The Girls from Harrisburg.
Pennsylvania's Bloomsburg State Normal School students, circa 1887.
From the *Interim Executive Director's Desk*

by Timothy Ericson

I don’t know what got me started thinking. Most likely it was looking at the two hundred and something membership directory updates—with all those fax numbers and bitnet addresses—that arrived in just one day at the SAA office! Or perhaps it was the thought of January’s interviews for a new executive director—only the third in SAA’s history. Whatever the reason, it caused me to think about all the changes that have taken place in SAA during the past several years.

In early 1985, there were major developments taking place at both the U.S. and Canadian National Archives. NARA had recently received its independence when Archivist of the United States Bob Warner announced his retirement. As the SAA *Newsletter* reported, “rumors abounded” about who would be appointed to replace him. Our Canadian colleagues were at the opposite end of a similar search. Jean-Pierre Wallot was appointed Dominion Archivist of Canada in May of the same year.

Within SAA, Ann Morgan Campbell had announced her retirement as executive director. The SAA Council began its search for her replacement in July.

The twelve-page January 1985 SAA *Newsletter* contained only seven job postings in the “Professional Opportunities” section. Of the ten SAA staff listed in the January 1985 newsletter, only one—Bernice Brack—remains on the staff today. The newsletter’s insert, the “Directory of Regional Archival Organizations” listed 38 groups. Today there are around 54 regional organizations. Also in 1985, SAA’s new *Directory of Individual Members* listed barely 2,000 individual members. SAA’s forthcoming 1991 membership directory will include more than 2,800 individual members. If Frank Cook has his way, we will soon be over 3,000.

(See “Campaign 3,000” article on page 3.)

The recent growth in available archival literature is particularly striking. In 1985, the SAA office reported distributing 34 of its own titles and 8 titles from other publishers. By rough count, the new SAA publications catalog, enclosed with this newsletter, includes some 75 publications—41 by SAA and 34 from other sources.

SAA’s NHPRC-funded Office of Education was just being organized back in 1985. A new NEH grant supported two more years of the "Basic Conservation" and "Administrations of Photographic Collections" workshops. SAA’s Automated Archival Information Program, from which the extremely popular “Understanding the MARC AMC Format” workshop was developed, began during the summer of that year. But for all of 1985, including the four preconference workshops scheduled for the Austin, Texas, annual meeting, a total of only seven continuing education workshops were scheduled for the entire year. This year the SAA will offer 23 workshops.

The 1985-86 Leadership List included thirty-nine sections, standing committees, task forces, boards, and representatives (there were no roundtables). The list published in the November 1990 newsletter includes seventy-three.

During that year, the opening salvos were fired in what would shortly become a heated debate over the certification of individual archivists. A plan was presented to the SAA Council and published in the July newsletter. A preliminary survey of archivists, reported at a session on certification at the Austin meeting and published in the November/December 1985 SAA *Newsletter*, showed that 70% of those surveyed agreed that archivists should be individually certified. One CEPD member commented that the tally was “quite convincing.”

So what does all this say? Perhaps only that it is easy to lose sight of how quickly we are developing as a profession. Although we are accustomed to looking back, occasionally we need to remind ourselves to look ahead as well. There is much to look forward to in 1991, and many opportunities to participate in work that will shape the development of the archival profession in the coming years. That should be an exciting prospect for all of us.
Campaign 3,000

Three thousand individual SAA members by the time we gather in Philadelphia for the SAA annual meeting (September 25, 1991). That is the goal of the Membership Committee and we need your assistance if we are to reach that goal. To date we have 2,886 individual members. A rise in dues and a decline in the economy may make our job difficult, but if only one in ten of our individual members attracted a new member, the Membership Committee would not have to do anything!

Seriously, all of us must work together to increase SAA’s membership. Certification is one essential step in improving the standards of our profession; a larger, stronger national association is another. We all get lots of exhortations to commit good works this time of year, but let me give you one more. Please talk to your colleagues at work who are not SAA members. When you attend a local, state, or regional archival meeting or a meeting of a related professional group, put in a plug for SAA membership. How about urging your archival repository to consider institutional membership.

Due to some health problems and an increased workload this fall, the Membership Committee is getting a late start. As chairman, I intend to work the committee hard in the new year now that I am free of responsibilities for certification by petition. Let me give you some idea of what we hope to accomplish and express the hope that you will feel free to share your ideas with the committee:

1. I sent personal letters to 176 archivists certified by petition who are not members of the Society inviting them to join. In the coming months we will attempt to reach other targeted groups with similar mailings.
2. The various regional archival groups and the Society need to work closely together to expand our respective memberships and we will approach these groups with proposals of mutual benefit.
3. While attracting new members we must stop losing so many old members. For years I have heard that some members, new and old, have not felt themselves to be a real part of the organization. Whether or not that charge is valid is not the point: making members feel at home and getting them to want to work for the Society is a Membership Committee duty that I take very seriously. After all, it should be easier to keep an old friend than make a new one, and it will be if you will join us in seeking out and welcoming the young member just starting his or her career as well as the “old-timer” who feels ignored.
4. We must attract people of color into our profession and into our association. Increasing minority representation will be a goal of our committee.

Renewals are "Business as Usual" since Dues Increase

Remember 1980? It was the beginning of what we now call the “Reagan Era.” According to a recent salary survey, the average archivist brought home an annual salary of $17,136.30. SAA had just organized a system of “PAGs” or “Professional Affinity Groups.” Some thought the name had an odd sound—Professional Interest Groups seemed more logical. Others objected to the acronym of the latter option! (We later decided to call them sections.)

1980 was also the last time anyone reading the SAA Newsletter saw the words, “...the membership voted to raise the society dues.” Just as presidents and salaries change, so eventually must an organization’s dues structure, and at the SAA’s annual business meeting in Seattle last August, the membership again voted to raise the dues.

The new dues structure is graduated, similar to the manner in which the membership voted to have it in 1980. However, because of the general increase in salaries during the intervening ten years, three new individual categories were added. The latest increase also created a new category for SAA members who are retired.

In a related change, the SAA office now accepts Visa and Mastercard for payment of dues. Membership Assistant Bernice Brack reports that renewals are “business as usual.” The total number of members and subscribers has remained unchanged since the increase went into effect.

The new rates for individual annual dues are as follows: Annual Salary Level less than $20,000—$55; $20,000-$29,999—$75; $30,000-$39,999—$95; $40,000-$49,999—$115; $50,000-$59,999—$135; over $60,000—$135; Retired (new category)—$55; Students (two-year limit)—$35; Associates—$55; and Foreign Associates—$65.

The new annual dues rate for regular institutional members is $200. New annual dues for sustaining members are $400.

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Fellows Nominations Sought

The SAA Committee on Professional Standards invites members of the Society to nominate colleagues for election as Fellows of the Society in 1991.

Nominees must be individual members of the Society in good standing for the past seven years. Other criteria on which the Committee evaluates nominees are: appropriate academic education, and professional and technical training; a minimum of seven years of professional experience in any of the fields encompassed in the archival profession; writing of superior quality and usefulness in advancing the Society’s objectives; and contributions to the profession through work in and for the Society.

The Professional Standards Committee includes the five most recent past presidents of the Society and two members—both Fellows who are elected annually by SAA officers and Council. This year, past presidents John Fleckner, Frank B. Evans, Sue E. Holbert, William L. Joyce, and Shonnie Finnegan will be joined by two Fellows elected at the SAA Council meeting in February.

A nomination form is printed on the next two pages of this newsletter. Completed forms must be postmarked by June 1, 1991, and addressed to the chair, Frank B. Evans, National Archives and Records Administration, Office of Records Administration (NI), 601 “D” Street, N.W., Room 9122 Patrick Henry Building, Washington, D.C. 20408. A nomination submitted in 1990 that did not result in the election of a Fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Amplifications or revisions may be submitted if desired.

Fellows are elected by a three-quarters vote of the Committee. In accordance with the Constitution of the Society, the total number of Fellows may not exceed five percent of the SAA membership as of the previous annual business meeting.

Current SAA Fellows

Here is an alphabetical listing of SAA Fellows through 1990:

John C. L. Andreassen; Herbert E. Angel*; Howard L. Applegate; David Bearman; Henry P. Beers; V. Nelle Bellamy; Lewis J. Bellardo, Jr; Edmund Berkeley, Jr.; William E. Biggstone; Francis X. Blouin, Jr.; Lynn A. Bonfield; Maynard J. Brichford*; Edwin C. Bridges; Mary Lynn McCree Bryan; Nicholas C. Burckel; Frank G. Burke; Ann Morgan Campbell; Robert Claus; J. Frank Cook*; Richard J. Cox; Miriam I. Crawford; George M. Cunha; John Daly; Maygene Daniels; Lewis J. Darter, Jr.; William N. Davis, Jr.; Bruce W. Dearstyne; Mabel E. Deutchrich; Leon DeValinger, Jr.*, Anne Polk Diffendal; Charles M. Dollar; Mary Jane M. Dowd; Lawrence Dowler; Kenneth W. Duckett; Sherrod E. East; Terrence Eastwood; Frank B. Evans*; Max J. Evans; H. B. Fant; C. Herbert Finch; Shonnie Finnegan*; Meyer H. Fishbein; John A. Fleckner*; James E. Fogerty; Elsie Thorpe Freeman; Robert S. Gordon; Daniel B. Gracy II*; Larry J. Hackman; F. Gerald Ham*; Bruce C. Harding; Edie Hedlin; Ruth Walter Helmuth*; Linda Henry; H. Thomas Hickerson; Andrea A. Hinding*; Sue E. Holbert*; Richard A. Jacobs; Edward N. Johnson; H. G. Jones*; William L. Joyce*; Lucile Kane; Anne R. Kenney; John M. Kinney; Philip D. Lagerquist; W. Kaye Lamb*; Charles E. Lee*; Albert H. Leisinger, Jr.; Lydia Lucas; Richard H. Lytle; Paul H. McCarthy, Jr.; Donald R. McCoy; William Lewis McDowell, Jr.; Philip P. Mason*; Eva Moseley; Harold Naugler; Edward C. Papenfuse; Marguerite J. Pease; Ann Pederson; Trudy Huskamp Peterson; Harold T. Pinkett; Seymour J. Pomrenze; Jean F. Preston; Virginia C. Purdy; Patrick M. Quinn; Leonard Rapport; Dolores C. Renze*; James B. Rhoads*; Alan D. Ridge; William L. Rofes; Nancy A. Sahli; Helen W. Samuels; Charles R. Schultz; Fred Shelley; Jane F. Smith; Wilfred I. Smith*; August R. Suelflow; Hugh A. Taylor*; Peter Walne; Robert M. Warner*; Joan Warnow Blewett; Edward Weldon*; and Merle William Wells.

* indicates past president
Nomination for SAA Fellow

**GUIDELINES** - The following guidelines pertain to the selection of Fellows:

No member of the Society shall be elected a Fellow who has not been an individual member of the Society in good standing for at least seven (7) years immediately preceding his/her election; a duly-elected Fellow shall retain this designation so long as membership in good standing is maintained in the Society; and election of Fellows shall be seventy-five (75) percent of the vote of the Committee on Professional Standards of SAA.

**CRITERIA** - The Committee on Professional Standards shall be guided by the following criteria:

Appropriate academic education, and professional and technical training in any fields of the Society's interest; professional experience in any of the fields of the Society's objectives for a minimum of seven (7) years, which shall include evidence of professional responsibility; contributions to the profession demonstrating initiative, resourcefulness, and commitment; writings of superior quality and usefulness; contributions to the archival profession through active participation in the Society and innovative or outstanding work on behalf of the Society.

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Nomination for SAA Fellow - continued

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SAA ACTIVITIES (Offices held, Committee activities, annual meeting program appearances, special projects, etc.)

OTHER CONTRIBUTIONS TO THE ARCHIVAL PROFESSION (Include regional and international activities)

LIST NAMES AND ADDRESSES OF THREE PERSONS FAMILIAR WITH NOMINEE'S WORK.

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ATTACH A ONE-PAGE NARRATIVE OF PROFESSIONAL ACTIVITIES SHOWING THE NOMINEE TO BE A DISTINGUISHED AND WORTHY CANDIDATE.

Submitted by ________________________________
Signature _________________________________
Institution _______________________________ Date __________

Send nominations to Frank B. Evans, National Archives and Records Administration, Office of Records Administration (NI), 601 "D" Street, N.W., Room 9122 Patrick Henry Building, Washington, D.C. 20408.
The Society of American Archivists announces its 1991 awards competition to recognize achievements of the 1990 calendar year. Individual and institutional members of SAA are invited to nominate themselves or others for these awards. Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Valerie Browne and Charles Lesser. Awards will be presented during the 1991 annual meeting in Philadelphia, September 25–29, 1991.

Descriptions of the awards are below and an awards nomination form is on the next page. Please note that the Distinguished Service Award has been expanded to include archival organizations and education programs. The SAA awards policy is described in the American Archivist 39:415–417.

Requests for additional information and forms should be addressed to either Valerie G. Browne, Loyola University of Chicago Archives, Cudahy Library #219, 6525 N. Sheridan Road, Chicago, Illinois 60626, (312) 508-2660; or Charles H. Lesser, South Carolina Department of Archives and History, P.O. Box 11,669, Columbia, South Carolina 29211, (803) 734-8594. The deadline for awards nominations is June 1, 1991.

Distinguished Service Award
Created in 1964, this award, a plaque, recognizes a North American archival institution, organization, or education program that has given outstanding service to its public and has made an exemplary contribution to the archival profession. Each nominee must be supported by three SAA members, each representing a different institution. A person may not nominate his/her own institution. This award was established through the generosity of three SAA Fellows: Leon de Valinger, Jr., Mary Givens Bryan, and Dolores Renze.

J. Franklin Jameson Archival Advocacy Award
Established in 1989, this award honors an individual, institution, or organization not directly involved in archival work that promotes greater public awareness, appreciation, or support of archival activities or programs. Nominations will remain eligible for two years, and additional support documentation may be submitted the second year. This award honors historian J. Franklin Jameson, who labored for over 25 years to establish the United States National Archives.

C.F.W. Coker Prize for Finding Aids
Established in 1983, this award recognizes finding aids, finding aid systems, projects that involve innovative development in archival description, or descriptive tools that enable archivists to produce more effective finding aids. To merit serious consideration, the nominee must, in some significant way, set national standards, represent a model for archival description, or otherwise have substantial impact on descriptive practices. This award honors SAA Fellow C.F.W. Coker.

Philip M. Hamer and Elizabeth Hamer Kegan Award
Established in 1973 with an initial gift by Elizabeth Hamer Kegan and modified in 1987, this award recognizes an archivist or editor who has increased public awareness of a specific body of documents through compilation, transcription, or public presentation of archives or manuscripts for educational, instructional, or other public purpose. The award honors two SAA Fellows and former presidents, Philip M. Hamer and Elizabeth Hamer Kegan.

