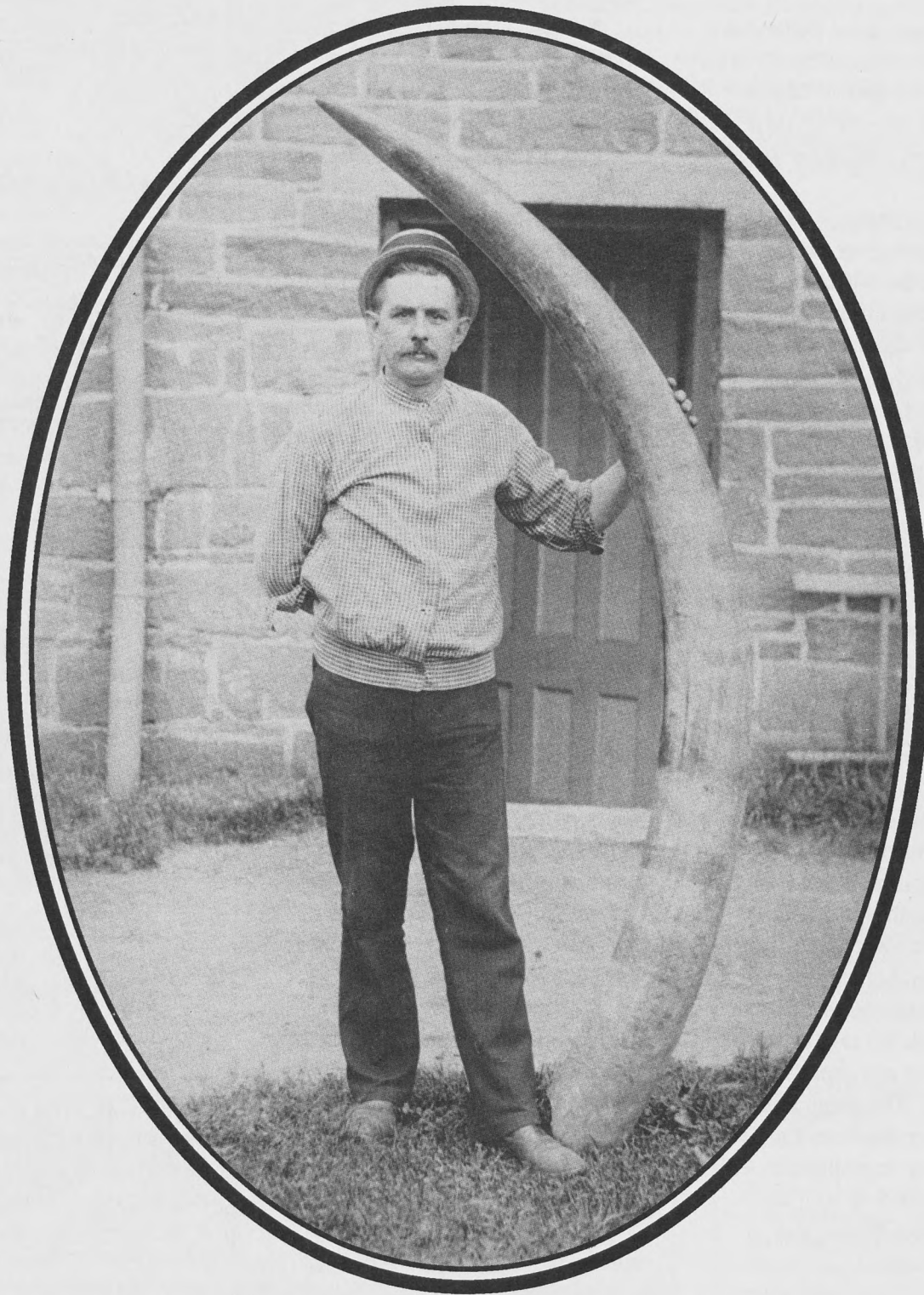




# Newsletter

The Society of American Archivists

March 1991



William Shailer posed with an elephant's tusk outside the ivory vault of the Comstock, Cheney & Company factory in Ivorytown, Connecticut, in 1890. Comstock, Cheney was a major manufacturer of ivory piano keys in the 19th century.



## From the *Incoming* Executive Director's Desk

by Anne Diffendal

*Editor's note: Anne Diffendal has recently been named SAA's new executive director and will assume this position on the first of April. See related stories on pages 3 and 4.*

Lincoln, Nebraska -- As I write, the effects of jet lag are fading and some order has been brought to the mail accumulated during an absence of nearly three months spent living and teaching at Zongshan University in Guangzhou (Canton), China. This was the third visit to China for my husband and me since 1979, and our second to this "key" university. Zongshan is one of seven universities administered by the Ministry of Education. Only students receiving the top scores on the national college entrance examinations are admitted.

These trips provide an occasion to compare one's own circumstances with that of Chinese colleagues and students. Are the contrasts observed and experienced due to differences in values, economic conditions, or even climate (Guangzhou is, after all, at a latitude comparable to that of Havana)? This was a popular topic of conversation, not only with Chinese friends, some of whom have traveled abroad, but also with other foreign teachers and experts in our residence hall. The group this year included Americans from California and New Jersey, in addition to Chinese from Toronto, as well as French, Austrian, Swiss, and Japanese nationals.

As always, my most vivid memories involve the difficulties that everyone, Chinese and foreign alike, has obtaining information in China. The anecdotes that I can relate require more space than is available here. Analyses of these reasons fill shelves with books by those far more knowledgeable than I about Chinese history and politics. Suffice it to say that I return to this country with a renewed respect and gratitude for my ability to seek and find the information that I need in my daily work and for my leisure-time interests.

We, as archivists, have an important role to play in facilitating such access and in assuring that it continues. As commendable as our system is when compared with many others elsewhere, it is far from perfect. Legal, political, structural, and economic barriers keep many from acquiring the knowledge that they need or want. Archivists alone cannot expect to ensure that records containing information of enduring value are preserved and made readily accessible. Rather, they must join with other information specialists in this significant endeavor.

As the national professional association that represents the broadest and most diverse archival constituency, the Society of American Archivists occupies a unique position. I look forward to working with you in identifying and pursuing opportunities to bring archival perspectives to the Information Age.

## SAA Newsletter

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**Cover Note:** The surviving corporate records of Comstock, Cheney—along with those of its major rival and successor, Pratt, Read & Company—form collection #320 (Pratt-Read Corporation Records) in the Archives Center, National Museum of American History, Smithsonian Institution.



## New Executive Director for SAA

Anne P. Diffendal, a longtime member of the Society of American Archivists, has been selected as the new executive director of SAA. Diffendal replaces Donn C. Neal who left last October to take a position with the National Archives and Records Administration in Washington, D.C.

She begins her term as executive director on the first of April with an extensive background in the operation of the Society. An SAA member since 1965, she was elected to the Nominating Committee in 1984, and to a term as SAA treasurer in 1985. Diffendal was awarded the honor of SAA Fellow in 1988. Over the years she has served on many different committees, including the Committee on Goals and Priorities (CGAP), the Joint Committee of the American Library Association and the Society of American Archivists, and the Professional Standards Committee. Diffendal also has served as SAA's representative to the National Historical Publications and Records Commission (NHPRC).

Diffendal currently resides in Lincoln, Nebraska, and is a consultant in research, program planning, grant writing, and exhibit planning and coordination. From 1974 to 1987 she was the manuscripts curator at the Nebraska State Historical Society. She also has worked at the Georgia Department of Archives and History as an archivist; taught American History at St. Dominic College in St. Charles, Illinois, at Doane College in Crete,

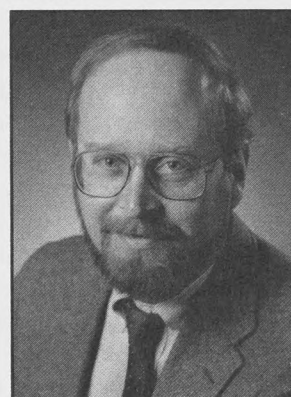


Anne P. Diffendal

Nebraska, and at the University of Nebraska-Lincoln; and directed the National Museum of Roller Skating in Lincoln.

In addition, Diffendal is a founding member and has served as secretary-treasurer of the Omaha Tribal Historical Project, Inc., an organization that assists the Omaha Tribal Council in perpetuating its culture and traditions by raising funds for research and educational projects and by linking scholars with the tribe. She is also a member of the Midwest Archives Conference, the Western History Association, and the Academy of Certified Archivists.

Diffendal earned her undergraduate and graduate degrees in history. She received a bachelor's degree from Barry College in Miami, Florida, a master's degree from Emory University in Atlanta, and holds a doctorate from the University of Nebraska-Lincoln. She has written about women's history and about 19th century Nebraska and its cultural institutions.



Timothy Ericson

Since Donn Neal's departure in the fall, Timothy Ericson has been SAA's interim executive director. Ericson, a former SAA education officer, divided his time between directing the Milwaukee Urban Archives at the University of Wisconsin-Milwaukee and SAA. He commuted from Milwaukee two days a week, usually spending Thursday and Friday in SAA's Chicago office. Ericson will resume his full-time duties in Milwaukee at the end of the month.

### To the Editor:

In 1988, I submitted a grant proposal to one of the national funding agencies which sponsor archival projects. The project was funded and completed successfully. In spring 1990, I was asked to review a grant proposal. I wrote the funding agency that I could not review the proposal since the "Description," "Nature and Significance," "Staffing," "Methodology," and "Plan of Work" were nearly identical, word for word, to the grant proposal that I had written.

In addition, my letter raised a couple of serious concerns. Grant proposals are assessed not only on the basis of a project's content, but also on the competence of the project staff. Through analysis of a proposal, the grantor assesses the project staff's abilities to plan, organize, and communicate effectively. A copied proposal does not allow for such assessment.

Secondly, the acceptance of grant proposals has pertinence to decisions concerning the granting of tenure and promotion. In this regard, the copying of grant proposals raises serious ethical questions. After sending my letter, I received no further communication from the funding agency. Recently, I read in the newsletter of one of the regional, archival societies that the copied grant proposal had been accepted for funding.

I believe the issue of the copying of grant proposals needs to be addressed by the Society of American Archivists and the national funding agencies which sponsor archival projects.

Bradford Koplowitz, University of Oklahoma

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# Searching for an Executive Director

by Trudy H. Peterson

The appointment of Anne Diffendal as SAA's new executive director is the culmination of eight months of intensive effort by the SAA Council, the Search Committee, and the SAA staff. Because the appointment is an important event in the life of the Society, I want to report to you the search and selection process we used.

Immediately after Donn Neal announced in June that he would terminate his contract on September 30, 1990, the Council began preparing time lines, position descriptions, advertisements, and other items necessary for finding a new executive director. The Council decided that the position would not be limited to archivists, although substantive work in cultural organizations was required. With that decision made, the Council placed ads for the position in the *Chronicle of Higher Education*, the newsletters of the American Society of Association Executives, the American Historical Association, the Organization of American Historians, the American Library Association, the National Association of Government Archivists and Records Administrators, the regional archival associations and, of course, the Society of American Archivists. The advertisement solicited both nominations and applications.

The Council established a five-person Search Committee. John Fleckner, who would be SAA's immediate past president by the time the Committee had to begin reviewing applications, agreed to serve as chair. The Council decided that one Committee member should represent the interested public that archives serve, and James Gardner, Assistant Executive Director of the American Historical Association, agreed to fill that role. The Council also believed that the staff should be represented by one member of the Committee, and the staff was invited to select someone (they were asked not to choose a current staff member but were told that they did not have to choose an archivist). The staff selected Paul Conway. The

Council then chose two members of the Society to fill the last two seats. Anne Kenney and Susan Davis both agreed to serve.

John Fleckner told me that the Committee worked extremely well together, having great respect for each other and for the seriousness of the job they had been asked to do. They met once for two days to make the first cut of the applications, and they then conducted further business by conference call.

The applications and one nomination garnered a pool of 44 candidates. Eleven of the pool were female; only five had archival experience; and none appeared to the search committee to be minorities. The Search Committee first cut the pool to fifteen and then to nine, seven men and two women. In a conference call, the Committee reported to the Council that it had determined that the pool was sufficient and recommended that further investigation (such as reference checks) be made of the nine semifinalists. The Council agreed.

Throughout the late fall the Screening Committee continued to gather information on the finalists. On November 30 the Council and John Fleckner, as Chair of the screening Committee, held a long conference call to discuss the nine semifinalists. Shortly thereafter, the Council decided to interview four finalists, one woman and three men. All four candidates were asked to submit two writing samples, one of their choice and one an administrative document such as a budget justification or similar document that provided a sense of the candidate's ability to identify and analyze administrative issues. In addition, the candidates were sent a question and asked to come to the interview prepared to make a 10-15 minute presentation on the issue. A large package of information about the Society was sent to the candidates to assist them in preparing for the interviews. The writing samples were copied in the SAA office and sent to all Council members.

Each of the four candidates was interviewed in Chicago by the entire Council on January 10 and 11, 1991. The schedule was rigorous. The candidates were given identical treatment: a one-and-a-half hour interview with the full Council, during which the candidate first addressed the formal question and then responded to others from the Council; a one-and-a-half hour meeting with the SAA staff at the SAA office; four 45-minute interviews with three members of Council focusing on, respectively, administration, membership services, communications, and promotion of archives; and lunch with one-half of the Council members and dinner with the other half. It was a very long day for candidates and Council, but as several people pointed out, the executive director *does* have long days at conventions and conferences and stamina is no small issue.

Following the completion of the interviews, Council met with the staff of the SAA office. The staff members reported on the program they had given to each candidate and commented on the process. Finally, Council discussed each one of the finalists and made its decision. Shortly thereafter Anne Diffendal accepted our offer. The process we followed was both lengthy and expensive. But if the proof of the pudding is truly in the eating, then we have dined well indeed.

The process has brought us an executive director with administrative skills who also has significant professional stature, as you can see by reading the article about her on the page 3. Although we did not require that the executive director be an archivist, it is certainly a bonus for us that she is. There will be no lag time while Anne gets "up to speed" with the infamous "learning curve": she's already there.

If any of you have questions or comments about the process, I would be pleased to try to answer them. And I ask that you join me in welcoming Anne to the Executive Director's chair.





## Candidate Slate for 1991

The Society of American Archivists' 1991 Nominating Committee has proposed the following candidates for office.

### VICE PRESIDENT/PRESIDENT ELECT

- Anne Kenney, Cornell University
- Eva Moseley, Schlesinger Library

### COUNCIL

- Daria D'Arienzo, Amherst College
- Mary Janzen, Chicago Historical Society
- Rand Jimerson, University of Connecticut
- Howard Lowell, Delaware State Archives
- Waverly Lowell, National Archives and Records Administration
- Robert Martin, Louisiana State University

### TREASURER

- Bill Maher, University of Illinois
- Phil Mooney, Coca Cola Company

### NOMINATING COMMITTEE

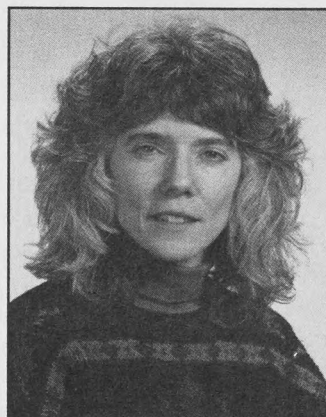
- Tom Battle, Howard University
- Barbara Cain, North Carolina State Archives
- Lori Hefner, University of California-Berkeley
- Marion Matters, Consultant
- Barbara Teague, Kentucky State Archives
- Peter Wosh, American Bible Society

From these groupings, one vice president, three Council members, one treasurer, and three Nominating Committee members will be selected. The vice president will serve in that capacity for one year and then will become the Society's next president (1992-1993). The three Council members will serve three-year terms (through the 1994 annual meeting). The treasurer will serve a three-year term. The Nominating Committee members will serve one-year terms.

