In order to maintain our equilibrium as we struggle with issues, we must keep a sense of humor."

New Sustaining Member
The U.S. Geological Survey Library in Denver, Colorado, is SAA's newest sustaining member. We thank them and all of our sustaining members for their support.

Obsolete Publication
Archives & Manuscripts: An Introduction to Automated Access, from the SAA Basic Manual Series II, has slipped into obsolescence and will no longer be distributed by SAA.

Thank You!
The 1991 Program Committee would like to thank all SAA members who have taken the time to submit proposals for the 1991 program. The next step in the process is to have the entire committee review these prospects at the December meeting. Proposers will be notified in late...
December or early 1991 concerning the disposition of their proposals. The 1991 program should be in place by this March.

Directory of Business Archives

The following entry for the SAA Directory of Business Archives in the United States and Canada was recently received and will be added to a future edition of the publication.

Entry: Canadian Pacific Corporate Archives, P.O. Box 6042, Station A, Montreal, Quebec, Canada H3C 3E4. Contact Person: Judith Lynn Nefsky, Corporate Archivist; Telephone Number: (514) 395-7591; Type of Business: Transportation, Communications, Hotels, and Development of Natural Resources; Hours of Service: 9:00 a.m. - 4:30 p.m.

Holdings: Inclusive Dates: 1855-present; Predominant Dates: 1881-1960; Total Volume: 3500 linear feet; Description: Textual records, corporate publications, photographs, graphics, audio visual material, maps and plans, documenting construction and development of the first transcontinental railway in Canada and related business interests.

Conditions of Access: By appointment.

Archives in Retrospect

Patrick Quinn of Northwestern University came across the following information about German archives in World War II while reading The Nuremberg Trial, 96 (1983) by A. Tusa and J. Tusa. "As the Allied armies closed in on Germany, orders had gone out from Berlin to destroy German archives; military, Party, administrative documents were not to fall into enemy hands. The archivists were faced with a dilemma—how, as the historian Sir John Wheeler-Bennett put it, 'to strike a nice balance between the dominant conscience of the archivist and the inborn obedience of the German bureaucrat.' The men proved to be bureaucrats only by employment. The vast bulk of the archives remained undamaged—largely due to 'the lack of understanding on the part of those who issued the orders of the professional psychology of archivists, who would rather eviscerate their own children than destroy the material entrusted to their charge.'"

What's in a name...

Edward L. Galvin, an archivist at The Aerospace Corporation in Los Angeles, reports that he recently attended a meeting given by the head of the Administrative Information Systems Department and was startled to hear the initials "SAA" used in the presentation. Of course, Galvin perked up at the mention of his own professional association, but was surprised to hear that the department head was, in fact, referring to System Application Architecture, the newest buzz words in the computer networking field. It looks like our SAA will be a user-friendly term in the computer industry, too.

Frank B. Evans, a past president of SAA, has received the Everett O. Aldrege Award from the Information Resources Management Conference for his "pattern of excellence from which many individuals and institutions, public, private, and international, have benefited. He has been considered throughout most of [his 40-year career] the great teacher of records and information principles and practices." H.G. Jones, a past president of SAA, received the 1990 Award for Distinguished Service in Documentary Preservation and Publication from the National Historical Publications and Records Commission. President Bush recently announced the appointment of Charles Palm, newly-appointed deputy director of the Hoover Institution at Stanford University, and Frank Vandyver, director of the Mosher Institute of Defense Studies, to the National Historical Publications and Records Commission. Peter Gottlieb of Pennsylvania State University is the new State Archivist of Wisconsin. Kathryn Otto, formerly the archivist at the Liberty Memorial Museum in Kansas City, is now the director of the Johnson County, (Kansas) Archives and Records Management Program. Angela Windsor is the Program's archivist. The Historical Society of Western Pennsylvania has appointed Carolyn Sutcher Schumacher director of Library and Archives. William E. Tydeman, formerly of the Southwest Research Center at the University of New Mexico, became Idaho's first full-time archivist last July. Tim Pyatt has been appointed Archivist IV on the staff of the Maryland State Archives. Walter Newman, a specialist in the treatment of art on paper, has been appointed senior conservator at the Northeast Document Conservation Center. Colorado State Archives recently hired two new archivists: Erin Christiansen, formerly of the Putnam Museum in Davenport, Iowa, and James Parker, who was with the Colorado Historical Society. Peter Walne, county archivist for Hertfordshire, England, retired in September after 28 years of service. Walne has been an SAA fellow since 1966. He began his career in 1950 with Berkshire County Council after graduating with a bachelor's degree in history from Emmanuel College, Cambridge, and a diploma in archive administration from Liverpool University. Since 1953, Walne has served the International Council on Archives as a member, secretary, and chairman of its many committees, and was secretary general from 1984 to 1988. Walne has also been involved in professional publications, which includes the editing of two volumes of the International Dictionary of Archival Terminology. He will continue to serve the ICA as a consultant. Among his many achievements, Walne was appointed a Chevalier, Order of Arts and Letters, in 1984 by the French Minister of Culture in recognition of his many years of cooperation with and assistance to French archives. From 1952 to 1978, he was the honorary secretary of the British Society of Archivists. In a previous interview Walne said that he hopes to continue to remain active in the local historical community and to put the finishing touches on major international research projects which he has been working on for many years.

Spotlight

Peter Walne

November 1990 13
Puget Sound, Mount Rainer, Pike Place Market, Pioneer Square, and the Space Needle provided an exciting backdrop for SAA’s 54th annual meeting in Seattle. One thousand fifty-three people registered for the September meeting, which featured 93 sessions, 22 tours, a record-breaking 38 exhibitors, and assorted brunches, banquets, and receptions. Attendees represented all 50 states, as well as the countries of Australia, New Zealand, Switzerland, England, Japan, Canada, Iceland, Bermuda, and Zimbabwe. Eighty-one percent of the registrants were SAA members. Congratulations to all those who contributed to the success of the meeting.

Photographs on this page: The Kiana Lodge Salmon Dinner tour began with a boat cruise on the Spirit of Seattle across the Puget Sound. Awaiting tour participants at the Kiana Lodge in Poulsbo, Washington, was a sumptuous feast of Northwest clams, barbecued salmon, and strawberry shortcake. In the lodge’s flower garden, the Laird Norton Archives sponsored authentic Indian dancing by descendants of regional tribes. Cruising Puget Sound: (upper right) Bob Tissing of the Lyndon B. Johnson Library and Thomas Wilsted of the American Heritage Center upstage Seattle’s magnificent skyline; (middle right) former SAA Executive Director Donn Neal and his wife Peggy; (lower left) Jim Fogerty of the Minnesota Historical Society and Elsie Freeman of the National Archives and Records Administration; (lower right) Archie Motley and his daughter Mara are exhausted after a day’s worth of activities.
Hundreds of annual meeting participants attended the Presidential Reception at Boeing's Museum of Flight. The Great Gallery, six stories of steel and glass, houses more than 30 historic aircraft, including a Blue Angels jet, a B-47 bomber, the first Air Force F-5 supersonic fighter, the Apollo Command Module, and a replica of the Wright Brothers' original glider. SAA members enjoyed Pacific Northwest delicacies such as shrimp, clams, salmon, and wines from local vineyards. Weyerhaeuser and Boeing Transportation helped to fund the reception. University Microfilms Incorporated sponsored buses to and from the museum.

Photographs on this page: (upper left) Jim Moore of the Washington State Archives and co-chair of the Seattle host committee, outgoing SAA President John Fleckner of the Smithsonian Institution, and Jim Berry of Microfilm Service Company; (upper right) Michael Griffith of the U.S. History Court and 1990-91 SAA President Trudy Huskamp Peterson of the National Archives and Records Administration; (middle left) Greg Hunter of Long Island University, Susan Ginter of the State Historical Society of Wisconsin, Kevin Fahey, Nancy Studden of the Provincial Archives of Manitoba, and George Brandak of the University of British Columbia; (lower left) Pat Sinclair of Hughes Aircraft Company and Lois Morris of Rice University.
NHPRC Funds SAA Project

The National Historical Publications and Records Commission has funded a six-month project to develop a new curriculum and training program in the area of automated records and techniques. The Society has hired consultant Victoria Irons Walch to implement the project. Under the terms of the grant, Walch will evaluate existing curriculum and instructional materials already in existence, organize a Curriculum Development Conference, and compile a report of that meeting.

The Conference, scheduled to be held this February will include representatives from CART and its working group, archival educators, a curriculum development specialist, and representatives from the archival profession in general. Five papers will be the basis for discussion: (a) "Ten Years of Education on Automated Records and Techniques: A Critical Review," (b) "Teaching Archivists about Automated Records and Techniques: A Needs Assessment," (c) "Teaching Archivists about Information Technology and Information Systems Concepts: A Needs Assessment," (d) "The Role of Graduate Programs and Continuing Education in Preparing Archivists for the Information Age," and (e) "Can Automated Records and Techniques be integrated into Archival Education?"

The goal of the conference will be to draft learning objectives and to develop a structure for a curriculum for archivists in the area of automated records and techniques.

After the meeting, Walch will compile a report of the conference for publication in early summer.

Spring Workshops

The SAA continuing education schedule for spring 1991 is almost complete. As of this writing, the following one- and two-day courses are planned:

- USMARC Format for Archival and Manuscripts Control
  *February 21-22, 1991*, at the Houston Public Library, Houston, Texas; co-sponsored by the Houston Metropolitan Research Center. Instructors will be Marion Matters of the Minnesota Historical Society and Debbie Pendleton of the Alabama Department of Archives and History.