Waldo Gifford Leland Prize
Created in 1959, this prize encourages and rewards writing of superior excellence and usefulness in the field of archival history, theory, or practice. Monographs, finding aids, and documentary publications published in North America are eligible. Periodicals are not eligible. The award honors Waldo Gifford Leland, one of America’s archival pioneers and SAA’s second president.

Theodore Calvin Pease Award
Created in 1987, this award recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship programs. Eligible manuscripts must be unpublished, 15-20 pages in length, and conform to stylistic guidelines of the American Archivist. Papers examining major trends and issues in archival administration are preferred. The award honors Theodore Calvin Pease, first editor of the American Archivist.

Oliver Wendell Holmes Award
Established in 1979, this award enables overseas archivists already in the United States or Canada to travel to or attend the SAA annual meeting. The award honors SAA Fellow and former president Oliver Wendell Holmes.

Sister M. Claude Lane Award
Created in 1974, this award recognizes individual archivists who have made a significant contribution to the field of religious archives. The award honors Sister M. Claude Lane and is co-sponsored by the Society of Southwest Archivists.

Use the nomination form on the next page for these awards. The deadline is June 1, 1991.

Fellows’ Posner Prize
Established in 1982, this award recognizes an outstanding essay dealing with some facet of archival administration, history, theory, and/or methodology that was published during the preceding year in the American Archivist. There are no nominations for this award. The winner is selected by a subcommittee comprised of three SAA Fellows. The award honors SAA Fellow and former president Ernst Posner.

Colonial Dames Scholarship Award
Established in 1974, this award enables two archivists each year to attend the Modern Archives Institute of the National Archives and Records Administration. The Award is given in conjunction with the Colonial Dames of America, Chapter III, Washington, D.C. For more information, contact Michele F. Pacificio, National Archives and Records Administration, Archives II Project - Room 409, Washington, D.C. 20408. The application deadline for the Summer 1991, institute is April 1, 1991. See page 13 for further details. The application deadline for the Winter 1992 institute is November 1, 1991.
Society of American Archivists
1991 Awards Nomination

Name of Award ____________________________________________

Person/Organization to receive Award ________________________________

Address _______________________________________________________

City/State/Zip __________________________________________________

Country ________________________________________________________

Telephone (________)________

Person making the nomination ______________________________________

Address _______________________________________________________

City/State/Zip __________________________________________________

Telephone (________)________

Please answer the following questions about the nominee. Attach additional pages if necessary.

How does the nominee meet the criteria of the award?

What are the outstanding characteristics of the nominee?

List supporting documents (three copies of all supporting documents, including nominated publications, must accompany this form).

RETURN FIVE COPIES OF THIS FORM BY JUNE 1, 1991. Send nominations for the Distinguished Service Award, Philip M. Hamer and Elizabeth Hamer Kegan Award, Oliver Wendell Holmes Award, and Waldo Gifford Leland Prize to Charles H. Lesser, South Carolina Department of Archives and History, P.O. Box 11,669, Columbia, South Carolina 29211, (803) 734-8594. Send nominations for the C.F. W. Coker Prize for Finding Aids, J. Franklin Jameson Archival Advocacy Award, Theodore Calvin Pease Award, and the Sister M. Claude Lane Award to Valerie G. Browne, Loyola University of Chicago Archives, Cudahy Library, 6525 N. Sheridan Road, Chicago, Illinois 60626, (312) 508-2660.
APPRAISALS OF ARCHIVAL COLLECTIONS

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

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

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

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

Please contact Rosalie Fawcett with any questions you may have. A brochure describing our experiences and the institutions we have undertaken appraisals for is available. Also available is a reprint of an article by Kenneth W. Rendell, published by the Society of American Archivists, “Tax Appraisals of Manuscript Collections”.

KENNETH W. RENDELL INC
46 AA Eliot Street
So. Natick, Mass. 01760
Tel: 617-431-1776
Mail: Box 9001
Wellesley, Mass. 02181
Fax: 617-237-1492
On October 12, 1990, President Bush signed a Congressional Joint Resolution on permanent papers. This resolution, which the National Archives vigorously supported, makes it national policy to use acid-free permanent paper for federal records, books, and other publications having enduring value. The measure also recommends that American publishers and state and local governments voluntarily use acid-free permanent paper.

Testifying on behalf of the resolution last February, I pointed out some of the truly daunting preservation problems that NARA faces and identified some issues that must be resolved before we can move to full use of acid-free, permanent paper. NARA safeguards approximately 3 1/4 billion documents, some of which are on impermanent (usually acidic) paper and so subject to deterioration. This deterioration threatens to erode our national memory, depriving ourselves and those who follow us of vitally important information and insights.

A particularly poignant example are many of the records of World War II. Even as we launch the 50th anniversary remembrance of that great conflict, we face the consequences of the wartime recommendation of the Bureau of the Budget that federal agencies use inexpensive paper as an economy measure. Many of the records of World War II are on paper that is today fragile and difficult to use, and NARA faces the monumental task of transferring these deteriorating records to a more stable medium. We estimate the costs of this process to be more than $71 million.

If records begin stable, naturally, the risk of losing this information, as well as the cost of conserving and transferring it, is much reduced. In order to achieve the goal of paper that is both acid-free and permanent, however, we must resolve two major issues.

First, we must develop applicable standards for such paper that will meet the preservation qualities demanded by archival repositories. What is “acid-free” paper is quite straightforward: it is paper with a neutral or alkaline pH. What is “permanent,” though, is more difficult to determine. Paper may last, but how durable is it in repeated use? Will it tear or break? Durability is thus a key virtue in any so-called “permanent” paper, at least from an archival point of view.

A recent regulation issued by the Environmental Protection Agency complicates the picture. This regulation requires the federal government to purchase paper for writing and publication that contains at least 50% recycled stock. The concern of the National Archives is that such paper might not have the physical characteristics needed for permanence; that is, modifications taking place during the recycling process may produce chemical and physical changes that will affect the long-term durability of the resulting paper. Recycling is a worthy goal, but archivists must ensure that we do not repeat the mistake made during World War II: adopting a paper for reasons, however admirable, that unwittingly undermine our ability to ensure that the information recorded on this paper will remain available indefinitely.

One solution, proposed by the paper industry, is thickening recycled paper in order to offset any loss in durability. Unfortu-
Ethics Act Affects All Federal Employees

On January 1, 1991, the Ethics Reform Act of 1989 will take effect and all federal employees will be prohibited from receiving any compensation, including honoraria, for giving talks or writing articles. Although the intent of the original legislation had been to ban honoraria for members of Congress and political appointees, the legislation ended up including all federal employees. The National Coordinating Committee for the Promotion of History has expressed concern to Congressional staff and to the Office of Government Ethics about the effect of the legislation on both the professional development of federal archivists and historians and on the ability of the federal programs to attract able staff. The Society for History in the Federal Government has issued a statement in which they note that "this new amendment is unduly discriminatory against rank-and-file federal workers and especially professional writers." The position statement also stresses that "the new ban will have a 'chilling effect' on the professional development of federal historians..."

Two strategies are currently underway to reverse the impact of the recent ethics act on federal historians. The judicial approach involves working with the American Civil Liberties Union, which is challenging the ban in a class action suit filed on behalf of the U.S. Treasury Employees Union. John Vanderstar, a lawyer at the Washington firm of Covington and Burling, who is working on the case with the ACLU and the historical organizations, stated, "On the surface, the ban appears to pose severe problems under the First Amendment, requiring government employees to give up the right to speak and write and get paid for it." The second strategy focuses on seeking an amendment to the legislation that makes clear distinctions between paid activities that fall under the category of legitimate personal or professional advancement and those that are politically motivated in which the party offering the honorarium has an interest in effecting the performance of an individual's official duties.

Update on Court Case on National Security Council Electronic Records

On November 8, 1990, three appellate court judges—Chief Judge Patricia Wald and Judges Douglas Ginsberg and Raymond Randolph—heard arguments on the government's 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. During the last week of the Reagan Administration, some researchers brought a lawsuit against the administration to prevent the destruction of computer tapes from the PROF system. The Tower Commission report and the Congressional hearings on the Iran-Contra affair both relied on information from the PROF system. The plaintiffs, which include the American Historical Association, have argued that the PROF computer tapes include historically valuable records and should not be destroyed. In September 1989, Judge Charles Richey 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 to determine whether these federal records are of historical value and should be preserved and whether any historically significant computer records had been printed and preserved in paper format.

The defendants, however, appealed the case. Thus, on November 8, 1990, a panel of judges heard arguments and questioned attorneys with half an hour allotted for each side. The major line of questioning for the Justice Department lawyer was whether there should be judicial review under the Administrative Procedures Act of the record keeping practices of federal agencies, that is should the agencies' creation and preservation of records be insulated from an individual citizen's ability to request judicial review. The questions for the plaintiff's lawyer centered on whether this was a procedural issue that could be solved without examination of specific PROFS entries. This was followed by some discussion of whether the National Archives and Records Administration had issued sufficient guidelines for electronic records and whether the National Security Council complied with the guidelines. It may be some months before the panel issues a decision.

This case is of special interest to NCC members because it raises crucial questions about the preservation of electronic records and the authority of the U.S. Archivist to determine what is a record of enduring value and to inspect the records management programs of federal agencies.
New SAA Meeting Planner and Bookkeeper

SAA is pleased to announce that Catherine M. Mason and Ana Joyce have recently joined the SAA staff. Mason is SAA’s new meeting planner and director of membership services. Her background includes five years in convention services and sales in the hotel industry in Denver and two years as an assistant director of an association management firm, where she specialized in meeting planning and membership services. Mason replaces George-ann Palmer who retired as SAA’s meeting planner last Halloween.

Joyce is SAA’s new bookkeeper and is responsible for handling the day-to-day accounting operations. She was previously a bookkeeper for a Chicago-based engineering firm. Joyce was hired to take over those accounting responsibilities vacated by James Sauder, SAA director of automated operations, when he reduced his hours to part-time last September.

Both Joyce and Mason joined the staff in late November.

Leadership List Corrections

The following are corrections to the 1990-91 SAA Leadership List, which appeared as an insert in the last issue of the SAA Newsletter. Corrections are in order of appearance:

Vice President Frank Burke’s phone number is (301) 405-2044.

Robert Sink was mistakenly omitted from the list of Council members. He may be reached at New York Public Library, Annex Building, 521 W. 43rd Street, 6th Floor, New York, New York 10036, (212) 714-8572.

Nancy Bartlett is the chair of the International (not Internal) Archival Affairs Committee.

Under “Representatives,” the Archives and Records Information Coalition is listed twice. Frank Burke is SAA’s representative.

F. Gerald Ham is SAA’s representative to the Joint AHA/OAH/SAA Committee of Historians and Archivists.

Finally, Jane Kenamore, SAA Education Officer and Senior Archivist, was mistakenly omitted from the SAA Staff listing.

We regret these errors.

SAA Representative Appointment

SAA President Trudy Peterson has appointed Jackie Dooley, University of California at San Diego, to serve as the Society’s current representative on the American Library Association’s Committee on Cataloging: Description and Access (a.k.a. ALA CC:DA).

Archival Fundamentals Series

James M. O’Toole’s Understanding Archives and Manuscripts, is the second of seven volumes to be published in the Archival Fundamentals Series. The purpose of this volume is to understand where recorded information comes from, what these records are made of, what services they perform, how they can be organized and managed, and how they are used. This publication will appeal to the beginning archivist, the archival student, the administrator contemplating the establishment of an archives, as well as the potential donor thinking about depositing records in an archives. As O’Toole notes in his introduction to this volume, “Understanding archives and manuscripts opens the door to understanding ourselves, and that remains one of the enduring challenges and joys of archives work.”

Also available in the series is Arranging and Describing Archives and Manuscripts by Fredric M. Miller. 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. This manual is especially helpful to the novice archivist coming to the profession through educational programs or the assignment of new archival responsibilities.

Each volume is $19 for SAA members and $25 for nonmembers, plus postage and handling. Contact the SAA publications department at (312) 922-0140. Prepayment is required. Charge it on your Visa or Mastercard.

Managing Archival and Manuscript Repositories, by Thomas Wilsted and William Nolte, is currently in production and is scheduled for publication by March.

The American Archivist

Are you missing your Winter 1990 (53:1) issue of the American Archivist? A glitch in SAA’s computer program for journal address labels omitted from the late October mailing all institutional members and those individual members who have recently served on SAA committees. A staggering number of claims in late November led us to investigate the problem. We were especially perplexed by the number of claims from two-subscriber households where only one subscriber had received the issue. That’s when we discovered the glitch. It has since been corrected and copies of the Winter 1990 issue were mailed in mid-December to all institutional members and individual members excluded from the previous mailing. We apologize for the delay and for any inconvenience caused by it.

Currently in production are the next two issues of the journal: Spring 1990 (53:2) and Summer 1990 (53:3). The spring issue is devoted exclusively to preservation and is slated for publication in March. The summer issue should follow closely on its heels.

SAA and NARA Leadership to Meet

At its meeting last winter in Washington, SAA Council met with Archivist of the United States Don Wilson and Deputy Archivist Claudine Weir. All agreed that regular contact between NARA officials and SAA leadership would be helpful. As a follow up, John Fleckner and the Council prepared a discussion paper and sent it to Don Wilson last August.

The paper focuses on a number of issues to be explored further by SAA and NARA:

1. Support by the archival community of the National Archives.
2. The role and place of the National Archives in the archival community.
3. Better communication between the National Archives and the archival community.
4. Areas in which the National Archives can assert a primary role in advancing archival knowledge.
5. The role of the National Archives in coordinating American archival participa-
tion in international matters.

Don Wilson has responded positively to the SAA initiative. He and some of his staff will be meeting with Council during its February meeting. In preparation for that meeting, SAA past President John Fleckner and Council members Nick Burckel and Jim Fogerty met last month in Washington with NARA's Claudine Weir, Director of External Affairs Donn Neal, and Executive Staff Director Ray Mosley, to review NARA's work to date in these areas and to finalize an agenda for the February meeting. The goal of the February meeting is to produce a plan of action that will facilitate a closer working relationship between NARA and SAA.

Peculiar Reference to Archives
Ed Weldon of the Georgia Department of Archives and History received a software publicity release from Lotus Development Corporation addressed to ARCHICUE & HISTORM! It must be a new computer dialect.

Colonial Dames Scholarship
A scholarship to the National Archives' Modern Archives Institute, to be held June 3-14, 1991, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers tuition, travel, and housing expenses at the Institute.

To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title. Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted to Michele F. Pacifico, National Archives and Records Administration, Archives II Project - Room 409, Washington, D.C. 20408, by April 1, 1991. For further information, call Michele Pacifico at (202) 501-5110.