Voters will have the opportunity to write in candidates on the ballot, which was mailed to all individual members in mid February. If you have not received a ballot by March 15, please contact the SAA office. All ballots must be returned to the SAA office by mid April. Ballots postmarked after April 16, 1991, will not be counted. Do not fax ballots.

All of the candidates were posed a question relative to their prospective offices by the Nominating Committee. Their responses appear in the ballot. Candidates for vice president/president elect and Council were asked, *"What priorities would you set and what new roles and initiatives do you envision for SAA and the archival profession in the 1990s, both nationally and internationally?"*

Nominees for treasurer were asked, *"According to the by-laws, the treasurer is responsible for financial planning, policy auditing, budget, and investments. How would you contribute in each of these areas? What measures would you take to ensure sound fiscal management for SAA? How might SAA increase its revenues in order to better support its programs?"*



Anne Kenney (left) and Eva Moseley (right) are the two candidates in the SAA vice presidential election.

Finally, candidates for the 1992 Nominating Committee were asked, *"What kinds of leaders will SAA need in the 1990s? What qualities are most important in selecting candidates for offices in SAA?"*

The 1991 Nominating Committee is chaired by Steven Henson and includes Nick Burckel, Tim Ericson, James O'Toole, and Julia Young.

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## Short Subjects

### Campaign 3,000: Each One Reach One

by J. Frank Cook,  
SAA Membership Committee

My mind, like yours I'm sure, is on the Gulf War—not on increasing SAA's membership. I keep thinking I should do something about the war, but don't know what. As societies clash in war, I find myself seeing our Society as a rational oasis in a world gone mad. I don't mean to preach, or push any political views, and I don't claim that an increase in the SAA's membership is the answer to the world's problems.

But at least we—you and I—can do our bit to strengthen our little oasis and I just want to share an idea I've had. The title of this installment on Campaign 3,000 is a variant of the slogan used in efforts to increase literacy: "Each One Teach One." Over the last six months we have experienced a significant decline in institutional memberships (from 776 in August 1990 to 725 in January 1991) and even a slight decline in individual memberships (from 2,883 to 2,869). Conversely, our subscribers have increased in this same period from 884 to 1,021.

Maybe all we can do about the war is be a "subscriber" reading and watching the conflict, but in our professional association we can both work on its activities and work to get others to join and do the same. Each of us probably knows someone in our own repository who should be a member or someone who has let her or his membership lapse, or someone who cancelled the repository's membership. Won't you reach out to that person? If "each one reaches one," our oasis stays green.

Enough on war and desert similes. I was told to make these pieces humorous; I'll try to do better next time if you'll try to reach out. For now, just remember the hippie greeting of a quarter century ago and smile: Peace!

### JoAnne Yates Honored by SAA

When reporting recipients of 1989 SAA awards in last November's *SAA Newsletter*, one recipient was inadvertently left out of the article. JoAnne Yates was awarded SAA's Waldo Gifford Leland Prize for her book, *Control through Communication: The Rise of System in American Management* (Johns Hopkins University Press, 1989). The Leland Prize recognizes writing of superior excellence and usefulness in the field of archival history, theory, or practice published in monographic form in North America.

A learned and thoroughly researched study, *Control through Communication* provides a sophisticated understanding of change that goes beyond simple technological determinism. Yates' book studies business records from 1850 to 1920 and shows the gradual replacement of oral internal communications by the formal written genres that mark the modern organizational structure. In the course of doing so, Yates recounts the development of the typewriter, duplication systems, methods of filing, and other changes in communication technology that supported the shift in managerial structure. She illustrates her thesis by detailed case studies of the Illinois Central Railroad, DuPont, and the Scoville Manufacturing Company.

The Leland Prize, established in 1959, is named in honor of one of America's archival pioneers and SAA's second president.

### NAGARA GRASP

Later this spring, SAA will be distributing a publication by the National Association of Government Archives and Records Administrators. It is entitled *Guide and Resources for Archival Strategic Preservation Planning (GRASP)*. GRASP was sponsored and developed by NAGARA and the Georgia Department of Archives and History, with funding support from the National Historical Publications and Records Commission.

This mixed multimedia monograph is

applicable to all sizes and types of archives and manuscript repositories. It consists of three coordinated tools: (1) *GRASP Computer Assisted Self-Study* asks multiple-choice questions about preservation issues affecting all aspects of archival functions. The computer program uses artificial intelligence to derive and report prioritized suggestions for preservation goals and objectives tailored to the individual repository's situation. (2) *GRASP Manual* contains a corpus of preservation planning strategies. For each objective, it provides specific suggestions for a plan of work. It also provides instructions for the overall use of all three components of GRASP. (3) *GRASP Resource Compendium* contains 700 pages of published and other readings that help to guide preservation planning and implementation.

Stay tuned. Further information about the availability of GRASP will be reported in the May *SAA Newsletter*.

### Attention Users of SAA's Archives Assessment and Planning Workbook

The SAA Committee on Institutional Evaluation would like to hear from some of the 450 archivists who have purchased the *Archives Assessment and Planning Workbook* (SAA 1989). If you have used this best-selling publication to evaluate your archival program, the committee would like to know which elements of the workbook worked for you and which were less successful. Your input is needed. Please contact Mary Janzen, Chicago Historical Society, Clark Street at North Avenue, Chicago, Illinois 60614, or telephone (312) 642-4600.

### Leadership List Additions

DeBorra Richardson is the new co-chair of the African American and Third World Archivists Roundtable. She replaces Linda DeLoach and joins Wilda Logan Willis. Richardson may be reached at the Archives Center, NMAH, 12th and Constitution Avenue, N.W., Room C340, Washington, D.C. 20560, (202) 357-4477.





Susan Brady has replaced Leslie Hansen Kopp as chair of the Performing Arts Roundtable. Brady may be reached at P.O. Box 1603A, Yale Station, New Haven, Connecticut 06520-7429, (203) 432-1748.

Rosalie McQuaide, CSJP, chair of the Archivists for Congregations of Women Religious has a new address: c/o 10319 K Malcolm Circle, Cockeysville, Maryland 21030, (301) 625-2220.

Lastly, when mailing correspondence to SAA Vice President Frank Burke, omit the box number listed in his address.

## SAA Fellow

Fellows of the Society were listed in the January 1991 *SAA Newsletter*. Inadvertently missing from that list was Josephine Harper Darling of Oregon, Wisconsin. Mrs. Darling, who has been a fellow for almost two decades, wrote that she is "totally and happily retired from professional archival activities, [but] reads with much interest all of the SAA publications...in order to follow the many new developments in SAA and the archival profession."

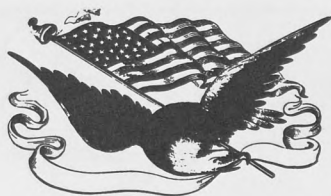
We apologize for this omission.

....The winner of the 1990 American Society for Information Science Doctoral Forum Award is **Helen Ruth Tibbo**, who recently earned a doctorate from the University of Maryland, for her dissertation entitled "Abstracts, Online Searching, and the Humanities: An Analysis of the Structure and Content of Abstracts of Historical Discourse." Award recipients are selected for outstanding doctoral research work done in the information field. Tibbo is an assistant professor at the University of North Carolina at Chapel Hill....**Dennis Madden**, curator, Arizona Historical Foundation Collection, is the author of an article published in the December 1990 issue of *Documentary Editing* entitled "Archival Functions in Historical Documentary Editing: The Case of the Thomas A. Edison Papers." The article explores the role of an archivist in an historical editing project....The Philadelphia Orchestra Association has appointed **JoAnne E. Barry** as archivist. Barry, former archives assistant for Special Collections in Music and the International Piano Archives at the University of Maryland, College Park, is responsible for establishing and maintaining the institutional and public research archives of The Philadelphia Orchestra and the Academy of Music....**Michael R. Bullington** was recently appointed Assistant Medical Center Archivist at Rush-Presbyterian-St. Luke's Medical Center, Chicago. Previously, he was associated with the archives at Kraft-General Foods....**Bruce C. Harding**, member of the Board of Directors of the Hemlock Society of Washington State, has been appointed archivist and oral historian for the National Hemlock Society by the organization's Board of Directors....**William E. Baxter**, archivist of the American Psychiatric Association, has been appointed the director of the APA Library and Archives. Pending a search for a new archivist, Baxter will continue with direct responsibility for the archives....**Maxine Trost**, formerly archivist in the Billy Rose Theatre Archives at the New York Public Library, has joined the staff of the American Heritage Center as manager of arrangement and description....**Amy S. Doherty** has been appointed director of the University Archives and Records Management Program at Syracuse University.... **William E. Brown, Jr.**, has been appointed head of archives and special collections at the University of Miami in Coral Gables, Florida....**Kevin Corbitt**, a recent graduate of the University of Wisconsin-Milwaukee's archival education program, is now an assistant to the archivist of the Charles Babbage Institute. **Matt Blessing**, also from the UWM graduate program, is a public records archivist with the State Historical Society of Wisconsin....

## Obituary

Sister Evangeline Thomas, CSJ, died suddenly on December 30, 1990. Born in Carbondale, Pennsylvania, she entered the congregation of the Sisters of St. Joseph of Concordia, Kansas, 1921. Sister Evangeline earned a bachelor of arts degree at Marymount College, Salina, Kansas, and a master of arts and doctoral degrees in history in 1934 and 1936 at The Catholic University of America, Washington, D.C. She taught and served as chairwoman of the history department at her alma mater, Marymount College, for 32 years. Sister Evangeline is author of her congregation's history, *Footprints On The Frontier*, published in 1948. Msgr. John Tracy Ellis, the Catholic historian, observed, "If every religious community in the country were to have as fine a volume as this, the history of our religious orders would be very well served." An authority on forts in Kansas, Sister Evangeline was a member of the Board of Directors of the Kansas Historical Society and its first women president. Other memberships included Kansas History Teachers Association, the American Catholic Historical Society, and the Society of American Archivists. In 1980 Sister Evangeline received the Sister M. Claude Lane Award from SAA for her contribution to religious archives.

From 1976 through 1983, Sister Evangeline directed a national archives project for the Leadership Conference of Women Religious. She was the editor of *Women Religious History Sources: A Guide to Collections of Manuscripts and Archives in the United States*, published in 1983. In this book she stated, "The women religious have made a notable and varied contribution that has touched virtually every aspect of American life over nearly two centuries. These women represent a heritage that should not be lost or forgotten. That heritage should be enlarged, cultivated and woven into the fabric of American religious and social history in a way that will endure." At the time of her death Sister Evangeline was director of an oral history project sponsored by the Federation of the Sisters of St. Joseph of the United States.



## From the Archivist of the United States

by Don W. Wilson

On July 11 and 12 of this year, the National Archives will be sponsoring a conference on the Office of Strategic Services, the agency that directed American intelligence operations during the Second World War and was the forerunner of the Central Intelligence Agency. This conference is important for several reasons.

First, it represents part of the National Archives' efforts to help this country to remember and reflect upon the participation of the United States, fifty years ago, in World War II. American involvement in this worldwide conflict brought tremendous changes to our society, to our political and economic systems, and to virtually every other aspect of modern life. (The Second World War also brought great changes to the then-new National Archives—a significant increase in holdings, for example—but that is another story.)

I have established two groups to work with the National Archives in commemorating the 50th anniversary of American involvement in World War II. One is a Congressional Committee, composed of more than eighty Senators and Representatives who are veterans of the war. Chaired by Senators Bob Dole of Kansas and Daniel Inouye of Hawaii and Representatives Robert Michel of Illinois and Charles Bennett of Florida, this Committee is providing advice and assistance to us as we look back on the war.

The other committee is the World War II Executive Branch Steering Committee, comprised of senior-level representatives of the Departments of State, Defense, and Veterans Affairs; the National Endowment for the Humanities; the Central Intelligence Agency; the Federal Bureau of Investigation; and the Office of the President. This Committee will also furnish advice to NARA but in addition will help to coordinate—and stimulate—World War II commemorative activities throughout the Executive Branch of the Federal government.

The two-day conference on the OSS—held fifty years to the day after the creation of the Coordinator of Information, the predecessor of the OSS—will be one of the initial events in this commemoration. This is fitting because the OSS was

intimately involved in the prosecution of the war, and the records of this organization can tell us so much about the conflict. Some other commemorative activities will include a film series and a traveling exhibit featuring personal accounts of participants. With the help of the World War II Executive Branch Steering Committee, the National Archives will publish a calendar of major events.

The OSS conference will include nine plenary or concurrent sessions devoted to the creation and development of the OSS; records, research, and literature related to the OSS; the role of the OSS in various sectors of the globe; reflections by several OSS agents on their "careers" as spies; the tools of spying; and the legacy of the OSS. A number of leading scholars of the OSS are scheduled to take part in the conference.

By calling attention to the records of the OSS, which the National Archives now holds, the conference will perform a second major function. Over the past ten years or so, the CIA has already transferred more than 3,000 cubic feet of OSS records to NARA. More continue to be transferred, and the total (including about 1,000 cubic feet that the State Department transferred soon after World War II) may well exceed 5,000 cubic feet. These records are divided about evenly between intelligence operations and covert actions, and so they give a broad picture of the OSS during the war. We believe this to be the first instance anywhere in the world where the records of a major intelligence agency are now available for research. They are already heavily consulted by researchers, and we expect increasing use of them.

Processing the OSS records was a mammoth undertaking. NARA could not have completed this task without the assistance of more than twenty volunteers, led by our own staff member Larry McDonald. These volunteers—some of them veterans of the CIA and the OSS, incidentally—have spent at least 10,000 hours over more than five years carefully preparing the records for research use. This has involved reestablishing the original intellectual control of the materials, preparing

sophisticated finding aids, and performing holdings maintenance. Archivists elsewhere, who often rely so heavily upon committed volunteers, will understand just how indebted the National Archives is to the volunteers who processed the OSS records.

Most of the OSS material is open, having been declassified. There is, however, still a large (but undetermined) quantity of World War II era Federal records that remain in the custody of agencies—and have yet to be declassified. The World War II Executive Branch Steering Committee has taken an interest in this situation, and we hope that one legacy that the 50th anniversary commemoration can leave is the declassification of most of what remains so that these records, like those of the OSS, can help researchers to understand the full import of the Second World War.

A third way the OSS conference is important is as evidence of the National Archives' commitment to expand (really, to revive) its involvement in scholarly activities. Conferences like the one on the OSS bring professional archivists and professional historians, and others with collateral interests, together to discuss records and the meanings to be gleaned from these records.

Conferences and other scholarly meetings call attention to the value of records, and to the value the information in them has for interpreting or reinterpreting policies and events. Conferences also help archivists and researchers to understand each other's perspectives better and to develop a community of interest. The exchanges of information and insights that take place at such gatherings are valuable to all who attend. I want the National Archives to sponsor additional scholarly conferences, not only as part of the World War II commemoration, but others as well. We plan to work, for example, with the American Committee on the History of the Second World War and with the American Military Institute on at least three such conferences. The National Archives will

Continued on page 23





## Washington Beat

by Page Putnam Miller

### Appeals Court Rules on Electronic Records

On January 25, 1991, the U.S. Court of Appeals for the District of Columbia Circuit affirmed the right of citizens to sue to compel oversight mandated by the Federal Records Act to prevent unilateral government destruction of agency records. In *Armstrong vs. Bush*, the American Library Association and the American Historical Association are co-plaintiffs in a coalition of individuals and organizations, who during the last week of the Reagan Administration, sought an injunction to prevent the imminent destruction of National Security Council computer tapes containing messages on the electronic mail "PROFS" system. PROFS messages deleted by Oliver North and others, but preserved on backup tapes like those that are the subject of this suit, were central to the Iran-Contra investigations. Although the government sought dismissal of this case, District Judge Charles Richey ruled in September 1989, that the case could go forward to examine whether there was information of historical significance in the PROFS messages that had not been preserved in paper format and that had been slated for destruction.

