



Newsletter

The Society of American Archivists

November 1991



Hijinx at Amherst College, November 9, 1883. The annual celebration at the conclusion of the course in analytical geometry centered around a mock funeral for "Mattie Mattix." Students in the guise of howling mourners, ballet dancers, white-robed virgins, and highly-painted devils held a pageant which, led by the town band, awoke the sleeping village in the wee hours of the morning. A horse-drawn float bore the corpse of "Mattie Matix," later cremated in effigy on the college athletic field.

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ARCHIVAL APPRAISAL

by Frank Boles
in association with
Julia Marks Young

A better understanding of how archivists select records for long-term retention touches upon many areas of consideration and inquiry: criteria definition; interrelationship; importance; the impact of the institutional environment and decision-making formats; and the relevance of quantification techniques. Developing preliminary answers in each area is the goal of *Archival Appraisal*. These answers should serve as an important step in establishing a basis for understanding the archival selection process. The book is also intended as a means to share archival selection methodology with other information professionals who may find the archival paradigm applicable to other areas of information management where selection is important.

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Describing Archival Materials: The Use of the MARC AMC Format

edited by Richard P. Smiraglia

This informative new volume celebrates the increasing use and influence of the MARC format for Archives and Manuscripts Control (AMC). As the format and its companion, the online archival catalog, gain acceptance among archivists, several major issues evolve, including the adoption and adaptation of standards for archival control data and the acceptance of archival control techniques for use in library collections. This is an important volume for anyone who must be familiar with basic techniques of archival collections management, as well as those archivists who might need basic instruction in relevant library cataloging techniques.

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Four New Fellows Named to the Society

At SAA's 55th annual meeting in Philadelphia, Frank B. Evans, chair of the Professional Standards Committee, introduced four new Fellows of the Society: Timothy L. Ericson, Steven L. Hensen, Charles G. Palm, and Mary Lynn Ritzenthaler. The distinction of Fellow is awarded to a limited number of individuals for their outstanding contribution to the archival profession.

Timothy L. Ericson is director of the Milwaukee Urban Archives at the University of Wisconsin-Milwaukee. Ericson began his career in 1974 as university archivist and director of the Area Research Center at the University of Wisconsin-River Falls. He initiated a number of successful outreach and user programs and was a leader in promoting archival cooperation at the state and regional levels. In 1984 he joined the staff of the Wisconsin State Historical Society and was involved in a cooperative collection development program. Two years later he became map curator.

The following year Ericson joined the Society of American Archivists as education officer. He revitalized and significantly expanded the Society's continuing education program. In 1989 he became director of the Milwaukee Urban Archives. Last winter he commuted between his job in Milwaukee while serving briefly in Chicago as the Society of American Archivists' interim executive director.

Ericson has authored a dozen publications, dealing chiefly with archival outreach and education; is active in a score of national, regional, state, and local archival associations; and teaches classes to graduate and undergraduate archival students at the University of Wisconsin-Milwaukee.

Ericson has earned academic degrees from the University of Wisconsin-River Falls (B.A., A.M.) and the University of Wisconsin-Madison (M.A.L.S.).

Steven L. Hensen is assistant director of Duke University's Special Collections Department. Hensen began his archival career as an assistant at the State Historical Society of Wisconsin, not far from where he earned bachelor and master's degrees at the University of Wisconsin-Madison. He served in the Manuscripts and Archives Department at Yale University from 1971-1975. From 1976 to 1986 he was a senior manuscript cataloger in the Manuscript Division of the Library of Congress. From 1989 to 1990 Hensen served as program officer for Archives, Manuscripts, and Special Collections Research Libraries Group.

Hensen is perhaps best known for compiling the first and second editions of *Archives, Personal Papers, and Manuscripts* (SAA 1989), the profession-wide standard manual for archival description and cataloging. His contributions in writing and teaching archival descriptive techniques have done much to bridge the gap between public archives and manuscripts and traditional library practice. Hensen has been particularly effective in teaching these techniques at the international, national, regional, and local levels, as well as promoting archival interests within the broader information community.

Charles G. Palm is deputy director of the Hoover Institution at Stanford University. Palm began his archival career as a trainee in the National Archives and Records Administration's

Office of the Presidential Libraries in 1970. A year later he joined the staff of the Hoover Institution where he has served as assistant archivist from 1971-74; deputy archivist, 1974-83; archivist, 1984-87; head librarian, 1986-87; associate director, 1987-90, and since 1990 as deputy director.

In addition to developing a strong archival program in his own institution, Palm has served the Society of American Archivists and the profession in a variety of capacities for the past two decades. This includes his work with the Task Force on National Information Systems and as a member and then chair of the Committee on Goals and Priorities. He has been active in California state and regional archival associations, and currently serves as a Presidential appointee on the National Historical Publications and Records Commission. Palm has also been a frequent speaker at archival meetings, and has published many articles on archival finding aids and presidential papers and libraries.

Palm has earned academic degrees from Stanford University (A.B.), University of Wyoming (M.A.), and the University of Oregon (M.L.S.).

Mary Lynn Ritzenthaler is a supervisory conservator for the National Archives and Records Administration. Ritzenthaler began her archival career as an assistant manuscript librarian and associate professor at the University of Illinois - Chicago from 1971 to 1980. She then served for five years as director of the Basic Archival Conservation Program for the Society of American Archivists. As director, she developed, promoted, taught, and coordinated workshops throughout the country that were instrumental in upgrading and advancing conservation standards and training. She joined the staff of the National Archives and Records Administration in 1985.

Since earning bachelor and master's degrees from Wayne State University, Ritzenthaler has been active in promoting archival preservation. She has been a member and chair of SAA's Committee on Preservation Methods. Of her publications, *Archives and Manuscripts: Conservation* (SAA 1983) and *Archives and Manuscripts: Administration of Photographic Collections* (SAA 1985), coauthored with Gerald J. Munoff and Margery S. Long, have become standard reference works in the profession. Ritzenthaler has continued her studies of new and advanced preservation techniques, is a frequent speaker at conservation meetings, and is active in a number of preservation organizations.

These four Fellows, Timothy L. Ericson, Steven L. Hensen, Charles G. Palm, and Mary Lynn Ritzenthaler, join 102 other SAA members so honored. The Professional Standards Committee evaluates nominees on the following criteria: appropriate academic education and professional and technical training; a minimum of seven years professional experience in any of the fields advancing the Society's objectives; writing of superior quality and usefulness in advancing the Society's objectives; and contributions to the archival profession through work in and for the Society. Fellows are elected by three-quarters vote of the Committee, which consists of the five most recent presidents of SAA and two members elected annually by SAA Officers and Council.

Archival Oscars

At this year's annual meeting in Philadelphia, the SAA awards presentation was held on Friday, September 27. Hundreds of attendees packed the ballroom of the Adam's Mark Hotel as the Society honored individuals and groups in a variety of categories for their contributions to the archival profession during 1990. Here are the honorees and their achievements.

Distinguished Service Award

The Billy Graham Center Archives at Wheaton College received the Society's highest honor, the Distinguished Service Award. Established in 1964, the award recognizes an archival institution for outstanding public service and an exemplary contribution to the archival profession. The Billy Graham Center Archives is the seventeenth recipient of the award.

The Archives, founded in 1975, is an evangelical repository located in Wheaton, Illinois, a western suburb of Chicago. This smaller repository has demonstrated an entrepreneurial, patron-oriented approach in publicizing the richness and variety of its holdings and a professionalism that is witnessed by a published annual report.

In addition, the Billy Graham Center Archives recently produced an attractive, useful guide to its holdings and reinforced its professional efforts with an uncommonly broad array of materials that include videotapes. In order to draw attention to the needs of evangelical religious archives, the repository organized a significant national conference.

J. Franklin Jameson Award

The Andrew W. Mellon Foundation and New York Assemblyman William B. Hoyt (D-Buffalo) shared the J. Franklin Jameson Award, which recognizes an organization or an individual that promotes greater public awareness of archival activities and programs. Established in 1989 and named in honor of the historian and advocate for the archival profession, previous recipients include former U.S. Senator Thomas Eagleton, a Missouri Democrat, and Senator Mark Hatfield (R-OR).

During its twenty-two year history, the Mellon Foundation has made a

remarkable contribution to the archival profession. At least twenty-one different programs related to archives are listed as funding recipients in a recent annual report of the Foundation. They range from Dance/USA to the American Institute of Physics, from Cambridge and Oxford Universities to the Museum of Modern Art.

The strength and breadth of Mellon's support for archival projects is phenomenal. Among the most important is the creation of a research fellowship program at the Bentley Historical Library of the University of Michigan. The Mellon Foundation viewed the program as a model for those engaged in the information professions, and recognized that there were significant issues in areas such as appraisal of modern records, preservation, descriptive practices in an automated environment, and the management of automated records. The Mellon funds were instrumental in creating a unique research program in archival administration.

In the field of preservation, the Mellon Foundation has funded a galaxy of important projects at the New England Document Conservation Center, and has provided major support for the acclaimed Conservation Education Programs at Columbia University. Beneficiaries of its support also have included the Museum of Modern Art to develop an institutional archives, and the Charles Babbage Institute to assess and collect records on the history of computing.

In addition to these specific grants, Mellon has made others that have promoted education and training activities for archivists, supported the preservation of archival material, promoted access to and use of archival collections, and helped to transform the management of archival collections through automation. Mellon's support for archival activities has been broad, imaginative, and instrumental in furthering the development of archives and the archival profession.

Hoyt, an Assemblyman since 1974 for New York's 144th District, has been the key figure in the development of legislative support for archival initiatives in New York State. He has been the major spon-

sor for the Documentary Heritage Law of 1988, the Comprehensive Local Government Records Law of 1989, and the Local Records Improvement Fund Law of 1989.

Assemblyman Hoyt has also been an advocate for state funding for other inventoring projects and a sponsor of the bill to create an "Archives Week" in New York State.

C.F.W. Coker Prize

The Historical Documents Inventory (HDI) of the New York Historical Resources Center at Cornell University and now part of the New York State Archives has received the C.F.W. Coker Prize for its outstanding finding aids and innovative development in archival descriptive tools. Established in 1985 and conferred annually in the fall, the award is named in honor of an SAA fellow.

Begun in 1978, the HDI had as its objective to provide access to holdings of New York repositories. Provided with funding from the National Historical Publications and Records Commission, the National Endowment for the Humanities, New York State, private foundations, and Cornell University, it has surveyed all of the counties in the state. The Society of American Archivists salutes all involved on this project, including the field workers, the funding institutions, the legislature of New York, and especially the two main editors, David Brumberg, history bibliographer, and Elaine Engst, archivist, of Cornell University, who had the vision and foresight to think that such a project could be accomplished.

HDI created a model for the description of a variety of materials in a diverse group of repositories at a time when there were no standards or commonly agreed-upon approaches to archival description. By 1990 HDI had completed its survey of 1,100 New York State repositories, and had added more than 27,000 records to the RLIN database, and published 75 guides for New York's 62 counties.

Hamer-Kegan Award

James D. Folts, Larry Hackman, and Judy Hohmann of the New York State Archives and Records Administration



were the recipients of the Philip M. Hamer-Elizabeth Hamer Kegan Award for the program of activities they initiated to increase public awareness of the records of the New York Supreme Court. Established in 1973, this award is given to individuals who have increased public awareness of a specific body of documents. The award is named in honor of two SAA fellows and past presidents.

The centerpiece of their work is the impressive history and finding aid, *Duely and Constantly Kept: A History of the New York Supreme Court, 1691-1847, and An Inventory of its Records*, written by Folts. This attractive and beautifully designed volume was jointly published by the New York State Archives and the New York State Court of Appeals.

Duely and Constantly Kept also became the focus of a year-long celebration of the 300th anniversary of the New York Supreme Court, the state's major trial and appeals court. Nearly 1,500 complimentary copies of the book were distributed to judges, libraries, and archives. Three separate exhibits were organized relating to the history of the court and a special issue of *The New York State Bar Journal* featured an article by Folts on the New York Supreme Court's history.

Hackman is the director of the New York State Archives and Records Administration, Folts is an associate archivist, and Hohmann is a senior public and education program specialist. Last year Hohmann received this award for her production of the acclaimed video *Let the Record Show: Practical Uses for Historical Documents*.

Sister M. Claude Lane Award

Elizabeth Yakel, director of the Maryknoll Mission Archives, is the recipient of the Sister M. Claude Lane Award for her significant contribution to the field of religious archives. Established in 1974 and conferred annually, the award is sponsored in conjunction with and funded by the Society of Southwest Archivists.

Yakel has been a leader in religious archives since beginning her career at the Archdiocese of Detroit nine years ago. In her five years there, she made a major con-

tribution toward professionalizing that operation.