Obituaries
Michael E. Wilson, architectural archivist for the Houston Metropolitan Research Center (HMRC) of the Houston Public Library, died on December 2, 1990, after an illness of several months. He was forty. Wilson received his AB and MLS degrees from the University of Denver. He joined the Rosenberg Library in Galveston, Texas, as the project archivist of an early NHPRC grant (1977-79), and remained as a regular member of the archives staff, until he joined HMRC in 1982.

A member of SAA, the Academy of Certified Archivists, and the Society of Southwest Archivists, Wilson was the first chair of SAA's A. Otis Hebert Scholarship Committee (1985), and was a member of the SSA board from 1987-89. Keenly interested in historic preservation, Wilson served on the Board of Directors of the Greater Houston Preservation Alliance from 1984-89 and chaired the Program Committee of the organization in 1987 and 1988. In addition, he served on the Historic Resources Committee of the Houston chapter of the American Institute of Architects. Other organizations to which he belonged included the Victorian Society in America (president, Texas chapter, 1982), the National Trust for Historic Preservation, and The Friends of Cast Iron Architecture.


Mary Jane Kirchner, assistant archivist at Rush-Presbyterian-St. Luke's Medical Center Archives in Chicago, died on August 11, 1990, at the Medical Center after a brief illness. A Chicago native, Mrs. Kirchner was a Certified Archivist and had earned her Bachelor's of Science degree from Mundelein College. She joined the Medical Center staff in 1980 as manager of the resource library serving the Office of Philanthropy and Communication. In 1981 she became assistant archivist at the Medical Center's repository where she worked with the late William Kona, the first archivist of the institution. Mrs. Kirchner also belonged to MAC and CAA.
The SAA Education Office has compiled the following schedule of preconference continuing education opportunities to coincide with the 1991 annual meeting at the Adam’s Mark Hotel in Philadelphia. The one- and two-day courses will be held during the period of September 23-25, prior to the scheduled program sessions that will take place September 26-29.

We received a wealth of good proposals this year, so the choice is greater than ever before. For more information on the workshops, please contact Jane Kenamore at the SAA office (312) 922-0140.

**Advanced Management for Archivists: Personnel**

Most archivists will find themselves in management roles at some time in their careers. This advanced seminar—a follow-up to the SAA workshop “Management for Archivists”—focuses only on personnel issues. Subjects covered will include recent trends in human resources management, managing employees during times of change, managing the troubled employee, training and development, and discussions that will touch on the management styles of the institutions represented among the registrants.


**Reference Management: Legal and Ethical Issues**

Legal and ethical issues surrounding privacy and access have complicated the life of the reference archivist. This one-day workshop will address these issues from the perspective of the archivist who has responsibility for managing reference services in his/her institution.

Instructors: Michael Dabrisish, University of Arkansas, and Edward Oetting, Arizona State University.

**Architectural Records: Identification, Preservation, and Access**

As the value of architectural records increases for preservation, historical research, and aesthetics, archivists will include more and more of the records in their holdings. Through this one-day workshop, registrants will learn to identify different types of architectural records, the context in which they were created, how to assess their research value, and practical ways to ensure their preservation. The workshop will also address questions of residential security, copyright, exhibition, and reproduction.

Instructors: Waverly B. Lowell, National Archives, Pacific Sierra Region, and Tawny Ryan Nelb, consultant.

**Cataloging with the Art and Architecture Thesaurus in the USMARC Format**

This workshop will present the Art and Architecture Thesaurus (AAT) as a controlled vocabulary for archival access points, such as form of material, function, occupation, and subject. Instructors will also discuss faceted indexing and the AAT Candidate Term process; and they will illustrate the use of AAT in USMARC-formatted cataloging records.

Instructor: Cathleen Whitehead, The Getty Art History Information Program.

**User Studies**

Over the past decade, archivists have become much more committed to using survey research to investigate problems in the administration of archives. Yet, for the most part, archivists have not applied some of the most fundamental research techniques in designing their studies and carrying them through to completion. As a result, we continue to see reports in the archival literature on studies with very low response rates, ambiguously worded questions, and uncertain conclusions. The purpose of the two-day workshop is to teach participants how to go about gathering systematic information from the people who use archives and archival materials.

Instructor: Paul Conway, National Archives and Records Administration.

**Elements of Preservation Management**

This workshop will present the essentials of a preservation program and guidelines for incorporating the program into ongoing archival activities. The instructors will outline basic preservation elements, including topics such as the following: setting priorities for preservation, including short- and long-range financial planning; evaluation of the conditions of holdings and facilities; the composition and inherent problems of paper and other media; the relationship of preservation to archival practices of acquisition, processing, and use; preservation education for staff and researchers; applied treatment options at varying levels of expertise and staff experience; the ethics of treatment and the effective use of consultants and conservators; mass treatment options; reprography; and disaster preparedness.

Instructors: Judith Fortson, Hoover Institution, and Hilary Kaplan, Georgia Department of Archives and History.

**Records Management for Archivists**

Archivists must take an active role to preserve records of enduring value. The earlier archivists intervene in the life cycle of records, the better the odds are of identifying and preserving the significant information. This two-day course will introduce records management concepts and guidelines. Major topics will include strategic planning for the records management function, obtaining upper management authorization and user support, marketing records services, delineating records creators and records management roles, researching, and devising records schedules.

Instructor: Lori Hefner, Lawrence Berkeley Laboratory.

**Through the Camera’s Eye: Videotaping Oral History**

Videotape is an exiting medium that gives oral history a visual dimension. This workshop will explore the planning and production of video oral history, with discussion of script preparation, equipment, lighting, costs, editing, and much more.

Participants will help plan a video interview, view examples of video oral history in several formats, learn how to select and scout an interview site, and see the world through a camera’s eye.
finished product will also be discussed, with information on using the raw tape to create a public program.

Instructors: James E. Fogerty, Minnesota Historical Society, and William J. Marshall, University of Kentucky.

Volunteers and Friends: Recruitment, Management, and Satisfaction

In these days of shrinking budgets, archivists are utilizing volunteers to garner support for their programs, as well as to do routine work. This workshop will present the uses, advantages, and constraints of organizing Friends' groups, and the options for governance of the groups in relation to the formal lines of institutional management.

Instructor: Audray Bateman of David Gracy, Associates.

Reference Use of RLIN's AMC File

The Research Libraries Information Network (RLIN) is an international online information management and retrieval system. The database includes over a quarter million records of primary source materials such as oral histories, videotapes, personal papers, photographs, and electronic records from hundreds of archival and manuscript repositories. Yet, discussions with both the archival and scholarly community have shown that this tool is often neglected or under utilized, because those who access the database lack the skills to exploit the full potential of this rich resource. This half-day workshop will explore a variety of “reference search scenarios” in support of research.


Managing Electronic Records

It is no news that the past ten years have seen a tremendous increase in the use of automation in all institutions. Data processing departments can no longer manage all electronic records, particularly those of an archival nature. This two-day workshop will provide attendees with an overview of the types of electronic records they may encounter in their institutions and will introduce practices and procedures for managing the records in a traditional or data archives.

The workshop will be organized primarily around three modules: pre-transfer archival activities (inventorying, scheduling, and appraisal); immediate post-transfer archival activities (identification; decisions about data collection policies, transfer and storage media, reference services, processing levels; processing steps); and reference services. Instructors will use non-technical language for the most part, but some familiarity with basic terminology (e.g., hardware, software, database, etc.) will be helpful.

Instructors: Alan S. Kowlowitz, New York State Archives and Records Administration; and Nancy Y. McGovern and Margaret O. Adams, National Archives and Records Administration.

Archives: An Introduction

This two-and-one-half-day workshop is designed for those who currently have responsibility for archives or manuscript collections, but who have little or no training in archival work. The workshop is intended to provide an overview of archival work that will form the foundation upon which additional continuing education may be built. Topics include archival terminology, accessioning and appraisal, arrangement and description, reference and access, copyright, ethics, and standards.

Instructors: Megan Desnoyers, John F. Kennedy Library, and David E. Horn, Boston Edison.

SAA Continuing Education Schedule - Spring 1991

Arrangement & Description


Law & Ethics

Co-sponsored by Old Sturbridge Village, Old Sturbridge, Massachusetts, April 7-11, 1991. Instructors: Trudy Huskamp Peterson, NARA, Gary Peterson, U.S. Department of Justice, Menzi Behrmd-Klodt, CUNA Insurance Group, and David Horn, Boston Edison.

Management for Archivists


Archives: An Introduction


Donor Agreements

Co-sponsored by the Mid-Atlantic Regional Archives Conference, Wilmington, Delaware, May 2, 1991. Instructor: Trudy Huskamp Peterson, NARA.

Arrangement & Description


Records Management


Records Management for Archivists


Advanced Appraisal


Management for Archivists


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Soviet Union Returns U.S. Records

On October 31, 1990, Yurig Khomenko, Deputy Chief of Mission of the Soviet Embassy in Washington, presented William Z. Slany, the historian of the Department of State, and Trudy Huskamp Peterson, assistant archivist for the National Archives and Records Administration, with historical records of the United States Consulate at Petrograd (now Leningrad) that were left behind when the consulate was closed during the Russian Revolution more than 70 years ago.

The majority of the two and one-half cubic feet (approximately 6,250 pages) of records consists of general correspondence files of the consulate for the year 1917. Particularly noteworthy is a series of despatches dated March–December 1917 entitled "Revolutionary Movement in Petrograd." The remainder of the correspondence file, which includes memoranda, despatches, telegrams, and other material, relates to citizenship matters, commercial relations, and internal Russian political and economic affairs. In addition, the transfer includes the consulate's register of correspondence, August 16, 1916, through December 17, 1917, and an account book for the years 1914-15.

The Soviet Embassy also turned over a box containing the personal papers of Frederick Stallforth, a German-Mexican businessman who represented Harris, Forbes and Company in Germany in the 1920s. The manuscript collection covers the years 1910-29 and contains family letters and business correspondence.

This is the second transfer of records between the United States and the Soviet Union in as many years. In April of 1989, Archivist of the United States Don W. Wilson returned to the Soviet government the first two boxes of the original files of the Imperial Russian Consulates in Chicago, San Francisco, Honolulu, Philadelphia, Portland (Oregon), and Seattle, as well as the Canadian cities of Montreal and Vancouver. These archives, which were created from about 1862 to 1922, had been in the custody of the U.S. government for 55 years. The remainder of the 400 boxes were returned to the Soviet Union in January 1990. The National Archives has microfilmed these records and the film is available to all researchers.

NEH Awards $390,000 to RLG

The Research Libraries Group, Inc. (RLG) has received two grants totaling $390,000 from the National Endowment for the Humanities for major cataloging projects. One grant, for $200,000, is being used to convert approximately 7,000 cataloging records of selected archival and manuscript materials to machine-readable form. The resulting citations will be accessible online through RLIN (the Research Libraries Information Network) in its archives and manuscripts (AMC) file. The project, which began last September, is expected to take one year.

The records, from ten RLG institutions cooperating in the project, have been chosen for their importance to humanistic and scholarly research. Subjects of U.S. interest include the antebellum South and the Civil War, the rise of industrialism and trade unions, the settlement of the old West, immigrants and immigration, and the evolution of modern computing. These collections contain significant material on the anti-slavery, civil rights, and anti-war movements; labor, socialism, and radicalism; and women's and minority rights. Other subjects include Shakespeare and French history.

In addition, RLG has been awarded $190,000 by NEH for a major East Asian cataloging project. Approximately 32,500 bibliographic records of Chinese, Japanese, and Korean vernacular materials will be converted to machine-readable form, and approximately 45,000 romanized East Asian records that are already in machine-readable form will be upgraded to include vernacular scripts. The resulting citations will be accessible online through RLIN (the Research Libraries Information Network), significantly increasing the number of unique Chinese, Japanese, and Korean records in the RLIN database. The project is expected to take two years.

Use of Unpublished Material to Establish Fact Allowed

A federal judge has ruled that the Warner Books 1988 biography, Richard Wright, Daemonic Genius by Margaret Walker, did not violate fair use standards by quoting and paraphrasing from unpublished materials whose copyrights are owned by Wright's widow, according to an article that appeared in Publishers Weekly, October 12, 1990. Attorneys for Wright's widow, Ellen, said she intended to appeal the ruling. Attorneys for Warner Books and Walker, praised the ruling: "It establishes that when a quotation's use is purely factual it is authorized under the copyright statutes. Biographers have to be able to refer to primary sources. It's an absolute necessity to their art form."

Ellen Wright had sought a permanent injunction against the further use of the material. Her suit contended that Walker's use of Wright's published works, unpublished journals (collected at Yale University), and a series of letters Wright sent to Walker in the 1930s, went beyond fair-use standards. Wright wrote Native Son and Black Boy. Judge John Walker in U.S. District Court in Manhattan noted that the ruling protecting unpublished material in Salinger sought to protect an artist's expression, "not merely any facts that might be set forth in unpublished materials." He
concluded that Walker's paraphrasing of the journals and letters was to establish necessary facts.

Authors and Alkaline Paper in New York

According to New York State Archivist Larry Hackman, one resolution from the last November's Governor's Conference on Libraries and Information Services has some very impressive backers. The resolution calls for a new law to require New York governments to use non-acidic paper in creating government records and publications so that these documents will not deteriorate rapidly and require expensive preservation treatment. The resolution was submitted by well-known authors Barbara Goldsmith, Kurt Vonnegut, Tom Wolfe, and Robert Caro.

Commission on Preservation and Access Annual Report Distributed

The 1989-90 Annual Report of the Commission on Preservation and Access features a special section on its technical assessment agenda and highlights 1989-90 initiatives concerned with research, archives, and education. The 49-page report has been distributed to all those on its mailing list. The report describes the work of the Commission from July 1, 1989, through June 30, 1990, including activities within the National Endowment for the Humanities' Brittle Books program, the International Project, selection of materials for preservation, and local institutional programs.

Additional copies of the report are available at no cost while supplies last from Trish Cece, Communications Assistant, The Commission on Preservation and Access, 1785 Massachusetts Avenue, N.W., Suite 313, Washington, D.C. 20036.

New Publication from New York State Archives

Archives and You: The Benefits of Historical Records is the title of a new publication from the New York State Archives and Records Administration. The 12-page booklet, with many photographs, is directed to a general audience to help explain the fundamentals of historical records. An introduction explains what historical records are, why they are valuable, and where they can be found. The booklet concludes with a brief description of how historical records are cared for, and how people can take action to ensure that historical records in their community receive the attention they deserve. Copies of the booklet have been sent to all historical record repositories, historical service agencies, and resource library systems in the State. To obtain a free copy of Archives and You, contact Terri Sewell, State Archives and Records Administration, 10A46 Cultural Education Center, Albany, New York 12230.

Correction

The photograph on page 3 of the September 1990 SAA Newsletter was incorrectly identified. The photograph of "Archive, Saskatchewan in 1986" was taken by Marie-Louise Perron, and is on deposit at the Regina office of the Saskatchewan Archives Board. We regret this error.