Following the government's appeal of Judge Richey's decision, the case proceeded to District Appeals Court. On November 9, 1990, when Chief Circuit Judge Patricia Wald, and Judges Douglas H. Ginsburg and A. Raymond Randolph heard the case, the line of questioning made clear that the judges had grave concerns about the future role of the Courts in cases concerning the destruction of records. Judge Wald voiced her reservations about the courts becoming a "roving commission" reviewing the particular records of various agencies. Thus it was not surprising that the decision focused on the adequacy of the National Security Council's records preservation guidelines and the records' retention and destruction schedules.

The Appeals Court denied the government's petition that the case be dismissed and ruled that it return to the District Court for further proceedings on the merits

of the adequacy of the guidelines. The current record, the Appeals Court ruled, does not contain sufficient information to determine whether the National Security Council's recordkeeping guidelines and directives satisfied the statutory obligations "to make and preserve records" documenting "the functions, policies, decisions, procedures, and essential transactions" of the National Security Council. Thus, the Appeals Court returned the case to the District Court with the mandate to "determine whether the National Security Council's guidelines and directives are 'arbitrary, capricious, and abuse of discretion, or otherwise not in accordance with the law,' (5 U.S.C. § 706(a)(2)), because they permit the destruction of record material that should be maintained." The Appeals Court also instructed the District Court "to ensure that those records are destroyed only pursuant to disposal schedules approved by the archivist."

Although the Appeals Court's decision did decline to allow judicial review under the Presidential Records Act, the lawyers for the plaintiffs considered the decision a victory on a number of counts. First, the computer tapes at issue continue to be preserved while the litigation proceeds. Second, the Court upheld the right of citizens to file a lawsuit to force court review of an agency's recordkeeping practices. Third, the case strengthens the authority of the U.S. Archivist in issuing guidelines and approving agency disposal schedules. And fourth, the decision moves the case forward for further investigation and review.

Although the Appeals Court held that the plaintiffs were within the zone of interest of the Presidential Records Act and the Federal Records Act and, therefore, have standing to bring this action, "they determined that the petition had not been properly framed." The January 25, 1991, opinion stated that the "Federal Records Act precludes direct private actions to require that agency staff comply with the agency's recordkeeping guidelines." Instead, according to the Court's decision, "the Administrative Procedures Act authorizes the District Court to entertain a properly

pleaded claim that the Archivist or an agency head has breached the statutory duty to take enforcement action to prevent an agency official from destroying records unlawfully removed from an agency." The plaintiffs are currently exploring how best to proceed the preparation of a "properly pleaded claim."

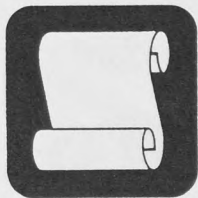
### President Presents FY'92 Budget Recommendations

On February 4, the President presented Congress recommendations for the FY '92 budget. Basically this \$1.4 trillion budget for the next fiscal year offers only minor modifications of current spending levels. Under the President's budget, funding for the National Endowment for the Humanities (NEH) would increase slightly from \$170 million to \$178.2 million. Most of the increases are slated for programs to strengthen humanities education. NEH's preservation funding, which in recent years has received special increases, went down from \$22.5 million to \$20.8 million and state programs had only a slight increase.

The Administration recommended a \$14 million increase for the National Archives for FY'92, an increase from \$138.2 million to \$152.14 million. On close examination, however, money for basic operations will remain fairly constant. Most of the additional money will go for sizable rent increases on records storage facilities, pay increases, inflationary costs, and preparations for the move to Archives II, the new archival research facility in College Park, Maryland, which will be opening in 1994. As a part of the National Archives' budget the President recommended only \$4 million, a decrease, for the grants program of the National Historical Publications and Records Commission. The current funding level for grants is \$5.25 million.

The Administration recommended level funding for the National Trust for Historic Preservation, a slight increase for the state historic preservation fund, and a 15% increase for the Smithsonian Institution.

Continued on page 23



## Education Notes

by Jane Kenamore

### Call for 1992 Preconference Workshop Proposals

The Education Office is in the beginning stages of planning the preconference workshops to be held in conjunction with the 1992 Annual Meeting in Montreal. If you have an idea for a workshop that you would like to see developed, please contact Jane Kenamore at (312) 922-0140.

If you would like to develop and teach a one- or two-day course in your field of expertise, please include the following elements in your proposal:

- a brief description of the workshop;
- goals and objectives;
- a detailed curriculum outline that can be in the form of a workshop schedule;
- a bibliography—briefly annotated;
- exercises—these may be in the form of case studies that illustrate material introduced in the lecture and can be designed for small groups or individuals, or to be discussed by the class as a whole;
- resume of the instructor(s)—workshops are limited to two instructors.

The deadline for 1992 preconference workshop proposals is October 1, 1991. Submit proposals to the Education Office, Society of American Archivists, 600 South Federal, Suite 504, Chicago, Illinois 60605. If you have any questions please call Jane Kenamore.

### Spring Workshops to Complement Regional Meetings

#### Society of Florida Archivists

"Management for Archivists" with William Nolte of the National Intelligence Council will be held on April 17-18, 1991, in conjunction with the Society of Florida Archivists meeting in Miami, Florida. The meeting, held on April 18-19, features a keynote by former SAA Executive Director Donn Neal, currently Director of Congressional and External Affairs, National Archives. The keynote topic will be "What's Going on at the National Archives...and Why Should Florida Care?" Other session topics include motion picture/film archives, exhibit design, ethnic archives, local government records, records management, and archival education. For more information on the SFA meeting, please contact Deborah Walk, (407) 646-2421.

#### Mid-Atlantic Regional Archives Conference

Two one-day courses, "The Gift and the Deed: Donor Agreements," with Trudy H. Peterson of the National Archives and Gary Peterson of the U.S. Department of Justice, and "Arrange-

ment and Description," with Tom Frusciano of Rutgers University, are scheduled for May 2, 1991, in conjunction with the spring meeting of the Mid-Atlantic Regional Archives Conference on May 2-4, 1991, in Wilmington, Delaware. The theme for the meeting will be "Ethics, Security, and the Law" and will include sessions on copyright, the ethics of access, and the ethics of collecting. For more information on the MARAC meeting, please contact Charlotte Brown, (717) 291-4225.

#### Midwest Archives Conference

"Records Management for Archivists" with Lori Hefner of the Lawrence Berkeley Laboratory will be held on May 8-9, 1991, in conjunction with the Midwest Archives Conference in Chicago, Illinois. The MAC meeting will feature a keynote by Trudy H. Peterson, along with twenty-one sessions on a variety of topics, including film makers and archivists, graduate archival education, the American immigrant experience, automation, collecting television news, and continuing education. For more information on the MAC meeting, please contact Shirley Burton, (312) 581-7816.

#### Society of California Archivists

"Records Management for Archivists" with Lori Hefner is scheduled to be given on May 15-16, 1991, in conjunction with the Society of California Archivists annual meeting in Concord, California. The twentieth anniversary meeting of SCA will highlight keynote speaker Dr. Jorge Cherbosque of University of California, Los Angeles, who will speak on "Post Traumatic Stress Syndrome Related to the Workplace," with special emphasis on the effects of the 1989 earthquake that affected the staff of so many repositories in northern California. Other sessions will include "With Forklift and Aspirin: Moving Archives," "Planning, Designing, and Retrofitting Archives," "From Adobe to Victorian Mansions: Archives and Historic Preservation," "California Greening: Archives and Environmental Research," and a session sponsored by the California Library Association, "Of Salsa, Shitake, and Kiwi: The Impact of California's Diversity on the Information Profession." For more information on the SCA meeting, please contact Sue Hodson, (818) 405-2207.

#### Society of Southwest Archivists/Council of Intermountain Archivists

"Advanced Appraisal" with Frank Boles of the Bentley Library at the University of Michigan will be held on May 23, 1991, with the combined Annual Meeting of the Society of Southwest Archivists and the Council of Intermountain Archivists in Tempe, Arizona, on May 23-25, 1991. The theme of the meeting will be "Documenting the West" and will feature a keynote by David Berman, Professor of Political Science at Arizona State University. Other highlights of the meeting will include tours of Frank Lloyd Wright's Taliesin West and the Grand Canyon. For more information on the SSA/CIMA meeting, please contact Edward Oetting at (602) 965-3145.





### **Society of Colorado Archivists**

"The Arrangement of Photographs" with Richard Pearce-Moses of Arizona State University, will take place on May 30, 1991, in conjunction with the meeting of the Society of Colorado Archivists in Laramie, Wyoming, on May 30-31, 1991. Session topics for the meeting will include "Selecting an Automated Photo Description Package," "Promoting Photo Archives," "High Tech Photo Description," and MARC AMC Cataloging: Funding Sources and Experiences." For more information on the SCA meeting, please contact Thomas Wilsted, (307) 766-6811.

### **Law and Ethics at Old Sturbridge Village**

At this writing, registration is still open for the Law and Ethics Institute to be held at Old Sturbridge Village on April 7-11, 1991. Instructors will be Trudy H. Peterson, National Archives; Gary Peterson, U. S. Department of Justice; Menzi Behrnd-Klodt, CUNA Mutual Insurance Group; and David E. Horn, Boston Edison Company.

### **Archives: An Introduction**

This introductory workshop will be held in conjunction with the annual meeting of the Society of American Archaeology in New Orleans, Louisiana, on April 23-24. Instructors Frank Boles of the Bentley Library and Julia Marks Young of the University of Southern Mississippi will use examples that pertain to the archaeology profession; however, the workshop will cover basic archival theory and techniques and will be open to archivists, as well as to archaeologists.

### **Management for Archivists**

The Ontario Association of Archivists will co-sponsor a weekend workshop "Management for Archivists" with William Nolte, on June 1-2, 1991, in Toronto. Americans are especially invited to cross the border and take advantage of this outstanding course, along with Toronto scenery.

For more information on any workshops offered by SAA, please contact Jane Kenamore or Nancy Van Wieren at the SAA Education Office, (312) 922-0140.

### **Regional Education**

#### **Western Archives Institute**

The annual Western Archives Institute will be held on June 9-21, 1991, at the Clark Kerr Conference Center at the University of California, Berkeley. Co-sponsored by the Society of California Archivists, the California State Archives, and the School of Library and Information Studies at UCB, the institute is an introduction to the basic principles and techniques of the archives profession. Subjects will include the history and development of the profession, arrangement and description, appraisal, reference and access, legal and ethical issues, automation, outreach, and a session on records management. The application deadline is April 1, 1991. For more information, contact Laren Metzger, (916) 445-4294.

### **Society of Southwest Archivists to offer A. Otis Hebert Scholarship for Continuing Education**

The Society of Southwest Archivists invites qualified archivists to apply for the 1991 A. Otis Hebert Scholarship providing up to \$600 to attend an archival workshop, institute, or short course to further professional training. Established in 1984, the memorial scholarship honors Mr. Hebert, a noted archivist, teacher, and historian, who was a founder of SSA and served as editor of *Louisiana History* and director of the Louisiana Department of Archives and Records.

Applicants must have at least one year experience in the field of archival or manuscripts curatorship; be employed currently as an archivist in the SSA region (Arizona, Arkansas, Louisiana, New Mexico, Oklahoma, or Texas); and have limited or no access to institutional funding for continuing education. For information and applications, please contact Adelaide Elm, Arizona Historical Society, 949 E. Second Street, Tucson, Arizona, (602) 628-5774. The deadline for applications is April 15, 1991.

### **Modern Archives Institute**

The 69th Modern Archives Institute, June 3-14, 1991, is sponsored by the National Archives and Records Administration and the Library of Congress. Held at the National Archives in Washington, D.C., it is designed to introduce participants to archival theory and practice and the responsibilities of archival work. The program will benefit persons who work with archives or manuscripts, or those who are preparing to enter these fields. Participants usually have little archival experience and represent a wide variety of archival repositories, large and small, public and private.

The two-week program provides an introduction to archival principles and techniques, acquisition of archival material, appraisal and disposition, arrangement and description, preservation, reference service, public programs, administration of special records, and issues concerning automation, funding, law, and ethics. The instructors include staff members of NARA and the LC, as well as outside instructors. Tuition is \$450 and includes a selection of archival publications and reprints.

For an application, contact the Modern Archives Institute, Office of Public Programs (NEE), National Archives and Records Administration, Washington, D.C. 20408, or telephone (212) 501-5212.

### **Conduct a Regional Modern Archives Institute**

The Modern Archives Institute has developed procedures for offering sessions of the institute outside of the Washington, D.C., area. The procedures provide detailed information on how to develop a formal proposal for co-sponsorship and cover such areas as potential co-sponsors, location, site selection, course content, instruction, finances, publicity, and other responsibilities related to offering a Modern Archives Institute session. Copies of the guidelines are available from the Modern Archives Institute, Office of Public Programs (NEE), National Archives and Records Administration, Washington, D.C. 20408, (212) 501-5212.

# Survey

by Kyle B. Swaney, American College Testing

The Society of American Archivists recently participated in a project to improve the occupational information provided to students by DISCOVER, American College Testing's (ACT) computer-based career planning system. (DISCOVER is available in 2,000 high schools and colleges nationwide, and serves about one million students each year.) Several associations participated, each representing a different occupation. Information on archivists was sought from SAA.

A few months ago, 200 SAA members received the Job Description Survey and 200 other SAA members received the Job Abilities Survey. A total of 110 members returned the former survey, and 129 members returned the latter. I very much appreciate your participation in this project. The following summary of findings may be of particular interest to you.

## Job Description Survey

The first section of the Job Description Survey asked for views on opportunities for typical archivists to obtain or engage in eight job characteristics. Ratings were to reflect what is typical for the occupation in comparison to other occupations. Figure 1 (top right) shows the average rating for each of the first five characteristics. As a basis for comparison, the figure also shows the average ratings for all participants in this project. This "comparison group" consists of 3,700 persons in 19 occupations representing business, science, the arts, technical, and social service fields. These persons rated the same items, but did so in terms of typical workers in their own field. You may want to compare, for example, your occupation's rating on "Recognition" to the comparison group's rating on "Recognition."

Table 1 (bottom right) summarizes worker views for the remaining three job characteristics. There are three options for each characteristic. The percentage of members choosing each option is shown, as are percentages for the comparison group.