- Arrangement and Description
  *March 2, 1991*, at Arizona State University; co-sponsored by the Coordinating Committee for the History of Arizona. The instructor will be Megan Desnoyers of the John F. Kennedy Presidential Library.

- Donor Agreements
  *May 2, 1991*, in Wilmington, Delaware; co-sponsored by the Mid-Atlantic Regional Archives Conference. The instructor will be Tom Frusciano of Rutgers University.

- Management for Archivists
  *April 17-18, 1991*, in Miami, Florida; co-sponsored by the Society of Florida Archivists. The instructor will be William Nolle of the National Intelligence Council.

- Archives: An Introduction
  *April 23-24, 1991*, in New Orleans, Louisiana; co-sponsored by the Division of Continuing Education of the University of Nevada, Reno, for the Society of American Archaeology (yes, Archaeology). The instructors will be Julia Marks Young of the University of Southern Mississippi and Frank Boles of the University of Michigan.

- Advanced Appraisal
  *May 23, 1991*, in Tempe, Arizona; co-sponsored by the Society of Southwest Archivists and the Council of Inter-Mountain Archivists. The instructor will be Frank Boles.

Law and Ethics Institute to be Offered at Old Sturbridge Village, Massachusetts

Old Sturbridge Village and SAA will co-sponsor a four-day institute on Law and Ethics on April 7-11, 1991, on the grounds of the living history museum. The faculty will include Trudy Huskamp Peterson of the National Archives and Records Administration, Gary Peterson of the U.S. Department of Justice, Menzi L. Behrndt-Klodt of the CUNA Mutual Insurance Society, and David E. Horn of Boston Edison.

The institute will address legal and ethical issues surrounding the acquisition, access, loan, and copyright status of archival and manuscript records. Through lecture, readings, discussion, and case studies, the instructors will address such topics as donor agreements, privacy, expungement of documents, copyright, archival security, and gathering and using information about researchers.

Old Sturbridge Village, the largest living history museum in the Northeast, has over 200 acres of rolling landscape, woodlands, gardens, country pathways, a working historical farm, and a recreated village containing more than forty restored buildings to the decade of the 1830s. Institute participants will have plenty of time to chat with costumed interpreters and to observe them as they forge horseshoes, braid straw for hats, bake breads on an open fire, operate the waterpowered sawmill, or do any other of the many tasks common to an early nineteenth-century village.

A opening reception and a special New England dinner at the Publick House in the town of Sturbridge will be included in the registration fee. Inexpensive lodging will be available on the grounds of Old Sturbridge Village.

For more information on the institute, contact Jane Kenamore at (312) 922-0140.

Education Directory Available at SAA Office

The 1990-91 edition of the SAA Education Directory is now available from the SAA Office at no charge. To receive a copy, call (312) 922-0140.
From the President
by Maygene Daniels

The Academy of Certified Archivists is entering its second year with significant issues remaining, but an important new asset: a full roster of elected officials to guide its development. The ACA governing Board, composed of four elected officers and six regents, already has decided that the 1991 examination will be offered in five locations—Philadelphia, Atlanta, Chicago, Dallas, and Los Angeles—to make it as widely and easily available as possible. The Board also committed itself to look at ways to improve the examination, to increase understanding of archival certification throughout the profession and in our communities, to develop ethical standards for certified archivists, and to plan for the ACA's future in support of the archival profession.

To do this work, the Board has been divided into four committees, which are listed below. Each invites your comments and involvement. You will be hearing more of their work and progress in the coming months.

In the meantime, the Academy's first elected Nominating Committee is working to ensure that the ACA's strong leadership will continue to the future. A call for nominations is included in this issue. Please give it your consideration.

ACA Regents Committees

▼ Exam Development and Administration
Chair: Deborah Skaggs, ACA Vice President
Regent members: Linda Evans and Mary Jo Pugh

▼ Policies and Planning
Chair: Maygene Daniels, ACA President
Regent members: Anne Diffendal and David B. Gracy II

▼ Membership Development and Outreach
Chair: Karen Paul, ACA Secretary
Regent members: Patrick Quinn and Mary Elizabeth Ruwell

▼ Finance
Chair: Karen Benedict, ACA Treasurer

The Academy of Certified Archivists 1991 Certification Examination

The Academy of Certified Archivists would like to know how many candidates are interested in taking the certification examination in 1991. The following sites have been selected: Philadelphia, Atlanta, Chicago, Dallas, and Los Angeles. The exam will be given simultaneously at these sites, pending sufficient interest, during the SAA annual meeting, September 25-29, 1991. The exact day is to be determined.

To register your site choice and to obtain the examination handbook and application, please fill out the form below and return it to the Academy of Certified Archivists, 600 South Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140. Please feel free to copy this announcement and distribute it to other archivists at regional and state association meetings.

1991 Certification Examination

I may be interested taking the examination in:

☐ Philadelphia
☐ Atlanta
☐ Chicago
☐ Dallas
☐ Los Angeles

Please send me appropriate information to apply for the examination.

Name

Address

City/State/Zip
By Coleen Wysocki and J. Frank Cook, CA

The authors are preparing a scholarly article based on these findings. More graphs and charts will appear in future issues. If you have questions or comments, please contact either Frank or Coleen.

1. CERTIFIED ARCHIVISTS

SEX

- 344 Women
- 345 Men

RACE

- White: 92.6%

2. Age Distribution of Certified Archivists

3. Highest Academic Degree

- 1 BA, BS
- 2 MA, MS
- 3 MLS
- 4 MLS/MA double
- 5 MBA or Prof’I.
- 6 PhD, EdD
- 7 Other

4. Archival Training

- 1 gradient Courses
- 2 Workshops
- 3 Field Experience
- 4 In-House Training
- 5 None of these

5. INSTITUTIONAL AFFILIATION

- College & University (37.8%)
- State Government (13.8%)
- Federal Government (13.3%)
- Religious (6.5%)
- Other (28.6%)
SAA 1990-91 Leadership List

\section{OFFICERS}

\textbf{President:} Trudy H. Peterson  
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Washington, D.C. 20002  
(202) 501-5300

\textbf{Vice President:} Frank Burke  
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Hornbake Library-CLIS, Box S22169  
College Park, Maryland 20742  
(301) 454-6355

\textbf{Treasurer:} Linda Henry  
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  \item \textbf{Sections and Roundtables:}  
    O'Toole (chair), Sink, Banks
  \item \textbf{Task Force and Representatives:}  
    Burckel (chair), Eastwood, Wallach
  \item \textbf{Committees:}  
    Matthews (chair), Fogerty, VanCamp
  \item \textbf{Executive Committee:}  
    Peterson (chair), Burke, Henry, Burckel, Ericson
  \item \textbf{Goals and Priorities:}  
    Matthews (chair), Fogerty, VanCamp
\end{itemize}

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  \item \textbf{Acquisitions and Appraisal}  
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    Storrs, Connecticut 06268  
    (203) 486-2893
  \item \textbf{Business Archives}  
    Ed Rider, chair  
    Proctor & Gamble Co.  
    P.O. Box 599  
    Cincinnati, Ohio 45201  
    (513) 983-5443
  \item \textbf{College and University Archives}  
    Roland Baumann, chair  
    Oberlin College, College Archives  
    420 Mudd Center  
    Oberlin, Ohio 44074  
    (216) 775-8014
  \item \textbf{Description}  
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  \item \textbf{Government Records}  
    Kaye Lanning Minchew, chair  
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    LaGrange, Georgia 30241  
    (404) 884-1828
  \item \textbf{Manuscript Repositories}  
    Bonnie Hardwick, chair  
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Public Information
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- Howard Lowell, co-chair
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- Linda DeLoach, co-chair
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  University of Alaska at Fairbanks
  Box 80687, College Station
  Fairbanks, Alaska 99708
  (907) 474-7224

### Archivists of Congregations of Women Religious
- Sister Rosalie McQuade, chair
  Catholic Relief Services
  209 West Fayette Street
  Baltimore, Maryland 21202
  (301) 628-6141

### Art and Architecture Thesaurus
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  Reno, Nevada 89557
  (702) 784-6538

### Labor Archives
- Leslie Hough, chair
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  Library-Special Collections
  100 Decatur Street, S.E.
  Atlanta, Georgia 30303
  (404) 651-2477

### Lesbian and Gay Archives
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  Austin, Texas 78751
  (512) 457-8915

- Scott Bartley, co-chair
  31 Park Avenue, Apt. B
  Boston, Massachusetts 02215
  (617) 536-5740

### MARCON Users Roundtable
- Morgan J. Barclay, chair
  East Carolina University
  University Archives
  Greenville, North Carolina 27858
  (919) 757-6679

### MARC-VM Users
- Barbara Orbach, chair
  Library of Congress
  Prints and Photographs
  Washington, D.C. 20540
  (202) 287-9327

### MicroMARC Users
- Sally Childs-Helton, chair
  Indiana Historical Society
  315 West Ohio Street
  Indianapolis, Indiana 46202
  (317) 222-1879

### OCLC Users
- Michael Kohl, chair
  Clemson University Libraries
  Special Collections
  Clemson, South Carolina 29634
  (803) 656-3031

### NOTIS Users
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  103 Walter Library
  University of Minnesota
  Minneapolis, Minnesota 55455
  (612) 624-5050

### Performing Arts
- Leslie Hansen Kopp, chair
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  New York, New York 10025
  (212) 222-3186