Library of Congress Archival Positions

Twenty-seven positions in the manuscript division of the Library of Congress are currently available. Approximately 10 of the positions are for archivists in the preparation section to arrange and describe, automate, etc., the more than 13 million items in arrearage. The Library's unprocessed backlog also includes millions of books, serials, maps, music, audio visuals, manuscripts, prints, and photographs. All of these items need to be processed in order for American history researchers to have access to this primary research material. About 165 positions were funded by Congress for this project.

In addition, approximately 16 clerical or technical—paraprofessional—positions are also available in the manuscript division. All positions, which were previously unfunded vacancies, are permanent. Some are entry level and others are beyond entry level.

For more information, contact the Library of Congress, Human Resources Office, Team 1, at (202) 707-9147 before February 1, 1991.
Archives, Records, and the White House Conference on Library and Information Services

by Larry Hackman

A Call for Information and Interest

A White House Conference on Library and Information Services will be held in Washington on July 9-13, 1991. More than 900 delegates elected or appointed from all parts of the nation will convene to discuss and to adopt resolutions relating to the impact of library and information services on democracy, productivity, and literacy. Members of the national White House Conference staff and of the Advisory Committee for the White House Conference have expressed a desire to hear from organizations and individuals interested in archives and records issues and to receive position papers and recommendations on particular issues.

During late 1990 and early 1991, nearly every state is holding a Governor's Conference to discuss information issues and to select delegates to the White House Conference. In some states, such as New York, delegates to the Governor's Conference have already adopted important resolutions relating to archives and records and/or have selected White House Conference delegates who are highly interested in these issues. The Society of American Archivists and the National Association of Government Archives and Records Administrators are eager to hear about such actions from all states so that information can be shared effectively with all delegates interested in archival issues. Archivists who know of resolutions adopted in their state relating to archival matters or of delegates to the White House Conference who are especially interested in archives are encouraged to send this information to SAA as soon as possible. Depending on information received, an effort may be made to form an archives and records caucus among White House Conference delegates or to arrange for a mailing to some or all delegates. If you are interested in directly submitting a brief issue paper on an archives or records issue to the Executive Director of the White House Conference, you may do so by following the format outlined below.

For further information, contact the White House Conference, 1111 18th Street, N.W., Washington, D.C. 20036. Telephone (202) 245-5100 or (800) WHCLIS2. Fax (202) 254-5117.

Recommendation Format Definitions

♦ ISSUE: A problem or challenge that has a direct bearing on the improvement of library and information services.
♦ BACKGROUND: Quantitative and qualitative information that helps put the issue in context. Background information includes current and proposed legislation, statistical data and history.
♦ QUESTIONS FOR DISCUSSION: Questions that help delineate the problem very specifically and relate the solutions to public policy.
♦ SUGGESTED SOLUTIONS: Solutions offered by states or other organizations in presenting recommendations to the White House Conference. These are only suggested solutions.
♦ RECOMMENDATION: An intended action to address issues. Each topical discussion group will develop preliminary recommendations on each issue that will be forwarded to the Recommendation Development Committee to build into final recommendations. The recommendations need not be in the "whereas" format.
♦ JUSTIFICATION: Why the recommendation is the best solution to the issue.
♦ IMPLEMENTING STRATEGIES: Policy and program changes necessary to implement the recommendation.
♦ IMPACT ON THE THREE THEME AREAS: How does the recommendation impact any or all of the three themes: Literacy - the ability to read, comprehend, and communicate; Democracy - the condition of freedom and equality; and Productivity - the capacity for physical and intellectual output.

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The National Historical Publications and Records Commission (NHPRC) met in mid-October and recommended $1,466,550 for historical records projects. In addition, NHPRC awarded three $42,500 ($500 for interviews) fellowships in archival administration to the Delaware Bureau of Archives and Records Management, Los Angeles; and the Oregon State Archives, Salem.

NHPRC also endorsed the activities and recommendations of the Working Group on Standards for Archival Description. The Fall 1989 issue of the *American Archivist* contains the Working Group’s report, seventeen recommendations, and three background papers that were prepared for its first meeting. Additional working papers, prepared for the second meeting of the Working Group, have been published in the Winter 1990 issue of the *American Archivist*. Currently in preparation is *A Handbook on Standards for Archival Description*.

Among those receiving historical records projects grants included:

- President and Fellows of Harvard College, Cambridge, Massachusetts: A supplemental grant of $8,000 to complete the *Handbook on Standards for Archival Description*, the remaining activity to be completed by the Working Group on Standards for Archival Description.

- Academy of Natural Sciences, Philadelphia, Pennsylvania: A grant of up to $147,876 for a project to contribute approximately 30,000 name authority records to the Library of Congress Name Authority File. The project is being conducted by the Philadelphia Area Consortium of Special Collections Libraries.

- Florida Department of State, Division of Library and Information Services, Tallahassee, Florida: A grant of $150,000 ($50,000 matching) for a two-year regrant project focusing on archival and manuscript materials related to the history of Florida and its local communities. The project will provide funds to develop archival and records management programs, plan archival facilities, prepare plans for preservation and disaster preparedness, process collections, prepare finding aids, conduct preservation microfilming, hire consultants, and develop databases of holdings.

- Florida Department of State, Division of Library and Information Services (Florida State Historical Records Advisory Board), Tallahassee, Florida: A grant of $9,330 to support the board’s travel and meeting expenses.

- Idaho State Historical Society (Idaho State Historical Records Advisory Board), Boise, Idaho: A supplemental grant of $19,542 to complete work on development of a database of descriptions of archives and manuscript holdings in the state.

- Louisiana Department of State, Division of Archives, Records Management, and History (Louisiana State Historical Records Advisory Board), Baton Rouge, Louisiana: A grant of $107,060 to establish a local government records program by surveying the records in the parish clerks of court offices, developing retention schedules and records manuals, disseminating these products in conjunction with regional workshops for clerks and their personnel, and transferring to the state archives archival records that are in immediate danger of loss.

- Maine State Archives (Maine State Historical Records Advisory Board), Augusta, Maine: A supplemental grant of $4,560 to complete a statewide assessment and reporting project to examine historical records conditions and needs in four areas: state government records, local government records, historical records repositories, and statewide functions and services.

- Tennessee State Library and Archives (Tennessee State Historical Records Advisory Board), Nashville, Tennessee: A grant of $39,350 to initiate a statewide assessment and reporting project to examine historical records conditions and needs in four areas: state government records, local government records, historical records repositories, and statewide functions and services.

Awards Available

NHPRC Fellowships in Archival Administration
The Records Program of the National Historical Publications and Records Commission (NHPRC) is now accepting applications from individuals for three Fellowships in Archival Administration. Jointly funded by NHPRC and The Andrew W. Mellon Foundation, these fellowships will provide advanced administrative training in archives. The 1991-92 stipend has been increased to $35,000, plus up to $7,000 in fringe benefits, for a nine-to twelve-month period beginning between August and October 1991.

Fellows are provided with a series of administrative and decision-making experiences. Included in past fellowships have been diverse areas as appraisal, budget preparation, personnel administration, publications, plant operation, long-range planning, disaster planning, collection policy development, and committee activities. In addition to these diverse areas of administration, the fellow is expected to complete a technical project, which often takes the form of a draft for some institutional policy.

Applicants should have between two and five years' experience in archival work. Although 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.

Host institutions for the 1991-92 Fellowship will be:
- 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 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, California. 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, Delaware. 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 offered by 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.

Continued on next page

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Regional Archives Week

The New York State Archives and Records Administration (SARA) capped its celebration of New York Archives Week last October by honoring five outstanding efforts in the State in the area of archives and records management.

Assemblyman William B. Hoyt received the award for Most Effective Advocate on behalf of Archives and Records Management Programs. He was a key supporter of the Documentary Heritage Program Law (1988), the Local Government Records Law (1987), and the Local Government Records Improvement Fund Act (1989).

The award for Excellence in Research Using the Holdings of the State Archives was presented to F. Daniel Larkin, Professor of History at the State University College at Oneonta. Larkin's research for his recent book, John B. Jervis: An American Engineering Pioneer, drew heavily on canal contracts and related records at the state archives.

Washington County was recognized as having the Most Improved Local Government Archival Program in the state. The County successfully promoted its archival program within county government, completed an inventory of county archival records, produced three publications based on the inventory, and opened the archives to tours by college, elementary, and secondary school students.

The award for Most Improved Historical Records Repository was presented to Hartwick College Archives. Hartwick's Archives prepared a long-range plan, revised its mission statement and policies; developed a procedures manual; improved its physical facilities; and exchanged holdings information with other repositories.

The State University Construction Fund received the award for Most Improved State Agency Records Program. The Construction Fund's office records have been inventoried and are now covered by disposition schedules.

The Archives Week Awards, which will be given annually, serve to raise public awareness of the importance of archives to modern society and to identify and recognize achievements in the archival and records community in New York State.

Archives Day in Colorado

Colorado Governor Roy Romer declared September 21, 1990, as Colorado State Archives Day. Sponsored by the Society of Colorado Archivists, activities emphasizing preservation of historical records were held in Denver and Colorado Springs. Both Mayor Frederico Pena of Denver and Mayor Robert Isaac of Colorado Springs issued proclamations in regard to the observances in those cities. Other repositories around the state prepared exhibits to be displayed in their areas.

In Denver, six of the largest public institutions in Colorado participated in the planning and presentation of lectures, exhibits, and tours of the various facilities, the first such cooperative project. All scheduled events were free to the public and attendance was good. Exhibits, contributed by many city organizations, were placed on display at the Colorado Springs Pioneers Museum for the entire weekend.

The Society of Colorado Archivists plans for the observance of State Archives Day to be an annual event, with the hope that many more communities across the state will participate next year.

Awards Available

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Fellowship application forms and more complete descriptions of the individual host programs should be requested from the NHPRC, National Archives Building, Washington, D.C. 20408, (202) 501-5610. The forms must be completed and received by the Commission by March 1, 1991.

Following the March 1, 1991, deadline, the Commission will provide the completed fellowship application forms to the host institutions, each of which will select a fellow by mid-June 1991.

NHPRC History Fellowships

Contingent on funding, the National Historical Publications and Records Commission (NHPRC) will offer up to six history fellowships in 1991. Partial funding will be provided by the Andrew W. Mellon Foundation. Successful candidates will receive a stipend of $25,000 and spend 10 months at a documentary publication project beginning in the summer of 1991. Participating projects are The Samuel Gompers Papers (University of Maryland, College Park), The Papers of Henry Laurens (University of South Carolina, Columbia), The Papers of Andrew Jackson (University of Tennessee, Knoxville), The Papers of Martin Luther King, Jr. (Stanford University and the King Center, Atlanta), The Journals of Diego de Vargas (University of New Mexico, Albuquerque), and The Naval Documents of the American Revolution (Naval Historical Center, Washington, DC). Applicants should hold a Ph.D. or have completed all requirements for the doctorate except the dissertation.


United States Capitol Historical Society Fellowship

Applications are invited for the sixth year of the United States Capitol Historical Society Fellowship designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods of one month to one full year for a stipend of $1,500 per month. Applications must be received by February 15, 1991. For further information contact Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, (202) 225-2700.
World View

About World View
The "World View" column features 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-Swetland, P.O. Box 4503, Ann Arbor, Michigan 48106.

Archivist to Visit Pakistan Under International Library/Book Fellows Program
The American Library Association and the United States Information Agency sponsor a joint program to place library and publishing professionals in institutions overseas for up to one year. The program began in 1986 with a grant to ALA from the USIA. Its purpose is twofold: (1) to increase international understanding through the establishment of professional and personal relationships and the accomplishment of mutual goals, and (2) to enable U.S. librarians and publishers to enrich and broaden their career experience through a short period of overseas service.

Eleven individuals were selected as fellows for 1990-91, including Thomas Connors, consulting archivist with the Bancroft Group in Los Angeles. Connors will be working at the Pakistan Department of Archives in Islamabad from October 1990 through March 1991. He will be conducting seminars and workshops on archival theory and practice, the organization and management of archives and records, and archival reference service.

Archivists interested in the Library/Book Fellows Program should contact Robert P. Doyle, Director, Library/Book Fellows Program, American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

Archivum to Publish Revised International Directory of Archives

The last Directory, published in 1988, has a limited number of entries from the United States. The editorial board wants to include more repositories in the 1992 edition, although it will not be possible to list all U.S. archives. A reference to the Directory of Archives and Manuscript Repositories in the United States (2nd ed., 1988) will be made. However, those repositories that want a separate entry in the international directory are asked to contact R. Michael McReynolds, U.S. National Correspondent, Archivum, NNR, National Archives and Records Administration, Washington, D.C. 20408, for a copy of the five-question survey sheet and instructions.

Library of Archival Literature Relating to Central America Established in Guatemala
The Centro de Investigaciones Regionales de Mesoamerica, funded by the Plumsock Fund, is currently trying to establish a library of archival literature, ranging from manuals to finding aids, relating to Central America. The privately endowed center is located in Antigua, Guatemala, and has the potential to be a very active promoter of archival affairs in Central America. Any donations or requests for further information should be addressed to Chris Lutz, Director, The Plumsock Fund, P.O. Box 38, S. Woodstock, Vermont 05071, (802) 457-1199.

SHOE by Jeff MacNelly

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Photos Needed for New Glossary

Photographs are now being accepted for another volume in the Archival Fundamentals Series, *The Glossary of Archivists, Manuscript Curators, and Records Managers*, by Lynn Lady Bellardo and Lewis Bellardo. Specifically, 3"x5", 4"x6", 5"x7", or 8"x10" black and white glossies of the following are welcome:

- aisle
- aperture card
- archives box/container
- back-to-back rows/shelving
- bay
- book cradle
- book holder
- cartridge
- cassette
- compact shelving
- counterseal
- display case
- document case (Hollinger box)
- film strip
- flat filing
- foxing
- hygrometer
- hygrothermograph
- illuminated manuscript
- lantern slide
- microcard
- microfiche
- microfilm
- microfilm jacket
- open reel film/tape
- pamphlet box
- papyrus
- poster
- pulpit ladder
- reel (for film)
- seal (raised or incised emblem)
- shelf
- skippet
- slide
- stamp (that which is placed on mail or article subject to duty or excise)
- stereographics
- upright (used in shelving)
- vertical filing
- double shelving

Each archivist whose photographs are used will receive a complimentary copy of *The Glossary of Archivists, Manuscript Curators, and Records Managers*. In addition, individual and/or institutional credit will be given.

Please clearly identify each photograph submitted as to place, date, activity, person, photographer, and institution. Also include the item or negative number file, series, and collection, if applicable. Photographs will be returned if accompanied by a request and a self-addressed, stamped envelope. Please submit all photos by March 1, 1991, to Roger Fromm, University Archivist and Special Collections Librarian, Andruss Library, Bloomsburg University, Bloomsburg, Pennsylvania 17815. If you have a question about a prospective submission, Fromm may be reached at (717) 389-4204.