The next section of this survey asked SAA members to rank the eight job characteristics in terms of their importance to typical archivists. Figure 2 (next page) shows, for each characteristic, the percentage of

Figure 1

## Opportunities to Experience Five Job Characteristics

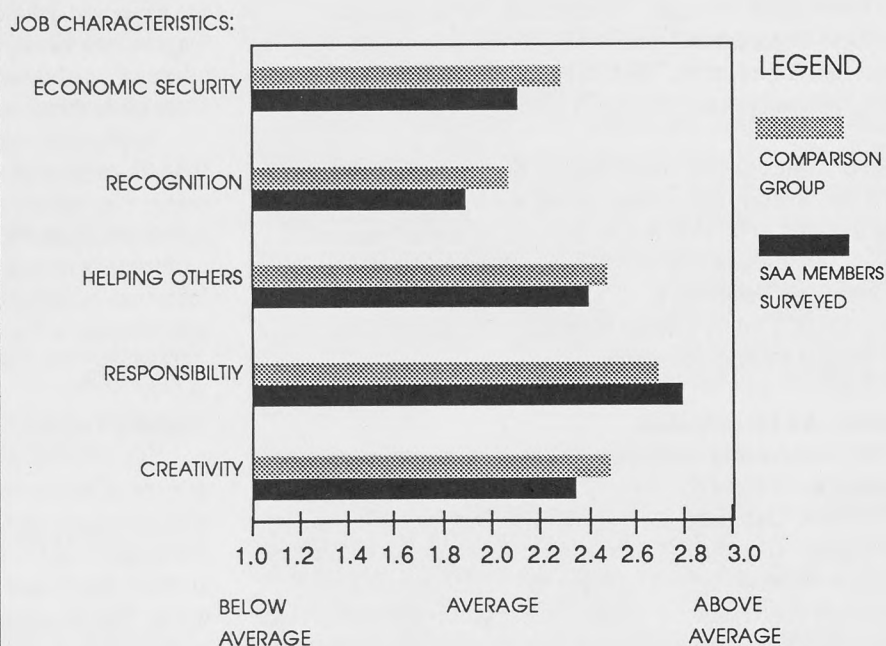


Table 1

## Opportunities to Experience Different Aspects of Three Additional Job Characteristics

JOB CHARACTERISTIC OPTION	PERCENT CHOOSING OPTION	
	SAA MEMBERS SURVEYED	COMPARISON GROUP
Working alone	10	4
Working with people	41	31
About equal	49	65
Having routine (predictable) work	8	6
Having variety	46	67
About equal	45	28
Having structure	7	14
Having independence (see below)	33	38
About equal	60	48

Independence includes working without supervision, working at your own pace, choosing your own work hours, etc.



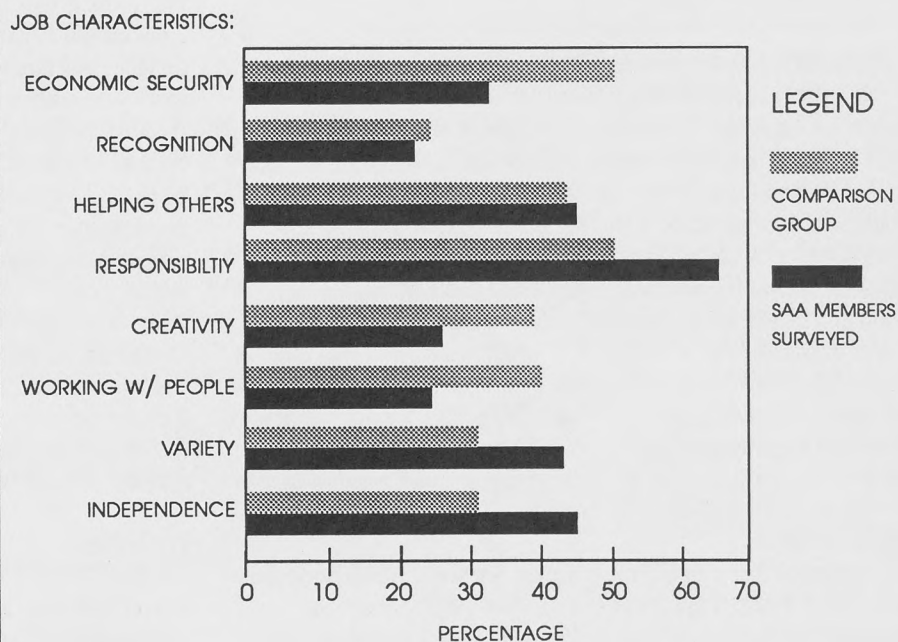
SAA members who ranked it as one of the three most important. Note that the rankings refer to the importance of the characteristics, whereas the ratings in the first section referred to what work is like. Large discrepancies between the ratings and rankings for a given characteristic may suggest an unmet need within the profession. For example, if the importance of "Responsibility" (Figure 2) is high and the opportunities for "Responsibility" (Figure 1) are low, this suggests that members may be seeking more responsibility than is afforded by their occupation.

### Job Abilities Survey

The Job Abilities Survey requested views on the importance of fifteen abilities for typical archivists. Figure 3 (below) shows, for each ability, the percentage of members who ranked it as one of the five most important. Results for the comparison group are also shown. You may want to consider whether the top ranked abilities are among those addressed in job preparation programs.

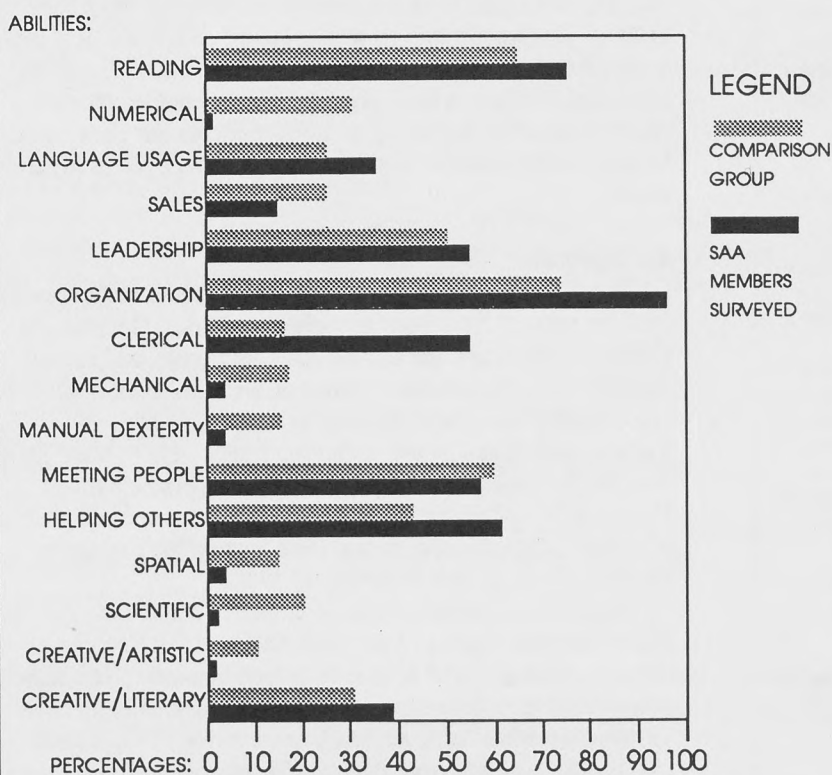
**Figure 2**

### Percentage of Persons Ranking a Job Characteristic as One of the Three Most Important



**Figure 3**

### Percentage of Persons Ranking an Ability as One of the Five Most Important



### Brief Description of Selected Abilities

**Numerical:** Doing arithmetic accurately and quickly; applying arithmetic (e.g., in formulas).

**Language Usage:** Recognizing correct and incorrect uses of the English language.

**Clerical:** Quickly and accurately doing tasks such as looking up information in catalogs or tables, sorting things, etc.

**Mechanical:** Understanding everyday mechanical laws (e.g., warm air rises) and how simple mechanical things work.

**Manual Dexterity:** Making or repairing things easily and quickly with one's hands.

**Spatial:** Looking at a drawing of an object and picturing in your mind how it would look from different sides.

# Archives Week in the United States?

by Larry J. Hackman

*RESOLVED, that the first week in October be observed annually as "United States Archives Week."*

## A United States Archives Week

The 1989 and 1990 New York Archives Week were productive in several ways. It expanded and deepened awareness of archival issues and the benefits of archives, both among the general public and by teachers, librarians, lawyers, state and local officials, corporate leaders and the press—groups whose support is important to archival programs. It has increased cooperation and pride within the archival community itself, strengthened our awareness of the importance of public relations, and given us greater experience in a variety of approaches toward that end. As we continue New York Archives Week, I believe we will become ever more effective in our individual programs, within our associations and regions, and statewide. Colleagues across the nation can draw on our Archives Week experience and, I hope, will join us in an ongoing learning process which promises to be productive for all of us.

I propose that a first United States Archives Week be declared for October 1992. This is the month after the International Archives Conference in Montreal and the month before the next Presidential election—a good time to draw attention to America's documentary heritage! To reach this point, formal sponsorship by

the Society of American Archivists is important, and I hope that the Council will approve it. Early adoption by regional archival associations is extremely important; in fact, the SAA's Committee on Regional Archival Activity has already begun to discuss the idea of an annual nationwide archival observance. Endorsement from the National Archives and Records Administration and the National Historical Publications and Records Commission also would be very helpful, and perhaps the NHPRC would provide grant support for one or more products, e.g. videos, posters, public service announcement materials, idea kits, or other timely items, which would assist grassroots archives week efforts nationwide. If experience in New York is indicative, it won't take long for a United States Archives Week to catch on. By mid-decade it can become a vital part of the continuing campaign we need to increase understanding and support for what archives and archivists can contribute to a democratic, productive, and literate society. A brief history of New York Archives Week follows.

## Overview

In 1989 and 1990, the first week in October has been celebrated statewide as "New York Archives Week." Archives Week is emerging as a major opportunity to draw attention to the importance of New York's archives as programs and as research resources. To address this public relations and educational objective, Archives Week activities are sponsored by archival associations, by repositories acting individually and in groups, and by other organizations and service providers interested in archival affairs. After only two years, Archives Week is becoming widely accepted as an important event by archivists and their allies.

The early popularity and success of Archives Week suggests that similar efforts would be well-received elsewhere. It is proposed, therefore, that archival organizations endorse Archives Week and treat it as a focal point for archival public awareness efforts nationwide beginning in 1992. Perhaps our Canadian colleagues would consider joining us to make this a North American event.

## Background

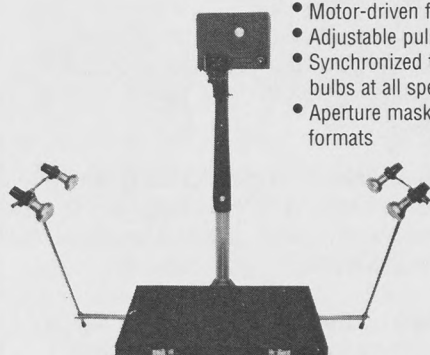
An archives week in New York was explored in the spring of 1988 by the new New York Association of Local Government Records Officers and the Capital Area Archivists, and several upstate local governments obtained an archives week resolution or proclamation from their officials. A much more ambitious initiative was undertaken by the Archivists Roundtable of Metropolitan New York. Under the leadership of its chairperson, Barbara Haws, the Roundtable created a planning committee and a variety of special subcommittees in late 1988 to coordinate an initial Archives Week in New York City in 1989.

As the Roundtable's plans developed in early 1989, they were shared with the director of the State Archives and Records Administration (SARA). SARA, in turn, helped make the Roundtable's plans known to other parts of the archival community and instituted its own modest Archives Week program for 1989. SARA also obtained a resolution from the State Legislature and a Proclama-

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# Academy of Certified Archivists Newsletter

Volume 7 / March 1991

The Academy of Certified Archivists welcomes the following twenty-nine new members who passed the Certification Examination administered on August 30, 1990. These seventeen women and twelve men represent nineteen states, the District of Columbia, and the United Kingdom. They are employed in the following institutional programs: federal, state, and local governments (11); college and universities (10); public libraries (2); religious (2); corporate (1); historical and/or genealogical societies (1). Three new members are employed as consultants. We congratulate these individuals on this personal achievement and for their dedication to the advancement of the archival profession through the Academy.

**Bailey CA, Lotte L.**

*State Historical Society of North Dakota*  
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**Bowers CA, Carolyn J.**

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**Burchett CA, Glenn**

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**Childs-Helton CA, Sally Carr**

*Indiana Historical Society*  
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*New York City Department of Records  
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**Dyal CA, Donald H.**

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**Frye CA, Dorothy T.**

*Michigan State University*  
University Archives & Hist'l Collections  
EG-13 Library  
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517/355-2330

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**Gauss CA, Nancy Venditti**

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**Hnateyko-Charkewycz CA, Roxana**

*St. John's University*  
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718/990-6048

**House CA, Kenneth J.**

*Office of the Secretary of State*  
Division of Archives and Records Mgmt.  
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206/586-0173

**Kearl CA, Biruta Celmins**

*Austin Public Library*  
Austin History Center  
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Austin, TX 78768  
512/499-7479

**Matyas CA, Charles J.**

*New York City Department of Records  
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31 Chambers Street  
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**Minnick CA, Albert C.**

*Alaska State Archives and Records  
Management Services*  
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907/465-2270

**Nicoll CA, Jane**

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**Ostendarp CA, Anneliese**

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**Robins CA, Judith Ann**  
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**Sherer CA, Robert G.**  
*Tulane University*  
Howard Tilton Memorial Library  
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*American Jewish Archives*  
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**Stearn CA, R. Gwenn**  
*Suffolk County Council*  
Suffolk Record Office  
Lowestoft Branch, Central Library  
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0502-566-325

**Strazar CA, Marie D.**  
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History and Humanities Program  
335 Merchant Street  
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808/548-4657

**Taylor CA, Dennis S.**  
*Clemson University*  
Robert Muldrow Cooper Library  
Special Collections Department  
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803/656-3031

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**Winstead CA, Amelia**  
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The following position papers—prepared by **Karen Paul, Patrick Quinn, and Mary Elizabeth Ruwell**—are printed and distributed to the ACA membership to inform you about issues to be discussed at the ACA Board meeting this spring. Your opinions and comments are invited. Please send your written comments to Karen Paul, Senate Historical Office, Washington, D.C. 20510, or call her at 202/224-3351.

### **The Examination as a Membership Development Activity** by Karen Paul

The Membership and Outreach Committee proposes that the Board discuss the option of offering the exam more than once a year. Committee member Leon Miller has pointed out that more individuals would take the exam if it were more convenient for them to do so. He outlines three potential groups of applicants: (1) archival institute participants, (2) graduates of archival programs, and (3) regional archival association participants.

#### **Discussion points:**

- (1) Offer the exam following archival institutes (the next day). These include the Modern Archives Institute at NARA, the Georgia Archives Institute, and the Western Archives Institute. Miller pointed out that motivation would be high, knowledge fresh, travel expenses would be minimized. He suggested either an actual cooperative arrangement with the Institutes in terms of course content; or no contractual arrangement, just the timing of offering the exam at the conclusion of the institute.
- (2) Offer the exam on college and university campuses in connection with archival education programs. This would strengthen ACA ties to such programs, increasing substance and reputation both ways. To maintain the practical experience component required for certification, a policy change could be adopted whereby a new graduate could take the exam, but not become certified until the time in practice were met.
- (3) Offer the exam at regional archival association meetings. This would depend on the interest of the regionals of course. A mutual strengthening of ACA and the educational role of regionals could be promoted.

Another tie with regionals has been proposed. If archival workshops were developed (by SAA and/or regionals) were approved as continuing education units, this might be used in connection with a recertification program.



**ACA Outreach Activities**  
**by Patrick M. Quinn**  
**ACA Board Member**

There are two basic audiences for ACA outreach activities: 1) potential candidates for the examination and 2) employers of archivists. If certification is to take root and flourish, we must continue to generate a sufficient pool of new archivists to take the examination each year, and we must convince a sufficiently large base of employers of archivists to accept the CA as *the* mandatory credential for all non-entry level archival positions.