Yakel then worked for two years as a project archivist with the NHPRC-funded Religious Archives Technical Assistance Project, developing detailed consulting reports and directing an integrated archival educational program for approximately forty nonprofit archives in the New York City area. After that, she spent one year in Rome introducing machine-readable cataloging to the Vatican archives. Currently she directs the Maryknoll Mission Archives, an innovative cooperative project to consolidate the archival programs of two Roman Catholic religious orders.

Beyond her formal job responsibilities, Yakel organized and coordinated a popular series of religious archives workshops between 1986 and 1989; has edited the *Catholic Archives Newsletter* since 1986, which serves as a widely-read informational resource for Catholic archivists; and through her work with various professional organizations has demonstrated a long-standing commitment to advancing archival education and training for beginning archivists.

Waldo Gifford Leland Prize

American Archival Analysis: The Recent Development of the Archival Profession in the United States, by Richard J. Cox, and *The Intergovernmental Records Project Phase 1 Report*, by Marie B. Allen and Michael Miller, shared the Waldo Gifford Leland Prize for writing of superior excellence and usefulness in the field of archival history, theory, or practice. Established in 1959 and conferred annually, the award is named for one of America's archival pioneers and SAA's second president.

In *American Archival Analysis*, Cox has assembled ten of his articles previously published, and added four new thought-provoking chapters on the changing world of archives in the 1990s. Through writings of excellent style and persuasive force, Cox, a lecturer in archives and information studies at the University of Pittsburgh, has been a tireless advocate of

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The Trophy Case

Distinguished Service Award

The Billy Graham Center Archives at Wheaton College, Wheaton, Illinois

J. Franklin Jameson Award

The Andrew W. Mellon Foundation and New York Assemblyman William B. Hoyt (D-Buffalo)

C.F.W. Coker Prize

The Historical Documents Inventory of the New York Historical Resources Center at Cornell University, edited by David Brumberg and Elaine Engst of Cornell University

Fellows' Posner Prize

James O'Toole, University of Massachusetts at Boston, for "Curriculum Development in Archival Education: A Proposal" (*American Archivist* 53:3, pp. 460-466)

Hamer-Kegan Award

James D. Folts, Larry Hackman, and Judy Hohmann of the New York State Archives and Records Administration

Oliver Wendell Holmes Award

Julie Stacker of the Records Management Services of the Australian Archives

Sister M. Claude Lane Award

Elizabeth Yakel of the Maryknoll Mission Archives

Waldo Gifford Leland Prize

Richard J. Cox, University of Pittsburgh, for *American Archival Analysis: The Recent Development of the Archival Profession in the United States*, and Marie B. Allen, National Archives and Records Administration, and Michael Miller, United States Environmental Protection Agency, for *The Intergovernmental Records Project Phase 1 Report*



Short Subjects

New Editor for *American Archivist*

Richard J. Cox, a lecturer in archives and information studies at the University of Pittsburgh, recently has been appointed the next editor of the *American Archivist*. He will assume the three-year post in April with the production of the winter 1992 issue (volume 55, number 1).

Cox, an SAA Fellow, becomes the 13th regular editor in the 53-year history of the journal. He will succeed David Klaassen, whose editorial post ends with the publication of the fall 1991 issue of the journal (volume 54, number 4).

Of his many contributions to the archival field, Cox's most significant may be his scholarly publications. His recent book, *American Archival Analysis*, has been awarded the 1991 SAA Leland Prize (see page 4), and he has a new book in

production on the management of institutional archives. Cox has written numerous articles for archival publications, as well as being a reviewer and consultant. He is the editor of the *SAA Archival Educators Roundtable Newsletter* and serves on the editorial board of the journal *Primary Sources and Original Works*.

The *American Archivist* is currently twelve months behind schedule and putting it back on track continues to be a priority. Klaassen has endeavored to do so, as will Cox. The fall 1990 issue (53:4) was mailed in September and the winter 1991 issue (54:1) was mailed in the last week of October. Currently in production is the spring 1991 issue. There are a couple of special issues in progress. Among them, an international issue set to coincide with the SAA/ICA/ACA/AAQ meetings in Montreal next fall.

Prospective articles should be submitted to Richard J. Cox, University of Pittsburgh, School of Library & Information Science, Pittsburgh, Pennsylvania 15260, (412) 624-9438.

Acquisitions Editor Acquired

James O'Toole, assistant professor of history at the University of Massachusetts at Boston, recently has been appointed SAA acquisitions editor. This is a new volunteer post within the Society. O'Toole, an SAA Fellow and 1991 Posner Prize winner (see page 5), will oversee the acquisition of new publications for distribution by the Society, which currently has more than 80 titles on its roster.

In his application for the position, O'Toole noted that SAA must remain the "publisher of record" for the archival profession in North America. "On an ongoing basis, [SAA] must identify important areas of professional theory and practice which demand publications, match projects to appropriate authors to ensure that their projects are completed on time, define markets for publication sales and pursue them, and produce publications that are intellectually and physically impressive."

Direct any suggestions about prospective publications to James O'Toole, University of Massachusetts at Boston, History Department, Harbor Campus, Boston, Massachusetts 02125, (617) 287-6876.

Corrections to Yellow Pages

The *SAA Yellow Pages—1991 Directory of Individual Members* was issued in August. If there is an error in your listing, please send any corrections in writing by December 1, 1991, to Bernice Brack, SAA Directory Listing, 600 S. Federal, Suite 504, Chicago, Illinois 60605. These corrections will appear in a supplement to the January issue of the *SAA Newsletter*.

Glossary Debuts in December

A Glossary for Archivists, Manuscript Curators, and Records Managers, compiled by Lewis J. Bellardo and Lynn Lady Bellardo, will be available in December. This long-awaited revision of the SAA Basic Glossary is the fourth volume published in the Archival Fundamentals Series. More than 300 terms are defined. \$19 for SAA members and \$25 for non-members, plus postage and handling. Contact SAA publications at (312) 922-0140 after December 5, 1991.

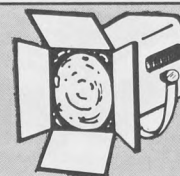
IFLA/ICA Preservation Conference Report

"Research in Conservation and Preservation" was the broad topic of an invitational seminar held last May in New York City and jointly sponsored by the International Federation of Library Associations and Institutions (IFLA) and the International Council on Archives, with additional support from UNESCO, the H.W. Wilson Foundation, and the Mellon Foundation. Twenty-four formal papers were presented in three key areas: practical and philosophical research needs; research in control of biological agents, i.e. insect eradication; and research in areas of environmental control. Hillary Kaplan, a conservator at the Georgia Department of Archives and History, served as SAA's representative at the conference and prepared a report summarizing each of the presentations, the 15 resolutions that emerged from group discussions, as well as her own observations.

The IFLA/ICA Preservation Conference Report is available from SAA for \$3, including shipping/handling. Prepayment is required. Send orders to SAA Publications, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held January 27-February 7, 1992, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers tuition, travel, and housing expenses at the Institute. To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title. Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted to Barbara Trippel Simmons, American Antiquarian Society, 185 Salisbury Street, Worcester, MA 01609-1634, by December 1, 1991.



Annual Meeting Nutshell

More than 1,200 people attended SAA's 55th annual meeting held in Philadelphia in late September. About 90 percent of the attendees are SAA members. The meeting featured 10 preconference workshops, more than 80 sessions, 21 tours, and 32 exhibitors. There were many highlights in the week, including the Opening Banquet, which featured the Mummers, a Philadelphia musical experience, and the Presidential Reception held at the University Museum of Archaeology and Anthropology, University of Pennsylvania.

Many thanks to all who planned, participated in, worked at, and supported this successful event.



SAA staff members Cathy Mason, Teresa Brinati, and Jane Kenamore

Staffing a Triathalon

Three SAA staff members competed together on a relay team in the *Chicago Sun Times* Triathalon held August 25 on the city's lakefront. Jane Kenamore, education officer, swam 1.5 km. (1 mile) in 35 minutes and 53 seconds; Teresa Brinati, managing editor, cycled 40 km. (25 miles) in 1 hour and 10 minutes; and Cathy Mason, meeting planner, ran 10 km. (6 miles) in 52 minutes and 21 seconds. It was a personal best for all involved considering that it was the first organized competition that any of them had ever participated in. Under the moniker Team Virgin, they placed 20th out of 32 relay teams.

Executive Director Anne Diffendal noted that participating in triathalons is not a requirement for working at SAA.

....**Martin Levitt**, assistant manuscripts librarian at the American Philosophical Library in Philadelphia, is the recipient of the 1991-92 Fulbright Award for the Memorial Library in Norwich, England. Levitt, who is a specialist in aviation history, will manage the archival work in the Library, which serves as a living memorial to more than 6,400 American service personnel who were killed flying from bases in Norfolk and Suffolk during the WWII....**Julia Marks Young** recently accepted a position as head of Special Collections at the Superconducting Super Collider Laboratory in Dallas, Texas....**F. Gerald Ham**, formerly with the University of Wisconsin-Madison archival education program, will be teaching a course in archives administration at the School of Library and Information Science at UCLA during the winter quarter (January-March)....**Christel Maass** has accepted an NHPRC-funded position in the archives of the Archdiocese of Milwaukee....**Frank Boles**, formerly associate archivist at the Bentley Historical Library, University of Michigan, became the director of the Clarke Historical Library on the campus of Central Michigan University in Mt. Pleasant, Michigan, in August**James G. Carson** resigned in August as project manager for the Historical Health Fraud Collection of the American Medical Association and is now a consultant in Chicago....**Robert W. Tissing**, an archivist with the Lyndon Baines Johnson Library, was chosen by the members of the Society of Southwest Archivists (SSA) as the new vice-president/president-elect. He is serving currently as vice-president through May of 1992, when he will assume leadership of SSA....The **Pacific Oaks Archives** has moved to 980 N. Fair Oaks, Pasadena, California 91103 and will remain at this location until funding becomes available for a new facility....**Laurie Filson**, director of records management services at the Oregon State System of Higher Education, is heading a project to identify all archival records through comprehensive records scheduling at the state's eight higher education campuses. **Leah Cothorn** is the project archivist....

Obituaries

John Andreassen, a founding member and Fellow of the Society of American Archivists, died on July 10th, 1991, in Nova Scotia at the age of 81. His distinguished archival career began as director of the Historical Records Survey of Louisiana, 1937-41. After serving as a displaced persons specialist for the United Nations Relief and Rehabilitation Agency in England, Sweden, and Austria, 1944-46, he was Director of Administration at the Library of Congress, 1946-52; Associate Director, Louisiana Archives Survey, 1955-56; and Director of the Louisiana Archives and Records Commission 1958-60. Moving to Montreal in 1962, Andreassen served as System Archivist for Canadian National Railways and was a partner in the Records Management Company. He was McGill University archivist from 1968 until his retirement in 1977. While at McGill, Andreassen also taught a course on archives in the Graduate School of Library Science. He was the author of numerous archival inventories and articles on archives and records management. Active in professional organizations, he was also a founding member of the Montreal chapter of the Association of Records Managers and Administrators.

Jane Pairo, manager of SOLINET's Preservation Program, died October 5, 1991, in Philadelphia. She had been hospitalized there while attending the Society of American Archivists' annual meeting. Pairo joined SOLINET in January 1990. During her tenure, the SOLINET Preservation Program expanded dramatically, especially through the launching of a major regional microfilming project in alliance with the Association of Southeastern Research Libraries (ASERL). Pairo had previously served as Assistant State Archivist in Virginia and had more than 20 years of experience in education, archives, preservation, and management. She earned an M.L.S. from Catholic University and an M.A. in Education from the University of Virginia. At the suggestion of Ms. Pairo's family, contributions may be made to the American Cancer Society or the American Heart Association. SOLINET has also established a Jane Pairo Memorial Fund for the purchase of preservation materials for its library.



From the Archivist of the United States

by Don W. Wilson

What are we all working towards as archivists? What would success in our combined work look like? Total success might include the following:

- All historically significant documentary sources, in all media, would be permanently, safely preserved;
- All collections of such sources would be organized and catalogued in ways that would enable anyone doing research to find easily the sources he or she needs;
- All such sources would be readily accessible for study;
- As society generates new sources, the most valuable would be systematically identified and saved through records management and archival processing systems;
- Adequate numbers of archivists and records managers would be well trained for their tasks;
- Scholars, teachers, students, and citizens would be making use of such source material to gain *understanding and appreciation of the history of the United States*.

The italicized phrase above is from the federal statute that authorizes the grant program of the National Historical Publications and Records Commission (NHPRC). That phrase is what the NHPRC is ultimately supposed to help bring about. The entire list above is from the introduction to a new plan currently under consideration by the NHPRC. The plan proposes ways in which the NHPRC will use its grants to help archivists, among others, bring "success" about. The plan being considered is one of the first fruits of the vigorous leadership that Jerry George has brought to NHPRC since he became its Executive Director in early 1991.