### Recorded Sound
- Chris Paton, chair
  Georgia State University
  Library-Special Collections
  100 Decatur Street, S.E.
  Atlanta, Georgia 30303
  (404) 651-2476

### RLIN Users
- La Vonne Gallo, chair
  Research Libraries Group, Inc.
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  (650) 691-2264

### Science, Technology, Health Care
- Necah S. Furman, chair
  Sandia National Laboratories
  Nuclear Safety Information Center
  Organization 7231, P.O. Box 5800
  Albuquerque, New Mexico 87185-5800
  (505) 846-9619

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  New York University Archives
  Bobst Library, 10th Floor
  70 Washington Square South
  New York, New York 10012
  (212) 998-2644

- Lucinda Manning, co-chair
  Columbia University
  Milbank Memorial Library
  Teachers College
  New York, New York 10027
  (212) 678-3072

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  Phil Mason
  Wayne State University
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Bernice E. Brack, Membership Assistant
Teresa M. Brinati, Managing Editor
James M. Sauder, Financial and Automated Operations
Troy Sturdivant, Publications Assistant
Nancy Van Wieren, Program Assistant
Jason Walker, Publications Assistant
ACTIVITIES

1 Administration/management
2 Records management
3 Appraisal/acquisition
4 Arrangement/description
5 Reference/user services
6 Outreach/public programs
7 Preservation/conservation
8 Oral history
9 Teaching/research
10 Other
11 No specific activity occupies more than half my time

ACTIVITY Occupying 50% of Time in a typical work week

Year Joining SAA

Membership in Regionals

Number of Certified Archivists
Nominations Sought

The ACA Nominating Committee is soliciting candidates for the positions of Secretary, Treasurer, two Regents for the Board of Governors, and three members of the Nominating Committee. These positions will be filled for terms beginning with the conclusion of the 1991 annual meeting. The Secretary and Treasurer each shall serve a two-year term, the regents a three-year term, and the nominating committee a one-year term.

All nominations should be sent to Anne R. Kenney, Chair of the 1990 Nominating Committee, by December 15, 1990. Anyone wishing more information on the Academy, these positions, or the nominating process is encouraged to contact the 1990 Nominating Committee. The other two members of the Committee are: Scott Cline (206/684-8353) and Florence Borders (504/286-5384).

Nomination Form

Nominee: __________________________________________
Institution: ___________________________ ___________________________
City/State: ___________________________ Telephone: ___________________________
Zip: ___________________________ Telephone ( )

Is this person aware that s/he is being nominated?  ■ Yes  ■ No

Please return this form to: Anne R. Kenney, Chair, 1990 ACA Nominating Committee, Department of Conservation, 701 Olin Library, Cornell University, Ithaca, New York 14853

ACA Membership Directory Published

The Academy of Certified Archivists has published its first Membership Directory. The directory lists all certified archivists as of the date of the publication and has been supplemented with data submitted in response to a membership questionnaire in the second ACA Newsletter (May 1990). The directory includes a copy of this questionnaire, which may be completed and returned to ACA in care of the SAA office for use in future editions.

The directory was distributed to members at the annual ACA meeting in Seattle. All other ACA members will receive copies of the directory by mail.

September 21, 1990

Academy of Certified Archivists
600 South Federal, Suite 504
Chicago, Illinois 60605

Dear Certified Archivists:

Just today I concluded the petition process! It has been a long and interesting experience, but I could not quit without thanking all of you for my lovely train picture which the Board presented to me at the Seattle meeting.

I’m sorry that my vacation plans, which were made long before I got the SAA program, precluded my being at the ACA meeting to personally thank you for this wonderful gift. While I have often wondered if I would have volunteered for the petition processing job if I had known the amount of work involved, every time I look at this train crossing the bridge it’s all worthwhile.

May the ACA prove as durable and as valuable as this famous bridge in the Twin Cities. Again, thank you so much; especially Jim Fogerty who, after his hard work on the petitions, went to the trouble of selecting and transporting a really large, framed picture to Seattle.

Sincerely,

J. Frank Cook, CA
Oral Arguments to be Heard on Court Case Regarding National Security Council Computerized Records

On November 8 the U.S. District Court will hear oral arguments on the defendants' appeal of the September 15, 1989, ruling in the lawsuit to prevent the destruction of the Professional Office System (PROFS) electronic messages used by the National Security Council staff. The plaintiffs in the case are: Scott Armstrong, author and journalist; Gaylord Nelson, former Democratic senator from Wisconsin; and the Center for National Security Studies of the American Civil Liberties Union; the American Library Association; and the American Historical Association. The defendants include President Reagan, President Bush, the National Security Council, and the U.S. Archivist.

On January 18, 1989, the plaintiffs took legal action to ensure the preservation of, but not immediate access to, the White House and National Security Council electronic mail records created during the Reagan administration. The defendants moved that the case should be dismissed.

Last September Judge Charles Richey of the U.S. District Court denied the government's motion to dismiss the case and ruled that the case should go forward into discovery, a fact-finding process that would allow the plaintiffs to examine the electronic records at issue. The government appealed this decision and oral arguments on this appeal are scheduled for November 8 before a panel consisting of Chief Judge Wald and Judges Douglas Ginsburg and Raymond Randolph. Both the Justice Department and Public Citizen Litigation Group representing the plaintiffs have filed summary briefs.

The government is basing its appeal on three basic points. First, the government argues that these electronic records are a "medium of communicating" and were "non-record material." Second, they take the position that the president and his advisors in creating and managing records under the Presidential Records Act are not subject to, as the court had ruled, judicial review under the Administrative Procedures Act and that such an interpretation of the Administrative Procedures Act violates the Constitutionally-based separation of powers. Third, the government argues that the plaintiffs have sought to impose upon the U.S. Archivist duties, which they claim "he simply does not have." The government's position is that "the Archivist has no role in determining whether particular material constitutes 'records.'" In addition, the government's summary brief states that the Archivist's authority to inspect agency files is "permissive" and "does not require any action."

The plaintiffs' summary brief takes the position that the government does not have the right to destroy government records that researchers and historians seek to preserve for posterity and argues that the government was engaged in the unlawful destruction of records. Although the defense argues that the PROFS are equivalent to telephone messages and do not fall under the category of "records," the plaintiffs support the 1989 decision of the district Court which ruled that discovery, further research which would include the examination of the content of the classified PROFS, is needed in the case. Additional information about the records in question is needed, the plaintiffs state, to "decide whether PROFS materials are 'records' and, if so, whether they are 'agency' or 'presidential' records—the very questions that defendants claim are judicially unreviewable."

Furthermore, the plaintiffs argue that since the case involves a Freedom of Information Act claim, the complaint cannot be dismissed. FOIA requires the courts to review the matter "de novo," and allows the plaintiffs to take reasonable examination concerning the origins, use, general contents, and control of these materials in order to provide the factual basis to answer the legal questions. The plaintiffs note that the only hard evidence regarding the contents of the PROFS materials (the material is classified) are the excerpts that reveal Colonel North and other high National Security Council used the PROFS system to conduct government business in ways that fall well within the definition of "records."

Finally, in answer to the government's point that the U.S. Archivist has no role in determining whether particular material constitutes "records," the plaintiffs point out that the Archivist has recently issued regulations defining agency records which reflect his statutory authority and responsibilities in this area.

National Policy on Permanent Paper

Legislation to establish a national policy on permanent paper has finally cleared both houses of Congress and is now awaiting the signature of the president. Last spring the Senate passed Senate Joint Resolution 57 which urgently recommended the use of acid free permanent papers for publications of enduring value produced by both government and private publishers, and established a process for monitoring the federal government's progress in achieving this goal. The House finally passed the measure, with a few minor amendments, on September 17. On September 26, the Senate agreed to the House revisions. The White House received the bill on October 1.

Senator Claiborne Pell (D-R.I.), the sponsor of the Senate bill, noted in remarks in the Senate on September 26 that 48 members of the Senate had been co-sponsors of this legislation. Pell said that this "reflects a growing concern about the impending loss of an enormous volume of our historical, cultural, and scientific records because of the self-destruction of the acidic papers in which books and other publications have been printed since the mid-nineteenth century."

The resolution establishes as federal policy that federal records, books, and publications of enduring value be produced on acid free paper. The resolution also urged all American publishers to adhere to the American National Standard for permanent paper in printing publications of enduring value. Pell summarized the various efforts of the federal government to develop deacidification programs. But he stressed "it makes little sense to continue these costly remedies without attempting to curb the basic problem."

November 1990 17
Fulbright for an Archivist

A new Fulbright award is available for an archivist to research and develop the Memorial Library, 2nd Air Division (8th Air Force), Norwich, Norfolk, England. Applications will be accepted from archivists in public libraries, college or university libraries, or major research libraries outside American higher education. Applicants should have specialized training in archival work and a minimum of three years of library experience as well as communication skills. Applicants should be enthusiastic about American cultural activities and be able to travel to give presentations.

The Memorial Library is a collection of books, records, and war-time memorabilia relating to over 6,400 American airmen based in the Norfolk and Suffolk area who were killed in action between 1939-1945.

The award is for £15,500 plus £4,500 expatriation allowance and travel for the grantee and one dependent. (The September 1990 exchange rate was £1 to $1.80.)


Wisconsin Issues Report on Court and Local Records

The Wisconsin Task Force on Court and Local Government Records has issued its Final Report outlining the condition of these records and offering a set of recommendations for future action. The Task Force brought together representatives of the executive, legislative, and judicial branches as well as designees of local governments and citizens groups. Michael E. Stevens, assistant state archivist at the State Historical Society of Wisconsin, directed the staffing of the project.