Archivist of the United States

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papers of a durable nature might already be cost-effective. The principle we have learned in health care functions here as well: it is less costly to prevent than to treat. All archivists need to redouble their efforts to care for deteriorating documents, but it is a smart investment to prevent future deterioration.

NARA will clearly play a leading role as these two issues unfold. Since what happens at the federal level often affects developments elsewhere in the United States, we will share our experience, research, and recommendations within the broader archival community, as well as within the federal government. Staff involved in NARA's preservation efforts are active participants in national and international efforts to achieve the goals we have set, and they will be happy to share their knowledge and experience with the entire archival profession.

In addition, we welcome information about parallel efforts within the states or the private sector. We can work together to persuade our governments, our colleges and universities, our corporations, and our other "parent" institutions—those who buy paper, in other words—to purchase and use the kind of paper that will truly meet the test of time.

Special Collections Initiative Announced

The Philadelphia Area Consortium of Special Collections Libraries (PACSCL) announces the creation of eighteen full-time professional positions as part of its "Initiative for the 1990s."

**Qualified applicants are being sought for positions as:**

- Project Coordinator, NACO Coordinator, Archivists, Special Collections Catalogers, Rare Book Catalogers, Manuscript Catalogers, A-V Catalogers, and Architectural Drawing Catalogers.

The "Initiative for the 1990s" is a landmark collaborative venture to catalogue significant research holdings from sixteen of Philadelphia's major special collections libraries. Records will be added to both RLIN and OCLC. Pending final approval of grant funding, positions will begin as early as January 1, 1991, and most will continue for thirty-six months.

Copies of job descriptions for all positions may be requested from Roger W. Moss, Executive Director, The Athenaeum of Philadelphia, East Washington Square, Philadelphia, Pennsylvania 19106-3794.
Archivists' Calendar

March 14-16, 1991
Annual Conference of the New Zealand Society of Archivists; Wellington; theme: "The Papers of Public Figures"; contact Conference Registrar, New Zealand Society of Archivists Inc., P.O. Box 27-057, Wellington, New Zealand, Fax (0064 4) 499-5708.

May 9-11, 1991
Midwest Archives Conference Spring Meeting in Chicago; contact Tyler Walters, Northwestern University Library, University Archives, Evanston, Illinois 60208-2300, (708) 491-3136.

May 29-June 1, 1991
National Genealogical Society Conference; Red Lion Hotel, Oregon Convention Center, Portland; contact Leland Meitzler, Genealogical Forum of Oregon, Inc., 1410 S.W. Morrison, #812, Portland, Oregon 97205, (503) 644-6067.

May 31, 1991
Society of Colorado Archivists Spring Meeting, Laramie, Wyoming.

June 3-8, 1991

June 9-21, 1991
Western Archives Institute: Sponsored by the Society of California Archivists, the California State Archives, and the School of Library and Information Studies at the University of California-Berkeley. Held at UC-Berkeley, the fifth annual institute is designed to offer an introduction to modern archival theory and practice. The program will benefit those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education; those already in the profession who want to update and renew their archival knowledge; and those who wish to explore the possibility of an archival career.

This two-week program will feature Mary Jo Pugh, lecturer at UC-Berkeley's School of Library and Information Studies and an archival consultant, as the principal faculty member. Sessions will include history and development of the profession, theory and terminology, records management, appraisal, arrangement and description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, outreach programs, managing archival programs and institutions, several practica, and include site visits to two major historical records repositories in the area. Tuition for the program is $400 and includes a selection of archival publications. Housing and meal plans are available at Berkeley's Clark Kerr Campus for additional charges. The application deadline is April 1, 1991. For an application, contact Laren Metzer, Administrator, Western Archives Institute, 1020 "O" Street, Room 130, Sacramento, California 95814, (916) 445-4294.

June 10-21, 1991
25th Annual Georgia Archives Institute: An Introduction to Archival Administration in Atlanta, Georgia, is sponsored by Clark Atlanta University School of Library and Information Studies, the Georgia Department of Archives and History, the Jimmy Carter Library, and the The University Center in Georgia. The Institute is designed for beginning archivists, librarians, and manuscript curators and will offer general instruction in basic concepts and practices of archival administration and management of traditional and modern documentary materials. The two-week program will feature lectures and demonstrations, a supervised practicum, and field trips to local archives. Topics will include records appraisal, arrangement and description of official and private papers, conservation, legal issues, and reference service. David B. Gracy II, Governor Bill Daniel Professor in Archival Enterprise at the University of Texas at Austin, will be the principal instructor. Tuition is $400. Enrollment is limited and the deadline for receipt of application and resume is April 1, 1991. For more information and an application, write: Don Oehlerlts, School of Library and Information Studies, Clark Atlanta University, Atlanta, Georgia 30314.
Professional Opportunities

HEAD OF SPECIAL COLLECTIONS
The George Washington University
Washington, D.C. 20052

Responsibilities: Opportunity to provide special collections leadership in a dynamic environment. Special Collections acquires, preserves, and makes available printed, manuscript, and graphic materials in support of research and teaching. Department administers active George Washington University Archives program. Plans, manages, and evaluates services, collections, and programs. Coordinates development of goals and objectives. Establishes overall priorities and promotes use of special collections materials by the research community. Required Qualifications: MLS from an ALA-accredited library school; 4 years’ minimum special collections experience in an academic or research library; demonstrated administrative ability and supervisory experience; knowledge of research use of special collections and archival principles. Must demonstrate strong communication and public relations skills as well as ability to work with research community within and beyond the campus. Preferred Qualifications: Experience in utilizing new technologies to enhance access to special collections. Background in obtaining and utilizing grant support for materials processing. Graduate degree in subject field. Salary: Minimum $32,000. Position available February 1, 1991. Review of applications will begin January 18, 1991, and continue until the position has been filled. Please send current resume and names, addresses and telephone numbers of three references to: Andrea Stewart, Executive Associate, The Melvin Gelman Library, The George Washington University, 2130 H Street, N.W., Room 201, Washington, D.C. 20052.

ADMINISTRATIVE SPECIALIST 3
(RECORDS ANALYST)
Lawrence Berkeley Laboratory
Berkeley, California

Lawrence Berkeley Laboratory is seeking an Administrative Specialist 3 for the Administrative Division (Business Services Department/Archives and Records Office). Responsibilities: Report to the Laboratory Archivist; inventory, describe, and appraise Laboratory records; train laboratory personnel in effective files management and records disposition procedures; assist in transferring records to the National Archives; and assist in establishing a vital records program and an integrated information management system. Qualifications: Demonstrated extensive experience in archives and records management functions, preferably with federal records. Demonstrated knowledge and experience in appraising and scheduling records; creating United States Machine Readable Catalog: Archives and Manuscripts Control (USMARC AMC records); designing records management training programs, and establishing vital records protection programs. Must be knowledgeable about National Archives and Records Administration regulations and procedures. Experience describing complex scientific records is desirable. Demonstrated verbal and written communication skills. Ability to lift up to 40 lbs. Bachelor’s degree and relevant graduate work preferred. Salary: $2,585 to $3,856/month. Position open until filled. Apply to: Employment Office, 90-1012, Lawrence Berkeley Laboratory, #1 Cyclotron Road, Berkeley, California 94720, (415) 486-4226.

DIRECTOR
Franklin D. Roosevelt Library
Hyde Park, New York

The National Archives and Records Administration invites applications for the position of Director of the Franklin D. Roosevelt Library, Hyde Park, New York. The library is an institution of the federal government and is operated as a part of the Presidential Library system. Responsibilities: Functions include administration of archival materials of the Roosevelt era, operation of a museum/exhibits program illustrating his life and times, and promotion of educational, scholarly and public-interest programs centered on the library’s holdings and related issues of public policy. The director works closely with the Franklin and Eleanor Roosevelt Institute and the late president’s family in developing programs and activities appropriate to the library’s functions. Qualifications: Candidates for this position must have a high level of managerial capability, knowledge of relevant American history and government, and knowledge of archival/museum operations. Salary: The position is in the competitive civil service classified at the GM-15 level with a minimum salary of $61,643. Recruitment is open to all qualified U.S. citizens. To obtain an application package, please call the National Archives Personnel Services Division, (202) 501-6100. Complete application packages must be postmarked or received by February 28, 1991.

DIVISION MANAGER
Kentucky Historical Society
Frankfort, Kentucky

Responsibilities: Administrative position overseeing two branches and staff of over twenty. Coordinates Publications branch, with quarterly journals and limited book publishing, and Library/Preservation Services branch, operating a historical and genealogical library with manuscript, map, photograph, rare book, and preservation laboratories programs. Qualifications: Requires either Ph.D. in history with research experience or MLS with strong history background. Should have experience in a supervisory position; knowledge of Kentucky history preferred. Salary: Range from $27,072 to $35,220 with state government benefits. Send letter of application, resume, references to Dr. James C. Klotter, Director, Kentucky Historical Society, P.O. Box H, Frankfort, Kentucky 40602. Application deadline April 8, 1991.
Professional Opportunities

CURATOR OF SPECIAL COLLECTIONS
University of Chicago Library
Chicago, Illinois

The Department of Special Collections includes more than 250,000 volumes, including rare books, and 7 million documents, including manuscripts and university and other archives. The curator is responsible for the quality and general support of collections and services, manages a staff of 16 FTE, and contributes to overall planning and management in the university library. Responsibilities: Collection development; manages the department; communicates with faculty and other users; oversees departmental applications of automated systems; applies modern technologies to bibliographic control and operations and services; directs exhibit, publication, and preservation programs; cooperates with library development. Qualifications: Understanding the importance of special collections to higher education and scholarship; ability to actively and aggressively collect appropriate materials; leadership qualities; and administrative and interpersonal relations skills. Education: Graduate library degree from an accredited library school or Ph.D. in a relevant discipline is required; holders of a library degree preferably will hold another graduate degree in a relevant discipline. Experience: Demonstrated involvement with scholarship and the needs of scholars; thorough knowledge of bibliographic description and control; minimum five years of progressively responsible professional experience in special collections or related area. Ability to apply modern technologies to library operations and services. Demonstration of increasing administrative and supervisory responsibilities. Excellent written and oral communication skills. Languages: Reading knowledge of at least two of the following: French, German, Italian, or Latin. Salary/Benefits: Appointment salary based on qualifications and experience. Benefits include a contributory retirement plan, health and life insurance, 22 vacation days, 6 university holidays, 5 personal days, and sick leave. Tuition benefit plan for college age and younger children. A full job description should be requested from the address below. Letters of application should include curriculum vitae and names, addresses, and telephone numbers of three references. Applications received by January 31, 1991, will be assured consideration. Preliminary interviews of individuals whose applications are received by December 31, 1990, may be held at ALA Midwinter meeting (January 12-17, 1991). Please submit applications to William F. Garrity, Search Committee for Curator of Special Collections, University of Chicago Library, 1100 East 57th Street, Chicago, Illinois 60637.

HEAD, SPECIAL PROJECTS TEAM
University of Minnesota Libraries, Twin Cities
Minneapolis, Minnesota

University of Minnesota Libraries is seeking a highly qualified librarian to provide leadership for a special projects cataloging team. This is one of eight professional positions in the division. Responsibilities: Management of a team, consisting of the head and three para-professionals, which will respond to unique cataloging needs across the system including special collections and archival units. Cataloging will be both original and copy cataloging in a variety of languages, subjects, and USMARC formats. Specific responsibilities of the project head include the following: define project goals in conjunction with the division head; develop, direct, and document procedures; perform original cataloging; supervise, train, and evaluate staff; serve as liaison with other units in technical services and public services that are affected by the work of the team. Qualifications: ALA-accredited MLS or its foreign equivalent; two years of cataloging experience, which includes a substantial portion of original cataloging, in an academic or research institution; strong supervisory or team-building skills as demonstrated by experience or training; competence in the assignment of LC classification and subject headings; competence with the USMARC format; thorough knowledge of AACR 2; ability to catalog non-English materials; experience with automated library systems. Desire experience with non-book formats, including AMC, and with RLIN, OCLC, or NOTIS. Appointment: This is a twelve-month academic/professional position with probationary appointment at the Assistant Librarian rank. To gain continuous appointment, successful performance of job responsibilities and a record of professional contributions is required. Salary: Minimum salary is $28,000. Position available September 3, 1991. Application must be postmarked by March 15, 1991. Please identify application with UL 203. Applicants should send a letter of application with detailed resume and names and addresses of three references to Barbara Doyle, Personnel and Staff Development Officer, University Libraries, 453 Wilson Library, 309 19th Avenue South, Minneapolis, Minnesota 55455.

CURATOR OF THE WESTERN HISTORICAL COLLECTIONS/
UNIVERSITY ARCHIVES
University of Colorado at Boulder
Boulder, Colorado

The University of Colorado at Boulder Libraries invites applications for the position of Curator of the Western Historical Collections/University Archives. The department has more than 800 collections, which occupy 15,000 linear feet, as well as 250,000 photographs. Responsibilities: The curator reports to the associate director for planning and development and is responsible for the operations of the department collection development and management, including soliciting gifts, and the arrangement, description, and preservation of the collections; reference service; and three FTE staff. There is the option of teaching one archival management course each semester in the history department. Qualifications Required: A minimum of five years curatorial experience; an advanced degree in United States history; archival management training or a MLS with an archival concentration from an ALA-accredited school; potential for scholarly and professional achievement. Preferred: Ph.D. in United States history; additional experience in archival and/or manuscript management, supervision, collection development, and automation; familiarity with the USMARC and AMC formats; evidence of scholarly and professional achievement. This is a twelve-month, tenure-track faculty position. Salary: $35,000 to $40,000 will be commensurate with qualifications and experience, with an additional stipend for teaching. Preference will be given to candidates at the assistant professor rank but candidates at all levels will be considered. Benefits include TIAA/CREF, and liberal annual and sick leave. Apply by February 1, 1991, to: Joan S. McConkey, Associate Director for Administrative Services, University of Colorado at Boulder Libraries, CB 184, Boulder, Colorado 80309-0184. Applications should include a statement of qualifications, a current resume, and the names, titles, addresses, and telephone numbers of three references. The University of Colorado at Boulder has a strong institutional commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including women, members of ethnic minorities, and disabled individuals.

PROJECT ARCHIVIST
(TWO POSITIONS)
Louisiana State Archives
Baton Rouge, Louisiana

To assist in conducting NHPRC-funded program surveying and scheduling records of parish (county) clerks of court. Project involves development and implementation of records management systems forming nucleus of statewide local government records management program. Responsibilities: Develop and distribute survey instruments to identify volume, condition, and usage patterns of records...
Professional Opportunities

ASSISTANT ARCHIVIST
Archdiocese of Boston
Brighton, Massachusetts
Responsibilities: Principal responsibilities include appraising and processing archival collections, participation in overall planning, supervision of part-time staff and interns, and reference duties. Participate in records management and outreach activities, including preparing exhibits, delivering lectures, and writing articles. Qualifications: Include either a MA in history or MLS; concentration in archival management desirable. One to three years of archival experience. Background in American religious history and knowledge of USMARC AMC format helpful. Excellent benefits. Salary competitive. Please submit cover letter and resume to Ms. Brenda Kirwan, Archdiocese of Boston, 2121 Commonwealth Avenue, Brighton, Massachusetts 02135.