Such planning is essential if the NHPRC is to continue to help archivists at all. That is because the Congressional authorization for NHPRC grants expires at the end of Fiscal Year 1993, in September of 1993. Early in 1992 we must start the process of seeking Congressional reautho-

rization for NHPRC grants. The new plan will be the basis of the reauthorization proposal.

Most archivists know that the NHPRC is a major source of grants to help them, documentary editors, and others preserve, publish, and otherwise make accessible non-federal records that document the history of the United States. Continuation of NHPRC grant assistance is critical for the field.

Most archivists also know that NHPRC is part of the National Archives, and that as Archivist of the United States I chair NHPRC. The Commission has fourteen other members. Two represent the President of the United States, six represent other federal instrumentalities (the Senate, the House of Representatives, the Supreme Court, the Departments of State and Defense, and the Library of Congress), and six represent national associations of archivists, historians, and documentary editors.

The represented associations are the Society of American Archivists (SAA), the National Association of Government Archives and Records Administrators (NAGARA), the American Historical Association (AHA), the Organization of American Historians (OAH), the American Association for State and Local History (AASLH), and the Association for Documentary Editing (ADE). SAA has been ably represented over the years; John Fleckner is the most recent person to serve as the link between the Society and the Commission.

The plan proposes goals, objectives, and priorities for the NHPRC for 1990s. It also proposes ways in which the NHPRC can work with archival and other organizations represented on the Commission to review needs in the field and regularly revise NHPRC's goals, objectives, and priorities. The plan draws upon past assessments of needs and recommendations of priorities published by SAA and others. The plan proposes to continue to draw upon such organizations for information about records needs and problems that the Commission can bring to public attention.

Copies of the proposed plan in draft form have been sent to the executive directors of SAA and other associations, as well as to their representatives on the Commission. Copies also have been sent to the members of the Steering Committee of the State Historical Records Coordinators, among other organizations that work with the Commission. The coordinators chair the State Historical Records Advisory Boards that help NHPRC generate and evaluate grant proposals.

The Commission will have debated the proposed plan at its meeting in Washington, D.C., on November 7 and 8, and will have adopted some version of it. Additional review then will be sought, and NHPRC staff will develop cost estimates for the prioritized goals and objectives in the plan. We anticipate that, in light of such outside review and staff feasibility studies, the Commission will take final action on the plan at its meeting next February. The total of what it will cost to achieve the objectives in the final version of the plan will guide us in determining the level of annual, future appropriations for which to seek Congressional authorization in the reauthorization bill.

We trust that the plan will also provide a clear and compelling case for asking Congress to authorize future appropriations at a level more in line with real needs. In Fiscal Year 1991, NHPRC received \$5.25 million for grants. That is more than it ever had before, and we are grateful to the Administration and to Congress for getting the Commission to that level. But it comes nowhere near what is needed to enable archivists, documentary editors, and others to assure the American people of a fully adequate, well-preserved, and readily accessible documentary record of their historical experience.

That is the real goal for all of us. And if archivists will join with the others represented around the Commission table who are trying to help achieve it—if all the Commission's constituents can unite behind a plan and a reauthorization proposal—we have a chance of getting much closer to "total success".



Legislation on the State Department's Foreign Relations Historical Series and Declassification Policy

After almost a year of discussions and negotiations and drafting and redrafting of legislative language, the House and Senate in early October both passed H.R. 1415, the State Department Authorization Act of 1992 and 1993. It includes a section on the *Foreign Relations of the United States* historical documentary series and the State Department policy for declassifying historical documents over 30 years old. H.R. 1415 requires that the Foreign Relations volumes appear 30 years after the events recorded, gives statutory authority to an advisory committee of outside scholars, and establishes a policy of systematic declassification for all but the most sensitive 30-year-old State Department records.

The Conference Committee, which had the task of reconciling the Senate and House versions of the bill, completed its work on October 3. The Senate and House bills differed in two major respects—the role of the professional associations in the selection of Advisory Committee members and the establishment of a systematic declassification program for all but the most sensitive State Department records.

On the composition of the Committee, the House bill included no requirement that members be chosen from lists of names provided by the scholarly associations, which is the current practice. The Senate bill provided detailed provisions on the selection of all of the Advisory Committee members from recommendations of scholarly associations.

On declassification, the House bill called for a study while the Senate bill established a systematic declassification program for State Department records more than 30 years old. The compromise language, passed on October 4 by the Senate and on October 8 by the House, states that six of the nine members of the Advisory Committee will be chosen from lists provided by specified professional associations. One member shall be appointed from each list provided by the Society of American Archivists, the American Historical Association, the Organization of

American Historians, the American Political Science Association, the American Society of International Law, and the Society for Historians of American Foreign Relations. The issue of systematic declassification was resolved by merging the two bills to include the House provision for a study on declassification to be completed within 180 days and the Senate requirement that within one year (with an extension to two years if the Secretary of State cannot reasonably meet the one year requirement) the State Department will establish a systematic declassification program for all but the most sensitive records, with 30-year-old records available for research in the National Archives.

Commenting on this legislation, Warren Kimball, professor of history at Rutgers University and the chairman of the State Department's Historical Advisory Committee, noted that "this is not 'open sesame'!" The legislation includes a provision for privacy and national security, and as Kimball stresses, the legislation authorizes the Advisory Committee composed of people with "a demonstrable record of research" in State Department records, to examine documents withheld for more than 30 years and to report their findings to the Secretary of State.

The February 1990 resignation of Warren Cohen, chairman of the State Department's Advisory Committee and professor of history at Michigan State, in protest against State Department policies regarding the review of the Foreign Relations volumes prompted congressional action and resolutions from many of the NCC member organizations. Work to secure passage of this legislation became one of the major items on the NCC agenda. Thus it is with great anticipation that NCC organizations await the final step in the legislative process—the president's signature. H.R. 1415 was forwarded to the President on October 9.

Copyright—Fair Use of Unpublished Material.

On September 27 the Senate passed S.1035, a bill that would clarify the fair use of unpublished material. Senators

Simon (D-IL), Leahy (D-VT), and Grassley (R-IA), all spoke in very strong language endorsing this bill, which was adopted by unanimous consent. S.1035 has now been forwarded to the House Judiciary Committee for their consideration. The House also has been considering a bill, H.R. 2372, introduced in May by William J. Hughes (D-NJ), the chair of the House Subcommittee on Intellectual Property and Judicial Administration. It had three sections, one of which was on "fair use" of unpublished material. But on October 1, the House Subcommittee on Intellectual Property reported this bill to the House Judiciary Committee in an amended form which deleted the "fair use" section.

Representative Hughes recently stated that a case of significant harm resulting from the current copyright law had not been adequately made. He remains unconvinced that "fair use" legislation is needed because he believes that the recent *Wright v. Warner Book* decision has sufficiently illustrated that the four factors used in the Copyright Law for considering use of published material may be applied to unpublished material. In the *Wright* case, the widow of Richard Wright, best known as the author of *Native Son*, sued Warner Books for copyright infringement in a biography that quoted several letters which had been sent by Richard Wright to the biographer.

Since the Second District Court, which heard this case, refused to bar the fair use of quotations and the paraphrasing of small portions of routine letters written by Wright, Wright's widow has appealed the case. It is currently pending before the Second Circuit Court of Appeals. Many scholars, authors, and publishers, however, note that the *Wright* case has not yet been resolved. Furthermore they fear that because the *Wright* case is a very specific and narrowly constructed argument, it will not serve adequately as a broad decision for setting a precedent of fair use of unpublished material. The scholarly community continues to participate in a large coalition of authors and publishers seeking a legislative clarification of this issue.



G.A.P. Track

by Paul Conway, Chair, Committee on Goals and Priorities

Editor's Note: G.A.P. Track is a new column that will appear regularly in the SAA Newsletter. It will cover strategic planning and other issues related to goals and priorities (G.A.P.) within the Society.

Help Build A Long-Range Plan for SAA

The Society of American Archivists is one of the few national cultural associations in the United States without a long-range plan. Recognizing the importance of clearly stating its mission, describing a set of long-range organizational goals, and specifying priority objectives to guide the activities of appropriate committees, sections, and roundtables in the decade of the 1990s, Council inaugurated a major initiative to develop a strategic plan. The project builds on SAA's significant past efforts to plan for the archival profession as a whole and to institutionalize short-term planning within the Society. The outcome of the process is particularly important because future financial support for SAA activities could be determined by the priorities identified in the strategic plan.

The goal of the planning process is to produce a draft document for debate and development by participants at the 1992 annual meeting in Montreal. The working group on SAA's strategic plan held its first meeting in Philadelphia this past September. It drafted a mission statement for the Society and outlined a planning process that provides for the significant involvement of members in contributing ideas and commenting on the document as it evolves. This brief article is your first opportunity to help the working group move from stating a mission toward identifying the most important goals for the association. See the September 1991 SAA Newsletter (p. 11) for background.

Mission Statement

"The Society of American Archivists serves the educational and informational needs of its members and provides leadership to help ensure the identification, preservation, and use of the nation's historical record."

The mission statement for SAA capsulizes the reasons why the organization exists so as to guide the development of the other elements of the strategic plan, including broad goals and specific objectives. Ideally SAA's mission statement should describe the essence or unifying concept of the organization. It should remain valid over time even as goals and specific objectives are modified in response to changing circumstances. Beyond this fundamental purpose a mission statement is useful to the Society for marketing, raising funds, and creating public awareness.

As crafted by the working group, SAA's mission statement appears deceptively simple. Let's take a closer look at the assumptions underlying the choice of words. The principal actions of the mission are "to serve members" and "to provide

leadership." The statement says that SAA exists to serve its members and to lead others, implying that the two groups overlap in significant ways but not completely. Some members may not be archivists, while many people who share a commitment to care for archives may not be members.

In the area of service to members, the statement assumes that SAA's primary function is to address needs, implying that member needs must be identified and articulated. The statement suggests that the primary member needs that SAA seeks to serve are educational and informational in character, and not something else (e.g., financial, inter-personal). The specific definition of the terms "education" and "information" is left nebulous at this level to allow room for specifically articulated objectives. A key part of the goals and objectives-setting process is to define these two words in operational terms. As the largest membership organization of professional archivists in the world, SAA has a leadership obligation that transcends its own membership. The mission statement implies that such leadership, in areas undefined at this level, is national or even international in scope. Specific goals and objectives add meaning to the mission statement by identifying appropriate activities and by setting priorities.

The ultimate goal of SAA service and leadership is the survival and use of archival documentation. The word "help" implies that SAA is not the only actor in this process and leaves the door open to active cooperation with allied professional organizations. The word "ensure" is used in lieu of "guarantee" because nothing is certain in this world but death and taxes. The words "identification, preservation, and use" reflect the mission of the archival profession posited in the 1986 GAP report. Appraisal and acquisition are implied in the concept "identification." The word "historical," a concept which most people probably understand intuitively, is used to represent the broadest possible manifestation of "archival" and to avoid the "archives vs. manuscripts" debate. The word "record" is used in the singular to signify the concept of the record as documentation, encompassing many forms and media, rather than the physical entity "records."

It is also important to understand what the statement does not do. The mission statement does not specify SAA's primary geographic region of service and leadership. At the mission statement level, no responsibility to serve, lead, or cooperate with regional archival associations, allied professional organizations, or others is directly stated. The extent to which these activities are carried out should be articulated at the level of goals and objectives.

The statement makes no reference to the archival profession or to archivists being part of a larger set of information professions, and may thus contribute to our isolation even as we stake our claim to a unique professionalism. The statement does not speak directly to the survival of SAA as an organization. In its orientation toward service and leadership, the mission statement does not call for the enhancement of primary archival functions. The SAA statement emphasizes individual practitioners instead of the organizations of which they are a part. Finally, the effectiveness of archival repository programs is an implied goal, not a central mission.

How You Can Help

For starters, let the working group know what you think of the mission statement. Does it express what you want the Society to do for you and for other archivists? Does it suggest goals that SAA should accomplish over the next five to ten years? If so, what are they? What about specific mechanisms for fulfilling SAA's mission? What are the strengths and weaknesses of the organization as it exists today? What are the opportunities for growth and threats to its existence as a healthy organization? To further discussion on these questions, the working group borrowed and recast a set of four statements that the American Library Association used successfully in its own strategic planning process. Please take a few moments in the next week to respond to these statements from your perspective as a practicing archivist, educator, or other individual interested in SAA's future.

- (1) List the top five issues the archival profession will be facing five years from now.
- (2) List the top five organizational issues SAA will be facing five years from now.
- (3) Imagine that SAA is everything you think it should be five years from now. Then describe the five major services members will be getting.
- (4) Imagine that SAA is everything you think it should be five years from now. Then describe the five major achievements of the Society at that time.

The working group members wish to emphasize that this exercise is of no small consequence if you believe that SAA can do more to build its services to members and its leadership position on archival issues. We enthusiastically await your responses. Address your comments and suggestions to: Paul Conway, Archival Research and Evaluation Staff (NSZ), National Archives and Records Administration, Washington, D.C. 20408, (202) 501-5540, or fax (202) 501-5533.