The Final Report indicates that ineffective management of records is costing tax dollars, that inappropriate destruction of records is destroying documents of historical importance, and that there is a need for better state services to assist local governments and preserve significant records. The Final Report also recommends the development of records management programs, state technical and financial assistance to local governments, improved access to records of historical significance, and planning to protect and preserve records created on new technologies.

Copies of the Final Report are available free of charge from Michael E. Stevens, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706, (608) 262-6893.

Preservation Education Directory

The Association for Library Collections and Technical Services has published the sixth edition of its Preservation Education Directory. Sixty-one library schools and other programs supplied information about their preservation programs. The Directory is available for $5 from the American Library Association, Order Department, 50 East Huron, Chicago, Illinois 60611.

Occasional Papers from SCA

Ethics and the Archival Profession, by Mary Ann G. Cutter, and Photographic Enclosures: Buffered or Non-Buffered?, by J. Todd Ellison, are the first two publications to appear in the Society of Colorado Archivists' series of Occasional Papers. The former discusses moral decision making in the archival profession and the latter presents the issue of alkaline buffering for photographic enclosures. Copies are $2.50 each (includes postage and handling). Send orders to Rutherford W. Withus, 2054 Clarkson Street, Denver, Colorado 80205.

Federal Archives Administration Course

A new course entitled "Federal Archives Administration: Issues for Federal Archivists and Historians," will be held December 3-7, 1990, at the National Archives. Developed to address the specific needs of agency officials, the course will introduce participants to archival theory and practice, and to laws and authorities relating to the administration of permanent Federal records in agency custody. Registration forms/brochures will be mailed to Federal archivists, agency historians, and others with responsibility for the management and care of permanent Federal records.
Attention 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, or call (312) 787-5800.

Stolen Documents Recovered

The South Carolina Department of Archives and History recently recovered some of the several hundred public records that have been stolen from the Abbeville, Newberry, Laurens, and Union county courthouses over the past few years. A genealogist spotted the records while browsing at a flea market in Atlanta and contacted the Georgia Archives, which, through law enforcement agencies, contacted the South Carolina Department of Archives and History. The South Carolina Law Enforcement Division and the Georgia Bureau of Investigation recovered the records and located the thief who confessed and was placed in a pre-trial intervention program. The thefts prompted the strengthening of the South Carolina Public Records Act and stiffer penalties for theft or mutilation of public records.

Notice of Closing

This is a reminder that the Pennsylvania State Archives has been closed since August 1 and will remain closed for approximately six to twelve months for asbestos abatement and plaza repairs. Access to archival records is severely limited. On-site research is not possible and those person having business with the archives will have to schedule an appointment. Limited mail reference will be available during this period of closure. For further information, contact the Pennsylvania State Archives, Box 1026, Harrisburg, Pennsylvania 17108-1026, (717) 783-3281.

Wisconsin Business Study

*Founding Industries of Wisconsin* is a study of Wisconsin companies with more than 100 employees, both existing and extinct, during the period 1848 to 1990. It currently has 4,203 companies in its computer data base. Four-page questionnaires asking for company history were sent to 2,434 companies where persons knowledgeable about the company could be identified: 534 have been returned to date and the information posted on the data base.

The Steering Committee, composed of three Milwaukee businessmen, would like to know of any other similar projects, either underway or planned in other states, so that methods can be compared. Contact Ted Friedlander, 111 East Wisconsin Avenue, Suite 1359, Milwaukee, Wisconsin 53202, (414) 272-0383.

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**Archivists' Calendar**

November 30, 1990

*Conservation and Exhibits* presented by the Society of California Archivists; at the National Archives and Records Administration-Pacific Sierra Region, San Bruno, California; (415) 876-9018.

March 19, 1991

6th Annual NARA Preservation Conference: *Preservation of Electronic Data*

March 20, 1991

*Technology Forecast Conference*

Both conferences are presented by the National Archives and Records Administration, Washington, D.C.; preregistration required; $40 each or $70 for both; for registration forms call NARA conference coordinator (202) 501-5540.

April 19-20, 1991

*New England Museum Association and Old Sturbridge Village Museum Archives Institute*

Geared for beginners; topics include records management, appraisal, arrangement and description, reference and access, legal issues, preservation, management, automation, fundraising, exhibits, photographs and outreach; concurrent special topic program on automation; $90 each; limited registration; call Theresa Rini Percy, at Old Sturbridge Village, (508) 347-3362.

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November 1990 19
Archives at the End of the Twentieth Century: A Personal Report on an International Conference

by Richard J. Cox

During the first week of September 1990, I had the privilege of participating in an important international archives conference in Macerata, Italy. Sponsored by the Italian Ministry of Cultural Affairs and the University of Macerata, the conference was entitled Archival Science on the Threshold of the Year 2000: Balance and Perspectives and was held to honor the university's 700th anniversary of its founding. Speakers from Italy, the Netherlands, France, East and West Germany, Canada, the United States, England, Senegal, and Spain addressed approximately 120 Italian archival administrators, educators, and students on a variety of topics related to the archival profession's theory, practice, and mission in the society of the late twentieth century. One of the recurring messages heard from the speakers and others who commented on the addresses was that the fundamental principles and goals of the archivist must not be abandoned or revised without serious study and reflection as the new century and new information technology challenges confront the profession. The following is a brief, personal description of the conference highlights.

The first topic of the meeting, absorbing the initial two days, was on "Archival Science in the Contemporary Age." This started with a conference keynote address by Paola Carucci of the Italian State Government Archives in which she reviewed the continuing importance of basic archival principles such as provenance and original order. Cornelis Dekker of the Netherlands, Bruno Delmas of France, Hermann Rumschott of West Germany, Botho Brachmann of East Germany, Kent Haworth of Canada, and Arnaldo d'Addario of Italy all described the state of the art of archival theory and practice in their countries, providing a basis of comparison of the various archival traditions. Haworth, for example, presented an interesting contrast to the manner in which records management, descriptive standards, and appraisal are viewed in the United States and Canada. D'Addario provided a detailed survey of archival theory and principles from the Renaissance up to the twentieth century that revealed the longer Italian tradition of archives that is sometimes difficult for a North American to comprehend. The two speakers from East and West Germany provided a fascinating glimpse into how archives have been viewed differently in their countries and some of the challenges that these differences pose for the archival profession in the reunification of Germany.

The next topic was devoted to the "Cultural Policies of the States in Protecting Archives." Antonia Heredia Herrera of Spain described the present status of archival science in her country. Her paper was followed by my presentation on the national government's interest in archives in the United States, an effort to describe for the Italians and other foreign guests that there is no real national system of archives and some of the implications of this fact. Amadou Bousso of UNESCO then discussed that organization's past, present, and projected future activities for assisting archival and records management programs. This day was marked by two lively discussions, one on the impact of information technology on archival principles and the other on UNESCO's continuing emphasis of services to developing countries.

The fourth day of the conference was devoted to "Problems Related to the Application of Automation in Archives." This day consisted of three interesting and diverse formal papers and then demonstrations and discussions by staff of IBM in Italy on specific automation applications. Angelika Menne-Hartiz of the Marburg Archives School considered the implications of the electronic information technology that mirrored some of the debates and issues confronting archivists in the United States and Canada. Michael Cook of the University of Liverpool reviewed the panorama of information technology that his nation's archival community is using, experimenting with, and considering. Salou Amadi Sissoko, director of the Senegal Archives, presented an interesting and disturbing picture of the challenges that developing countries face relative to the use of the information technology. He described problems such as getting suitable equipment and software, inadequate supplies of electricity to run the equipment, and unfavorable climatic conditions that shorten the life of equipment. The day ended with the IBM staff describing some new company projects with implications for archivists.

The conference ended with a morning session on the "Theoretical Developments and Legal Problems Presented by Electronic Records" and an afternoon roundtable discussion summarizing the themes and issues of the conference. This final day was started with a paper by Charles Dollar of the National Archives and Records Administration on the impact of information technology on archival principles and practices. Dollar, in one of the clearest presentations on this topic that I have heard or read, discussed the archival concepts of original order, provenance, and centralized archives and the archival practices of appraisal, arrangement and description, reference, and preservation in the light of electronic information technology. Dollar stressed the relevance of provenance and questioned the relevance of the other concepts. He concluded by calling for a re-examination of basic archival principles and stressing the need for archivists to reconsider their role in society. Dollar was followed by a paper by Renato Borruvo of the Italian Supreme Court on the problems caused by the electronic information technology for the admissibility of records as evidence and other related legal issues.

The conference concluded with a roundtable chaired by Renato Grispo of Italy and included Charles Dollar, Robert Garon of Quebec, Angelika Menne-Hartiz, and Margarita Vasquez De Parga of Spain attempting to summarize the meeting. Among many points that were made by these speakers at least three seemed to emerge as common concerns. First, the archival profession must be strengthened if it is to meet the challenges of the approaching new century. Second, the identity and roles of the archivist must be clarified and the curriculum for archival educa-
tion revamped to support this new clarification. It was pointed out that archival education must lead in these efforts. Third, and finally, the archival profession must engage in long-term planning to prepare to meet the new demands of the modern age.