A major structural challenge exists because the CA is an experientially-based credential. This makes it difficult to convince employers to require certification as a condition of employment. It is imperative, as Richard Cox has suggested, that the ACA enlist directors of archival education programs in the certification process, especially because a whole year must pass before graduates of programs are eligible to stand for the exam. Certification must be "institutionalized" as the appropriate culmination of formal archival education. Perhaps one of the best ways to start is to induce directors, as Leon Miller has suggested, of archival institutes to support the certification process.

Efforts to reach employers and freshly minted archivist must be concurrent. What are some viable strategies to reach employers? This question is best answered by determining who employs archivists.

At the pinnacle, so to speak, is of course NARA which hires archivists for the National Archives building, for the regional archival branches, and for the presidential libraries. A major effort aimed at persuading NARA to require or favor the CA for all non-entry level hires would bear great fruits for promoting the widespread acceptance of the CA as a standard.

A majority of archivists work either on campuses or in small, one or two person shops such as local historical societies. One way to reach employers of archivists in academe is through advertising and articles in library journals such as LJ, AL, or CRL; by a direct mailing to heads of major ARL Libraries; by ACA participation at meetings of library professionals. For small historical societies, AASLH publications would probably be the best vehicle.

For state archival programs, perhaps a mailing to relevant personnel directors would be the best approach.

For employers of corporate archivists we need to seek counsel from ACA members among the ranks of corporate archivists. Perhaps a mailing (letter from the president and a brochure) to personnel directors of corporations with archival programs might be a place to start.

**Of course, the ACA membership itself should participate in "outreach", by attempting to induce hiring authorities to include the CA as a requirement in all non-entry level hiring, or by requiring all entry-level to stand for the exam when they qualify.**

It might be useful to approach the ALA Standards Committee regarding the necessity of the CA being the accepted archival credential.

Outreach to new archivists must include building firm bridges with archival educators. To reach those who join the profession and gain their education on the job and at professional meetings, ACA might send letters to all new members of national, regional and state archival associations, explaining the certification program and its benefits and urging them to stand for the examination when they qualify. Likewise, graduates of all archival education and archival institute programs should be sent a congratulatory letter from the ACA president together with a brochure and an invitation to take the CA exam at the appropriate time.

ACA should hold a "report to the profession" session at SAA meetings besides having its own meeting.

Above all, we need to explain as widely as possible the *benefits* of taking the CA examination. Each ACA member has to be an ambassador for the ACA. We all must work to create a culture of acceptance that demonstrates the integral nature of certification and the archival profession.

**Meeting Participation**  
**by Mary Elizabeth Ruwell**  
**ACA Board Member**

Now that ACA is here, certification no longer is a question. It is important, however, to continue to communicate with people concerning the benefits of certification in hiring, job-hunting, and in what the financial implications are for them. New England, for example, had rather ferocious debates between pro-certification and anti-certification members of New England Archivists. The Spring 1991 program has a session on certification, and the program committee specifically asked that it be "educational" and presented by someone "neutral" (in this case, me).

ACA should assemble a session information packet and make it available to ACA members. This will ensure that presentations are accurate and consistent. Members should be urged to make presentations to appropriate groups which could range from ARLIS, AAM, ARMA to the New York Archivists' Roundtable or a local workshop. The SAA calendar of upcoming meetings could serve as a basis for identifying appropriate organizations.

I propose using my forthcoming NEA session as an opportunity to develop a package for future sessions. I plan to include already existing material, especially the Newsletter, organizational development policy papers, and a copy of my talk and/or transcripts of the entire session. This would provide a basis for further refinements for sessions at other group meetings.

**ACA Outreach to Archival Educators**  
**by Mary Elizabeth Ruwell**

An obvious area for educating archivists about ACA is through archival educators. Educators are not only the archivists who run formal programs like those at the University of Michigan and University of Maryland, but the archivists who teach an individual course. The goal would be both to gain support for ACA and to provide educators with ACA information that they can disseminate.

Initial contact could be made through a letter asking for help with distribution of brochures to students at some appropriate time. If an educator were particularly interested, that individual could be invited to participate in exam development, perhaps to assist with development of a reading list.

SAA maintains a list of archival training programs which could serve as an initial mailing list. It should be supplemented by individuals that are known by the ACA Board to be involved in archival course work. The letter should be followed by a telephone call asking for comments on the ACA program, exam, and handouts. The purpose would be to begin a dialogue, enlist support for ACA, and answer any questions. Educators could also be surveyed as to how they see ACA helping them.

Once established, communications with educators should be maintained. Mailings containing announcements about the exam dates and locations, annual meeting notices, and perhaps the newsletter should follow on a regular basis.

**All new ACA members and any "old" members are invited to ask ACA to send a press release concerning their election to the Academy to publications they designate. You may designate up to three such mailings, and must provide us with the mailing address. Please send the request to the ACA Secretariat, 600 South Federal, Suite 504, Chicago, Illinois 60605**



“RESOLVED, that the first week in October be observed annually as 'United States Archives Week'.”

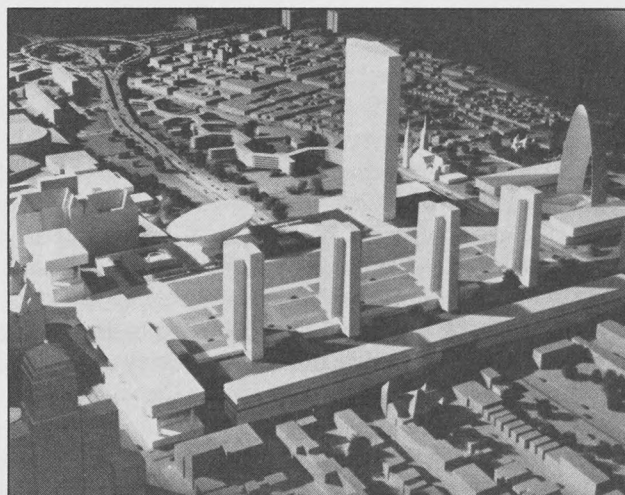
tion by Governor Cuomo declaring the first full week in October to be Archives Week in New York for 1989. The Proclamation was sent to archives, library and local government groups statewide, and many of them secured similar resolutions from local officials as a basis for obtaining cooperation or support from those governments or to draw public attention to Archives Week.

The Roundtable's Coordinating Committee developed an impressive calendar of first year activities. These included the Roundtable's first annual Archives Week Awards, one for archival advocacy and one for innovative use of historical records. The awards and entertainment were the feature of the Archives Week opening gala at the Museum of Modern Art. Members of a large honorary committee for Archives Week ranged from John Brademas and Leonard Bernstein to Allen Ginsberg, David Rockefeller, and Arthur Schlesinger, Jr. Other first year Roundtable events included exhibits, lectures, tours, and panel discussions offered by a wide variety of repositories and organizations. A story in the Sunday, October 8 *New York Times*, summarized Archives Week and highlighted the final event, a Roundtable-sponsored "Family Heritage Day," which provided archival advice to individuals concerned about their personal or family documents.

Even with very limited time for preparations, several other organizations participated actively in New York Archives Week in 1989. For example, fifteen repositories in Buffalo cooperated in scheduling open houses during the week and the Buffalo and Erie County Historical Society sponsored an exhibit and collection opening on industry and labor history. The *Buffalo News* provided a Sunday feature article on Archives Week and also an overview of archives in the region. The New York Association of Local Government Records Officers instituted an annual award to a local official for leadership on local government records issues.

An internal SARA Archives Week committee received enthusiastic support from SARA staff. The 1989 activities featured behind-the-scenes tours for the public, state agency records officers, and staff of the state legislature. The new SARA audiovisual production, *Let the Record Show: Practical Uses of Historical Documents*—which received the 1989 SAA Hamer Kegan Award—was shown continuously throughout the week in the state museum video theatre. The video was also shown several times on the Capital region public affairs cable television station and on at least seven other cable stations throughout the state. Other press coverage included a radio interview with the director of SARA's Bureau of Archival Services, feature stories in Albany's leading daily and in *The Legislative Gazette*, and a particularly good ten minute segment on SARA on the weekly public affairs television program, "Inside Albany," which is carried by public television stations in all parts of the state.

The results of the first year of New York Archives Week were shared within the state and beyond. SARA staff assembled copies of announcements, proclamations, and press clippings statewide and distributed these to archives groups and others who had shown a special interest. Two sessions at the 1990 SAA annual meeting in Seattle included discussion about planning for New York Archives Week and its benefits.



An architectural model of the proposed Empire State Plaza, ca.1962. The photo was one of nearly 30 in a 1990 New York State Archives "Archives Week" exhibit on the construction of major government buildings in the vicinity of the State Capitol. Note that this model included an Arch of Freedom at the end of the Plaza farthest from the State Capitol. This site is now occupied by the Cultural Education Center, which houses the State Archives, State Library, and State Museum. The Arch was eliminated.

### New York Archives Week in 1990

The second year of Archives Week in New York can be summarized in three words: more and better. A February meeting called by the chair of MARAC's New York Caucus provided an early opportunity for a dozen interested organizations from many parts of the state to share experience from 1989 and ideas for 1990. It was agreed that the first week in October should become New York Archives Week annually. SARA agreed to play a modest clearinghouse role by assembling a statewide Archives Week calendar and sharing it among archival associations and with other key organizations identified by participants in the February meeting.

The Archivists Round-table again led the way with impressive events including a gala opening reception at the Equitable Center where annual awards were presented by hostess Estelle Parsons on behalf of the Roundtable to Henry Hampton for his use of archival sources in the PBS documentary, "Eyes on the Prize" and to State Assemblyman Edward Sullivan of Manhattan for his support on several archival issues. A benefit concert at Carnegie Hall was held the following evening. Overall, the Roundtable raised more than \$40,000 for Archives Week programs from American Express, Chase Manhattan, Con Edison, Empire Blue Cross Blue Shield, the New York Stock Exchange, and others. An attractive Archives Week calendar listed more than forty separate tours, walks, talks, films, exhibits, and special events in Roundtable territory.

On the concluding Saturday the Roundtable sponsored a highly successful "Family History Fair" at New York University

Continued on page 20



## Annual Meeting Update

by Catherine Mason

### 55th Annual Meeting

This year SAA's annual meeting will be held in historic Philadelphia, September 25-29, at the Adam's Mark Hotel.

At press time, twelve preconference workshops and eighty-eight sessions have been scheduled. A sneak preview of some of the sessions yielded the following entries: "The Enemy Within: Coping with Insider's Theft"; "Taking the 'A' Train: Documenting the Life of Duke Ellington," with Mercer Ellington as a guest speaker; "Forgeries and Fakes: The Art and Science of Detection"; "Women in Management: Suggestions from the Outside"; "The Next Decade: An Update of the 1980 Survey of College and University Archives"; and "Issues in the Retention and Access of Electronic Records."

As highlighted in the Education Notes section of the January SAA Newsletter, preconference workshops include "Advanced Management for Archivists: Personnel"; "Reference Management: Legal and Ethical Issues"; "Architectural Records: Identification, Preservation, and Access"; and "Elements of Preservation Management."

In addition, a variety of tours and special events are currently being organized. The University of Pennsylvania has generously donated the use of the University Museum for the SAA Awards Presentation and Presidential Reception. The museum has an extraordinary collection of archeological and ethnographic artifacts. The reception will be held in the Rotunda, which is the highest unsupported masonry dome in the United States.

The preregistration fee for SAA members is \$115, and \$150 for nonmembers. Preregistration forms will be available in early June and must be received in the SAA office postmarked before August 28, 1991.

On-site registration is \$140 for members and \$175 for nonmembers. Student registration fees are \$55.

Room rates at the Adam's Mark Hotel are \$87 for single occupancy and \$96 for double occupancy.

If you have any preliminary questions, please give the new meeting planner, Catherine Mason, a call at (312) 922-0140. Your suggestions for exhibitors are also invited.

### Annual Meeting Schedule

	AM	PM	Evening
Monday, September 23	Preconference	Preconference	
Tuesday, September 24	Preconference Council Meeting	Preconference	
Wednesday, September 25	Council Meeting with Group Heads Preconference Committee and Task Force Meetings ACA Exam	Preconference	Opening Banquet with Presidential Address
Thursday, September 26	8-10 Functional Sections 9:15-10:15 New Member Welcome 9:30-10:30 Coffee Break 10:30-12:30 Sessions	1:15-3:15 Sessions 5:00 Business Meeting	Night on the Town
Friday, September 27	8-10 Institutional Sections 9:30-10:30 Coffee Break 10:30-12:30 Roundtables	1:15-3:15 Sessions 3:45-5:45 Sessions	Awards and Presidential Reception at University Museum
Saturday, September 28	8-10 Sessions 10:15-12:15 Sessions	1:15-3:15 Sessions 3:30-5:30 Sessions 5:30 Business Meeting	Night on the Town
Sunday, September 29	9-11 Sessions 11:30-12:30 Closing Brunch		



# Document Scam

by Teresa M. Brinati

Let the lender beware: verify the background of the borrower or risk losing your possessions.

Such is the case of Earl Capehart, Jr., an Indianapolis attorney. Last September, Capehart received telephone calls from a Professor Bob Miller, allegedly on the faculty of the University of Illinois-Chicago. Professor Miller claimed to be creating a display of presidential letters, sponsored by the university's political science department and scheduled for October 10 and 11, 1990. Capehart had some signed presidential letters and consented to loaning them. Miller asked that these documents be sent to him in Des Plaines, Illinois, via Federal Express. After the exhibition, a Mike Walters, also of the university, would return them to Capehart.

Capehart sent four documents, which were addressed to his father, Homer E. Capehart, who was then a United States Senator from Indiana and is now deceased. These documents included a framed letter dated August 31, 1951, from Harry S. Truman on White House stationery; a framed letter, undated, from Dwight Eisenhower on White House stationery; a letter dated September 8, 1964, from Lyndon Johnson on White House stationery; and a letter dated April 10, 1968, from Lyndon Johnson on White House stationery and mailed in an envelope from Johnson City, Texas.

The documents were never returned to Capehart. It turned out that there was no Professor Bob Miller on the staff at the University of Illinois and no exhibit of presidential letters was scheduled. The address at Des Plaines was that of another unrelated Miller. The Federal Express package was not delivered, but instead was picked up in person at the local Federal Express office in Des Plaines.

"I never thought I would see the documents again," recalled Capehart. "It was theft by deception."

The good news is that the documents have been recovered. The bad news is that other collectors have been similarly defrauded. Capehart's letters were sold in late September to Steve Alsberg, an historical documents dealer in north suburban Chicago, who was unaware that the documents were stolen. A young man in his mid twenties named Todd Baldwin contacted Alsberg by phone, offering signed presidential documents. Baldwin brought the items to Alsberg's house, indicating that they were part of his father's collection and that several of the person's to whom the items were inscribed were relatives. Baldwin added that he was leaving for Los Angeles the next day to pursue a movie career and that he had his father's permission to sell the autographs. Alsberg purchased eight items total—which included Capehart's letters, others signed by President Carter, and a photograph inscribed to a George Ball from President Johnson—from Baldwin with a check for \$1,050.

Later that day, Baldwin reported that the banks were closed and a local currency exchange would not cash a personal check that large. He needed cash for his trip to Los Angeles. Alsberg

had cash available, which Baldwin accepted.

In early November, Alsberg contacted an autograph dealer in New York about placing these signed presidential items in an upcoming auction. After he briefly described the items, the dealer informed Alsberg that he recently spoke with President Carter's White House aide, Sarah Weddington, concerning the possible theft of some of her Carter documents. Alsberg then contacted Weddington, at which time they established that two of the items Alsberg had purchased from Baldwin were the same ones that she had sent to a Professor Bob Miller at a Des Plaines, Illinois, address.