Council Three-Year Plan, 1991-94

A three-year plan was approved by Council at its June 1991 meeting. It is a plan for Council, not a plan for specific projects of the Society's committees, task forces, sections, and other groups. In developing this plan, three basic principles were followed: (1) The Society must establish priorities in order to allocate most effectively the limited resources available for special projects. (2) The financial stability of the Society must be considered first in establishing these priorities. (3) These priorities will be used in decision making on budgets, funding requests, and all proposals that would involve significant energies, staff resources, and financial resources.

A key priority for Council is the creation and maintenance of a sound financial base, including a reserve fund that is equivalent to a three-month operating budget, considered a minimum requirement for fiscally sound organizations. This priority is reflected in the seven goals set forth in this plan.

The goals, listed below, are divided into program goals (1-5) and administrative goals (6-7).

I. Improve archival education and promote continued development of a comprehensive continuing education program.

II. Expand SAA's role and presence in national preservation initiatives.

III. Promote public understanding and recognition of the profession of archivist and the value of archives

IV. Expand SAA's role and recognition as primary publisher for the archival profession.

V. Promote and support SAA's role in the development and maintenance of standards that affect archivists and the operation of archives.

VI. Improve efficiency and effectiveness of Council as leadership and management group for the Society.

VII. Improve the Society's financial ability to maintain and develop programs and new initiatives.

Copies of the plan are available upon request from the SAA office.

What Council Did

At its meetings on September 24 and 29, 1991, in Philadelphia, the SAA Council:

- ◆ authorized an Annual Giving Campaign for 1991;
- ◆ heard a report from John Fleckner, SAA representative on the National Historical Publications and Records Commission, on the draft strategic plan of NHPRC;
- ◆ heard a report by Page Putnam Miller, Executive Director of the National Coordinating Commission for the Promotion of History, on the status of appropriations for NHPRC, NARA, and on other federal legislation;
- ◆ approved the publication of a directory of consultants and directed that the current list of appraisers, developed by the Acquisitions and Appraisal Section, continue to be distributed at no charge for a period of two years;
- ◆ removed the "sunset" provision from the guidelines for the SAA Committee on Goals and Priorities;
- ◆ accepted the statement "Preserving History's Future" presented by the Preservation Task Force and authorized the Executive Director to determine the means of distribution;
- ◆ revised the charge to the Task Force on Development;
- ◆ adopted guidelines for the SAA representative to the Academy of Certified Archivists and designated William Wallach as that representative;
- ◆ adopted a charge to the new Education Office Advisory Board;
- ◆ sent to the Standards Board four standards received for endorsement from the Rare Books and Manuscripts Section of the Association of College and Research Libraries;
- ◆ approved a revised charge and new reporting date of September 1992 for the Task Force on Library Archives;
- ◆ developed guidelines for orientation of new Officers and Council members; and
- ◆ resolved that any SAA group wishing to seek resources, whether in cash or in kind, from any source outside SAA must obtain approval from the Executive Committee of Council before approaching the source.



Education Notes

by Jane Kenamore

Education Office Advisory Board

In August, Council appointed the Education Office Advisory Board as a standing committee to work with the Education Officer and Executive Director to establish directions and priorities for the Society's continuing education program and to serve as a sounding board in the implementation of the program. Linda Matthews of Emory University has been appointed chair of the Board, which met for the first time in Philadelphia. Members include Tom Frusciano of Rutgers University, Hilary Kaplan of the Georgia Department of Archives and History, Paul McCarthy of the University of Alaska at Fairbanks, Debbie Pendleton of the Alabama Department of Archives and History, and CEPD chair Bonnie Hardwick of the Bancroft Library, *ex officio*.

The Board will study the following elements over the course of the coming year: philosophy and goals of SAA's Continuing Education program; curriculum, past and present; marketing and pricing of continuing education courses; evaluation of offerings; development of faculty.

Annual Meeting Pre-Conference Workshops

Preconference registrations reached a new high in Philadelphia. A total of 250 people registered for courses on the following topics: records management, preservation management; personnel management; administration of electronic records; the identification, preservation, and description of architectural records; the USMARC format for archival and manuscripts control; videotaping oral history; the Art and Architecture Thesaurus; reference use of RLIN's AMC file; and an introduction to archives administration.

There has been a sustained interest over the years in records management. This workshop, taught by Lori Hefner of the Lawrence Berkeley Laboratory, was the first to fill to capacity for the second consecutive year. The introductory course also filled, mostly with new SAA members, who had already been assigned archival tasks or who were faced with the prospect of hiring an archivist for a newly established archives.

The management of electronic records was also well received and attracted a different audience from that of years past. Of the twenty-four registrants in the Electronic Records workshop, taught by Margaret Adams and Nancy McGovern of NARA and Alan Kowlowitz of the New York State Archives and Records Administration, eleven participants were from college or university archives; seven were from institutional archives (religious, business, and nonprofit associations); and one worked in a public library. Government archivists, who used to predominate in courses on electronic records, numbered just six of the total.

Two workshops were cancelled because of low registration—"Volunteers and Friends: Recruitment, Management, and Satisfaction" and "User Studies." Unfortunately, the cancellations are indicative of a recent trend showing a low priority for continuing education in the areas of reference and outreach. This trend has affected the following preconference workshops offered over the past three years: "Archives in the School," "Public Relations," "Reference: An Introduction," "Volunteers," and "User Studies." Attracting a total of 39 registrants, two of these courses were held with relatively low registrations, and the rest had too few registrants to be implemented.

Preservation Management Training

January 1992 will mark the beginning of the Preservation Management Training project funded by the National Endowment for the Humanities. The purpose of the program will be to create a critical mass of institutional preservation programs by training a corps of preservation administrators. To this end, SAA will offer a series of three one-week institutes given at six-month intervals. In addition, participants will complete two interim assignments and one assignment after completion of the coursework. Each institute will have ten to fifteen participants, and the series will be repeated four times in different regions of the country.

The new Preservation Officer will accept applications for the Preservation Management Training program beginning

in February 1992. Preference will be given to applicants from institutions that employ more than one professional archivist and that recognize the need to plan, support, and initiate a preservation program. Institutional support will include funding a portion of the participant's training and travel, and allocating a significant portion of the participant's time to managing preservation activities. In addition, preference will be given to applicants who have the following qualifications: three years professional archival experience; and minimal preservation training, such as an introductory preservation workshop.

Questions regarding the program should be directed to the new Preservation Officer, who will join the staff in January 1992.

USMARC to be Offered at the Huntington Library

"Understanding the USMARC Format for Archival and Manuscripts Control" will be held Thursday and Friday, February 20-21, 1992, at the Huntington Library and Museum, in San Marino, California. Instructors will be Debbie Pendleton of the Alabama Department of Archives and History and Marion Matters, consultant. For more information, please contact the SAA Education Office at (312) 922-0140.

"Archives: An Introduction" to be Held in Jamaica

"Archives: An Introduction" is scheduled to be held in conjunction with the Annual Meeting of the Society for Historical Archaeology on January 6-7, 1992, in Kingston, Jamaica. The purpose for the workshop is to acquaint historical archaeologists with basic archival theory and techniques that provide the standard for proper records curation and management, as required by the new Federal Curation Guidelines. Instructors for the course will be Frank Boles of Central Michigan University and Julia Marks Young of the Superconducting Super Collider Laboratory in Dallas, Texas.

Continued on page 15

Academy of Certified Archivists Newsletter

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ACA Treasurer's Report for 1990/91

by Karen M. Benedict, Treasurer

It has been a great pleasure to serve for two terms as your treasurer. It is, however, also a pleasure to turn over the reins to Ronald G. Watt of the Church of Latter Day Saints.

The following information is taken from the report of our auditors, Bolon, Hart & Buehler, Inc. for the fiscal year 1990/91 ending June 30, 1991. ACA uses the accrual accounting method, reporting revenues and expenses in the period earned and incurred. Revenues include exam application fees, certification fees, interest on accounts, and contributions.

Since certification fees cover membership and services from ACA over a designated period of time, the full amount paid by each member is reported to the IRS in increments over the period of such membership. Thus, a proportional amount of the fee for each certified archivist is reported as revenue for each year of that individual's certification. The total amount of revenue collected in certification fees is reflected under the Academy's liabilities as deferred income in the auditor's report.

Because of limited space in the newsletter, only assets, revenues, expenses, and the final cash flow statement are shown here. Copies of the full statement of the auditor can be requested from the Academy's office, 600 South Federal, Suite 504, Chicago, Illinois 60605.

There was no cash paid for interest or income taxes.

The important thing to note is that at the end of the fiscal year ACA has \$85,528.75 in the coffers. That money must serve through fiscal year 1996/97 as the base for operations of the Academy. There will be additional revenue from interest on accounts, administration of the examination, and certification of new members of ACA. However, there are significant expenses incurred each year in the administration of ACA. It is important to look at some other figures which may not be apparent from the auditor's report.

Actual cash received by ACA for 1990/91 was \$15,398.06. This amount includes exam application fees, membership fees from 29 new members, interest on accounts, and miscellaneous contributions. Thus, though our revenues were \$34,319.47 due to deferred income reporting, in reality we brought in \$15,398.06. In fiscal 1990/91 ACA spent \$34,319.47 or \$17,320.38 more than it received in cash and cash equivalents. My final treasurer's report must end on a cautionary note. The Academy must reduce expenses and increase income to maintain a stable financial situation. The new Finance Committee, chaired by Jim Fogerty, and including Elizabeth Adkins and Rai Goerler, will assist your new treasurer, Ron Watt, in achieving that goal.

Balance Sheet on next page

Benedict and Paul Honored

Karen Benedict and Karen Paul received certificates of appreciation at the Academy of Certified Archivists annual meeting in Philadelphia in late September for their extraordinary service to the Academy from 1989-1991.

As the Academy's first treasurer, Benedict managed ACA's funds with wisdom and vigor and provided important guidance to the Academy as it developed procedures for sound financial management.

Karen Paul, the Academy's first secretary, did a magnificent job of publicizing ACA and the examination for certified archivist, organizing its first efforts at public outreach, and editing this Newsletter.

Both were elected to their offices at the Academy's organizational meeting in 1989 and generously agreed to serve for a second year to provide needed continuity.

Also recognized at the annual meeting were Gregory Hunter, ACA's first president, and David J. Olsen, ACA's first vice president, who provided exceptional service to the Academy in its initial challenging year.

Task Force on Ethics Report by Nicholas Burckel

The ACA Task Force on Ethics (Nicholas Burckel, chair; Fynnette Eaton; and Diane Vogt-O'Connor) met during the SAA annual meeting in Philadelphia. Already the task force has conducted a literature search and contacted colleagues in allied professions to see how they have dealt with professional ethics. While most associations have published codes of ethics, few have developed enforcement mechanisms to deal with violations of the code. Because of the legal and financial implications, this is the most nettlesome question raised by the task force.

Currently the task force is focusing on four possible options, including advantages and disadvantages of each. It hopes to submit those options in an interim report, along with a brief annotated bibliography and summary of work, by February 1. After review by the ACA Board of Directors, the task force will focus on refining the option selected by the Board.

ACA Members who have experience in dealing with enforcing a professional code of ethics are invited to contact any of the task force members. A final report will be submitted to the Board by August, 1992.

Balance Sheet June 30, 1991

ASSETS

Current assets	
Cash	\$ 74,504.66
Certificates of deposit	11,023.89
Advance to SAA	2,000.00*
Prepaid insurance	548.00
 Total assets	 \$ 88,076.75

*SAA serves as ACA's secretariat. This money is kept on balance to cover ACA expenses so that SAA does not spend its funds on ACA business)

REVENUES AND EXPENSES FOR THE YEAR ENDED JUNE 30, 1991

REVENUES

Membership dues	\$ 25,446.41
Exam application fees	2,400.00
Interest on accounts	8,438.08
Miscellaneous contributions	35.00
 Total revenues	 \$ 34,319.47

EXPENSES

Management services--SAA	\$ 14,994.58
Examination expenses (including PES fee of \$8,800.00)	\$ 9,365.00
Travel	\$ 2,578.47
Legal	\$ 383.69
Audit	\$ 1,000.00
Printing	\$ 1,583.73
Survey & petition costs	\$ 1,301.89
Insurance	\$ 790.00
Telephone	\$ 329.81
Postage & shipping	\$ 196.87
Bank charges	\$ 55.82
Miscellaneous expenses (supplies & equipment)	\$ 138.88
 Total expenses	 \$ 32,718.44

EXCESS OF REVENUES OVER EXPENSES	\$ 1,601.03
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STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JUNE 30, 1991

Cash and cash equivalents, beginning of year	\$ 98,230.79
Cash and cash equivalents, end of year	\$ 85,528.75
 Cash and cash equivalents are presented on the balance sheet as follows:	
Cash--checking and savings	\$74,504.86
Certificates of deposit	\$11,023.89
	<hr/> \$85,526.75

SAA 1991-92

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Jimerson

Committees: Fogerty (chair),
VanCamp, Janzen

Goals and Priorities:
O'Toole (chair), Wallach,
Jimerson

Executive Committee:
Burke (chair), Kenney, Maher,
Fogerty

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An International Affair



Rendezvous in Montreal!