Beyond this somewhat cursory review of the proceedings (which will be published next year), I would like to make several personal comments on my experience at the conference. The most important impression was a realization of the ancient tradition and significance of archives in Italy in contrast to the relative youthfulness of our own experience and an often corresponding lack of respect for archives and the work of archivists in North America, especially the United States. A late night drive with Luciana Duranti of the University of British Columbia and one of the conference organizers, after our arrival in Rome led us to the walls of the Roman Republic's archives dating from 70 A.D., a moving experience and an appropriate starting point for our journey. As an archivist, my standing with my hand resting on the walls of this ancient repository in the early morning hours will be a moment I will long remember. Arriving in Macerata, a city no larger than a mid-sized town in the United States, I was immediately impressed by the banners all over town announcing the conference. Italians in the city knew the importance of archives and the purpose of the meeting. The sense of importance was even more impressive in a visit to Serrapetrona, a town of only 800 inhabitants, where the conference attendees were paraded through the streets, led by the town band, to dedicate the new community archives facility (funded entirely through local support) housing municipal records dating back to the fourteenth century.

Another impression was the seriousness with which Italian archivists view their own work and their responsibility. For one thing, it was impossible not to notice the large number of archival educators at the conference. In Italy there are central schools at Rome and Florence and schools located with each of the 17 state archives throughout the country. The sophistication of archival education led to an extremely high level of discussion of archival theory and principles that revealed the importance of education to the profession; in the United States, one senses that education often seems relegated to a position well below practical or pragmatic concerns. Debates about certification in the United States included discussions suggesting that archival practice had little basis of theory and knowledge and that there was little that could be examined, a comment that Italian archivists could not comprehend. One of the highlights of my journey was an introduction to a textbook on archives by Elio Lodolini that carefully considers foundational archival theory according to different cultural and national contexts in Italy, Spain, Germany, the Netherlands, France, Great Britain, the United States, and other countries. This book has been translated into Spanish and is also being used in German archival schools (I am working with Luciana Duranti to see if it could be translated and published in English). It humbled me to realize the broader command of archival theory and practice that the Europeans have in comparison to us. Although it was also revealing to hear debates among the Italian archivists about certain issues that are similar to our concerns, it was more revealing to see that there was no debate over the centrality of education as there is in the United States.

Finally, it was wonderful to experience the hospitality of my Italian hosts. The meeting was punctuated by evening trips to medieval towns, a concert, and fabulous meals and wine in castles and on lakes that afforded additional opportunities to discuss archival issues and concerns and to understand more about the Italian archival world. This eased some of the difficulties in following translations and keeping up with an exhausting pace and made this conference one of the highlights of my own personal career. I left Italy with a new appreciation of archival theory and knowledge and the importance of exchanging archival ideas across national borders. Even while suffering from a severe case of jet lag, I noticed that my lectures on archival and records management topics were considerably richer than before.
About World View

At the Society's annual meeting in Seattle in September, the SAA Committee on International Archival Affairs recommended the establishment of a regular international news column in the SAA Newsletter. The World View column makes its debut in this issue and will feature information about archival activities in countries outside the United States and international activities with which archivists are involved. Send any information or other contributions to Anne Gilliland-Swateland, P.O. Box 4503, Ann Arbor, Michigan 48106.

European Conference on Archives Proceedings

The published proceedings of the European Conference on Archives held at the University of Michigan in May 1989 are now available at no charge to interested parties. The Proceedings were published by the National Archives and Records Administration of the United States. Judith Koucky of the Archival Publications Staff edited the volume. Distributed with the publication is a micro-fiche containing the archival profiles of twenty-one countries. The country profiles were filmed by University Microfilms International of Ann Arbor and made available for distribution with the Proceedings.

The Proceedings may be obtained from the Bentley Historical Library, 1150 Beal, Ann Arbor, Michigan 48109-2113, or from the International Council on Archives, 60 Rue des Francs-Bourgeois, 75003 Paris, France.

12th International Congress on Archives in Montreal

The 1992 International Congress on Archives in Montreal will bring together archival professionals from 130 countries. The theme of the congress is "The Profession of the Archivist in the Information Age." Individual conferences will deal with "An Exploration of the Information Age," and "An examination of the means by which the archival profession can equip itself to ensure that it will play an important role in information management in the new age." In addition, there will be an international trade show and an archival forum.

The congress, organized jointly by the National Archives of Canada, the Archives Nationales de Quebec, and by the Canadian archival community, will be held September 6-11, 1992, at the Palais des Congres de Montreal, Viger Avenue West, Montreal. For more information, contact Claude Minotto, Executive Director, 1945 Mullins Road, Montreal, Quebec, Canada H3K 1N9, (514) 873-3067.

Archives and Europe without Boundaries

The Netherlands' Society of Archivists (VAN), the oldest archival society in the world, will celebrate its centennial in 1991. On the occasion of this landmark, VAN will organize a European Symposium of Archivists October 2-5, 1991, in Maastricht, the most European town of the Netherlands.

The theme of the symposium will be "Archives and Europe Without Boundaries." All sessions, plenary and parallel, will have simultaneous translation for all three working languages—English, French, and German—except for eight parallel sessions to be conducted in English only. The symposium will be open to archivists from within and from outside Europe and also for members of related professions.

For further information, contact Conference Secretariat, c/o Mrs. Anka Zoetjes, Ministry of Welfare, Health, and Cultural Affairs, P.O. Box 5406, 2280 HK Rijswijk, The Netherlands.

Archival Studies at the University of Manitoba

The University of Manitoba in Winnipeg, one of Canada's largest universities with an enrollment of 22,000, has awarded funding from its Program Development Fund to the Department of History for the field of archival studies. Dr. Thomas C. Nesmith, formerly an archivist at the National Archives of Canada, has been appointed associate professor of archival studies.

Starting in September 1991, the Department of History will offer a two-year curriculum in archival studies that leads to a degree of Master of Arts in History. The curriculum is being developed within guidelines for professional education established by the Association of Canadian Archivists. It will blend the historical and contemporary aspects of archival studies. Archival theory and administration will be studied in relation to the evolution of human communication and records keeping. Students will also do internships in archives.

For further information, contact Thomas C. Nesmith, Associate Professor, Department of History, University of Manitoba, Winnipeg, Manitoba, Canada R3T 2N2.
Arranging and Describing Archives and Manuscripts

by Fredric M. Miller

This is the first of seven volumes published from the Archival Fundamentals Series. This manual follows the continuum of activities designed to provide administrative, physical, and intellectual control over archives and historical manuscripts. At its core are the three basic activities of accessioning, arrangement, and description. The manual is designed to be especially helpful to the novice archivist coming to the profession either through educational programs or the assignment of new archival responsibilities.

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Archival Fundamentals Series

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- Understanding Archives and Manuscripts (late November 1990)
- Selecting and Appraising Archives and Manuscripts (1991)
- Preserving Archives and Manuscripts (1991)
- Providing Reference Services for Archives and Manuscripts (1991)
- Managing Archival and Manuscript Repositories (January 1991)
In July 1990 the National Archives and Records Administration's Intergovernmental Records Project (IRP) marked the completion of its first phase with the publication of a major report. The report, which was discussed and distributed at NAGARA and SAA annual meeting program sessions, summarized the activities of the IRP over a two-year period and described the project's findings.

The IRP was established to facilitate the exchange of information about federal records that have been divided or duplicated through historical accident, or that document administratively-divided or parallel functions in our federal system of government. Working first with two state archives—Wisconsin and Virginia—and then with the thirteen state and two municipal archives of the RLG-Government Records Project, the IRP targeted, during its first phase, six categories of intergovernmental records for description on the RLIN national on-line data base. These records, which involved a variety of description problems, included non-population censuses, naturalization records, pre-federal records, records of the New Deal work relief agencies, territorial records, and scheduled records relating to the Clean Water Act.

During phase one, the IRP entered descriptions of almost 1,000 NARA records series from these categories in RLIN, and compared these entries with related entries from other institutions. These comparisons proved to be extremely useful, demonstrating the utility of shared archival bibliographic systems such as RLIN and a shared communications format such as USMARC AMC.

For example, data base searches uncovered a WPA index located in Wisconsin to a major WPA project series located at NARA, as well as naturalization indexes in NARA regional archives that pertained to naturalization records in several state archives. The Wisconsin Territory's court records are located at NARA, while the records of the territorial governor and legislature are at the State Historical Society of Wisconsin. Some Michigan non-population censuses were identified in Ohio; Georgia's censuses are at Duke University in North Carolina and at NARA. Even for the few categories targeted by the IRP, there were many examples of such close relationships among records now in the custody of different archival institutions.

The process of data entry for intergovernmental categories also highlighted description problems, particularly the inconsistencies of access term selection among archival institutions. To improve efficiency and effectiveness of a national automated environment, the IRP developed strategies for selecting common access terms across institutional lines, proposed the sharing of agency history records and case file descriptions, and promoted the inclusion of more specific types of information in series descriptions. The report also stressed the importance of cooperative action by archivists to secure needed changes in archival applications of library cataloging rules.

Finally, the IRP recommended that federal, state, and local government archivists seek grant support in cooperative projects for the development of (1) common methodology for assigning access points to archival descriptions, and (2) cooperative appraisal, initially through a pilot program in selected program areas.

Phase two of the IRP is currently under way and is based upon a nationwide survey of territorial records and records relating to United States participation in World War II.
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

❖ 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 non-members; both the SAA Newsletter and Index, $16 SAA members, $23 nonmembers

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COLLECTION DEVELOPMENT
ARCHIVIST 4
State Historical Society of Wisconsin
Madison, Wisconsin
Responsibilities: Identify, appraise, and collect private records for addition to the Society's holdings, nationally and statewide, including 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, have a valid driver's license, and be able to lift thirty-five pounds. Salary: Start at $26,432 raised to $27,225 after six months plus excellent fringe benefits. Send letter of application and a resume to Sandy Nelson, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706. Deadline extended to December 15, 1990.