Alsberg concluded that the other items probably were obtained by Professor Bob Miller/Todd Baldwin under false pretenses. He tracked down the owners of the documents—including Earl Capehart, Jr.—through information derived from the documents themselves, in addition to searching various references, such as *Who's Who* and city directories. After contacting the owners, Alsberg learned that all of the documents had been obtained under the same ruse.

"In the fifteen years I've been in historical news and the nine years I've been in documents, I have never been scammed," Alsberg said in a recent interview. "My real concern is that the material is genuine, not the person."

Alsberg filed a fraud/theft complaint with the local police. He also alerted the F.B.I., who decided not to investigate unless a larger fraud could be determined.

Ironically, northwest suburban Chicago police apprehended Baldwin last December for parole violations. Baldwin was on parole for armed robbery and burglary. William Bacon, a detective with the Park Ridge (Illinois) Police Department explained in a recent interview how Baldwin was nabbed. He said that the suspect had burglarized a residence last fall and one of the things he stole was a telephone credit card. The police were able to track down Baldwin through his use of the credit card.

According to Detective Bacon, the police were unaware of the document scam at first. When brought to their attention by Alsberg, they noticed that Baldwin had used the credit card to make numerous calls to Capehart, Weddington, Harvard University, the Richard Nixon Library, and others.

To avoid being the target of a fraud, Detective Bacon advised, "Always check out someone's background and verify what they plan to do [with your documents]."

Baldwin will be prosecuted in Park Ridge for burglary. He was recently arraigned in Skokie for document theft. Alsberg is holding onto the documents he purchased from Baldwin in case they are needed for evidence. Afterwards, he will return them to their rightful owners. This is good news for Earl Capehart and the others who thought they would never see these documents again. Alsberg, unfortunately, has been defrauded of more than \$1,000.



## News Clips

### RLG to Develop Information Management System for Museums and Archives

The Research Libraries Group (RLG) has announced plans to develop a microcomputer-based information management system designed specially for archives, museums, and related institutions. The system, Archives and Museum Information System (AMIS), will provide the institutions with sophisticated local control of their collections and day-to-day operations while integrating valuable research information into RLIN (Research Libraries Information Network). With these new resources in the RLIN database, RLG will broaden the range of information about primary source materials available online to the research community.

AMIS will allow a wide variety of repositories to manage their collections, events, constituencies, and facilities locally in one integrated system. Everything from descriptions of items in a collection, records of the registrar, conservation history, schedules of events, and lists of members to floor plans of exhibit space, inventories of display cases, and more will be available online to staff, including access to the RLIN database, which will allow for inter-institutional sharing of many kinds of information. Repositories will be able to tailor AMIS to fit their individual needs, and future enhancements to the system will further extend its capabilities.

RLG began work on AMIS in 1988 with input from six RLG member institutions and three nonmembers. All these institu-

tions—and hundreds more like them—share basic elements common to collecting, managing, and providing access to their holdings. From their input, consultant David Bearman mapped out the functional requirements of AMIS.

### ALA Protests Carnegie Archives Donation to Columbia University

The American Library Association (ALA) is urging the Carnegie Corporation of New York to reconsider donating its archives to Columbia University. The Columbia Board of Trustees recently announced its intent to close the School of Library Science—the country's oldest such program for librarians.

In a letter to David Hamburg, president of Carnegie Corporation, ALA President Richard M. Dougherty said that "although well intentioned, your gift is misplaced and ill timed." Dougherty said he recognizes the distinguished nature of Columbia's libraries but that the decision to close the library school reflects a lack of commitment by the university. He said that he is asking the Carnegie Corporation to reconsider its decision in favor of a college or university with a clear commitment to libraries, librarians, and those who benefit from their services.

### Special Collections Libraries Launch Collaborative Venture

The Pew Charitable Trusts have awarded a grant of \$2.77 million for a collaborative venture to improve access to important holdings of rare books, manuscripts, archives, films, photographs, and drawings in sixteen Philadelphia-area research libraries. This landmark project, called the "Initiative for the 1990s," is being undertaken by the Philadelphia Area Consortium of Special Collections Libraries.

Planned as a five-year project, the initiative will result in the addition of a quarter million computerized descriptions of holdings in Philadelphia libraries to the electronic cataloging networks—On-Line Computer Library Center (OCLC) and Research Libraries Network (RLIN)—which currently link thousands of libraries around the world. The Pew Grant, which is being matched by \$1.38 million from other private, public, and institutional sources, will underwrite expenses of staff and automation equipment in the first three years of the project.

Libraries participating in the project collectively hold an estimated 2.5 million printed volumes, 50 million manuscripts, and millions of other items.

### Archives Law in China Opens Up More Files

New archives rules allow foreigners access to most pre-1960 files and records kept in China's 3,500 archives, according to an article in the *China Daily* (November 27, 1991).

Last November, the State Archives Bureau implemented the three-year-old Archives Law, saying the enactment of the rules could better preserve and make full use of the 90 million volumes of data on China's history.

According to the regulations, if foreigners have the proper



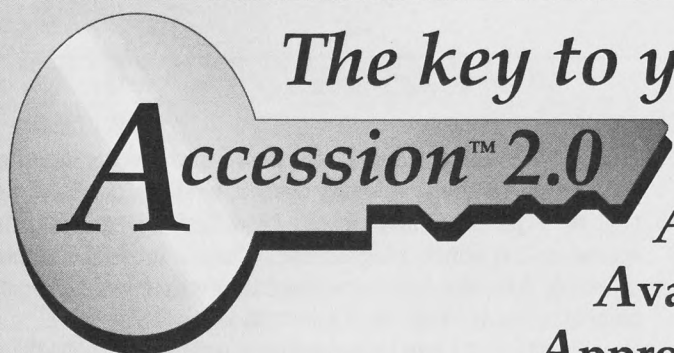
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credentials from Chinese authorities—such as the Ministry of Culture, the State Education Commission, or the Chinese Academy of Social Sciences—and if an archives approves the visit, foreigners may read, copy, and excerpt from most historical documents and files prior to 1960. The new archives regulations also stipulate that the time limit for records dealing with State security and other top-secret matters may be extended from 30 years to 50 years, or even longer.

Essentially, the archives rules cover central and local archives management authorities, scope of archives, circumstances under which copies of archives may be presented as gifts, sold, or exchanged, and penalties on violations, according to the article. In the last two years, Chinese archives have received more than two million visitors.

### Commission on Preservation and Access

Howard Lowell represented SAA at the November annual meeting of the Commission on Preservation and Access. Highlights of the meeting follow.

- The Commission has contracted for an external evaluation of its activity, progress made on national preservation agenda, future needs to be met, and the role of the Commission (if any) in meeting these needs. The study will address the question: is the commission important to the preservation constituency and is it worth continuing? The evaluation should take from three to six months and is in keeping with the Commissions intention to review itself at the end of five years of operation.

- The Commission also is involved at the request of the Council of Europe in determining initiatives to involve eastern European countries in international preservation activities, starting with bibliographic control over "preserved" materials. According to Pat Battin, the eastern Europeans are very interested in the

technological aspects of preservation. The Commission established a task force to investigate the different uses of text and image in research in a number of scholarly disciplines as an initial step toward determining preservation strategies for "image" information, and it is initiating another task force to consider a national strategy for preservation of "the book as artifact."

- Bob Oakley presented a detailed discussion of his investigation of copyright as it relates to preservation photocopying and the dissemination of "preserved" information. He concluded that a single copy to preserve the original probably is not a violation of the copyright law, but once additional copies are generated and distributed, a different level of copyright activity emerges. He also stated that the present copyright statute does not include electronic dissemination of copyrighted information, and that the publishing industry is extremely concerned with this technology availability for distribution purposes.

- Ken Harris reported on the RFP that is currently "on the street." for the Library of Congress to procure mass deacidification services. The RFP calls for a five hundred volume test that will undergo independent laboratory evaluation. There are no archival materials in the test materials. Speculation is that LC will award the contract to at least two vendors, and that it will be fifteen to twenty-four months between bid award and full production under the contract.

- George Farr reported that in FY'90 the NEH supported seventy-seven projects for a total of \$17,453,000 in grant awards. The FY'91 budget totals \$22,581,000, of which \$16.4 million is available for library and/or archives preservation initiatives. The endowment also has available state planning grants of up to \$50,000. These grants must result in written, state-based, and statewide preservation plans with an action agenda and set of implementation priorities. The planning projects must include both library and archives.

# United States Archives Week

Continued from page 15

providing workshops, publications, and individual assistance. The widely-publicized fair was visited by more than 900 individuals, a huge increase over the first year family heritage event. A *New York Times* article noting Archives Week overall, gave special attention to the fair because of its general interest. In 1990 the Roundtable also produced a variety of Archives Week items including pins, a poster, calendar of events, flyers, and press releases. An estimated 10,000 people attended Archives Week events and perhaps millions more were made aware of archives via subway advertisements.

Upstate activities also expanded in 1990. For example, archivists in Western New York, working together via the New York Documentary Heritage Program for that region, promoted a series of events and sponsored archival workshops as well as two two-day workshops for regional teachers, curriculum specialists and school administrators on the use of historical records in the classroom. Further east, an Archives Week coordinating committee—which included a newspaper columnist and a Chamber of Commerce communications expert—sponsored a “One Day in the Life of Syracuse and Onondaga County” project to encourage citizens to keep a journal of their activities and submit it to a Community Archives at the Onondaga Historical Association. This program attracted attention not only locally but also from National Public Radio which reported it and carried a brief interview nationally. The Long Island Archives Conference cele-

brated Archives Week with more than fifteen events in Suffolk and Nassau counties including awards, exhibits, and lectures. Like New York City and Western New York, Long Island also sponsored a family heritage event. Many individual communities statewide sponsored their own events, often centered around the archival records of the local government.

The state archives expanded its activities as well in the second year. Tours were extended to the weekend to permit increased attendance by the general public. An exhibit of photographs from the state archives depicted changes in Albany's urban landscape resulting from major state government building construction during the past century. The exhibit, along with a new SARA information booth, was located in a busy crossway in the Empire State Plaza Concourse in Albany throughout the week. A “New York: Hollywood Style” festival of four films began on the Thursday during Archives Week and continued on the three subsequent Thursdays in October. Each film (“Knickerbocker Holiday,” “Drums Along the Mohawk,” “Saratoga,” and “Lake Placid Serenade”) was preceded by a brief lecture by an expert in the locale and/or events depicted and by a comment on relevant SARA archival holdings.

A highlight of Archives Week was the announcement of the first annual SARA awards for statewide excellence. Awards were given to a local government archives, a non-government repository, a state agency records program, a user of the State Archives own holdings, and to an effective advocate of archives and records activities statewide. The awards were formally presented at a luncheon sponsored by the State Board of Regents. At that luncheon it was announced that an additional award would begin in 1991, this one a cash award for the product of archival research by students in grades 7-12; the new award will draw on interest from a donation of \$5,000 by a member of the Board of Regents, the governing body for the State Education Department.

The director and an assistant director of the state archives also worked closely with the roundtable and the Governor's Commission on Libraries to arrange for a special October 4 all day hearing on “Archives, Unique Research Resources, and the Future of New York” in New York City Hall. Witnesses included U.S. Archivist Don Wilson, Arthur Schlesinger Jr., the president of the American Council of Learned Societies, a judge for New York's highest State Court, several state and city officials, teachers and students, and archives and library spokespersons—nearly forty in all. Panelists and witnesses explored a variety of issues and proposed several important legislative and funding initiatives, including a new law for Gubernatorial records, creation of a \$10 million State Archives Preservation Trust, promotion of use of archives in New York schools, and legislation requiring the use of alkaline paper for government records and publications.

Several resolutions based on the testimony were adopted at the November New York Governor's Conference on Libraries and Information Services. The resolution on alkaline paper, submitted during the Archives Week hearing, was signed by Barbara Goldsmith, Kurt Vonnegut Jr., Robert Caro, and Tom Wolfe. Legislation on alkaline paper and a State Archives Preservation Trust is likely to be proposed in the 1991 legislative session.

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## World View

by Anne Gilliland-Swetland

### 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.

### Archives Course in New Zealand

A long-awaited, university-level archives course is set to begin in the 1991 academic year at the Wairarapa Community Polytechnic school in Masterton, New Zealand. It is the country's first tertiary-level archives qualification, and the first such course to be formally part of the program of any educational institution in New Zealand.

The course, leading to a Certificate in Archives Management, is geared for first-year, university-level students. The entry requirement will be the same as that for other universities in New Zealand. For further information, contact Ellen Ellis, Wairarapa Community Polytechnic, P.O. Box 698, Masterton, New Zealand.

### Netherlands' Society of Archivists 1991 Centennial

American archivists interested in attending or receiving more information about the European Symposium of Archivists to be held October 2-5, 1991, in Maastricht, The Netherlands, should contact the Ministry of Cultural Affairs, Conference Secretariat, Mrs. A. Zoetjes, P.O. Box 5406, 2280 HK Rijswijk, The Netherlands.

The Symposium is being organized to mark the 1991 centennial of the The Netherlands' Society of Archivists (VAN), the world's oldest society of archivists.

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

### 1992 ICA Congress in Montreal

A tentative schedule for the 12th International Council on Archives in Montreal, Canada, September 6-11, 1992, is available from Claude Minotto, Executive Director, 1945 Mullins Road, Montreal, Quebec, H3K 1N9, Canada, (514) 873-3067.

The theme of the congress is "The Profession of the Archivist in the Information Age." The program for the 11th congress held in 1988 focused on new archival media and the challenges posed for archives. As a sequel to that theme, the 1992 congress will concentrate on the impact of the information age on the work of the archivist, and the extent to which the profession needs to adapt to meet the demands of the new age.

### Swiss National Archives Director

Dr. Oscar Gauye, director of the Swiss National Archives since 1974, died on November 28, 1990, after a long illness. Dr. Gauye, 62, had been in the service of the Bundesarchiv since 1956. He will be greatly missed by his colleagues.

### Comparative Statistics of National Societies of Archivists

A survey published in the summer 1990 issue of the *New Zealand Archivist* reveals the following comparative statistics gleaned from data derived from the most recent available annual reports of national archival organizations and membership lists of archives societies (no data earlier than 1989/1990). The *New Zealand Archivist* notes that there are some inevitable "inconsistencies of definitions, especially of 'government archives.'" The key missing statistics are the completeness with which archival societies include all archivists in the respective countries, which raises the question of whether it is acceptable as a rule of thumb, to equate 'professional archivists' with membership of these professional societies." Reprinted with permission from the *New Zealand Archivist*.

	Society of American Archivists	Association of Canadian Archivists	Australian Society of Archivists	New Zealand Society of Archivists
Individual members	2,600	507	434	68
# of members working for gov't archives	223 (National Archives, Library of Congress, state archives)	160 (National Archives of Canada)	98 (Australian Archives, Australian War Memorial, CSIRO, National Library, state libraries and archives)	12 (National Archives and Turnbull Library)
% of gov't archivists per membership	8.6%	31.5%	22.6%	17.6%
% of gov't staff belonging to this pro. org.	8% (National Archives and Presidential Libraries only)	12.2% (National Archives of Canada excluding Records Management)	(not determinable from available data)	21.8% (excludes Records Centres Staff)
% of members per country population	0.00001% (1 archivist per 89,231 people)	0.00002% (1 archivist per 46,351 people)	0.00003% (1 archivist per 34,562 people)	0.00002% (1 archivist per 47,059 people)

# 1991

## Archivists' Calendar

### March 28-29

*Society of Georgia Archivists Spring Meeting*  
St. Simon's Island, Georgia; SAA President Trudy Peterson and U.S. Justice Department attorney Gary Peterson are plenary speakers on ethical and legal issues in archives; contact Brenda Banks, (404) 656-2374.