The Society of American Archivists, International Congress on Archives, Association des archivistes du Quebec, and Association of Canadian Archivists will hold their respective annual conferences in September 1992 in Montreal. For more information about this international event, contact any of the following:

September 14-18

Society of American Archivists

Meeting Planner

600 S. Federal, Suite 504

Chicago, Illinois 60605

(312) 922-0140

September 6-11

XIIth International Congress on Archives

Secretariat

1945 Mullins Street

Montreal, Quebec

H3K 1N9 Canada

(514) 873-2980

September 11-13

Association of Canadian Archivists

P.O. Box 2596 - Station D

Ottawa, Ontario

K1P 5W6 Canada

September 12-13

Association des archivistes du Quebec

P.O. Box 423

Sillery, Quebec

G1T 5W6 Canada

ACA Board Meeting September 26-27, 1991 Summary of Actions

On September 26th and 27th, the ACA Board met in Philadelphia. Attending were Maygene Daniels, President; Deborah Skaggs, Vice President; Karen Paul, Secretary 1990-1991; Karen Jefferson, Secretary, 1991-1992; Karen Benedict, Treasurer, 1990-1991; Ron Watt, Treasurer, 1991-1992; and Board Members Linda Evans, David Gracy II, Kaye Lanning Minchew, Mary Jo Pugh, Patrick Quinn, Mary Elizabeth Ruwell, and Wilda Logan Willis, Bill Wallach, SAA Liaison to ACA also attended.

President's Report

- Compilation of ACA Committee charges and the appointment of committee members was achieved over the summer months.

Vice President's Report

- Revision of the 1991 Candidate's Handbook, the compilation of written procedures for the Candidate Application Review Committee, and the processing of seventy-nine applications by the committee was achieved during the past year.

- Arrangements were made for administration of the exam at five locations: Philadelphia, Atlanta, Chicago, Los Angeles, and Arlington, Texas.

Secretary's Report

- Exam publicity for the past year included mailing information to all local, state, and regional archival groups; individual outreach efforts by the Membership and Outreach Committee volunteers; and pertinent articles in the *ACA Newsletter*.

- Annual meeting innovations included ACA ribbons for members' name badges, an exhibit table; and a breakfast business meeting designed to avoid scheduling conflicts.

- A Secretary's Calendar was distributed for comment.

Treasurer's Report

- The report is reproduced in full elsewhere in this issue.

- A Handbook for Treasurer was presented, and the Auditor's report was discussed.

Exam Sites

- The following sites were designated for 1992: Montreal, Atlanta, Chicago, Salt Lake City, Washington, DC, and Arlington, Texas. For 1993: New Orleans, Boston, San Francisco, and Chicago were selected.

Nominating Committee Report

- Anne Kenney, Nominating Committee Chair, announced the winners of the 1991 election: Karen Jefferson, Secretary; Ron Watt, Treasurer; Kaye Lanning Minchew and Wilda Logan Willis, Board Members; and Margaret Kimball, Gregor Trinkaus-Randall, and Harry Keiner, 1992 Nominating Committee. Draft election committee guidelines were presented.

Examination Committee Agenda

- Review and analysis of existing questions with PES is the primary activity in the year ahead.

- Secondly, an item writing workshop will be scheduled to help further the goal of having 350 questions in the "item bank." At present, there are 262.

- Further editing of the Candidate Handbook is planned. The Application Review Committee will remain the same for 1992 (Deborah Skaggs, Mary Jo Pugh, and Linda Evans).

Exam Applications

- The late fee for exam application filing was abolished for 1992. It was replaced with a definite final filing deadline for all applicants.

- Following extensive discussion, it was decided to retain the policy of no refund of application fees, in instances where applications to take the exam are not approved.

Approval of Expenditures

- Funds for the following meetings were approved: Examination Committee with PES (projected December 1991), Recertification Task Force (projected February 1992), ACA Board

Finance Committee Business

- The committee will review ACA investments and long-term budgeting issues. It will develop a vital records plan.

- The Board unanimously approved the audit report dated September 18, 1991.

Recertification Task Force Update

- The Task Force was granted additional time to formulate a report for the Board, and reaffirmed intentions to engage in a dialogue with the membership on the issue.

Outreach and Development Planning Task Force Update

- The Task Force will submit a report to the Board by March 1, 1992.

Member Certificates

- It was determined that beginning in 1991, certificates for the new members will state the length of the term of membership in the Academy.

Policy of Confidentiality and Release of Information

The following policy was adopted by the Board on September 27, 1991:

- Membership in the Academy of Certified Archivists (ACA) is a matter of public record.

- The ACA membership database is the only official source of information on membership in the Academy

- Names of persons who sit for the examination will not be released by ACA.

- Reports of individual examination scores will be confidential.

- Statistical or demographic data relating to the characteristics of the population of candidates who passed or failed the examination including such factors as education, experience, or educational programs attended may be compiled and released at the discretion of the Academy.

- It will be the positive duty of any ACA member and of the ACA Secretariat to alert ACA officers and board of any false claim of membership in the Academy.

ACA Receives 79 Exam Applications

This year seventy-nine individuals applied to take the 1991 Certified Archivist examination. Vice President Deborah Skaggs and two members of the Board of Regents, Linda Evans and Mary Jo Pugh, independently evaluated the applicant's qualifications.

Seventy applicants met the eligibility requirements for the test (BA degree with three years qualifying professional experience, a MA degree with two years qualifying professional experience, and a MA degree with nine semester hours in archival administration and one year qualifying professional experience). This number represents a significant increase over the thirty-five applications received by the Academy last year. A steady growth in the number of applications is an encouraging sign that the Academy is meeting the needs of the profession.

This year the Academy through the Professional Examination Service (PES) offered the exam on Wednesday, September 25th. Of the seventy qualifying applicants, forty-six took the test in Philadelphia; seven in Chicago; seven in Atlanta; three in Los Angeles; and five in Arlington (Dallas), Texas. PES is now in the process of scoring the candidate answer sheets and will issue individual score reports.

Professional examiners administered the test at each site. The Academy thanks the following institutions for providing a site for the exam: the Chicago Historical Society; the Georgia Department of Archives and History; the University of Southern California, School of Medicine; and the University of Texas, Special Collections Department.

Academy of Certified Archivists Examination Fact Sheet.

Eligibility

To take the examination, an applicant must have one or more of the following:

- A master's degree with a minimum of nine semester hours or graduate study in archives administration and a minimum of one year of qualifying professional archival experience.
- Any master's degree with two years of qualifying professional archival experience.
- A bachelor's degree and three years of qualifying professional archival experience.

Examination Sites

The 1992 examination will be given in conjunction with the 1992 Society of American Archivists meeting in Montreal, with additional exam sites in Atlanta, Chicago, Salt Lake City, Washington, D.C., and Arlington, Texas.

1992 Examination Date

The examination will be given in September 1992 (day to be determined) at all examination sites.

Application Deadlines

To register for the 1991 examination, the following application and fee schedule applies. June 12, 1992: All applications and fees (\$50) must be postmarked no later than midnight, June 12, 1992. Applications postmarked after June 12, 1992, will not be processed.

Certification Fees

The \$50 application fee is applied toward the \$275 certification fee. Successful candidates must pay the remaining \$225 within 30 days of notification of examination results.

Additional Information

The 1992 ACA Candidate Handbook and Application will be available in February 1992 from the ACA Secretariat, c/o Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605. Telephone (312) 922-0140.

PLEASE SEND ME APPROPRIATE INFORMATION TO APPLY FOR THE EXAMINATION (AVAILABLE FEBRUARY 1992)

The exam will be given at these sites: Montreal, Canada; Atlanta, Georgia; Chicago, Illinois; Salt Lake City, Utah; Washington, D.C., and Arlington, Texas.

I prefer talking the exam in (city/state) _____

Name _____

Address _____

City/State/Zip _____

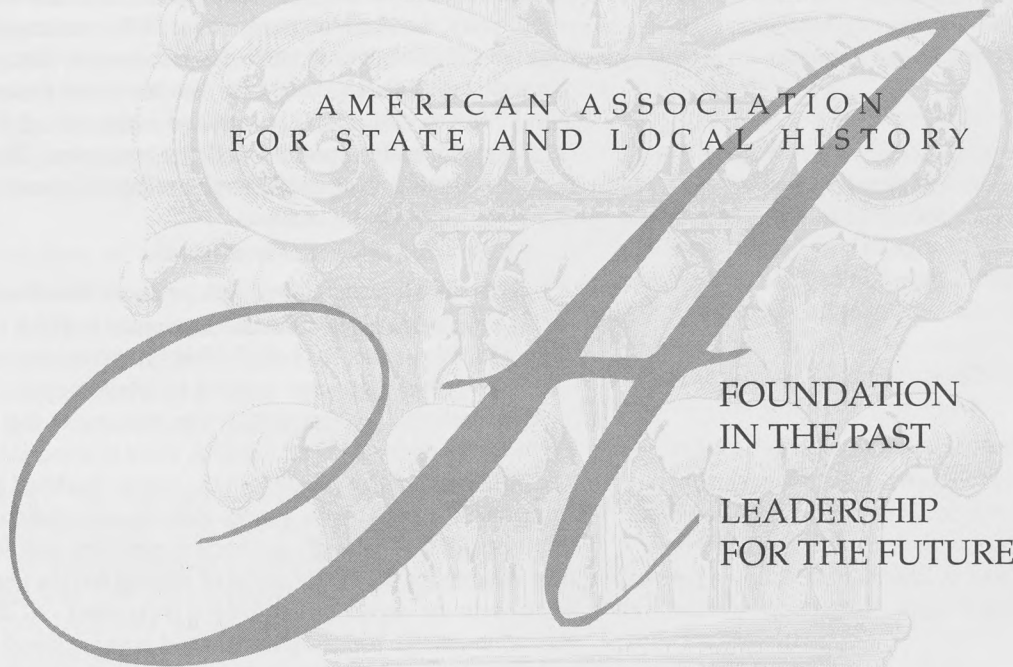
Mail this form to: *Academy of Certified Archivists
c/o 600 South Federal, Suite 504
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Finance Committee Report by Ron Watt

At 7:30 a.m. on September 29th in Philadelphia, the finance committee, composed of Jim Fogerty, Elizabeth Adkins, Raimund Goerler, Karen Benedict, and Ron Watt, met at the Adam's Mark Hotel. They discussed the general state of finances of the Academy and scheduled further meetings. The committee, without the treasurer, will meet again at the meeting of the Midwest Archives Conference. There will also be a more informal meeting with a few of the members at the Oral History Association Meeting in Snowbird, Utah.

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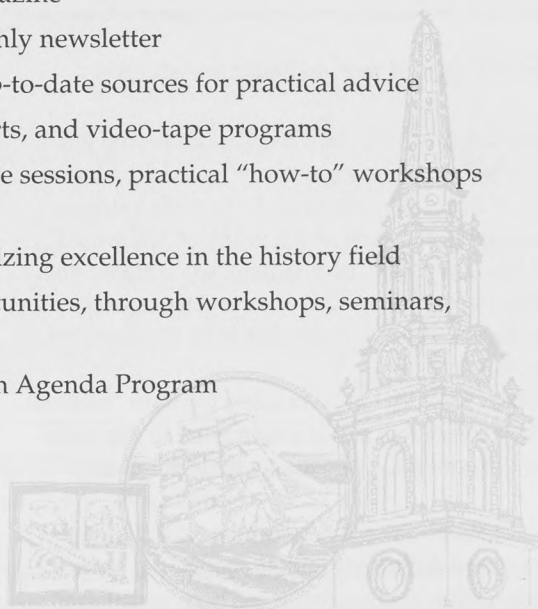
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The Latest Word on "Archival"

by Peter Adelstein

Editor's Note: This article is reprinted from INFORM, September 1991, published by the Association for Information and Image Management. Peter Adelstein is a research consultant at the Rochester Institute of Technology's Image Permanence Institute and is also chair of ANSI IT9.1.

A recent revision to Specification IT9.1 on the stability of silver gelatin photographic films was approved by the ANSI-accredited standards committee responsible for the specification. The revision represents a major change in how film is classified. This, the latest in an occasional series of *INFORM* articles covering micrographics standards, addresses questions raised by the new classifications.

Q. What is the most significant change in this new revised specification?

A. In the earlier specification, microfilm was classed as either "long term" or "archival" depending on its residual hypo levels and on whether it met the conditions of an image stability test. "Long-term" film was film with a useful life of 100 years, and "archival" film was defined as film suitable for the preservation of records having permanent value. In the new revision, neither of these terms is used.