PROJECT ARCHIVIST
Georgia State University
Atlanta, Georgia
Two-year NEH-funded faculty appointment to begin about January 1, 1991. Responsibilities: Under the direction of the Director and Assistant Director will survey the repository's unprocessed trade union records; evaluate individual record collections; arrange and describe collections; and create USMARC-AMC records. Qualifications: A graduate degree in history and/or a master's degree from an ALA-accredited library school, with a concentration in archives and manuscripts; and a minimum of two years professional experience arranging and describing large archival collections. Membership in or eligibility for membership in the Academy of Certified Archivists is important. Salary: $23,000 minimum for twelve months, actual starting salary dependent upon qualifications and experience. Review of applications begins November and continues until position is filled. Send letter of interest, resume, names and telephone numbers of three professional references (one must be current or later supervisor) to: Ms. Dianne M. Smith, Library Personnel Officer, William R. Pullen Library, Georgia State University, 100 Decatur Street, S.E., Atlanta, Georgia 30303-5081. Telephone: (404) 651-2172.

ARCHIVIST/INFORMATION MANAGER
New York Chinatown History Project
New York, New York
Small historical/cultural non-profit seeks a full-time Archivist/Information Manager. Responsibilities: To manage book and artifact collections and to handle preservation assessment, reference inquiries, and in-house research. Qualifications: Minimum two years archival management experience. Must have a master's degree in history or equivalent and archival training and experience. Prefer bi-literate in Chinese and English, and/or background in Asian American history. Salary: $25,000. Send letter and vitae to Fay Chew, Executive Director, New York Chinatown History Project, 70 Mulberry Street, New York, New York 10013.

CONSULTING ARCHIVIST
The Bancroft Group
Los Angeles, California
The Bancroft Group, a Los Angeles based public history firm, has an opening for a consulting archivist for the period January 1, 1991 to July 1, 1991. An extension of the contract through June 30, 1992 is possible. Responsibilities: Appraise and process records of a large publicly-owned electric utility; supervise training program to allow non-specialists to manage archives; develop access/user policies. Qualifications: Graduate degree in history and/or library science; three to four years of archives experience, preferably in a corporate setting; knowledge of the electric utility industry or related technology is useful; experience in oral history is a plus. Compensation: $21,000 for six month contract. Qualified minority and women candidates or minority/women business enterprises are encouraged to apply. Send resume, including references, to Mr. Paul Soifer, The Bancroft Group, 7246 Remmet Avenue, Suite 101, Canoga Park, California 91303, (818) 887-2898 or (213) 481-8958.

ARCHIVES PROCESSOR
LaGuardia and Wagner Archives
Long Island City, New York
The LaGuardia and Wagner Archives is seeking a person to process the papers of Mayor Robert F. Wagner. The candidate must have organizational skills and enjoy indexing documents. This job requires the processor to select pertinent information from the documents and transfer that information to data sheets. These data sheets are later entered into the computer. The applicant should have either an associate's degree or a baccalaureate degree. Knowledge of twentieth-century urban history is desired. Salary is grant funded, $8.00 to $9.00 per hour, commensurate with qualifications and experience. Fringe benefits. Full time (35 hours per week). Application deadline: January 1, 1991. Send cover letter and resume to: Dr. Richard M. Lieberman, Director, LaGuardia and Wagner Archives, LaGuardia Community College/CUNY, 31-10 Thomson Avenue, Long Island City, New York 11101.

HISTORICAL ARCHIVIST
Detroit, Michigan
Responsibilities: Appraises catalogs and directs safekeeping of documents, books and papers relating to the Holocaust. Prepares reference aids for use of student, scholars and researchers. Instructs individuals in nature of and use of the archive and its reference materials. Salary: $8.50 per hour, 35 hour week (8:30 a.m. - 4:00 p.m.). Qualifications: Bachelor's degree in history; the candidate must read Hebrew fluently so as to be able to perform historical research with Hebrew language documents. Send resumes to: MESCC, 7310 Woodward Avenue, Room 415 (Reference No. 54890), Detroit, Michigan 48202.
Professional Opportunities

PUBLIC RECORDS ANALYST POSITIONS
New York State Education Department
Albany, New York

Opportunities for service in a growing program: The Local Government Records Bureau of the New York State Archives and Records Administration has five openings in its educational, regional and grants-in-aid programs, providing an opportunity for service in a dynamic, innovative program which is significantly expanding its services to nearly 4,000 local governments in New York State.

Grants Administration Unit, sustained by the Local Government Records Management Improvement Fund, is responsible for the administration of the Fund's program of competitive grants-in-aid to local government. The Unit develops application materials, regulations and guidelines for the grants program, coordinates the review process and monitors the award, allocation and expenditure of grant funds.

• Principal Public Records Analyst/Head (Grade 26), located in Albany, will administer the Grants Administration Unit, develop and refine application materials and review procedures for and means of monitoring of grant-funded projects and educational materials, including workshops, for potential grant applicants. A high degree of administrative skill and initiative is required in this work.

Publications and Educational Resources Unit is responsible for coordinating educational programs, including a full set of workshops for local government officials. Workshops include Basic Records Management, Micrographics, Inventory/Planning and others to be developed. The Unit also develops the Bureau's reports, manuals, Information Leaflets, quarterly newsletter and other publications.

• Associate Public Records Analyst/Unit Head (Grade 23), located in Albany, will administer and direct the Publications and Educational Resources Unit. Participates in the development of policy for the improvement of local government records management. Writes or directs the writing of technical leaflets, which provide operational guidance to local governments. Prepares curricula and training materials and leads workshops for local government personnel throughout the state.

• Senior Public Records Analyst (Grade 18), located in Albany, will help develop and implement policy for the improvement of local government records management, write technical leaflets, prepare curricula and training materials, and present workshops throughout the state for local government personnel.

Regional Advisory Services Unit, under the Local Government Records Management Improvement Fund Act, advises local governments throughout the state (except New York City mayoral agencies) to improve the management of records, including archival records. The Unit has regional offices throughout the State. Regional staff directly consult with local governments, make workshop presentations, and assist in monitoring hundreds of grants made annually to local governments.

• Associate Public Records Analyst/Regional Advisory Officers (Grade 23). Two openings for regional officer are available. One of these will manage the Utica regional office, serving six adjacent counties; the other will manage the New York City office, serving non-Mayoral agencies and autonomous local governments in the five counties within New York City. The positions will provide advice, technical assistance, and consultation to the local governments on all phases and aspects of records management, including information technology and administration of archival programs. They will draw on and use guidelines and written materials from the Bureau office in Albany but will exercise considerable independence and flexibility in carrying out their advisory services.

MINIMUM QUALIFICATIONS: Principal Public Records Analyst: Master's degree in history, government, economics, public or business administration, political science, American Studies, library science, or information science or related fields. At least five years experience in one, and preferably more than one, of the following areas: (A) appraising and developing retention and disposition schedules for the records of an institution or government; (B) providing advice, educational programs, or technical assistance in records management or archival administration; (C) developing guidelines, standards, policies, and written materials on records management or archival administration; (D) directly administering an institutional or government records management or archival program. At least three of the five years must have included supervising staff or managing a program.

Associate Public Records Analyst: Same educational requirements as noted above. At least four years of experience in any of the areas noted above, including at least two years of supervising staff or managing a program.

Senior Public Records Analyst: Either a bachelor's or a master's degree in any of the fields noted above, and at least three years experience in any of the areas noted above. Experience in developing, analyzing, appraising or providing advice on information systems using computer and other advanced information technology is highly desirable for the Associate and Senior positions.

SALARIES: Current starting salary is as follows: For Principal Public Records Analyst: $46,716. Associate Public Records Analyst: $39,850. Senior Public Records Analyst: $30,655. There is a location pay differential for New York City ($701). Employees are also entitled to New York State health, retirement, and other benefits. The initial review of applications will begin on December 1, 1990; applications postmarked by that date will be considered as a body prior to extending the pool of eligible applicants. Applications may still be submitted after that date but will be evaluated only after the earlier applications have been considered. Send a resume to: Mr. Charles J. Byrne, Director of Personnel, State Education Department, Box SC-44, Albany, New York 12234. If you would like more information, please contact: Robert W. Arnold III, Chief, Local Government Records Bureau, or David W. Palmquist, Unit Head, Regional Advisory Services Unit, New York State Archives and Records Administration, 10A63 Cultural Education Center, Albany, New York 12230, phone (518) 474-6926.

MANUSCRIPT ARCHIVIST
Southwest Museum
Los Angeles, California

The Southwest Museum seeks a manuscript archivist to arrange and catalog the papers of anthropologists Frank Hamilton Cushing and Frederick Webb Hodge on a two-year NSF funded project beginning in October, 1990.

RESPONSIBILITIES: 1) developing and implementing plan for arranging the collections, 2) cataloging collections at series and item level on ARGUS, the museum’s on-line collection management system, 3) supervising the microfilming of the collections and, 4) coordinating work with the project paper conservator.

QUALIFICATIONS: 1) Bachelor’s degree in anthropology, history, or archaeology, preferably with an emphasis in the American Southwest, 2) one year experience processing manuscript materials in a museum or library environment. Basic knowledge of computer and microfilming technology is preferred.