### April 19

*Society of Maine Archivists Spring Meeting*  
Maine State Archives, Augusta; "Maine Public and Local Records: Care and Preservation"; contact Judy Franke (207) 582-3215.

### April 19-20

*New England Museum Association and Old Sturbridge Village Museum Archives Institute*  
Two-day program geared for beginners; topics include records management, appraisal, arrangement and description, reference and access, legal issues, preservation, management, automation, fundraising, exhibits, photographs and outreach; concurrent special topic program on automation; \$90 each; limited registration; call Theresa Rini Percy, at Old Sturbridge Village, (508) 347-3362.

### May 8-10

*Southeastern Archives and Records Conference meeting with the Kentucky Council on Archives*  
Lexington, Kentucky, Hyatt Regency Hotel; contact Barbara Teague, Kentucky Department for Libraries and Archives, P.O. Box 537, Frankfort, Kentucky 40602 (502) 875-7000.

### May 13-17

*Religious Archival Institute*  
Three workshops at Catholic University of America; "Introduction to Religious Archives," "Beginning Records Management in Religious Archives," and "Policies for Religious Archives: Access"; limited enrollment; \$100 per workshop or \$250 for all three; contact RAI, Summer Workshops, SLIS, Marist Hall, CUA, Washington, D.C. 20064, (202) 319-5085.

### May 15-19

*Society of California Archivists 20th Anniversary Annual Meeting*  
See listing under Education Notes on page 10.

### May 16-18

*Association of Recorded Sound Collections Annual Meeting*  
At Georgia State University in Atlanta; contact Chris Paton, Library-Special Collections, Georgia State University, 100 Decatur Street, S.E., Atlanta, Georgia 30303-3081, or telephone (404) 651-2477.

### May 17

*AAT Workshop for Archivists*  
A one-day workshop designed to familiarize archivists and curators with the controlled vocabulary of the Art and Architecture Thesaurus (AAT); contact Lofton Wilson, Acting User Services Coordinator, Art and Architecture Thesaurus, 62 Stratton Road, Williamstown, Massachusetts 01267, (413) 458-2151.

### May 20

*The Right Stuff: Selection for Preservation*  
Conducted by the Northeast Document Conservation Center at the Connecticut Historical Society in Hartford; the seminar will explore the intellectual, historical, and intrinsic value of collections and their physical needs, as well as the advantages and disadvantages of current preservation strategies for various types of collections; limited enrollment; contact Gay Tracy, NEDCC, 100 Brickstone Square, Andover, MA 01810.

### May 21-24

*Going to the Source: An Introduction to Research in Archives*  
Four-day course at the National Archives in Washington, D.C.; sessions will deal with locating and gaining access to primary sources in archives and manuscript collections, the printed aids available that describe records, and the process of research in archival institutions, including the National Archives; limited enrollment: 30 persons; \$85; contact Elsie Freeman, Chief, Education Branch, National Archives, Washington, D.C. 20408, (202) 724-0456.

### May 22-25

*Association of Canadian Archivists Annual Conference*  
Theme: "Acquisition and Appraisal of Archives"; Banff Springs Hotel, Banff, Alberta; registration fee is \$75 Cnd., not including fees for workshops and social

events; contact Gina Meacoe, Office Manager, Association of Canadian Archivists, P.O. Box 2485, Station D, Ottawa, Ontario, Canada K1P 5W6 or telephone (613) 830-9663.

### May 23

*Joint Annual Meeting of the Society of Southwest Archivists and the Conference of Inter-Mountain Archivists*  
See listing under Education Notes on page 10.

### May 31

*Society of Colorado Archivists Spring Meeting*  
See listing under Education Notes on page 11.

### June 3-14

*69th Modern Archives Institute*  
See listing under Education Notes on page 11.

### June 8-13

*Special Libraries Association 82nd Annual Conference*  
Theme: "Masterminding Tomorrow's Information: Creative Strategies for the '90s"; to be held in San Antonio, Texas; telephone (202) 234-4700.

### June 9-21

*Fifth Western Archives Institute*  
See listing under Education Notes on page 11.

### June 10

*Outreach and Inreach*  
The Society of California Archivists presents its Southern Spring Program at the A.K. Smiley Public Library, Redlands, California; contact Sue Hodson, SCA Vice President, (818) 405-2205.

### June 10-21

*21st German Script Seminar, Moravian Archives*  
Intensive training in reading old German Script as used in Germany and America; \$300 for tuition and materials; prerequisite reading knowledge of German; contact Vernon H. Nelson, Archivist, The Moravian Archives, 41 W. Locust Street, Bethlehem, Pennsylvania 18018, (215) 866-3255.

### September 20

*Second Annual Colorado Archives Day*  
Sponsored by the Society of Colorado Archivists.



## Awards Available

### Research Fellowships

Old Sturbridge Village, the outdoor history museum in Sturbridge, Massachusetts, announces one or more research fellowships in New England history and culture. At least one fellowship will be awarded this year for research into the history and material culture of African Americans and native Americans in rural New England between 1790 and 1860. The fellowship project need not be limited to this region or this period, but must relate primarily to both. Fellows will be in residence for six to twelve weeks, preferably in the fall or spring semester. Candidates should have significant work and accomplishment in historical, archeological, and material culture scholarship, and be strongly committed to publishing the results of their research. A stipend of up to \$2,500 will be awarded. For application information, contact John Worrell, Director of Research, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, Massachusetts 01566, or telephone (508) 347-3362, ext. 302. Deadline for applications is July 1, 1991.

## United States Archivist

continued from page 8

continue to look for ways where it can join with organizations or institutions in undertaking conferences and symposia.

If you, or an historian you know, would like to have additional information about the OSS conference, please contact me. And if you and your institution are helping your community to commemorate the 50th anniversary of American involvement in World War II, won't you also tell me what you are doing? After all, sharing information and insights among individuals and repositories is an important tradition within the archival profession.

## Washington Beat

continued from page 9

### Legislation Introduced to Reverse Ban on Honoraria for Federal Employees

On January 1, 1991, the Ethics Reform Act of 1989 went into effect prohibiting all federal employees for receiving payment for any speech, article, or appearance. Since the intent of the original legislation was to ban honoraria for members of Congress and political appointees, there has been an accelerating effort to amend this law. Representative Barney Frank (D-MA) introduced on January 3, H.R. 325, which states that the honorarium ban would not apply if the subject of the appearance, speech, or article "is unrelated to that individual's official duties or status as such officer or employee" or if "the party offering the honorarium has no interests that may be substantially affected by the performance or nonperformance of that individual's official duties." On January 17, Senator John Glenn (D-OH) introduced S. 236 which would basically exempt from the ban, given certain conditions, all federal employees with grade level of GS-15 or below.

Although book royalties and contracts for adjunct teaching do not fall under the existing honoraria ban, the Society for History in Federal Government believes that the "new ban will have a 'chilling effect' on the professional development of federal historians, archivists, and museum curators who frequently write for newspapers, magazines, and professional journals, and who often speak on a variety of subjects totally unrelated to their official positions."

## Wanted

### History of American Psychiatry Association

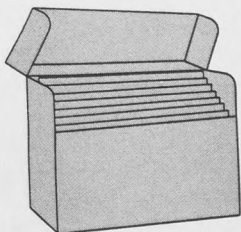
The Archives of the American Psychiatric Association is looking for information about holdings related to its history that are held in other archival repositories. The goal is to create a location guide to this information to aid researchers in their work. If you have any information, please contact William E. Baxter, Director, APA Library and Archives, 1400 K Street, N.W., Washington, D.C. 20005. *Note:* APA was formerly the Association of Medical Superintendents of American Institutions for the Insane, 1844-1891, and from 1891 to 1921, The American Medico-Psychological Association. The present name was adopted in 1921.

### ProCite Users

If there are any repositories using the ProCite database management system for the creation of folder-level collection inventories or registers, please contact: Geoff Wexler, Central Library, 0175S, University of California, San Diego, 9500 Gilman Drive, La Jolla, California 92093-0175, or Internet/Bitnet e-mail to gwexler@ucsd.edu. I would also be interested in hearing from anyone using ProCite for collection management purposes.

### Hypertext in Archives

I am writing a thesis on the application of hypertext in archives in fulfillment for a Master of Archival Studies degree at the University of British Columbia. I would be interested to know of any archives that are presently using hypertext systems such as hypercard, Hyper-ties, Guide, or other related programs. If your repository is using such a program, please contact Blair Taylor, c/o University of British Columbia, School of Library, Archival, and Information Studies, 1956 Main Mall, Vancouver, B.C., Canada V6T 1Y3, or telephone (604) 228-2404.



## Professional Opportunities

As a service to members, SAA publishes announcements about professional opportunities for archivists. SAA reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

The following rate schedule entitles an employer to post one job in one issue of the *SAA Newsletter* and in one issue of the *SAA Employment Bulletin*:

under 125 words	\$35
125-199 words	\$70
200-299 words	\$105
300+ words	\$140

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

The *SAA Newsletter* is published in January, March, May, July, September, and November and is sent to all SAA members. The *SAA Employment Bulletin* is available to individual members at a cost of \$18 per year only at the time of renewal of your membership. Individual issues may be purchased for \$5. The *Employment Bulletin* is published in February, April, June, August, October, and December.

Deadlines for all issues are the 5th of the month preceding publication. Announcements received after the deadline will be charged a \$15 late fee. SAA's fax number is (312)347-1452. For more information about SAA's employment services, contact Nancy VanWieren at (312)922-0140.

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

### ARCHIVIST FOR STUDENT LIFE AND CULTURE

*University of Illinois  
Urbana, Illinois*

**Responsibilities:** For the University Archives program for the acquisition, appraisal, description, conservation, and use of archival material relating to student life and culture. Includes the development and provision of reference, research, and instructional services for student life and culture materials, including the Stewart S. Howe collection relating to fraternities, sororities and student personnel administration. Works closely with the students, faculty, and staff of the College of Education, the Vice-Chancellor for Student Affairs, and the university library. **Qualifications Required:** Master's degree in library science, American history, higher education, or related field from an accredited program or its degree equivalent; minimum 2-4 years professional archival experience in an academic or research institution; understanding of research activities and procedures; demonstrated administrative ability;

evidence of research orientation and ability to meet university standards for promotion and tenure. **Qualifications Preferred:** Knowledge of, or experience with, research and writing related to student life and culture; relevant archival theory and practice; reference and public contacts; and the use of micro-computers. **Salary/Appointment:** Annual salary of \$23,500 upward, depending on qualifications, experience, and scholarly credentials. Twelve month appointment as Assistant Professor. Archivists are members of the Library-General Services faculty and must meet general university requirements for promotion and tenure (archival program development, research, and publication, university/professional service). Send letter of application and complete resume with the names, addresses, and telephone numbers of five references to: Allen G. Dries, Library Personnel Manager, University of Illinois Library (U-C), 1408 West Gregory Drive, Urbana, Illinois 61801, (217) 333-5494. Deadline: May 15, 1991.

### EXECUTIVE DIRECTOR

*The Amistad Research Center  
New Orleans, Louisiana*

The Amistad Research Center is a manuscripts library which collects papers of families and individuals and records of organizations and institutions that document American ethnic history, race relations and civil rights, and the African diaspora. Presently the Center employs six professionals and a support staff of four full-time members and about ten student assistants. The Center holds over five hundred manuscript collections that run over six thousand linear feet. The holdings also include books, serials, microfilm, film, videotape, and art, which support the manuscript collections. **Responsibilities:** The executive director is the chief executive officer and is expected to provide leadership, develop organization, and coordinate all activities of the Center including budgeting and fund raising, development, and implementation of collection program, and supervision of accessioning, appraising, arranging, describing, and preserving archival and manuscript collections and making them accessible for research use. The executive director reports to the board of directors. **Qualifications:** Graduate work in American history (a Ph.D. degree preferred) and a good knowledge of ethnic history and archival procedures are required. Administrative experience and ability to develop both fund raising and collection enhancement are essential. Experience with computer-based library systems is highly desirable. **Salary:**

Commensurate with qualifications and experience, minimum \$40,000. Comprehensive benefit package including four-weeks vacation after one year, FICA, health and life insurance benefits after three months, and pension benefits after three years. Applications will be reviewed beginning September 1 for beginning employment on January 1, 1992. Send letter of application, resume, and names of three references to Dr. George A. Owens, Chairperson, Search Committee, The Amistad Research Center, Tilton Memorial Hall, Tulane University, New Orleans, Louisiana 70118.

### CURATOR

*Fort Lewis College  
Durango, Colorado*

**Responsibilities:** For acquisitions, management, conservation, exhibits, and some teaching. **Required Qualifications:** MA in museology or MA in appropriate field with museum training and experience, or extensive experience; familiarity with Southwest collections, including textiles and ceramics, and computer applications in collection management. Tenure track, assistant or associate professor. Send resume and three current recommendations to Richard Ellis, Center of Southwest Studies, Fort Lewis College, Durango, Colorado 81301 by April 21, 1991.

### ARCHIVES SPECIALIST

*Kraft General Foods, Inc.  
Glenview, Illinois*

We're Kraft General Foods, America's leading food company, seeking a talented individual for our dynamic archives team. We provide an excellent career opportunity. **Responsibilities:** Acquire, classify, and appraise archival records of Kraft General Foods, Inc., and its predecessor companies; supervise processing of archives' collections; assemble research reports; conduct and edit oral history interviews; establish preservation management procedures and policies; maintain computerized database for collections management; assemble exhibits; plan and oversee budgeting for special projects on an annual basis; and oversee the archives department during the absence of the archives manager. **Qualifications:** Master's degree in history, library science, or related discipline, with advanced coursework in archives management preferred; minimum of three to four years experience; good oral and written communication skills. Prefer experience in corporate archives setting; certified archivist designation; and experience in oral history, preservation management, and exhibit planning. **Salary:** Starting at \$33,100,



with excellent fringe benefits. Kraft General Foods, Inc. is an Equal Opportunity Employer that encourages applications from qualified women and members of minority groups. Submit resume to: Susan Papierski, Staffing Manager, Kraft General Foods, Inc., Kraft Court, Glenview, Illinois 60025. Consideration of resume will begin immediately and will continue until the position is filled.

### MANUSCRIPTS CURATOR

*Historical Society of Pennsylvania  
Philadelphia, Pennsylvania*

Curatorial and administrative opportunity with one of the foremost research collections of American history. Holdings include important manuscripts collections, prints, photographs, watercolors, maps, broadsides, and other special materials. **Responsibilities:** Ongoing departmental responsibilities within the newly organized Collections Division encompass general care of the collection, acquisition and cataloging, supervising direct reference services which includes orienting researchers, aiding in access to collections and retrieving material; and administering departmental budget and staff (three full time and two part time). The development and implementation of a records management program and organization of the historical society's institutional archives are special projects for the appropriate candidate. In two years, this senior position in the Collections Division will be eligible for rotation as Division head on the academic mode. **Qualifications:** Prior experience in supervision and archival administration required; strong interpersonal management skills desired. MA in American history or American studies with prior historical society or archival experience. **Salary:** Range from \$25,000 to \$30,000. Send resume to President, Historical Society of Pennsylvania, 1300 Locust Street, Philadelphia, Pennsylvania 19107.