The term "archival" has not only been used for a long time, but it has been used differently and often misused for just as long.

Q. In other words, there is now no longer an "archival microfilm"?

A. Correct. Instead, films will be classified according to an "LE rating." "LE" stands for "life expectancy"; the LE rating is the life expectancy of film when stored under specified storage conditions. For example, film with an LE rating of 100 would have an estimated life expectancy of 100 years when stored under recommended storage conditions. This rating system can be compared to the rating of film speed that has been standardized by ANSI for many years.

Q. The microfilm industry has been using the term "archival microfilm" for a very long time, and is accustomed to that terminology. Given the disruption it will cause, why is this change being made?

A. The term "archival" has not only been used for a long time, but it has been used differently and often misused for just as long. Within the microfilm community, it has been established that archival film is film that meets the requirements of IT9.1, with its resulting hypo limits, image stability, and physical requirements. However, the word "archival" is used in many other industries as well. Suppliers of mat boards, filing enclosures, storage containers, for example, have used the word to

indicate any material that is intended for an archives. Sometimes the word is used for promotional purposes and little else. In recent years, the situation has become even more complicated with the use of electronic media for information storage. In the magnetic tape industry, "archival" has been used to denote tapes with a life expectancy of 20 years, and in the optical disk industry for disks with a life expectancy of only two years. This has led not only to tremendous confusion for many consumers, but also to serious financial implications.

Q. How did this situation develop?

A. A little history in the development of this standard will be useful. The original specification, approved in 1945, was titled "Films for Permanent Records." This title remained unchanged until 1969, when a revision referred to "photographic film for archival records." At that time, it was recognized that the use of the word "permanent" is misleading, since nothing lasts forever. The ANSI committee substituted the words "archival record" for "permanent" to give users a more realistic expectation of the longevity of this material. Archival record film was defined as film suitable for the preservation of records having permanent value, with the caveat that nothing is permanent. At that time, this name-change was a significant and positive development.

The problem, however, was that a very common

English word was used to define a film that must meet very specific conditions. Moreover, this word had also been used by other industries with other and often less rigorous interpretations. The result was a bad situation that got worse.

Q. Will the electronic media industry still use the word "archival"?

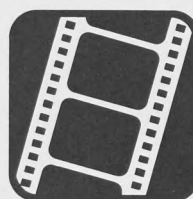
A. No, not in ANSI specifications. Recently, ANSI-accredited subcommittees have been formed to prepare specifications and storage conditions on the permanence of magnetic tape and optical disk. This work is just now getting under way. Agreement has been reached among the photographic, magnetic, and optical disk experts to avoid the use of the word "archival" in any specification. Instead, all three industries will use the LE concept.

Q. Since "archival" can no longer be used, what is the LE rating for microfilm?

A. That was a very difficult question to answer, since the life of film must take into account the stability of the photographic image, the gelatin binder, and the film base. It was only after many years of research by several manufacturers and universities that LE values were established. These LE ratings are dependent upon the type of film support, the residual hypo content, and image stability tests.

Q. Does this mean that microfilm on cellulose triacetate and on polyester base may not have the same LE rating?

A. Correct. Although good experience has been obtained with microfilm on cellulose triacetate base when stored under proper conditions, base degradation will occur if the temperature



or humidity is higher than recommended. This results in the formation of acetic acid, sometimes described as "vinegar syndrome." Polyester base is considerably more stable than the cellulose triacetate material and is more tolerant of adverse storage conditions. The ANSI-accredited committee assigned a maximum LE rating of 100 to cellulose triacetate-base films and a maximum LE rating of 500 to polyester-base films.

Q. What about the effect of residual hypo?

A. There has been no change in the residual hypo levels in silver image stability tests as specified in ANSI document IT9.1, issued in 1989.

Q. In other words, the LE rating for microfilm is dependent upon both the base type and the residual hypo level?

A. Correct. The maximum classification for polyester-base microfilm is LE 500, with a residual thiosulfate ion concentration of 0.014 grams per square meter. The maximum classification for triacetate-base film is LE 100, with a thiosulfate ion concentration of 0.030 g/m².

Q. Some published technical papers have predicted that triacetate would last longer than 100 years and polyester-based films would last longer than 500 years. Why the difference?

A. The standards committee recognized that many research laboratories have predicted longer lifespans than 100 and 500 years for these two film bases. However, they also recognized that it is very difficult to extrapolate short-duration laboratory data to very long storage periods. Therefore, they took a very conservative position and adopted LE ratings that are shorter than what might be expected.

Q. Will the LE rating of a film be increased if film is stored at a low temperature?

A. No. The LE rating is a strictly defined concept. It is the life expectancy under recommended storage conditions. If film is stored at lower temperatures, it will last longer. However, the rating of the film remains the same. The LE rating is dependent upon the residual hypo, the silver image tests, and the base type.

Q. What about the recommended storage conditions? Have changes been made in the ANSI recommendations?

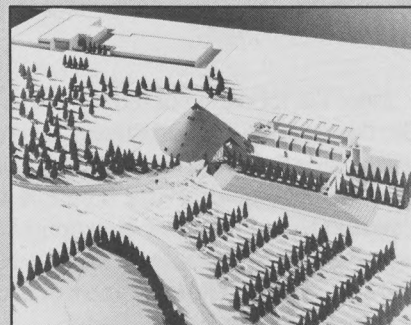
A. Yes. But those recommendations will be the subject of another column.



News Clips

New Facility for American Heritage Center

Construction began in late August on the new \$19 million American Heritage Center-University Art Museum complex on the campus of the University Wyoming in Laramie. The new facility will include 80,000 cubic feet of storage space for the vast manuscript collections, a conference center, reading room, offices for visiting faculty, a conservation laboratory, microfilm, photographic and audiovisual facilities, exhibit areas and a restaurant. Construction should be completed in the spring of 1993 with the facility open and operational by the fall.



Care and Handling of Recorded Sound Materials

The Care and Handling of Recorded Sound Materials, by Giles St-Laurent of the National Library of Canada, has been issued as a sixteen-page report by the Commission on Preservation and Access to support institutions with responsibility for preserving collections of sound recordings. This report focuses primarily on the nature and composition of recording media. It covers the recording, retention, and playback of sound; degradation mechanisms of sound recording; and preservation of sound recordings. Details on disc, tapes, and compact discs are specifically discussed. *The Care and Handling of Recorded Sound Materials* is available while supplies last. First preference given to Commission sponsors. Contact: Trish Cece, The Commission on Preservation and Access, 1785 Massachusetts Avenue, N.W., Suite 313, Washington, D.C. 20036-2117, (202) 483-7474.

Society of Filipino Archivists Founded

Last June in Manila, the first officers of the newly formed Society of Filipino Archivists were inducted. The president is Edgardo Celis, director of the Records Management Office. The installation was scheduled immediately following the conclusion of a two-week teaching mission presented by David B. Gracy II under an Academic Specialist Grant from the United States Information Agency. Gracy, of the University of Texas-Austin, administered the oath of office to the new officers and also delivered a short presentation.

Education Notes

continued from page 12

Directory of Archival Education

The complete schedule of SAA continuing education offerings for spring 1992 will be published in the January 1992 issue of the *SAA Directory of Archival Education*, which is available at no charge. To order a copy, mail or fax a request to Nancy Van Wieren, SAA Education Office, 600 S. Federal, Suite 504, Chicago, IL 60605, fax (312) 347-1452.

Employer Attitudes Concerning Certification of Archivists

by Alan D. Gabehart

Editor's Note: The following data is taken from Alan D. Gabehart's doctoral dissertation, "Qualifications Desired by Employers for Entry-Level Archivists in the United States," Texas Tech University, 1991.

Since the formation of the Society of American Archivists in 1936, there has existed an initiative among its members to establish standards that would recognize archivists as professionals. The certification of archivists, proposed as early as 1953, was believed to be one means of accomplishing this goal. Although considered highly desirable by many, certification has been contested by a number of the members of SAA. Despite the controversy, the SAA Council approved the establishment of the Certified Archivist Program in 1987.

It would appear that the Certified Archivist Program finally brought about a defined standard for the profession. However, a major deficiency of the program is that only practicing archivists with years of on-the-job experience are eligible for certification, leaving entry-level archivists without a standard for measuring their qualifications for employment.

Although acceptance by archivists of the certification program is important, acceptance by employers of archivists should be of a greater concern. A 1991 study conducted to identify the qualifications desired by employers for entry-level archivists in

the United States included two questions which dealt specifically with the program for certification of archivists. Based on a sample of 858 archives and manuscript repositories selected from the 1988 edition of the *Directory of Archives and Manuscript Repositories in the United States*, a questionnaire was mailed to the attention of the "Director of Archives/Manuscripts" for each repository. The results of the portion of the survey in response to the questions concerning certification are given below.

How do you expect the program for the certification of archivists implemented by the Society of American Archivists in 1988 to affect your hiring practices regarding all archivist positions in general?

Of the 468 responses to this question, the breakdown was as follows:

- ▶ 175 (37.4%) "Certification probably will not have any effect on our hiring practices"
- ▶ 131 (28.0%) "Certification may be considered in evaluating applicants although it will not be specified as a qualification"
- ▶ 24 (5.1%) "Certification may be specified as a required qualification in position announcements"
- ▶ 83 (17.7%) "I am not aware of the details of the certification program"
- ▶ 55 (11.8%) "No opinion"

It was not ascertained from the study whether the respondents' unawareness of the details of the certification program may have played a more significant role in determining the answers to this question than may be apparent from the 83 respondents who acknowledged their lack of information on the topic. These results should be of concern to the Academy of Certified Archivists and to the individuals who may consider certification as a viable option for professional enhancement.

Under the present certification program, only experienced archivists are eligible for certification. Do you feel that there is a need to create a certification program for entry-level archivists?

Of the 459 responses to this question, the breakdown was as follows:

- ▶ 130 (28.3%) "No"
- ▶ 161 (35.1%) "Yes"
- ▶ 168 (36.6%) "No opinion"

Of all the questions presented by the survey, this was the most indeterminate. Although the respondents who favored a certification program for entry-level archivists outnumbered those who opposed such a program, both groups were exceeded by the respondents who specified "no opinion." This apparent indecisiveness of the respondents in regard to the question of creating a certification program for entry-level archivists may have reflected their dissatisfaction or unfamiliarity with the present certification program.

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<h2 style="margin: 0;">Listing of Available Conference Presentations</h2>

<small>PLACE A CHECK MARK <input checked="" type="checkbox"/> BESIDE EACH PRESENTATION YOU WISH TO PURCHASE IN AUDIO-CASSETTE FORM</small>
--

Thursday, September 26

- ☐ 2 **Et tu Brute: My Mother the Genealogist** - *Chair: Donna M. Wells*
- ☐ 7 **Identifying & Acquiring Local & Regional Historical Manuscripts** - *Chair: Becky Haglund Tousey*
- ☐ 8 **Providing Access to Oral History Interviews** - *Chair: Anne Ritchie*
- ☐ 9 **But Can You Afford to Save It?** - *Chair: Anne R. Kenney*
- ☐ 11 **Taking Care of Business: New Approaches to Business Records** - *Chair: Patrick B. Nolan*
- ☐ 12 **The Enemy Within: Coping With Insider Theft** - *Chair: Linda Aaron*
- ☐ 17 **Burckel-Cook, The Next Decade: An Update of the 1980 Survey of College & University Archives** - *Chair: Diane Windham Shaw*
- ☐ 22 **Sound Solutions: Decision Making for Manuscripts Repositories with Audio Recordings** - *Chair: Barbara Sawka*
- ☐ 23 **Archival Turnaround: New Directions for Old Archival Programs** - *Chair: Brenda S. Banks*
- ☐ 24 **Federal Funding Sources for Arrangement & Description Projects** - *Chair: Nancy M. Shawcross*

Friday, September 27

- ☐ 25 **The Impact of Technology on the Research Process: Archives in the Year 2000** - *Chair: Charles M. Dollar*
- ☐ 29 **Institutional Self-Study: Three Perspectives** - *Chair: Susan E. Davis*
- ☐ 31W **Writing for Publication** - *Speakers: David Klaassen, Sheryl Vogt & Frank Boles*
- ☐ 33 **Attack of the Killer Spores** - *Chair: Sarah Bertalan*
- ☐ 35W **Understanding Institutional Culture** - *Chair: Gregory S. Hunter*
- ☐ 39 **A Paper Permanence Primer** - *Chair: Hilary Kaplan*
- ☐ 40SF **Stirring the Hornet's Nest: Continuing the Dialogue on Electronic Records** - *Speaker: Nancy Y. McGovern*

Saturday, September 28

- ☐ 42 **Users & Use: Assessing the Needs of Actual & Potential Users** - *Chair: Gabrielle Blais*
- ☐ 44 **Forgeries & Fakes: The Art & Science of Detection** - *Chair: Leslie A. Morris*
- ☐ 48 **The Working Meeting on Research Issues in Electronic Records: A Report** - *Chair: Gerald George*