SALARY: $25,000/year and benefits. Please send resume and references to Craig Klyver, Southwest Museum, P.O. Box 558, Los Angeles, California 90058.
ASSOCIATE ARCHIVIST
Medical College of Pennsylvania
Philadelphia, Pennsylvania

Reference archivist for the largest collection in North America on women in medicine. Permanent position, available immediately. Qualifications: Minimum two to three years archival experience with an MA or MS. Prefer five year's with MA or MS. The archives contains approximately 1,500 linear feet of archival and manuscript material, 800 monographs and theses, 15,000 photographs, over 5,000 reprints and preprints and memorabilia, tapes, artifacts and instruments. Reference requests average 250 annually. Excellent verbal and written skills required. Send letter of application, resume, names, addresses and phone numbers of three references to: Director, Special Collections on Women in Medicine, Medical College of Pennsylvania, 3300 Henry Avenue, Philadelphia, Pennsylvania 19129.

ARCHIVIST/CURATOR OF SPECIAL COLLECTIONS
Eastern Washington State Historical Society
Spokane, Washington

Responsibilities: Under the supervision of the Society's Director, is responsible for the administration and operation of the Society's nationally recognized regional history research library, archives, and special collections program, including collection development, processing, care and access. Recommends policy, long range plans, and annual budget, and implements appropriate procedures. Supervises professional staff and volunteers. Carries on an active primary sources acquisitions program. Prepares published collection guides and catalogues. Assists staff with research projects and exhibition and artifact research. Qualifications: MLS in library science/archives, with an advanced degree in history desired. Minimum two years experience in professional archival/special collections management; demonstrated abilities in researching, writing and publishing collections guides and regional history; demonstrated knowledge and abilities in the philosophy and practices of special collections and/or historical research library administration and organization; demonstrated ability and skills in arranging and processing special collections, including manuscripts, photographs, architectural records, maps, and ephemera. Salary: $16,360 plus generous benefits. To apply: Request official application and send resume and references to Washington State Historical Society, W. 2316 First Avenue, Spokane, Washington 99204, Attention: Glenn Mason (509) 456-3931. Deadline for receipt of official application is December 1, 1990.

ASSOCIATE DIRECTOR, CRSS CENTER, AND HOLDER OF THE CRSS PROFESSORSHIP IN INFORMATION MANAGEMENT
Texas A&M University
College Station, Texas

With support from CRSS, Inc., a public corporation, Texas A&M University has recently approved the creation of the CRSS Center for the study of leadership, management, and innovation in the design and construction. Four primary goals of the CRSS Center are to: 1. Establish an industry-university research program that investigates leadership and innovation in the design and construction industry. 2. Develop a living archive of architectural project materials which, through the use of computer access and image processing, support ongoing research and education within the field. 3. Explore the innovation potential and learning opportunities of computer based display and analysis systems. 4. Provide to the design and construction industry learning opportunities in advanced visual technology and its applications to management and architectural practice. Responsibilities: 1. Plan and oversee development of the Center's visual and information resources. Institute collection priorities and computer systems which focus on the research and educational mission of the Center. 2. Initiate development of an interactive retrieval system for both text and visual materials. 3. In cooperation with other research centers (and departments) of the College of Architecture, provide seminars and application workshops for industrial supporters. 4. Limited teaching within the College of Architecture at Texas A&M University in relevant discipline(s). Qualifications: An energetic, creative individual at the senior associate professor level is sought who can help build the Center towards preeminence. Candidates should have considerable knowledge of and experience with computer information management and archival practice. Background in design would be helpful. Compensation: Commensurate with the faculty rank of Associate Professor plus an attractive benefits and retirement package. Send letter of interest, resume, and names of three references to: Dr. Ian Bishop, Search Committee Chair, Visualization Laboratory, College of Architecture, Texas A&M University, College Station, Texas 77843-3137.

ASSOCIATE CURATOR
University of Louisville
Louisville, Kentucky

Responsibilities: Plans and organizes archival arrangement and description, library cataloging for a large collection of documentary and fine-art photographs, related manuscripts. Accessions, arranges and describes collections, creates USMARC-AMC/VM records, archival holdings records, finding aids, including retrospective AACR/USMARC conversion of existing records. Reports to department head. Responsible for all archival and library catalog records. Supervises work of support staff and student assistants, assists patrons, undertakes special assignments, advises department head on preservation matters, promotes collections through publications, exhibitions and talks. Qualifications: Masters degree (archival administration, library science or history preferred) and one year experience. Preferred candidates will have experience in the creation of USMARC/AMC or VM records, archival holdings records, finding aids and familiarity with archival storage and preservation. Must exhibit skill in oral and written communications. Experience with historical photograph collections, substantial knowledge of history of photography are highly desirable. Must show potential for planning and supervision of support staff, student assistants, working as member of a team, providing efficient and courteous service to patrons. ACA certificate is desirable. Equivalent formal training or experience in archival administration or other relevant discipline may substitute for a portion of education requirement. Salary: $23,705. Application deadline: December 30, 1990. Send cover letter, resume and names of three references to: University Personnel Services, University of Louisville, Louisville, Kentucky 40292.

ASSISTANT VICE CHANCELLOR OF ARCHIVES AND RECORDS MANAGEMENT
State University of New York
Albany, New York

State University of New York, Central Administration, located in Albany, New York is seeking candidates to fill the recently created position of Assistant Vice Chancellor of Archives and Records Management. The position serves as the official Archivist of the State University of New York, as well as, directs the Office of Archives and Records Management. This office will provide leadership and centralized services for the development and support of campus records management and archives programs throughout the SUNY system and have direct responsibility for implementing a comprehensive records management program for SUNY's Central Administration. The incumbent will work with the staff of the State Archives and Records Administration to ensure the identification and transfer of Central Administration's permanently valuable records to the State Archives. Additional duties include representing Central Administration as appro-
priate at professional and/or scholarly meet­
ings. Qualifications: Master's Degree in Hist­ory or Social Sciences required; five or more years of experience in managing an archives and records management program with demonstrated evidence of success. Graduate level archival training is required; campus and university experience or experience in public agencies strongly preferred. The candidate must have demonstrated skills in program planning and execution, executive direction and leadership. Salary: Mid fifties to mid sixties, competitive benefits. To ensure full consideration, candidates should send a resume and the names, titles, addresses and phone numbers of three references by December 31, 1990 to: Gladys Gould, Director of Personnel and Affirmative Action, State University of New York, Central Administration, Personnel Office, Room S-125, State University Plaza, Albany, New York 12246-001.

UNIVERSITY ARCHIVIST AND SPECIAL COLLECTIONS LIBRARIAN
Gallaudet University Library
Washington, D.C.
RESPONSIBILITIES: Manages the University Archives and the Library's special collections which include university records, manuscripts, photographs, graphics, rare books, and art and museum objects. Plans and initiates conservation/preservation measures; provides reference service to the collections; supervises archives staff (includes photograph archivist, processing archivist graduate assistant, interns, volunteers, and student workers); reports to the university librarian. QUALIFICATIONS: MLS from an ALA-accredited institution or a master's degree in history; course work in archival administration; two years experience in archives management; knowledge of modern technology regarding manuscript administration, records management, and conservation; excellent interpersonal and excellent English language skills; membership in appropriate professional organizations; ability to use sign language or willingness to learn and demonstrate competence. (Gallaudet University provides free, intensive sign language training during the work day when necessary). The only university for the deaf in the world, Gallaudet is a unique institution offering degrees from the bachelor’s to the doctorate and boasts the most comprehensive library and archival collection on deafness in existence. Its 2,000 students come from across the U.S. and abroad and represent a mixture of backgrounds and interests. Salary: $32,249 + excellent benefits. Review of applications will begin November 26, 1990. Send letter of application and resume to: Gallaudet University Personnel Office, College Hall, Room 7, 800 Florida Avenue, NE, Washington, D.C. 20002-3625.

UNIVERSITY ARCHIVIST
Clark University
Worcester, Massachusetts
RESPONSIBILITIES: To provide leadership, organization and coordination of all aspects of University Archives, including supervising accessioning, appraising, arranging, describing, and preserving archival and manuscript materials; managing historical records; advising departments on records management; encouraging use of archival collections in educational programs; providing information on archival materials; and gathering materials for exhibits. The archivist reports to the university librarian. QUALIFICATIONS: Graduate-level archival training in either history or ALA-accredited MLS program; combined MA/MLS preferred; demonstrated experience in microcomputer applications to archival processing desirable. Experience with bibliographic and research techniques required, as is the ability to communicate clearly, to work systematically and carefully, and to respect the confidentiality of records. SALARY: Range mid-high 20's. Comprehensive benefit package including four weeks vacation after one year and generous tuition remission for employee and family. Applications will be reviewed beginning October 1st, and will continue until the position is filled. Send letter of application, resume, and names of three references to Search Committee for University Archivist, Goddard Library, Clark University, Worcester, Massachusetts 01610-1477.