ASSISTANT ARCHIVIST
Missouri Botanical Garden
St. Louis, Missouri
Responsibilities: Work closely with the archivist to develop the archives program. Carry out a processing strategy consistent with professional archival standards, to include appraisal, arrangement, description, and preservation of collections. Help prepare guide to the archives and other finding aids appropriate to individual collections. Prepare series descriptions and authority records in USMARC format, for inclusion in local and national automated systems. Qualifications: Master's degree in history or library science and formal archival coursework and training from a recognized archival training program. Archival processing experience, good communication skills, and ability to work as part of a team are essential. Position open until filled. Forward resumes to Human Resources, Job Number 109, Missouri Botanical Garden, P. O. Box 299, St. Louis, Missouri 63166.

REFERENCE ARCHIVIST
The Amistad Research Center
New Orleans, Louisiana
Responsibilities: The reference archivist will serve research scholars who visit the Center, respond to telephone and mail requests for information, handle interlibrary loan requests, accession manuscript collections, supervise preparation of finding aids for manuscript collections, and report bibliographic records for manuscript collections to NUCMC and enter them into OCLC as they are prepared by the archival processing staff. Qualifications: Requires a graduate degree in history, good knowledge of American ethnic history, and experience in archives administration. Knowledge of the USMARC AMC format is needed, but if other qualifications are met, the Center will pay for reference archivist to attend a workshop on standards for implementing the USMARC AMC format. Salary: Minimum $26,000 plus insurance and retirement benefits. Position is available now. Must be filled by June 1, 1991. Send letter of application, current resume, and three current letters of reference, with telephone numbers to Clifton H. Johnson, The Amistad Research Center, Tulane University, New Orleans, Louisiana 70118.

CURATOR
Northwestern University Library
Evanston, Illinois
Northwestern University Library seeks applications and nominations for the position of Curator of the Melville J. Herskovits Library of African Studies. Responsibilities: The successful candidate will have the opportunity to lead and direct the operations, services, and collections of one of the world's premier collections of Africania. The Herskovits Library is the largest separate Africania collection in the world, numbering over 165,000 bound volumes in the humanities and social sciences, more than 2,500 periodicals, and extensive collections of pamphlets, reports, microforms, archives, and ephemera. The Library serves the Program of African Studies at Northwestern, comprised of faculty and graduate students in all areas of the social sciences, humanities and professional schools; and visiting scholars sponsored in part by the Program in International Cooperation in Africa and the Institute for Advanced Study and Research in the African Humanities. The Library also serves the international scholarly community of Africanists, serving more than 1,000 visiting scholars each year in the library and via interlibrary loan. Required Qualifications: Include a master's degree from an accredited program in library science or significant experience in library, archival or academic administration and an appropriate advanced degree; evidence of significant advanced study in a discipline related to African studies; five or more years of successful library or equivalent experience in African Studies, including administrative and collection development experience; and two or more languages related to African studies. Salary: Commensurate with qualifications and experience, minimum $40,000. Send letter of application and resume, including names and complete addresses of three references to Rachel D. Blegen, Library Personnel Manager, Northwestern University Library, 1935 Sheridan Road, Evanston, Illinois 60208-2500. Applications must be received by April 30, 1991 to be considered.

ASSISTANT ARCHIVIST
University of Notre Dame Archives
Notre Dame, Indiana
Responsibilities: Accessioning, processing, and providing reference for the Archives' collections. Other duties and opportunities according to applicant's skills and interests. Qualifications: Master's degree and one year experience or equivalent training. Salary: $20,000 per year plus benefits. Send letter of application, resume, and list of three references to Dr. Wendy Clauson Schlereth, 607 Hesburgh Library, Notre Dame, Indiana 46556. Application deadline is March 15, 1991 and the position is available after June 1, 1991.
Arranging and Describing Archives and Manuscripts

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. Numerous tables and sample forms help guide the reader.

SAA (1990) $19 members, $25 nonmembers, plus postage and handling.

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Designed by Teresa Brinati and Jim Sauder

Society of American Archivists
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ARCHIVAL FUNDAMENTALS SERIES

Like the Basic Manual Series that precede them, and that for more than a dozen years excelled in articulating and advancing archival knowledge and skills, the seven new titles in SAA's Archival Fundamentals Series have been conceived and written to be a foundation for modern archival theory and practice. These volumes will strengthen and augment the knowledge and skills of archivists, general practitioners, and specialists, who are performing a wide range of archival duties in all types of archival and manuscript repositories.

Mary Jo Pugh, Editor
Archival Fundamentals Series

Understanding Archives and Manuscripts
James M. O'Toole
The purpose of this volume is to understand where recorded information comes from, what these records are made of, what services they perform, how they can be organized and managed, and how they are used. The text is enhanced by many illustrations. This publication will appeal to the beginning archivist, the archival student, the administrator contemplating the establishment of an archives, as well as the potential donor thinking about depositing records in an archives. As O'Toole notes in his introduction to this volume, "Understanding archives and manuscripts opens the door to understanding ourselves, and that remains one of the enduring challenges and joys of archives work."
SAA (1990) 79 pp., paper $19 members, $25 nonmembers

Arranging and Describing Archives and Manuscripts
Fredric M. Miller
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. This manual will be especially helpful to the novice archivist coming to the profession through educational programs or the assignment of new archival responsibilities. Numerous tables and sample forms are an added resource.
SAA (1990) 131 pp., paper $19 members, $25 nonmembers

Managing Archival and Manuscript Repositories
Thomas Wilsted and William Nolte
This volume seeks to provide archivists with an introduction to the concepts and functions of modern management. The emphasis is on applied management: the use of management techniques to enhance the performance of archives and related repositories. Chapters include "The Archivist as Manager," "Managing Archival Facilities," "Financial Management," "Fund Raising and Development," "Technology and the Archival Manager."
SAA (March 1991) circa 100 pp., paper $19 members, $25 nonmembers

VOLUMES FORTHCOMING IN 1991

Selecting and Appraising Archives and Manuscripts
F. Gerald Ham
Preserving Archives and Manuscripts
Mary Lynn Ritzenthaler
Providing Reference Services for Archives and Manuscripts
Mary Jo Pugh
The Glossary of Archivists, Manuscript Curators, and Records Managers
Lynn Lady Bellardo and Lewis Bellardo
INTRODUCTION TO ARCHIVES

Basic Manual Series I
This series provides a wealth of introductory and advanced "how-to" information for anyone interested in the theory and practice of administering archives and manuscripts.

Archives & Manuscripts: Appraisal & Accessioning
Maynard J. Brichford
Appraisal—evaluating archival source material to determine what portion will be kept—is a crucial archival function. This manual outlines and explains all of the considerations necessary to a comprehensive appraisal process. It then details how to establish physical, legal, and intellectual control over those records chosen for accessioning.
SAA (1977) 24 pp., paper
$4 members, $5 nonmembers

Archives & Manuscripts: Reference & Access
Sue E. Holbert
Every archival, records, and manuscript repository has the responsibility of making its holdings, and information about them, available to researchers. In this guide, Holbert lays out the principles and practices of meeting this goal.
SAA (1977) 30 pp., paper
$4 members, $5 nonmembers

Archives & Manuscripts: Security
Timothy Walch
This well-organized manual takes you through the steps of planning and implementing a security program at your repository. Walch outlines procedures that not only discourage theft, but also facilitate prosecution should it occur.
SAA (1977) 30 pp., paper
$4 members, $5 nonmembers

Archives & Manuscripts: Surveys
John Fleckner
The records survey can aid research, promote preservation, bolster collection building, and foster administrative efficiency by providing knowledge of the documentary universe beyond an archivist's own institution. To be successful, though, the survey must be tailored to its goals. This manual tells you how.
SAA (1977) 28 pp., paper
$4 members, $5 nonmembers

Basic Manual Series I
set of all four manuals:
$13 members, $17 nonmembers

Basic Manual Series II
This series goes beyond the archival functions discussed in Series I to illustrate the rich diversity of archival work. These four manuals offer practical explanations, examples, and illustrations that help archivists extend and improve the capabilities of their repositories.

Archives & Manuscripts: Exhibits
Gail Farr
Farr provides a flexible framework for exhibit creation that minimizes the strain on an archival repository’s resources and maximizes the benefits both to the institution and to the community it serves.
SAA (1980) 72 pp., paper
$6 members, $8 nonmembers

Archives & Manuscripts: Maps and Architectural Drawings
Ralph E. Ehrenberg
This manual is designed as a reference work for the archivist or curator who requires some knowledge of maps, aerial photographs, and design and construction drawings. Included are discussions of accession and appraisal, arrangement, description, conservation, storage, and reference and access.
SAA (1982) 64 pp., paper
$6 members, $8 nonmembers

Archives & Manuscripts: Public Programs
Ann E. Pederson and Gail Farr
Public programs support and enhance other archival functions, while promoting greater awareness of archives and what they do. Pederson and Casteline’s manual tells you how to implement successful program offerings, explains the role these programs have in the ongoing life of an archival institution, and emphasizes their cumulative effect on long-range institutional goals.
SAA (1982) 96 pp., paper
$6 members, $8 nonmembers

Archives & Manuscripts: Reprography
Carolyn Hoover Sung
The astounding advances in reprography (copying techniques) during the last fifty years have offered new opportunities and challenges for archivists in their role as preservers and disseminators of the recorded past. Sung discusses the techniques and equipment necessary to put reprography to economical, efficient, and effective use in your repository.
SAA (1982) 68 pp., paper
$6 members, $8 nonmembers

Basic Manual Series II
set of all four manuals:
$20 members, $30 nonmembers
Archives & Manuscripts: Administration of Photographic Collections

Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long

All aspects of managing photographic materials are addressed by this valuable resource. The emphasis is on the archival perspective, stressing the development of systems to organize, access, and preserve entire historical photograph collections. The volume includes nearly 100 color and black-and-white photographs, numerous drawings, charts, forms, a bibliography, glossary, supply list, and index.

SAA (1984) 176 pp., paper
$15 members, $19 nonmembers

Archives & Manuscripts: Conservation

Mary Lynn Ritzenthaler

Archivists and manuscript curators have primary responsibility for preserving the collections under their charge. Ritzenthaler addresses the problems and issues of this responsibility and identifies the principles of a sound conservation program. Her analysis will help archivists and curators understand their collections from a material standpoint, including why materials deteriorate, and how to incorporate control and treatment techniques into existing archival and curatorial functions.

SAA (1983) 152 pp., paper
$11 members, $15 nonmembers

Archives & Manuscripts: Law

Gary M. Peterson and Trudy Huskamp Peterson

The law stretches its fingers into every corner of our society, including archival repositories. This manual presents the legal questions confronting archivists, points to the major types of law governing archives, and discusses reasonable means of analyzing and resolving legal issues. A glossary of selected legal terms and a bibliographical essay are included.

SAA (1985) 112 pp., paper
$9 members, $13 nonmembers

Archives & Manuscripts: Machine-Readable Records

Margaret L. Hedstrom

This manual both encourages and assists archivists to adapt traditional archival procedures to the management of machine-readable records. It outlines the steps required to locate, appraise, accession, process, and preserve machine-readable records, making allowances for incremental implementation of a machine-readable records program. Subjects covered include an overview of computer hardware, software, and machine-readable records; preservation and access; and the impact of information upon archival records. A glossary and bibliography are also included.

SAA (1984) 75 pp., paper
$7 members, $9 nonmembers

A Modern Archives Reader: Basic Readings on Archival Theory and Practice

Edited by Maygene Daniels and Timothy Walch

This volume brings together for the first time classic essays of archival literature that outline and define the basic theories of archives administration, plus more recent articles that re-examine basic concepts and demonstrate the practical application of archival principles. A glossary and suggestions for further reading are also included.

National Archives Trust Fund Board (1984) 360 pp., paper
$12 member, $15 nonmembers

Keeping Archives

Ann Pederson, Editor-in-Chief

Keeping Archives comprehensively covers all of the basics of archives administration in one, down-to-earth manual. The easily understood text, with its numerous explanatory tables, sample forms, and helpful illustrations, will guide and inform you in establishing and maintaining an effective archives service. The book’s thirteen authors and five editors were drawn from archives in banking, genealogy, manuscripts, research, secondary and tertiary education, museum administration, business, and local, state, and federal government. As a result, they have produced a resource that is consistent and viable for all contexts of archival operations.

Australian Society of Archivists Inc. (1987) 374 pp., paper
$27 members, $29 nonmembers

A Manual For Small Archives

Association of British Columbia Archivists, Small Archives Committee

This manual is especially valuable as an overall introduction to archival work. Chapters run the gamut from “Resources” to “Conservation” to “Computers.” There is also a bibliography. Material is compiled in a sturdy three-ring binder, convenient for adding notes and other documents to make A Manual For Small Archives the ultimate resource.

Association of British Columbia Archivists (1988)
215 pp. plus index, looseleaf binder
$40 members, $45 nonmembers
Preservation of Historical Records

National Research Council

This volume presents the findings of the Committee on Preservation of Historical Records, which studied the formidable task facing the National Archives and Records Administration: how to preserve some three billion archival items. The committee's enlightened analysis of the problems inherent in so immense an undertaking, and its sensible recommendations for their solutions, reflect the cutting edge of preservation theory and practice. Includes a method for scoring and assessing the condition of collections and a decision tree that provides a guide for orderly progress in preserving a collection of documents.

National Academy Press (1986)

108 pp., hardcover

$12 members, $16 nonmembers

Preservation Microfilming: A Guide for Librarians and Archivists

Edited by Nancy E. Gwinn

1988 SAA Leland Award Winner

Preservation Microfilming offers a comprehensive, step-by-step approach to the planning and implementation of microfilming projects. The manual can be approached as an overview of the preservation microfilming process, as a detailed guide to each step of the operation, as a fact book, as a reference to other documents or programs, as a checklist, or as a source for special forms or photos—in short, as an invaluable deskside resource.

American Library Association (1987)

212 pp., paper

$36 members, $40 nonmembers

A Selective Bibliography on the Conservation of Research Library Materials

Paul N. Banks

This bibliography contains over 150 pages of sources useful to librarians and archivists concerned with conservation. Entries are arranged by subject within such broad categories as “Protection and Care of Books and Manuscripts,” “Materials, Structure, and Technology of the Book,” and “Physical Treatment of Books and other Materials.”