(see additional audio-cassette selections on reverse side)

- ☐ 49 **Building for Preservation Considerations in the Design & Construction of Facilities -**
Chair: Karen Motylewski
- ☐ 50 **Do the Right Thing: Developing Descriptive Standards -** *Chair: Richard Szary*
- ☐ 51 **Friends Groups: A New Form of Support for Archives -** *Chair: George W. Bain*
- ☐ 55 **Looking at the Issues of Staff Development & Continuing Education -** *Chair: Mary Rephio*
- ☐ 56 **Stepping Out of Line, Getting On-Line: Technology & Reference -** *Chair: Thomas E. Brown*
- ☐ 64 **Copyright on Non-Traditional Records -** *Chair: Richard E. Turley, Jr.*
- ☐ 67W **Less is More: Space Planning for Small Repositories -** *Chair: Guy McLean*
- ☐ 70 **"Yours, Mine & Ours": Collection Definition & Acquisitions Policies in Institutional Archives**
Chair: Kathleen Hartt

Sunday, September 29

- ☐ 78 **Technology Preparedness: Sources of Training for Archivists Dealing with Electronic Records -** *Chair: Margaret Hedstrom*
- ☐ 79 **Issues in the Retention & Access of Electronic Records -** *Chair: Kenneth Thibodeau*
- ☐ 85 **Assessing Access Options: Copies, Fiche, or Disc? -** *Chair: Laurie A. Baty*
- ☐ 86 **Management Models: What Are They? Do They Work? -** *Chair: Michael J. Kurtz*
- ☐ 87 **The Archivist as Scholar -** *Chair: Terry Cook*

#8

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continued from page 5

the archives profession. In the 1980s his prolific writings contributed significantly to the widening vision and expanding scope and breadth of the American archival profession and have enriched the dialog and discussion of a maturing second generation of archivists. Many archivists have come to depend on Cox to monitor, report, analyze, prod, and forecast on issues from archival education to documentation strategies and from preservation selection to cooperative ventures to the role of records and archivists in the information age.

American Archival Analysis is published by Scarecrow Press, Inc. (1990) and distributed by the Society of American Archivists.

If the future for archives is in cooperative ventures, then *The Intergovernmental Records Project Phase 1 Report*, by Allen and Miller, is an outstanding example of the benefits of archival teamwork. It demonstrates the effectiveness of individual and institutional cooperation in successfully tackling difficult problems that would not be manageable by any one player. The *Report* describes the findings and recommendations of a study undertaken by the National Archives and Records Administration with the cooperation of the state archives of Virginia and Wisconsin "to facilitate the exchange of information about federal records that have been divided or duplicated through historical accident, or that document administratively divided or parallel functions in our federal system of government."

Through substantial case studies, the *Report* breaks new ground in identifying the critical needs to be addressed so that information exchange through automated databases—such as RLIN, which was used for this project—can be fully exploited for cooperative appraisal, user access to records cutting across jurisdictional lines, and development of inter-institutional strategies for information exchange. The *Report* goes beyond identifying barriers and demonstrates conclusively the value of a shared national database for further development of archival theory and practice that will revolutionize access to historical records for a wide range of users.

Allen is deputy director of the Intergovernmental Records Program at the National Archives and Records Administration. Miller is a national program manager for records management at the United States Environmental Protection Agency.

Fellows' Posner Prize

James O'Toole, assistant professor of history at the University of Massachusetts at Boston, was awarded the Fellows' Posner Prize for the most outstanding essay published in 1990 in the *American Archivist*. Established in 1982 and conferred annually, the prize is named in honor of the journal's first editor.

In "Curriculum Development in Archival Education: A Proposal" (*American Archivist* 53:3, pp. 460-466), O'Toole offers a thoughtful proposal for graduate archival education based on an intelligent analysis of past efforts and calls for an educational curriculum that might well provide a blueprint for the professional archivist of the future. In his article, O'Toole advises archival educators to promote the development of courses that have

genuine intellectual substance. He suggests seven curriculum areas that archival education should cover and discusses how courses could be developed in these areas.

Oliver Wendell Holmes Award

Julie Stacker, of the Records Management Services of the Australian Archives, received the Oliver Wendell Holmes Award. Established in 1979, the award allows overseas archivists, already in the United States or Canada for training, to augment their visit by traveling to other archival institutions, national or regional archival meetings, or archival institutes. Stacker chose to use the Holmes Award to attend the SAA annual meeting in Philadelphia.

Stacker personifies the spirit of archival internationalism. From the beginning of her career, she has shown a commitment to professional growth through study and work in many archival environments on at least four continents. Her inquisitive drive has led her to explore historical repositories in Asia, Europe, and North and South America.

With the support of her colleagues at the Australian Archives, Stacker has spent last year in Toronto as a consultant at the archives of the Law Society of Upper Canada. There she shared her Australian experience in collections management, conservation, and preparation for exhibitions. Stacker will return shortly to the Australian Archives.

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Grants Available

SLA Research Grant

The Special Libraries Association is making \$15,000 available to support a research project undertaken by a member of the profession. Grant proposals will be evaluated according to the following criteria: purpose and objectives, subject, methodology, qualifications of staff, costs, and timetable. Research projects should focus on areas specified in SLA's research agenda, encompassing future technology in the special library, current user issues, measures of productivity and value, client user satisfaction measures, and staffing. For a copy of the research agenda and the guidelines and criteria for the research grant program, contact Ann Thompson, SLA, 1700 Eighteenth Street, N.W., Washington, D.C. 20009-2508, (202) 234-4700. Proposals are due no later than February 29, 1992.

Essex Institute Research Fellowships in New England History and Culture

The Essex Institute of Salem, Massachusetts, is accepting applications for fellowships to encourage use of its library and museum collections for research and publication on New England history and culture. Fellowships are open to advanced scholars, graduate students, independent scholars, and library and museum professionals. Stipends will be awarded for up to two months, at a rate of \$500-\$750 a month, due, in part, to the generosity of the Salem Marine Society. There is also the possibility of free housing. Application forms and supporting materials must be received by January 31, 1992, for projects beginning after June 1. For information and application forms, contact Fellowship Program, Essex Institute, 132 Essex Street, Salem, Massachusetts 01970, (508) 744-3390.

AFI/NEA Film Preservation Program

This is a joint program of the National Endowment for the Arts and the National Center for Film and Video Preservation at the American Film Institute. It awards grants to help organizations preserve, safeguard, and restore films of artistic and cultural value. The Film Preservation Program does not fund film purchase, the preservation of videotape, nor the transfer of film to videotape. Only tax-exempt organizations may apply for support from the program and must have an existing archival film collection, adequate staff and equipment to carry out the project, and must provide reasonable access to films which have been preserved. Applications must be postmarked no later than January 31, 1992. For an application and additional information on the program, contact: AFI/NEA Film Preservation Program, National Center for Film and Video Preservation at the American Film Institute, The John F. Kennedy Center, Washington, D.C. 20566, (202) 828-4070.

Wanted

Call for Papers

The National Association of Government Archives and Records Administrators (NAGARA) invites SAA members to submit program proposals for the next NAGARA meeting, scheduled for July 15-18, 1992, in Washington, D.C. The theme will focus on reaching out to allied professions in the accomplishment of archival functions. Send proposals as soon as possible (but no later than December 1, 1991) to Program Chair, Marie Allen, National Archives (NI), Washington, D.C. 20408, (202) 501-6054, or fax (202) 501-7452.

Call for Papers

A Conference on Women Religious and the Social Fabric, sponsored by the History of Women Religious Network, will be held June 28 - July 1, 1992, at Marymount College, Tarrytown, New York. One-page proposals for papers with c.v. are due January 10, 1992. Proposals and requests for information to Karen Kennelly, CSJ, 12001 Chalon Road, Los Angeles, California 90049, (213) 471-9500.

1871 Bird's Eye View of Indianapolis.

Historic Landmarks Foundation of Indiana wishes to purchase or obtain reprint rights to an original print of an 1871 bird's eye view of Indianapolis, printed by Milwaukee Lith, and Eng., drawn and published by T. H. Fowler and H. H. Bailey. If you know the whereabouts of an original print in good condition, please call or write: J. Reid Williamson, Jr., President, Historic Landmarks Foundation of Indiana, 340 West Michigan Street, Indianapolis, Indiana 46202, (317) 639-4534, or fax (317) 639-6734.

Jacob Leisler Materials

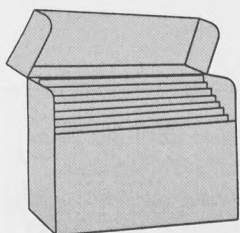
For a microfilm and selected annotated edition of the papers of New York colonial figure Jacob Leisler (1640-1691), I would appreciate hearing from anyone who has information about letters, deeds, public records, as well as portraits or other materials relating to Leisler. Please address all correspondence to David William Voorhees, The Papers of Jacob Leisler, Department of History, 19 University Place, 5th Floor, New York University, New York, New York 10003, (212) 998-8649.

Archival Materials on Women in Popular Music

Citations for bibliographic manuscript sought including unpublished or obscure published sources pertaining to women in "popular" music (jazz, blues, vaudeville, rock, rap, feminist, etc.). All media, item through collection. Sound recordings or manuscripts of composers' works not sought unless accompanied by substantial auto/biographical or critical material. Will cite collection information. Contact Leah Cothorn, 756 W. 5th Avenue, Eugene, Oregon 97402.

National Archives of Chile Seeks Library/Book Fellow

As part of an overall attempt to decentralize government as one step toward long-term political stability for Chile, the National Archives of Chile wishes to establish regional archives and to create a document management system that will provide efficient and ready access to contemporary and historical materials. This effort would particularly concentrate upon those materials created by the Ministries of Justice and Interior under military regime, 1973-1989, which are just being turned over to the Archives. To assist with these processes, the National Archives of Chile has requested an American Library Association/United States Information Agency Library Fellow. This Library Fellow would: (1) help develop a program for an automated system that would allow complete control of, and access to, all documents produced by the various governmental 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 development of regional archives); (2) train librarians and archivists of all 17 ministries in the preparation of documents to be handed over to the Archives; and (3) study and review the current MARC cataloging procedures (using NOTIS) with a view toward the cataloging of all documentation held by the National Archives of Chile. The Library Fellow should have a specialization in archival work with a knowledge of applicable computer programming. The Fellow should also be fluent in Spanish. For further information, contact Robert P. Doyle, Director, Library and Book Fellows Program, American Library Association, 50 East Huron Street, Chicago, Illinois 60611.



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 membership renewal. Individual issues are available to SAA members for \$5 and to nonmembers for \$10. The bulletin is published in February, April, June, August, October, and December.

Deadlines for all issues of the *SAA Newsletter* and *SAA Employment Bulletin* 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 Van Wieren at (312) 922-0140.

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

ARCHIVIST

*Amherst College
Russian Culture Center
Amherst, Massachusetts*

Responsibilities: Reports to the Archivist of the College/Special Collections Coordinator; arranges, describes, and provides access to Russian language manuscript material. **Qualifications:** MA degree in literature, history, language, or related discipline or equivalent experience required. Excellent knowledge of the Russian language and Russian handwriting required. Formal training in U.S. archival standards and one year of archival processing experience in a North American university or similar research center required. Effective oral and written communication skills in English required. Demonstrated knowledge of literary historical research methods highly desirable. Knowledge of microcomputers highly

desirable. Familiarity with descriptive standards for archival materials desirable, as is membership in the Academy of Certified Archivists. Ability to shelve packed record storage boxes required. This is a three-year position, 20 hours per week, beginning January 1992. (Possibility of two-year, full-time position). Benefits included. Interested candidates may submit resumes and the names of three references to: Daria D'Arienzo, Archivist of the College, Amherst College, Amherst, Massachusetts 01002. Applications accepted until position is filled.

MANAGER

*Archives, Records Management, Special Collections, and Museum Programs
Babson College Library
Wellesley, Massachusetts*

The college is located 14 miles west of Boston in Wellesley, Massachusetts. Babson College is a co-educational institution of management with an enrollment of 1,500 undergraduate students, 240 full-time MBA and 1,400 part-time MBA students.

Responsibilities: The Babson College Library is seeking an individual to be responsible for the planning, implementation and administration of all college-wide archives and records management services, including the Babson College Archives, the Newton Collection, and any other manuscript and special collections under the aegis of the Horn Library, the Map and Globe, Roger Babson and Sir Isaac Newton Museums, and the Library Gallery. In addition, this manager will be responsible for the establishment of an archives of entrepreneurship in keeping with the educational mission of the college. This manager reports to the director of libraries within the Information Technology and Services Division of the college and supervises a staff of two. **Qualifications:** Candidate should have a MA degree in archival/museum administration or an ALA-accredited MLS. Second MA degree and certification from the Academy of Certified Archivists and records management certification from the Association of Records Managers and Administrators preferred. **Salary:** Minimum \$32,500. This position is not currently funded. Filling of position is subject to receipt of funding. Interested candidates should send letter of application,

resume, and names of three references to Oveta O. Perry, Employment Manager, Babson College, Babson Park, Wellesley, Massachusetts 02157.