### DIRECTOR, CLARKE HISTORICAL LIBRARY

*Central Michigan University  
Mt. Pleasant, Michigan*

Central Michigan University, a library concentrating in the history of Michigan and the Old Northwest Territory. The library includes a sizable historical collection of children's literature. **Responsibilities:** The director is responsible for the administration, development, and promotion of collections and services. **Required Qualifications:** ALA-accredited MLS, or equivalent library knowledge/experience; MA in American history or American studies; library experience; relevant scholarly publications; knowledge of bibliographic resources, preservation, and historical materials including rare books and manuscripts;

communication skills, public service orientation, and administrative/supervisory experience. **Strongly Preferred Qualifications:** Ph.D. in American history or American studies. **Desired Qualifications:** Experience and/or training in public history; experience in grant writing and promotional activities; familiarity with library automation; and knowledge of publishing. It is a twelve-month, administrative position. **Salary:** Commensurate with qualifications, minimum \$41,000. Excellent fringe benefits. Applications and nominations will be accepted until the position is filled. Review of candidates files will begin immediately. Submit letter of application citing position; resume; names, addresses, and telephone numbers of at least three references to: Chairperson, Selection Committee, 207 Park Library, Central Michigan University, Mt. Pleasant, Michigan 48859.

### ARCHIVIST/RECORDS SPECIALIST

*University of Cincinnati  
Cincinnati, Ohio*

Located on a metropolitan campus north of Cincinnati's central business district, the University of Cincinnati has approximately 35,000 students and an extensive number of graduate and professional programs. University libraries is composed of a central social science and humanities library, ten college and departmental libraries, and a media services center. The archives and rare books department is responsible for the Rare Books Collection of the University libraries, the University Archives and Records Management Program, and archival collections. These collections serve as a resource for all segments of the university as well as the community and the scholarly world. The University Records Management Program provides assistance throughout the university in the inventory, scheduling, maintenance and administration of records. Software, including MicroMARC, dBase and WordPerfect, are used in the department for administrative and reference purposes and have been developed for linkage with larger systems. A staff of four is augmented with student assistants and assists with programs throughout the university libraries. **Responsibilities:** For implementation of the University Records Management Program: acquisition processing and description of university archives materials, and reference assistance with all departmental collections. Reports to and receives general direction from the Head, Archives and Rare Books Department. **Qualifications:** 1) Professional education in archival administration and records management with either a MLS from an ALA-accredited library school or a master's degree in a related subject area; 2) Experience working with archival collections and automated

databases; 3) Records management experience, including electronic information and recordkeeping systems. 4) Ability to communicate clearly, both orally and in writing; and 5) Ability to work effectively with patrons and staff. **Salary and Benefits:** Salary range \$25,000 to \$29,000. Library faculty position. Tenure track. Excellent benefits package including health, dental, and life insurance as well as generous vacation and sick leave. Retirement program is Ohio Public Employees Retirement System. Tax-deferred annuity or 403B programs are available. Tuition remission for employee, spouse, and dependents is available. Library faculty is represented by the University of Cincinnati Chapter, American Association of University Professors. **Application Deadline:** Applications must be postmarked no later than April 1, 1991. Please send the following information: 1) Letter of application stating qualifications for the position; 2) A resume listing education, experience, and relevant professional activity; and 3) The names, addresses, and telephone numbers of three references. Send to: Mark Weber, Assistant University Librarian for Personnel, University of Cincinnati, Mail Location 33, Cincinnati, Ohio 45221-0033. Fax: (513) 556-0325.

### USER SERVICES COORDINATOR

*The Getty Art History Information Program  
Williamstown, Massachusetts*

The Art and Architecture Thesaurus (AAT), a project of the Getty Art History Information Program located in Williamstown, Massachusetts, is seeking a user services coordinator of training and user activities. **Responsibilities:** Plans and implements user training and monitors use of the AAT among varied user constituencies. Conducts workshops and demonstrations, and represents the work of the AAT at professional conferences and meetings. Serves as liaison between users and AAT staff, and coordinates the development of user documentation and promotional literature. Trouble-shoots user questions and problems and maintains user database. Participates in editorial meetings, and tracks and supervises the maintenance of the candidate term process. **Qualifications:** Include graduate degrees in information science and/or art or architectural history and experience in dealing with multidisciplinary projects and information retrieval systems or thesaurus construction. Requires excellent written and verbal communication skills and the ability to travel. **Salary:** Competitive and commensurate with experience. Excellent benefits. Please send letter of application, resume, and references to Toni Petersen, Director, AAT, 62 Stratton Road, Williamstown, Massachusetts 01267.

## Professional Opportunities

### MUSEUM COLLECTIONS INFORMATION SYSTEM ADMINISTRATOR

*Smithsonian Institution  
Washington, D.C.*

The Office of the Registrar at the Smithsonian Institution seeks a museum informatics specialist to administer the Collections Information System (CIS). **Responsibilities:** Include assisting staff to develop functional requirements, monitoring systems implementation, establishing rules for system utilization, coordinating user groups, and serving as a museum resource person. **Qualifications:** Candidates must have experience in multi-disciplinary, museum-based collections management automation projects. The applicant must have demonstrated abilities to work with museum specialists to define common requirements and information systems using functional analysis and modeling techniques and strategies. Other requirements are demonstrated prior achievement to communicate to museum staff information concerning the theory and practice of automated collections management by experience in teaching and knowledge of museological practice gained through direct participation with international, national, and disciplinary standard setting groups. **Salary Range:** \$35,825 - \$55,381 (a 4.1% increase is proposed for January 1, 1991). For full job announcement, contact Smithsonian Institution, Office of the Registrar, 900 Jefferson Drive, A&I 1410, Washington, D.C. 20560. Telephone (202) 357-3125, Fax (202) 786-2210.

### DIRECTOR, CENTER FOR LEGISLATIVE ARCHIVES

*National Archives and Records Administration  
Washington, D.C.*

The National Archives and Records Administration invites applications for Director, Center for Legislative Archives, Office of the National Archives, Washington, D.C. **Responsibilities:** Plans and directs all Center programs and activities to preserve and make available the official records of Congress to scholars, public officials, and the general public. Maintains liaison with the Center's Advisory Council in the development and promotion of Center programs. Maintains cooperative relationships with academic community and conducts public relations activities. **Qualifications:** High level of managerial ability, knowledge of relevant American history and government, and knowledge of archival operations. **Salary:** Beginning salary of \$72,298. Open to all qualified U.S. Citizens. To obtain an application, call the National Archives Personnel Services Division at (202) 501-6100. Position available until filled. Complete application packages submitted by March 31, 1991, will be given first consideration.

### ARCHIVIST AND HEAD, HISTORICAL COLLECTIONS AND LABOR ARCHIVES

*Pennsylvania State University  
University Park, Pennsylvania*

The University Libraries invites applications and nominations for the position of Archivist and Head, Historical Collections and Labor Archives at the University Park Campus. The Historical Collections and Labor Archives include c. 10,000 linear feet of material, primarily concerning post-Civil War Pennsylvania and U.S. industrialization, the labor movement, politics, family and local history. HCLA is a major repository for the 19th and 20th century labor and working class history and has a rapidly growing collection of Pennsylvania business records. HCLA is the repository for the historical records of the United Steelworkers of America and the Pennsylvania AFL-CIO and has large holdings of maps, photographs, and oral histories. HCLA contributes USMARC-AMC format records of its holdings to RLIN, OCLC, as well as LIAS, Penn State University Libraries' on-line catalog.

**Responsibilities:** The Archivist plans and directs both daily operations and long-term development of HCLA, including acquisitions, appraisal, accessioning, collection management, arrangement and description, preservation, and reference services. Supervises a staff of four, plus part-time assistants. Prepares proposals for grant funding and develops other sources of external support for HCLA. Position reports to Chief, Special Collections Department. **Qualifications:** Requires MLS or equivalent from ALA-accredited school, or a graduate degree preferably in history, plus experience in administering archival collections, including supervising employees. Knowledge of labor and industrial history strongly preferred; experience in use of USMARC-AMC format and in automated control of archival functions desirable. Candidates should also demonstrate a successful record of collection management and development, excellent communication skills, and the ability to work with various constituencies. **Compensation:** Salary and rank dependent on qualifications, minimum \$36,000. Penn State offers a comprehensive benefits program, including liberal vacation; excellent insurances; State or TIAA/CREF retirement options; educational privileges. Applications will be reviewed beginning March 1, 1991, and continuing until the position is filled. Applications, including a current resume and names of three references should be submitted to: Nancy Slaybaugh, Libraries Human Resources, E1 Pattee Library, Box HC-SAA Pennsylvania State University, University Park, Pennsylvania 16802.

### DIRECTOR OF THE BANCROFT LIBRARY

*University of California, Berkeley  
Berkeley, California*

Announcing a Search for The James D. Hart Director of the Bancroft Library. The Bancroft Library, a major division of the library at the University of California, Berkeley, is one of the largest and most heavily used collections of manuscripts, rare books, and other special material in the United States. It includes the Bancroft collection of Western North America, Mexico, and Central America, the Rare Books Collection, the Mark Twain Papers and Project, the Regional Oral History Office, and the University Archives. Bancroft has 400,000 volumes, 54,000,000 manuscripts, 2,300,000 photographs and other pictorial materials, and 70 employees, not including student assistants.

**Responsibilities:** The director of the Bancroft works within the context of library and information resources on the Berkeley campus and reports to the university librarian. Qualified candidates will have an academic appreciation of the Bancroft's distinctive collection, commitment to its efficient operation, and a demonstrated ability to raise funds and coordinate development programs. **Qualifications:** Applicants must have a Ph.D. in a field related to the Bancroft's collections or advanced degrees in librarianship or archival management from an ALA-accredited school. **Salary:** Negotiable. Candidates apply in writing, including a complete resume and the names and addresses of three references to: Screening Committee, Director of the Bancroft Library, Library Human Resources Department, 447 The Library, University of California, Berkeley, California 94720. Position open until filled.

### ADMINISTRATIVE SPECIALIST 2 (RECORD ANALYST)

*Lawrence Berkeley Laboratory  
Berkeley, California*

Note: This is a temporary position, not to exceed 11 months. **Responsibilities:** Reporting to the Plant Engineering Administrator and in consultation with the Laboratory Archivist, the Department Records Manager will establish the Plant Engineering Department Records Management and Vital Records Management Programs. Will inventory, describe, and appraise Plant Engineering's records; establish effective files management and records disposition procedures; create an engineering document data base; and an engineering document microfilming program according to National Archives, Department of Energy, and Laboratory regulations. Train department personnel in basic records management techniques. **Required Qualifications:** Demonstrated



extensive experience in archives and records management functions, preferably with federal records. Demonstrated knowledge and experience in appraising and scheduling complex records; creating information system to meet user needs; communicating, motivating, and training all levels of personnel. Experience using a computer, Macintosh preferred. Ability to lift up to 40 lbs. Bachelor's degree with relevant graduate work, preferred. Salary: \$2,154-\$3,431/month. Closing date: Open until filled. Candidates apply in writing, including a complete resume and the names and addresses of three references to: Lawrence Berkeley Laboratory, Employment Personnel Department, Gloria Bayne, Building 90, Room 1042, 1 Cyclotron Road, Berkeley, California 94720.

### LIBRARY/BOOK FELLOWS

#### *American Library Association*

Applications are now being accepted for the 1991-1992 Library/Book Fellows Program, a joint program of the American Library Association (ALA) and the United States Information Agency (USIA). A one-year position from September 1991 to August 1992 is available at the National Archives in Santiago, Chile.

**Responsibilities:** The Library Fellow will work closely with librarians and archivists from the National Archives and from the Ministries of Justice and Interior, and will train librarians and archivists from all 17 ministries.

Help develop a program for an automated system which will allow complete control of and access to all documents produced by the various ministries from the moment they are generated to their eventual receipt and storage by the National Archives. Ideally, this program would also be useful in the process of developing regional archives. Study and review the current cataloging procedures at the National Archives with an eye toward the cataloging of all documentation already held by the National Archives. The Library Fellow will focus on only that material produced by the Ministries of Justice and Interior during the military regime. Training will be for librarians from the Ministries who are responsible for preparing documents for the archives. The type and frequency of classes will be largely up to the judgment of the Library Fellow. Affiliated institutions work with terminals assisted by RENIB's computer specialist. It is our understanding that the Library Fellow would have the help of a computer technician to develop an appropriate computer program. **Qualifications:** U.S. citizenship; command of the language—Spanish—is desired; education and experience in library or information science, publishing or other fields directly related to the interests and needs of specific projects, with demonstrated competency as required; and to start the program, the successful candidate must supply certification from a physician attesting physical and emotional soundness to conduct fellowship. Persons who have lived

abroad for a 10-year period immediately preceding application are not eligible. **Salary:** Stipends for Library/Book Fellows are \$28,000 per year. Travel expenses (fellow and one dependent) to and from host country will be reimbursed. Health and life insurance coverage are provided. The successful candidate will promote the creation of an automated judicial documentation center; train staff in the selection, promotion, organization, and management of materials; and serve as a consultant on library automation. The National Archives, which is part of the Office of Libraries, Archives and Museums in the Ministry of Education, maintains all documents originated by all government bodies and keeps all historical documents since the early beginnings of the country. Although the Archives are open to the public, their primary purpose is to support academic research and the administrative needs of the government. Applications will be accepted through April 15. To apply, send a resume with a cover letter briefly stating desired position, foreign language skills, subject expertise, and maximum placement service length. No application forms are available. Send application to: Robert P. Doyle, Director, Library/Book Fellows Program, American Library Association, 50 E. Huron Street, Chicago, Illinois 60611, (800) 545-2433, ext. 3200. There are other Library positions available. If you are interested please contact Robert Doyle at the above address.



### Research Libraries Group

#### ARCHIVES AND MUSEUM INFORMATION SYSTEM SPECIALIST: The AMIS Specialist provides principal staff support for AMIS; serves as liaison

between RLG and the user community to insure that the AMIS system meets the needs of that community; makes presentations on AMIS at the national level at professional meetings of such groups as the Society of American Archivists, the National Association of Government Archives and Records Administrators, the Rare Books and Manuscripts Section of ALA, the Museum Computer Network, and the Art Libraries Society of North America; prepares funding proposals and participates on projects undertaken by members of the Archives, Manuscripts, and Special Collections Program. **Qualifications:** MLS or equivalent; minimum 5 years professional experience as an archivist, curator, or librarian in an art museum, archives, or research library; ability to lead in design, development, and implementation of projects at institutional and network level; use of automated systems for museums, archives, or libraries; ability to motivate individuals and encourage participation, conceptualize problems, and think strategically. Willingness to travel 20-25 days per year. **Salary:** \$2,933 to \$3,852/month depending on background and qualifications. To apply, send resume and cover letter highlighting qualifications to: Linelle Russ (#60740), Director, Human Resources, The Research Libraries Group, Inc., 1200 Villa Street, Mountain View, California 94041-1100. **Deadline: March 30, 1991.**

## Library Specialist

The Research Libraries of the New York Public Library seeks a Specialist to work in the Billy Rose Theatre Collection of our Performing Arts Research Center.

Familiarity with the accessioning, processing, archiving, cataloging and preservation of non-book materials essential.

Position requires a Master's degree in Library Science with specialization in Archives and/or Certificate in Archival Management from an accredited institution. Minimum 2 years experience in a research library or similar institution and familiarity organizing and writing finding aides and maintaining statistical records required.

Salary is competitive; excellent benefits. Please forward your resume with salary requirements to:

Doreen Casey, Personnel Representative

### The New York Public Library

8 WEST 40 STREET, 2ND FLOOR  
NEW YORK, NEW YORK 10018

Candidates selected for consideration will be contacted for an interview.

An Equal Opportunity Employer M/F

## Time Value Mail