Newberry Library (1981)

98 pp., paper

$8.50 members, $10 nonmembers

Appraising the Records of Modern Science and Technology: A Guide

Joan K. Haas, Helen Willa Samuels, and Barbara Trippel Simmons

This guide describes the scientific and technological activities of scientists and engineers, as well as the potential value and use of the records they generate. This knowledge will allow you to make better acquisition and appraisal decisions in this field. In addition, the authors guide processors through the appraisal, arrangement, and description of scientific and technological collections, and help records managers develop retention guidelines. The guide also contains sections on journal articles, technical reports, and patents, as well as lists of selected readings and of relevant history centers.

Massachusetts Institute of Technology (1985)

96 pp., paper

$7 members, $9 nonmembers

Also Available

Archives & Manuscripts: Conservation

Mary Lynn Ritzenhaler

$11 members, $15 nonmembers. See page 3 for details.

Archives & Manuscripts: Administration of Photographic Collections

Mary Lynn Ritzenhaler, Gerald J. Munoff, and Margery S. Long

$15 members, $19 nonmembers. See page 3 for details.
The High-Technology Company: An Historical Research and Archival Guide
Bruce Bruemmer and Sheldon Hochheiser
This guide will be an asset to any archivist or historian interested in documenting the high-technology industry. The book presents a generic description of archival activity in the high-technology environment, and introduces a probe technique for obtaining general historical and documentary information about these companies. Charles Babbage Institute (1989) 131 pp., paper $13 members, $18 nonmembers

Archival Education

Basic Archival Workshops: A Handbook for the Workshop Organizer
Thomas C. Pardo
A handbook designed for archival organizations and institutions that are considering conducting basic archival workshops. It covers all aspects of an archival workshop from needs assessment and scheduling through development of curricular materials and workshop evaluations.
SAA (1982) 72 pp., paper $6 members, $9 nonmembers

Basic Archival Workshop Exercises
Trudy Huskamp Peterson
This instructional tool contains exercises on appraisal and acquisition, arrangement and description, and reference and access. Each exercise is designed to illustrate a particular archival point and a specific workshop technique. Included are the student's copy of each exercise, which may be duplicated for distribution, and a teacher's guide.
SAA (1982) 88 pp., paper $10 members, $15 nonmembers

Caring for Historical Records Workshop Curriculum and Resource Materials
Julie P. Bressor
This workshop curriculum book was prepared as part of the New England Archivists' "Archival Education through Education Project." Workshop instructor Julie P. Bressor developed the book as a convenient means of organizing lecture outlines, sample forms, and resource materials for a workshop, which provided an introduction to basic archival techniques for identifying, evaluating, organizing, preserving and using historical documents.
SAA (1990) 94 pp., spiral bound $8 members, $11 nonmembers

Audiovisuals for Archivists
Compiled and annotated by Timothy L. Ericson
This is a listing of more than 100 audiovisual programs for, about, and/or by archives and archivists. Each citation includes information on the type of program, length, equipment required, purchase price, cost and term of loan, ordering address, and a brief description of the program.
SAA (1985) 8 pp. plus insert, paper $1 members and nonmembers. Quantity discount if ordered in multiples of 25: $7 for 25 copies, $14 for 50 copies, etc.
Archives and Museum Informatics Technical Reports are in-depth studies for archives and museum professionals involved in automation. This irregular series of monographs, authored by David Bearman and others, addresses information management issues facing archives and museums. Reports are designed to provide practical guidance on such issues as selecting and collecting software, determining functional requirements for management systems, and evaluating the impact of new technologies.

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<td>Functional Requirements for Exhibit Management Systems</td>
<td>No. 8</td>
<td>Rozell Overmire: An analysis of the requirements for automated systems for exhibit management, with a data dictionary, bibliography, and lists of vendors and institutions with automated exhibit management systems.</td>
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Reports are listed by number on order form.
Collecting Software: A New Challenge for Archives & Museums
No. 2
A history of software and its influences on our society, which addresses the barrier to collecting software as a cultural record. Identifies the physical management issues associated with retention, storage, retrieval and use. (1987), 80 pp., paper $20 members and nonmembers

Optical Media: Their Implications for Archives & Museums
No. 1
A discussion of the applications of optical media in museums and archives. Includes criteria for selecting projects for each technology, cost factors, case studies, lists of vendors and bibliography. (1987), 89 pp., paper $20 members and nonmembers

Publisher's Note: As a service to archivists who would like to have access to MARC for Archives and Manuscripts: The AMC Format and MARC for Archives and Manuscripts: A Compendium of Practice, these once standard but now obsolete reference materials are available at reduced prices until current supplies run out.

MARC For Archives & Manuscripts: The AMC Format
Nancy Sahli
The USMARC Archival and Manuscripts Control format promises to bring many lasting benefits to the archival profession by providing a technical structure for the exchange of data between computer systems and a framework for organizing data about archival materials. Nancy Sahli has written a multi-part user’s manual for archivists, curators, librarians, researchers, and anyone else seeking information about the structure and use of this revolutionary format. The core of the volume, the format itself, contains an abundance of information, definitions, and examples. An introduction provides background about the format’s history, structure, and implementation; examples of a data-entry form and AMC format records; and a bibliography and glossary. The SAA Data Element Dictionary is included.
SAA (1985) 261 pp., looseleaf binder $5 members, $7 nonmembers
While supplies last.

MARC for Archives & Manuscripts: A Compendium of Practice
Max J. Evans and Lisa B. Weber
This reference guide will prove invaluable when employing and defining fields within the MARC Format for Archival and Manuscripts Control. It documents how ten major archival institutions have adopted the AMC format. The manual, organized in field number order, summarizes the MARC AMC format for each field. It also provides a narrative description of each institution’s practice, emphasizing variations and offering examples. Appendices include standard terminology for specific fields as well as examples of fully tagged records.
SAA (1985) 262 pp., looseleaf binder $5 members, $7 nonmembers
While supplies last.

MARC For Archives & Manuscripts: The AMC Format, Update No. 2
Lisa B. Weber
This update incorporates AMC format changes published in Update No. 1 and in updates of MARC Formats for Bibliographic Data. It should be purchased by those who bought Nancy Sahli’s MARC for Archives and Manuscripts: The AMC Format prior to the 1987 SAA annual meeting.
SAA (1987) 42 pp., looseleaf $1 members and nonmembers
While supplies last.

Compiled by Steven Hensen
The standard manual of rules for archival description and cataloging (originally published by the Library of Congress in 1983) has been revised and substantially expanded. Rules from the first edition have been clarified, amplified, and rearranged. Entirely new sections cover choice of entry and formulating headings for personal, geographic, and corporate names and uniform titles. Appendices contain several sample descriptions, MARC coded versions for all examples given in the text, and tables relating the manual’s descriptive elements and MARC fields. "This manual is a must for everyone formulating catalog records for archival and manuscript materials in paper or any other format.” Library Journal.
SAA (1989) 196 pp., paper $19 members, $26 nonmembers

Also Available
Archives & Manuscripts: Machine-Readable Records
Margaret L. Hedstrom
S7 members, $9 nonmembers
See page 3 for details.
Archives Assessment and Planning Workbook
Edited by Paul H. McCarthy
The core of this workbook is ten sections covering the fundamental areas of archival work, including legal and governing authority, finances, staff, holdings, and physical facilities, as well as preservation, processing, access, and outreach activities. Each section presents an archival principle and provides a checklist of possible programmatic activities with a worksheet for noting areas in need of improvement. The workbook is supplemented by statistical information on archival repositories in the United States, enabling you to compare your resources to those of similar type and size. This workbook will be especially valuable to an archivist in a small or medium-sized repository.
SAA (1989) 84 pp., looseleaf
$19 members, $24 nonmembers

Records Management Handbook
Ira A. Penn, Anne Morddel, Gail Pennix, and Kelvin Smith
This handbook examines all the main aspects of records management, with emphasis on practice. It is a valuable guide to those both new and experienced in the management of records. Within the framework of the ‘information life cycle’ the book moves from an examination of active records, records scheduling and appraisal of archiving, and classification.
Gower Publishing Company (1989) 249 pp., hardcover
$56 members, $63 nonmembers

Archival Choices: Managing the Historical Record in an Age of Abundance
Edited by Nancy E. Peace
This collection of essays offers insights, opinions, new ideas, broad strategies, and specific techniques for appraising contemporary records. “By successfully articulating theoretical and practical appraisal issues,” wrote Joan Haas in her review of Archival Choices, “these essays will assist in focusing and structuring the continual struggle to manage the contemporary record.”
Lexington Books (1984) 164 pp., hardcover
$12 members, $18 nonmembers

Managing Business Archives
Edited by Colleen Pritchard
This publication presents an overview of information required for managing business archives. The material was compiled from a seminar held in Sydney, Australia, on July 26, 1986, and conducted jointly by the Australian Society of Archivists and the New South Wales Special Libraries Section of the Library Association of Australia.
Australian Society of Archivists Inc. (1988) 56 pp., paper
$10 members, $12 nonmembers

Managing Archives and Archival Institutions
Edited by James Gregory Bradsher
With a Foreword by Frank B. Evans
Drawing on the expertise of nineteen highly regarded archivists, the book establishes general principles that will be of practical value to archivists at all stages of professional development in all types of archival institutions. Subjects covered include the history of archives administration, records appraisal and disposition, arrangement and description, the management of different kinds of archival materials (personal papers, cartographic and architectural records, audiovisual and machine-readable materials, oral history records), new automation techniques, reference service and access, ethics, preservation, security, public programs, exhibits, and managing archival institutions. An extensive up-to-date bibliography and index complete the book.
University of Chicago Press (1989) 304 pp., hardcover
$40 members, $45 nonmembers
The Management of Oral History Sound Archives
Fredrick J. Stielow
1987 SAA Leland Prize
Designed for both manual and computerized applications, this definitive manual fills the information needs of established and beginning professionals in the field of oral history and folklore archival management. It offers complete theoretical and practical guidelines for creating, organizing, and managing a sound archives according to state-of-the-art principles that are applicable to virtually any type of project or collection. This manual features essential information on every aspect of the field—from public service and community outreach activities to legal implications, technical processing, and preservation. In addition, the manual supplies a simplified guide to data processing and microcomputer applications for the sound archivist or librarian.
Greenwood Publishing Group, Inc. (1986) 158 pp., hardcover
$35 members, $39 nonmembers

A Manual of Sound Archive Administration
Alan Ward
As the commercial and noncommercial production of sound recording—both audio and video tape—has increased, so has the need for preservation and management of sound archives. This manual thoroughly explores and explains all the necessary steps involved in setting up and managing a sound archives, including acquiring the material, documentation, storage and equipment, and conservation programs. Using a thematic approach, both technical information and archival principles and practices are incorporated into a comprehensive, readable guide to sound archives administration. (This is a British publication.)
Gower Publishing Company (1990) 288 pp., hardcover
$49 members, $56 nonmembers

Information Systems: A Strategic Approach to Planning and Implementation
Richard Kesner
This resource leads the reader through a series of management tools covering such fundamental areas as needs assessment, project planning, request for proposal preparation, hardware and software selection, and system implementation. A well-developed strategic plan will maximize the benefits of the new information technologies.
American Library Association (1988) 263 pp., paper
$18 members, $22 nonmembers

Management of Archives and Manuscript Collections for Librarians
Edited by Richard Lyle
Directed toward librarians who have archival responsibilities but little archival training or experience, this resource covers such topics as defining collections and collecting; aural and graphic archives; arrangement and description of manuscripts; and the law and the manuscripts curator.
124 pp., paper
$4 members, $6 nonmembers

Bruce W. Dearstyne
This guide provides practical help for anyone who handles public documents and uses the information in them. It is a step-by-step account of what records management is, why it is important, and how you can make it work to get control of your records. Anyone who creates, uses, studies, or relies upon the records of local government needs this manual.
AASLH Press (1988) 146 pp., paper
$13.50 members, $15 nonmembers
Ephemera: A Book on its Collection, Conservation, and Use
Chris E. Makepeace
Ephemera—whether it concerns lottery tickets, menus, timetables, or trade literature—can pose many problems for archivists, librarians, or private collectors. This book aims to solve many of those problems by looking at the difficulties encountered in defining, collecting, and storing the material. It surveys the essential tasks of cataloging, classification, and indexing, and reviews the exploitation and use of ephemera. (This is a British publication.)
Gower Publishing Company (1985)
247 pp., hardcover
$50 members, $57 nonmembers

Automated Records and Techniques in Archives: A Resource Directory
Edited by Marion Matters
This directory contains annotated lists of the most important or useful sources of information concerning automated records and techniques in archives, selected by archivists who know how to use them—members of the SAA Committee on Automated Records and Techniques. The "Directory of Organizations" is an introduction to networking using the liveliest, most interactive information resource—people. The "Directory of Information Clearinghouses" leads to services that often go beyond indexing and bibliography to provide ready reference referrals and document delivery. The "Directory of Educational and Training Programs" suggests ways to acquire information more formally—such as in a workshop or in an academic setting. The conventional "Selected Bibliography" contains citations to books, articles, and reports intended to provide substantive information on theory and practice. The "List of Periodicals" suggests sources to consult for news and analysis of current development. A "Directory of Bibliographic Databases" suggests how to proceed when additional research is required. An index is also included.
SAA (1990) 81 pp., paper
$10 members, $13 nonmembers

Directory of Business Archives in the United States and Canada
SAA Business Archives Section
This is the fourth edition of the directory. It is comprised of 160 companies that either answered the survey questionnaire circulated to more than 300 businesses identified as having some kind of historical records program or sent in information after the first printing of the directory. Entries are arranged alphabetically by corporate name. Each entry provides a mailing address for the business, a contact person's name and telephone number, a description of the company's principal business, and the archives' hours of service. The description of the company's archival holdings includes inclusive and predominant date spans, the total volume of holdings, and a brief summary of the most significant record groups. Also a condition of access statement notes any user restrictions on the materials. In addition, three indexes—an index by business type, a geographic index, and an index of contact persons—provide other points of access to the entries.
SAA (1990) 96 pp., spiral bound
$9 members, $12 nonmembers
Museum and Archival Supplies Handbook
The handbook lists over 600 North American suppliers. It includes supply listings for conservation of many types of collections, environmental tests and controls, exhibits and displays, the Latham workshop, mounting and framing, microfilm equipment, and storage. Indexed by brand name, supplier, and product type, the book includes advice on the use of materials and supplies as well as ordering information and an extensive bibliography.