DIRECTOR
American Heritage Center
Laramie, Wyoming
The University of Wyoming invites applications and nominations for the position of Director of the American Heritage Center (AHC). The AHC is an archives of regional and national significance. Its 13,000 collections include economic geology, conservation, western literature, transportation, and the livestock industry as well as contemporary history, journalism, and the performing arts. In addition to documentary materials, the AHC holds collections of books and recordings, photographs, historical artifacts, films, and works of art. A new $19 million American Heritage Center/Art Museum will be ready for occupancy in fall, 1993. The University seeks someone who will continue the Center's development in new directions. RESPONSIBILITIES: Will be responsible for policy and budget for the Center while overseeing a staff of twenty plus. The Director is responsible for developing plans to increase access broadly available both to scholars and to the general public to the collections and expand holdings in focus. He/she must also be able to work effectively with donors and users, disseminating knowledge of the Center's holdings, and expanding the role of the archives in the academic community. Familiarity with archival principles is assumed and strong scholarly interests and credentials are required, including the PhD or equivalent. Upon approval of the relevant faculty the Director may be tenured with the appropriate discipline. The University of Wyoming has a strong liberal arts tradition as well as professional schools in the fields of law, business, engineering, agriculture, and health sciences. The student population is 10,500. The University is located in Laramie, a college town of 28,000 between two mountain ranges, two and one half hours north of Denver. SALARY: Above $60,000, will be commensurate with experience and qualifications. For first consideration, applications should be received by November 15, 1990. Applications will continue to be considered until the position is filled. Send letter, resume, and the names of four references, with full address to: David L. Baker, Chair/Director Search Committee, American Heritage Center, University Station, Box 3924, University of Wyoming, Laramie, Wyoming 82071, 307/766-4114.

CURATOR, HISTORY OF SCIENCE COLLECTIONS
University of Oklahoma
Norman, Oklahoma
RESPONSIBILITIES: The Curator, History of Science Collections, University Libraries is responsible to the Dean of University Libraries for the management, development, and security of the History of Science Collections. The Curator plans, implements, and evaluates programs for collection development, reference service, research, and financial support. The Curator works closely with the faculty of the History of Science department in supporting research and teaching programs. This position is governed by the University's policies for teaching, research or creative achievement, and professional service as outlined by the Faculty Handbook. QUALIFICATIONS: Required: PhD in History of Science or a related discipline, or equivalent experience; experience in special collection development; management experience; ability to work effectively with faculty, staff, students, and patrons; effective oral and written communication skills; record of scholarship sufficient to qualify for faculty appointment in the University Libraries. DE-
PROFESSIONAL OPPORTUNITIES

The World Bank is seeking an experienced, professional archivist to head the Bank's archival program. RESPONSIBILITIES: For ensuring the identification, accessioning, arrangement, description, and preservation of World Bank Group historical records consistent with high standards of professional practice. The archivist assures proper intellectual and physical control over the holdings to permit timely retrieval of information qualified researchers. In performing this mission, the Archivist has functional oversight of the retention scheduling process in the Bank and works in close collaboration with staff administering the Archives and the Records Center. QUALIFICATIONS: Include a minimum of ten years experience as an information professional, including five years recent experience as a professional Archivist and two years of supervision and program administration. An advanced degree in a field pertinent to archival practice is required. The position is for a three-year fixed-term appointment that may be renewed by mutual agreement. SALARY: Commensurate with experience. As an international organization dedicated to promoting economic development, the Bank is committed to maintaining a culturally diversified workforce. It welcomes applications from qualified individuals of all nationalities. For additional information, write to The World Bank, 1818 H Street, NW, Washington, D.C. 20432, Attn: Mr. Joseph Lopez or call (202) 473-7414.

ARCHIVIST
University of Alabama at Birmingham
Birmingham, Alabama

RESPONSIBILITIES: Reporting to the Director of the Lister Hill Library of the Health Sciences, the Archivist will perform the following duties which will include but are not limited to: management of existing collection; assist in development of mission statement; develop administrative procedures and structure for expandable program. Conduct survey of documents within collection universe; develop active program to promote reference and research use of collection and produce guide to collection. QUALIFICATIONS: Successful candidate will hold a MA in history with advanced training in archival management or MLS with some concentration in archival methods. Two years archival experience required, prior knowledge of the history of medicine, science and academic health centers preferred. Strong oral and written communications skills required. SALARY: Commensurate with experience plus fringe benefits. Position carries faculty status, non-tenured. Submit letter, resume, and three references to: Virginia Algermissen, Director, Lister Hill Library, University of Alabama at Birmingham, UAB Station, Birmingham, Alabama 35294.

MONTANA STATE ARCHIVIST
Montana Historical Society
Helena, Montana

RESPONSIBILITIES: Manages official archives of state government and state history-related manuscript collection. Supervises two professional archivists and one archivist assistant. QUALIFICATIONS: MA in American history/studies, or MLS with archives/mss. concentration, five years archival experience with two years supervisory, required. MA in Western American history, experience with records management, government records, and computerized archival operations preferred. SALARY: $22,625 minimum advancing to $24,404 after six months. State benefits package. Application deadline: December 3, 1990. More complete job description available upon request. Send letter of application, and resume including names, addresses, and current phone of three references to Robert M. Clark, Head, Library and Archives Program, Montana Historical Society, 225 N. Roberts, Street, Helena, Montana 59620.

DEPUTY HISTORIAN/GENERAL EDITOR
Office of the Historian
Washington, D.C.

RESPONSIBILITIES: Manages and coordinates the planning, preparation, evaluation, and publication of the official historical record in Foreign Relations of the United States. Establishes scope, content, and format of the series, and oversees all aspects of the volumes through planning, compilation, and publication. QUALIFICATIONS: In-depth knowledge of the history of US foreign relations, knowledge of government recordkeeping, documentary editing skills, and proven management and negotiating ability. SALARY: From $60,000. Send SF-171 to William Z. Slany, Room 3100, SA-1, Department of State, Washington, D.C. 20522-0103, (202) 663-1123. Deadline: December 15, 1990.

DEPUTY ARCHIVIST FOR CITY OF BOSTON
Archives & Records Management Division
Hyde Park, Massachusetts

Responsibilities: The individual assists the City Archivist in the administration and management of the archives and records management program for Boston's public records. Supervises professional and support staff engaged in the scheduling, records center, and archival programs. Develops and administers ongoing staff training programs. Qualifications: Candidate should have MLS or comparable degree; formal training in archives and records management; two to three years experience in the arrangement and description of large archival collections; familiarity with automated information storage and retrieval systems. Salary: Commensurate with experience, $35,000 - $45,000. Please send resume to: Boston Archives & Records Management Division, 30 Millstone Road, Hyde Park, Massachusetts 02136, Attention: Ed Quill.
The National Historical Publications and Records Commission
and
The Andrew W. Mellon Foundation
invite applications from qualified individuals
for their jointly funded
Fellowships in Archival Administration
Nine- to Twelve-month Fellowship

$35,000 stipend, $7,000 benefits

Host institutions for 1991-92 are

- Oregon Office of the Secretary of State, Archives Division, Salem, Oregon. The fellow will work directly with the state archivist and deputy as a member of the administrative unit. In addition to participating in section head meetings and staff meetings, and receiving training in fiscal management, the fellow will accompany the state archivist to Secretary of State Management Council meetings, receive in-house supervisory training, and attend courses in management skills for mid- and upper-level state government managers. The fellow also will assist in reappraising holdings prior to the move to a new building. For the technical project, the fellow will be responsible for examining the impact of the archives' move into the new facility. Using a well-defined base of statistical reports generated by the archives' program areas up to the time of the move, the fellow will analyze the changes in use of the holdings, the impact of free space on accessions, changes in internal systems and procedures, and the impact of a new working environment on the staff. The fellow will prepare a narrative analysis that describes the changes occurring as a result of the move, summarizes the impact on programs and staff, and evaluates the effectiveness of the solutions.

- Regents of the University of California, University of California, Los Angeles, Film and Television Archive, Los Angeles, CA. The fellow will serve as the administrative assistant to the director. In addition to general activities and research activities in the archive, the fellow will undertake three major projects. For the Research and Study Center, the fellow will work in the area of study collection development. With the New Technologies program, the fellow will be involved in the development of a user-base for the interactive technologies analysis system currently under development. The fellow also will work with the director in developing Film Foundation activities. For the technical project, the fellow will produce a planning report relating to the archive's future development of a formalized publications program.

- Delaware Department of State, Division of Historical and Cultural Affairs, Bureau of Archives and Records Management, Dover, DE. The fellow will serve on the administrative staff of the state archivist. For ongoing activities, the fellow will work directly with technical, personnel, budget, and management issues. Based on his/her interests, the fellow will be eligible for education opportunities afforded the Bureau of Archives and Records Management staff, including the State Personnel Office Career Enrichment Program. For the technical project, the archives anticipates that the fellow will complete two activities. Possible activities include the completion of a user study, development of a specific three-year preservation plan, completion of a personnel classification review, examination of current Bureau initiatives for Bureau publications and outreach and development of an action plan for implementation of the Bureau's External Affairs function, and definition of an appraisal strategy for municipal court records.

Applicants should have between two and five years' experience in archival work. While not required, it is desirable that applicants have the equivalent of two semesters of full-time graduate training in a program containing an archives education component.

APPLICATION RECEIPT DEADLINE, MARCH 1, 1991

Applications and project descriptions are available from

NHPRC (NPR)
National Archives Building
Washington, DC 20408
(202) 501-5610
Farewell Seattle!

SAA members and guests do the archival wave enroute to the Kiana Lodge Salmon Dinner, one of the many tours offered during the Society’s 54th annual meeting in Seattle. The dinner began with a scenic boat cruise across the Puget Sound on the Spirit of Seattle. Steamed Northwest clams and barbecued salmon with all the trimmings were served in the lush gardens of Kiana Lodge in Poulsbo, Washington. As a special treat, the Laird Norton Archives sponsored authentic Indian dancing.

One thousand fifty-three people attended the Seattle meeting. The Society is currently preparing for next year’s meeting in Philadelphia at the Adam’s Mark, September 25-29, 1991.