PROJECT ARCHIVIST

*Concordia Historical Institute
St. Louis, Missouri*

Concordia Historical Institute seeks an archivist for a one-year position to process the papers of Dr. Walter A. Maier and Dr. Eugene R. Bertermann, pioneers in religious broadcasting, under an NHPRC grant.

Responsibilities: To survey, organize, and arrange the papers and prepare inventories and guides to the collections. **Qualifications:** MA in history or MLS, academic or continuing education or a minimum of three years on-the-job training in archival methodology and theory is essential. Knowledge and experience in religious archives preferred. Knowledge and experience in Lutheran archives and/or scholarly work in the history of American Lutheranism helpful. Demonstrated ability to work independently and also to cooperate with others on a project. Demonstrated ability to supervise clerical staff. **Salary:** \$22,000 plus benefits. Project to begin December 1, 1991, or as soon thereafter as practical. Send resume and name/address of three references to Marvin A. Huggins, Assistant Director for Archives and Library, Concordia Historical Institute, 801 De Mun Avenue, St. Louis, Missouri 63105.

HEAD, SPECIAL COLLECTIONS

*Manuscripts and Archives Division
Sterling C. Evans Library
Texas A&M University*

Responsibilities: planning, administration, evaluation, and coordination of divisional activities and personnel. Provide leadership in acquiring and promoting collections and services and establishing scholar programs. Provides leadership in development and implementation of policies and procedures concerning the acquisition, processing, storage and access to collections within the division. **Qualifications:** Master's degree from an ALA-accredited program. Doctorate in a discipline related to one of the strengths of the collection preferred. Minimum of six years' professional (post-MLS) experience including experience with archival collections, special collections, or

Professional Opportunities

manuscripts. Supervisory experience in an academic institution. Experience in fundraising, grant writing and donor solicitation. Experience or knowledge of collecting in areas of the division. Ability to perform faculty responsibilities including professional service and scholarship in a superior manner. **Salary:** \$35,000 minimum; negotiable based on qualifications and experience. Faculty rank and competitive benefits package. Texas A&M University has an enrollment of 41,000, ranking it seventh among the ten largest universities in the nation. The campus is located in Bryan/College Station between Houston and Austin. Applications received by February 7, 1992, will receive first consideration, but applications will be accepted until filled. Send letter of application, resume and names, addresses and telephone numbers of three professional references to Roberta Pitts, Head, Personnel Operations, Sterling C. Evans Library, Texas A&M University, College Station, Texas 77843-5000, (409) 845-8111. Write or call for full job vacancy announcement.

ARCHIVIST

*Sarasota County Government
Sarasota, Florida*

Responsibilities: Plans and implements a collections management system for Sarasota County Department of Historical Resources' collection of archives, photographs, artifacts, etc. Participates in research activities; disseminates county history and preservation principles. Bachelor's degree in archives administration, history, library science, and three years of professional archives experience. Knowledge of computer systems and Florida and local history preferred. **Salary:** Range \$19,604 - \$28,600. Excellent benefits. Send resume to Sarasota County Personnel Department, P.O. Box 8, Sarasota, Florida 34230. Apply by November 18, 1991. Preference in appointment to certain positions will be extended to eligible veterans and spouses.

ASSISTANT ARCHIVIST

*Southwest Collection
Texas Tech University Libraries
Lubbock, Texas*

Scope of Duties: Performs archival and related work in the administration and maintenance of the Southwest Collection's holdings with primary responsibility for archives and manuscripts. **Responsibilities:** Under the administrative guidance of the Assistant Director of the Southwest Collection, the assistant archivist manages the

manuscript and archives unit of the Southwest Collection; assists in the evaluation, selection, conservation, arrangement, and description of materials. **Qualifications:** One year of archival or library work. MA degree in history, library science, or related fields, with some coursework in archival administration. Knowledge of archival theory and practices. Familiarity with automated systems and the USMARC format for archival materials. **Salary:** Minimum of \$22,200 depending on professional experience and qualifications. **Application deadline:** December 1, 1991. To ensure full consideration, submit a letter of application, resume, and names, addresses, and telephone numbers of three references to: Marian E. Hampton, Assistant Director of Libraries, Texas Tech University Libraries, Box 40002, Lubbock, Texas 79409-0002.

SPECIAL COLLECTIONS DIRECTOR *University of Toledo*

The Ward M. Canaday Center for Rare Books and Special Collections

The University of Toledo is a rapidly growing state university with almost 25,000 students in 8 colleges offering graduate degrees including the doctorate. The library implemented the NOTIS system. Toledo is a dynamic city which provides a wide variety of cultural, educational, and recreational resources. **Responsibilities:** General administration, collection development, manuscripts processing, reference, preservation, public relations. **Qualifications:** MLS from ALA-accredited school and/or three to five years experience in an academic special collections department. Graduate degree (preferably PhD) in Humanities and working knowledge of American/English literature is required. Proven administrative abilities, strong oral and written communication skills, and public relations talents very important. Faculty status; tenure-track position; 12-month contract; salary up to \$40,000 depending on qualifications. Position available January 1992. Consideration begins November 15, 1991. Send resume, names, addresses and phone numbers of three references to Leslie W. Sheridan, Chair, Search Committee, Carlson Library, The University of Toledo, Toledo, Ohio 43606.

ARCHIVIST

*Archives of American Art
Smithsonian Institution
New York Regional Center
New York, New York*
Supervisory Archivist for the New York

Regional Center. **Responsibilities:** Manages processing of archival collections, coordinates and supervises reference activities, and supervises technical staff. Works closely with the New York Regional Director and the Assistant Director for archival programs in planning and carrying out archival programs in the New York Regional Center. **Qualifications:** Applicants must meet qualifications for the archivist (1420) series in the federal government at the grade 11 level. Knowledge and experience must include art history and work in an art museum archives. **Salary:** This is a federal position at the GS-1420-11 level. Salary range is \$33,605 to \$43,685. For position posting dates and further job information, please contact Stephen Polcari, Archives of American Art, Second Floor, 1285 Avenue of the Americas, New York, New York 10019, telephone (212) 399-5030. It is anticipated that this position will be open during the month of November.

REFERENCE LIBRARIAN/ ARCHIVIST

*Department of Rare Books
and Special Collections
Princeton University Libraries
Princeton New Jersey*

Responsibilities: Reporting to Curator of Manuscripts, promotes delivery of reference services to researchers using rare books, manuscripts, and other materials, including security and proper handling, participating in development, implementation, and coordination of policies, procedures, and forms relating to access services in the department; supervising activities and staff in the reading room; coordinating responses to reference queries; scheduling reference desk coverage; administering policies governing use, reproduction, and preservation of materials. **Qualifications:** MLS from ALA-accredited library school and/or MA with graduate archival training, with course work in rare books and archives, an understanding of descriptive bibliography and archival techniques, and knowledge of reference sources; demonstrated skills in communication; experience in supervising personnel; familiarity with systems. **Preferred qualifications:** public service experience in special collections or a major research library; experience with microcomputers, especially word processing and data management programs. **Salary:** \$28,200 or higher, depending on qualifications and experience. To ensure full consideration, candidates should send applications immediately. Send

resumes and names, titles, addresses, and phone numbers of three references to: Chairman, Search Committee for Reference Librarian/ Archivist, c/o Human Resources Librarian, Princeton University Libraries, One Washington Road, Princeton, New Jersey 08544.

ASSISTANT ARCHIVIST

Bank of America

San Francisco, California

Responsibilities: Under the supervision of the Corporate Archivist, assists evaluation, accessioning, processing, arranging, and describing records of multinational banking institution; assists with reference, exhibition, records management, special projects and operational reports required. **Qualifications:** MA in history, library science, or related field with archival emphasis and one to two years professional experience. Ability to work well with staff and researchers in a corporate environment. Working knowledge of IBM PS2 and USMARC/AMC format preferred. **Salary:** Based upon qualifications and experience. This is a full-time contract position for one year from the date of hire with possible renewal. To apply, send resume, letter of application, and names of three references to: Marilyn B. Ghausi, Corporate Archivist, Bank of America, Unit 3218, P.O. Box 37000, San Francisco, California 94137. Fax: (415) 622-0907

LIBRARIAN ASSISTANT HEAD

University of California, Los Angeles

Department of Special Collections

Responsibilities: Under general supervision of the Head of Special Collections, manage state-funded operations in Manuscripts, Rare Books, Public Services, and University Archives; review and manage (two librarians; ten FTE staff). Serve as University Archivist. Work directly with Head of Special Collections to develop comprehensive policies for department. Candidates must have significant experience, knowledge and expertise in handling archival and manuscript materials; evidence of progressive management and supervisory responsibility in special collections, including budgeting and personnel; ability to work effectively with the public, and with other library and university staff; and strong commitment to public service within the constraints required to protect and preserve the collections. **Salary:** Range \$35,052 - \$59,316, commensurate with qualifications and experience. UCLA is an AA/EOE and encour-

ages all qualified persons to apply. Anyone wishing to be considered for this position should write to Dr. Rita A. Scherrei, Associate University Librarian, Personnel and Administrative Services, University Research Library, UCLA, 405 Hilgard Avenue, Los Angeles, California 90024-1575. Application letter should include a complete statement of qualifications, a full resume of education and relevant experience, and the names of at least three persons who are knowledgeable about the applicant's qualifications for this position. Candidates applying by December 1, 1991, will be given first consideration.

CURATOR/REGISTRAR

The Franklin Institute Science Museum

Philadelphia, Pennsylvania

The Franklin Institute Science Museum anticipates in the near future adding to our staff an experienced Curator/Registrar for our historic collections of artifacts, books, photographs and technical drawings. These collections chronicle some of the major developments of science and technology in this country. Included are artifacts and manuscripts relating to the Wright Brothers, Thomas Edison and Elihu Thomson, Samuel Morse, Michael Faraday, architecture and shipbuilding in Philadelphia, and, of course, Benjamin Franklin. **Responsibilities:** Will include collection management such as acquisitions, loans and computer based cataloging, some research and writing, collections care, and conservation coordination. Candidate must have experience with collections care and management and a degree in the history of science and technology or a related field. Please reply to: Vice President of Exhibits, The Franklin Institute, 20th and the Parkway, Philadelphia, Pennsylvania 19103.

ARCHIVIST

The George Meany Memorial Archives

Silver Spring, Maryland

A Full-time, permanent position available September 1, 1992. **Archives Profile:** The George Meany Memorial Archives is the official repository of the American Federation of Labor and Congress of Industrial Organizations and makes available for research the historical records of the AFL-CIO, its constitutional trade and industrial departments, related institutes and selected

personal papers of officers and staff. The archives is located on the 47-acre campus of the George Meany Center for Labor Studies. **Responsibilities:** Administers processing activity; assists with all other aspects of archival administration including appraisal, accessioning, and reference; assists in the daily operation and long-term planning of the archival program, and in the production of *Labor's Heritage* (the archives' quarterly journal). **Qualifications:** MA in American history or labor studies, and/or MLS with archival courses; two years' archival experience; supervisory experience; grant writing experience preferred; exhibition planning desirable; respect for the confidentiality of records; ability to write clearly, familiarity with microcomputer applications in archives. **Salary:** \$31,796 plus benefits.

Application: Send resume, sample finding aid and names, addresses and telephone numbers of three references to: Stuart B. Kaufman, The George Meany Memorial Archives, 10000 New Hampshire Avenue, Silver Spring, Maryland 20903, or call (301) 434-6404. Review of applications begins January 1992.

TERRITORIAL ARCHIVIST

Division of Libraries, Archives and Museums

St. Thomas, U.S. Virgin Islands

The U.S. Virgin Islands is seeking a Territorial Archivist to direct its recently established archives program. Position is offered initially on contract basis with permanent position available in the second year.

Responsibilities: Administration and development of local government archives and records management program. Management of archives collection including accessioning, describing, preserving. **Qualifications:** Graduate degree in history or MLS with formal archival training. Experience in archival administration, management and grant writing. **Salary:** \$35,000. Applications accepted until November 15, 1991. For further information or to apply contact Jeannette Bastian, Director, Division of Libraries, Archives, and Museums, 23 Dronningens Gade, St. Thomas, U.S. Virgin Islands, 00802, (809) 774-3407.

The Eve of Pearl Harbor



The holiday lights twinkle above a bustling crowd on a boulevard in Honolulu during the first week of December, 1941. (Courtesy of the Hawaii War Records Depository, Photo 3842, Department of Special Collections, Hamilton Library, University of Hawaii)



Newsletter

The Society of American Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605

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