Published by the Ontario Museum Association and the Toronto Area Archivists Group (1985)
174 pp., paper
$16 members, $20 nonmembers

Museum Archives: An Introduction
William A. Deiss
Intended to encourage museums to preserve their historically valuable records and to offer guidelines for the establishment of museum archives, this manual addresses such topics as why a museum should have an archives, planning a museum archives, how to start an archives program, and basic archival procedures. A brief bibliography and some sample forms are also included.
SAA (1983) 38 pp., paper
$5 members, $7 nonmembers

Native American Archives: An Introduction
John A. Fleckner
1985 SAA Leland Prize
In addition to offering a basic understanding of archives and their contribution to the administrative, educational, and cultural needs of the Native American society, this booklet provides suggestions for assistance in areas such as technical training and resource development. Superbly illustrated with many photographs, it also contains a bibliography, a list of sources of assistance, and several sample forms.
SAA (1984) 72 pp., paper
$5 members, $7 nonmembers

Retention of Records: A Guide for Retention and Disposal of Student Records
This guide provides standards for making student records retention decisions, including those in machine-readable form. It also discusses the future archival significance of student records.
American Association of Collegiate Registrars and Admissions Officers (1987) 46 pp., paper
$7 members, $8 nonmembers

Thesaurus of University Terms
Jill Tatem and Jeff Rollison
Developed at Case-Western Reserve University, this four-part subject thesaurus describes the people, functions, and activities at a university. By combining the thesaurus's comprehensive and rational description with a microcomputer, you can achieve more complete information retrieval in less time.
SAA (1986) 46 pp., paper
$6 members, $8 nonmembers

Basic Glossary for Archivists, Manuscript Curators, and Records Managers
This fundamental resource contains terms regarded as basic to the disciplines of these professions. Definitions are drawn from the basic literature and the policies and practices of leading North American institutions.
SAA (1974) 19 pp., paper
$2 members and nonmembers. ($1 each for quantities of 10 or more delivered to one address.)
Publisher's Note: This publication will be discontinued when A Glossary for Archivists, Manuscript Curators, and Records Managers from the Archival Fundamentals Series is published later this year.

College and University Archives: Selected Readings
This collection of 17 articles by archivists, records managers, and historians addresses topics that include establishing a college archives, records management programs, reference use, and administration. Appendices offer a sample records retention and disposition schedule and university filing system.
SAA (1979) 234 pp., paper
$9 members, $12 nonmembers

College and University Archives: Guidelines
This booklet contains the guidelines approved by SAA's Council in 1979. The guidelines cover administration, personnel, facilities and equipment, supporting services, and records management.
SAA (1979) 12 pp., paper
$3.50 for single copies. $2 each when ordered in quantities of 10 or more

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both publications listed above:
$11 members, $14 nonmembers

Religious Archives in the United States: A Bibliography
Compiled by SAA's Religious Archives Section
SAA (1984) 24 pp., paper
$2 members and nonmembers

Compiled by Loretta L. Hefner
SAA (1980) 42 pp., paper
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SAA (1980) 42 pp., paper
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Also Available
American Archival Analysis: The Recent Development of the Archival Profession in the United States
Richard J. Cox
During the 1980s, the archival profession in the United States engaged in a period of intense self-analysis and planning for the future. This unique collection of essays, some themselves documents and discussions that characterize these years, reflects on the wide range of issues and concerns that archivists addressed in the 1980s and suggests some future directions for the archival profession as it nears the end of this century.
The Scarecrow Press, Inc. (1990) 347 pp., hardcover $36 members, $40 nonmembers

Archives and Public History: Issues, Problems, and Prospects
A Special Issue of The Public Historian
Edited by Bruce Dearstyne
This collection captures the growing sense of energy, deliberation, and self-understanding that archivists are bringing to bear upon the profession. "This is a time of change and excitement in archives," writes editor Bruce Dearstyne, and the essays he has assembled explore and analyze what this means for public history. Included are essays by Larry Hackman, Page Putnam Miller, Edie Hedlin, Terry Eastwood, Richard Cox, and Bruce Dearstyne, as well as reviews of seventeen archival resources.
University of California Press (1986) 123 pp., paper $4 members, $6 nonmembers

Writings on Archives, Historical Manuscripts, and Current Records: 1979-1982
Compiled by Patricia A. Andrews and Bettye J. Grier
This helpful resource consolidates the titles of relevant archival literature published in the United States from 1979 through 1982.
National Archives and Records Administration (1985) 75 pp., paper $2 members and nonmembers

Also Available
A Modern Archives Reader: Basic Readings on Archival Theory and Practice
Edited by Maygene Daniels and Timothy Walch
(1984) 360 pp., paper $12 member, $15 nonmembers
See page 3 for details.

BROCHURES
Who is the "I" in Archives?
SAA Task Force on Archives and Society
This brochure explains in clear and simple terms what archives are and what they are used for, giving specific examples that illustrate their service to society. It answers its own question: every one of us is the "I" in archives.
SAA (1986) $10 per 50, $60 per 500, $115 per 1,000.

A Donor's Guide
This brochure guides archival repositories in their relationship with prospective donors. It covers access to donated papers; the distinction between gifts and loans; copyright of donated papers; and financial aspects of donations. Space is provided for the imprinting of a repository's name and address.
(1980) Available only in multiples of 50. $7.50 for 50, $15 for 100, $22.50 for 150, etc.
REPORTS

An Action Agenda for the Archival Profession: Institutionalizing the Planning Process
A Report of the SAA Committee on Goals and Priorities
This report lists the recommendations of planning groups in five areas: appraisal and documentation strategies; automated records and techniques; institutional evaluation and standards; management training; and the education potential of archives.
SAA (1988) 74 pp., paper
$5 members, $8 nonmembers

Planning for the Archival Profession
A Report of the SAA Task Force on Goals and Priorities
This report is intended to challenge and assist members of the archival profession in charting their own future course. It is a flexible instrument, designed to respond to the changing needs of the profession as it strives to preserve our documentary heritage.
SAA (1986) 46 pp., paper
$5 members, $8 nonmembers

The Image of Archivists: Resource Allocators’ Perceptions
Sidney J. Levy and Albert G. Robles
How do research allocators perceive and characterize archivists? This qualitative study answers that question by drawing upon interviews with 44 resource allocators from government, universities, colleges, historical societies, museums, private business, industry, and social organizations.
SAA (1984) 62 pp., paper
$4 members, $7 nonmembers

David Bearman
This collection has great relevance to archivists today, containing numerous unexplored political and technical opportunities for the profession. Includes an introductory essay, two working papers, and two talks on NISTF’s work.
SAA (1987) 119 pp., paper
$8 members, $10 nonmembers

Centralization/Decentralization and Archives
Helsinki 1986
International Archival Roundtable Conference Proceedings
One report and four working sessions examine the arguments for and against centralization/decentralization of archives systems.
International Council on Archives (1987) 172 pp., paper
$12 members, $18 nonmember
Back Issues
SAA has copies of many back issues of the journal, stretching back to 1940. Even if we do not have the back issue you need in magazine form, we can sell you a photocopy of it.
$15 for magazine copies
$18 for photocopies

Microfilm
Volumes of the journal spanning the years 1938-1986 (volumes 1-49) are available on 35mm microfilm sets.
Contact University Microfilms International, 300 N. Zeeb Road, Ann Arbor, Michigan 48106-1346, (313) 761-4700.

Special Preservation Issue
The Spring 1990 American Archivist (53:2) is devoted exclusively to the subject of preservation in an archival setting. The guest editor is Anne R. Kenney, a preservation librarian at Cornell University. Articles examine such issues as the national preservation context, international initiatives, research and development, planning, preservation of non-textual records, and lessons from library conservation programs. Contributors include archivists, librarians, conservators, and representatives devoted to the preservation of research materials.
$15 for magazine copies

Archival Descriptive Standards Issues
The Fall 1989 American Archivist (52:4) focuses on archival descriptive standards. This issue contains a report, seventeen recommendations, and three background papers prepared for the first meeting of the Working Group on Standards for Archival Description. The report provides a context for thinking about what the essence of archival description is and where and how standards might be more usefully applied. The 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 an assessment of past accomplishments and by establishing a framework for the work that needs to be be done in the near future.

Additional working papers, prepared for the second meeting of the Working Group, have been published in the Winter 1990 American Archivist (53:1).

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.
$15 each issue
$25 for a set of both issues (Fall 1989 and Winter 1990)

SAA's 1991 Directory of Individual Members
The Directory contains the names, institutional affiliations, telephone numbers, fax numbers, and electronic mail addresses for SAA individual members. Also included are a breakdown of members by their employers, and a membership roster for each of SAA's sections.
Publisher's Note: Each SAA member receives one copy of the Directory as a benefit of membership. Prices below are for additional copies.
SAA (February 1991) 144 pp., paper $8 members, $40 nonmembers

SAA Newsletter
Back issues of the SAA Newsletter are available from 1972 — its inception— to present. If the original is not available, a photocopy will be sent.
$4 members, $5 nonmembers

SAA Newsletter Index, 1974-1988
compiled by Laura Saegert
SAA (1990) 58 pp., spiral bound $10 members, $14 nonmembers

Microfiche
The SAA Newsletter (March 1973-July 1990) is available on microfiche. $12 members, $16 nonmembers

The SAA Newsletter Index, 1974-1988, is also available on microfiche.
$6 members, $9 nonmembers

Microfiche Package
SAA Newsletter (March 1973-July 1990) and the SAA Newsletter Index, 1974-1988
$16 members, $23 nonmembers
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FROM THE PRESIDENT
by Maygene Daniels

Thirty-five archivists sat for the 1990 examination for certified archivist at sites in Seattle, Chicago, New York, and Atlanta. During the fall, the Professional Examination Service (PES) completed scoring the exam and results now are in hand.

Twenty-nine archivists, 83% of those who took the examination, achieved passing scores. We understand that this is within an appropriate range for a professional examination and would suggest an acceptable test. Above all, we are delighted to welcome twenty-nine new members to the Academy.

No examination is perfect, and, not surprisingly we have heard complaints about this one. Most archivists who sat for the exam seem to have found it a challenging test of their knowledge of archival principles and practice. Some have complained, though, that it was excessively demanding. No one has told us that they considered it too easy.

The Academy is committed to a process of continuing review and development of the examination. To assist, PES prepares reports identifying questions whose results are statistically unexpected. Following substantive review, such questions are revised or replaced. The result is a continual strengthening of the exam.

The examination committee of the ACA Board under Vice-President Deborah Skaggs is responsible for this process. They will be pleased to hear your suggestions or ideas.

In the meantime, plans are progressing for the 1991 examination, which will be offered at the Society of American Archivists annual meeting in Philadelphia, and also at sites in Atlanta, Chicago, Dallas, and Los Angeles. Archivists interested in sitting for the examination are urged to write the ACA secretariat at SAA offices for eligibility information and the candidate handbook.

The Institute of Certified Records Managers: A Profile

To provide ACA members with a frame of reference as the Academy begins to discuss policy questions in the area of recertification, qualifications for membership, and long term goals, the following article describes the operations of the Institute of Certified Records Managers.

Like the Academy of Certified Archivists, the Institute of Certified Records Managers (ICRM) is a professional certifying body that seeks to advance the goals of its membership. At a meeting of the ACA Board of Regents in Seattle on August 20, 1990, Dr. Christopher R. (Kit) Shultz, CRM, a regent of the ICRM, gave a presentation on his organization. Here is a summary of his remarks.

On behalf of our president, Jenny Barker, CRM, I thank you for inviting me to explain the objectives and processes of the ICRM to you. We in the ICRM believe that exchanging ideas and concerns with other organizations that share similar goals enhances us all, and we hope this opportunity tonight will be the first of many such interactions with the ACA.

The ICRM is celebrating its fifteenth anniversary this year. The organization grew out of a need recognized by people in the records and information management field for the establishment of an educational enrichment endeavor which, it was hoped, would not only attract candidates who believed it was important to pursue further study in areas of interest or unfamiliarity to them, but also to give credence to the claim of records managers to "professionalism", and to strive to elevate both our standards and,
By Coleen Wysocki and J. Frank Cook, CA

The authors are preparing a scholarly article based on these findings. If you have questions or comments, please contact either Coleen or Frank.
Salary by Institution Type

Motivation
1. Career advancement at present institution.
2. Career mobility at other institutions.
3. Pressure because colleagues sought certification.
4. Avoid taking examination.
5. Employer requires professional archivists be certified.
6. Employer will prefer or require certification for hiring.
7. Desire to make contribution to profession.
8. Other.

Benefit Expected from certification

Benefit
1. Better paying or more rewarding position.
2. Additional responsibility or authority.
3. Enhanced respect from the public.
4. Enhanced respect from superiors for you or your profession.
5. Knowledge of contribution to development of the profession.
6. Alternative credential to MLS degree.
7. None.
8. Other.
The Institute of Certified Records Managers: A Profile

Continued from page 1

and, through recognition, our salaries. The objectives of the ICRM, then and now, are to develop a certification program, promote it, and to facilitate an ongoing recognition of the discipline. To accomplish this we have and continue to develop, maintain, administer, and evaluate certifying examinations, and we work with educational institutions in an advisory capacity in the establishment of records and information management courses.

Currently the ICRM has about 625 members in about a dozen countries. Recently we have welcomed about 40 new Certified Records Managers (CRM) each year.

Administratively the ICRM is composed of a president and a board of 11 other officers and regents, all elected for three year, but staggered terms. These can be renewed indefinitely depending on the individual’s willingness to serve and upon their performance as determined by a selection committee composed of other board members. Appointed to serve are 12-14 individuals on the Examination Development Committee (EDC) who may not also serve concurrently on the board, and a varying number of other standing and ad hoc committees. The board of regents and the EDC meet twice a year, at least one meeting of which coincides with the annual conference of the Association of Records Managers and Administrators (ARMA). The other committees meet, of course, as conditions warrant.

Information about the ICRM is conveyed to interested individuals by several means. Courses are offered at the ARMA conference, by a network of liaisons at the ARMA chapter level who promote the institute, through a variety of brochures, and finally, by means of a regularly revised handbook entitled Preparing for the CRM Examination, which gives detailed information about the organization and the testing process.

The CRM exams are given twice a year at locations around the world, although the vast majority of them are sited in North America. It is offered in English only. It consists of five two-hour segments composed of multiple choice and short-answer questions. These parts may be taken in any order and as many as the candidate thinks he or she can handle over the course of a day and a half. Upon successful passage of all five parts the candidate is eligible to take Part VI, a four hour essay exam which, when passed, permits the individual to be recognized as a CRM.

Qualifications to stand for examination generally include a bachelor’s degree and three years of relevant experience in a least three sub-disciplines of records management. There is a sliding scale of more experience to less education. Applications are reviewed by a Certification Standards Committee chaired by a regent. The examination process is administered by another officer who coordinates proctors and graders, test sites and all the myriad details enabling the process. Regrades are possible according to specified criteria, and an Appellate Review Committee composed of three board members exists for those candidates who wish their exams reviewed again.

Recently, and after long deliberation, the institute inaugurated a certification maintenance program. The rationale for it is the conviction that in our rapidly changing world of technical and cross cultural innovation we need some mechanism to encourage ongoing learning activities. The requirements, we believe, are modest. They ask each CRM to submit evidence of 100 contact hours of formal or informal educational activities every five years. Such activities include college course work, seminar, conference, professional society or vendor-sponsored meetings, or other activities such as curriculum development, teaching, research or publishing. The Certification Maintenance Committee is chaired by a board officer. The program is explained in a brochure initial-