



# Newsletter

The Society of American Archivists

January 1992



The Flu Bug. A state gymnasium in Iowa during the Spanish flu epidemic, 1918.

## New Resources from SAA

To order these publications, call SAA at (312) 922-0140  
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### A Glossary for Archivists, Manuscript Curators, and Records Managers

by Lewis Bellardo and Lynn Lady Bellardo

Do you know the difference between *direct access* and *random access*? *Authentication* and *certification*? How about *functional provenance* and *functional sovereignty*? *A Glossary for Archivists, Manuscript Curators, and Records Managers* includes nearly 1,000 terms and definitions used in these professions. It reflects usage in both the United States and Canada. If you have ever confused *CAR* and *COM*, or stumbled over abbreviations such as *AMs*, *FDC*, and *Sgd.*, than this glossary will be an invaluable reference. Highly recommended for entering and established professionals, as well as outside audiences.

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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; inter-relationship; 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.

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## SAA Newsletter

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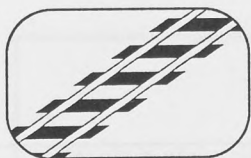
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### Membership Survey Results

Do you recall the survey of members conducted in connection with the 1989 leadership election? Over 1,100 SAA members returned a two-page questionnaire with their ballots, resulting in the most significant survey of archivists since David Bearman's study of a broader population of archivists in 1982. Since the two surveys used very similar questionnaires, it is possible to get an impressionistic sense of the areas in which SAA is changing. This brief article presents a portion of the findings, particularly those pertaining to education and functional responsibilities. This slightly outdated but still relevant information may add another piece to SAA's strategic planning puzzle.

**Age:** As a group, the SAA membership is aging. In 1989, only 40 percent of the respondents were under forty years old. In 1982, 50 percent of the study population was under forty as compared to 60 percent reported in the 1979 study. It is unclear whether recruitment of a younger generation of archivists is lagging or simply that archivists new to the profession are not yet members of SAA.

**Ethnicity:** The proportion of respondents who identified their racial/ethnic group as other than white is twice what it was in 1982, but still accounts for only 6 percent of the SAA membership. Bearman found an insignificant difference in the proportion of non-white archivists between the studies undertaken in 1973 and 1982 (2.5% v. 2.8%).

**Gender:** The 1989 survey shows that the gender balance in the profession appears to have stabilized for now. Today women make up 54.3 percent of the Society's membership, which is nearly identical (54.2%) to Bearman's findings, although only 73.5 percent of his respondents were SAA members. The 1979 survey found that female archivists comprised 51.5 percent of the respondent population, while the figure was 48 percent in the 1973 study, which was specifically designed to determine the status of women in the profession.

**Compensation:** Getting a handle on the salary issue is a slippery matter. First there is the problem of non-response. Ninety-one survey respondents (8.3%) did

not answer the salary question even though anonymity was guaranteed. Second, some archivists receive no direct monetary compensation for their labors. Eighty-nine respondents (8.1%) reported no compensation for archival work in 1988, even though one-third of this group claims to be working full-time with archival records. Third, not all members of the Society are employed on a full-time basis; some work part-time (12.3%), some are unemployed or retired (9.3%). The remaining portion of the respondents (78.4%) reports holding full-time positions involving some aspect of the administration of archives, and it is this group for which salary figures are most appropriately calculated.

For the group of 771 respondents who are employed on a full-time basis and who reported income for 1988 (the year for which data was requested), the average annual salary was \$31,967. This is a substantial increase (49.2%) over the average salary from the 1982 study (\$21,419) and nearly double the figure from 1979 (\$16,092). Minimum and maximum salaries reported were \$1,515 and \$96,000, respectively. Half of all SAA members employed full-time reported earning more than \$29,000 in 1988, while only 5 percent reported income under \$16,000. If the 1979 salary average was adjusted for inflation at the rate of 5 percent per year, the reported 1988 average represents a 28 percent increase over the decade.

**Beyond Demographics:** The figures reported above, as interesting as they may be, have limited usefulness for SAA in developing ways to "serve the educational and informational needs of its members," as the CGAP's proposed mission statement for the Society suggests. We need to know more about what archivists do and how they have learned (and continue to learn) about their profession. The 1989 survey contained six questions on functional responsibilities and educational activities that, when analyzed together, may provide some useful guidance for the strategic planning effort.

**Experience:** Each respondent was asked to choose one activity that occupied more than 50 percent of the time available

in a typical work week. Possible answers ranged from administration/management, to a variety of specialized tasks such as arrangement/description, reference, records management, and teaching. The final possible response read "no specific activity occupies more than half my time." The findings confirm the trend toward specialization identified in the 1982 survey. In 1989, only 28 percent indicated that they do a little bit of everything compared to 37 percent in 1982. Administration and management as a specialty, however, is on the rise; 30 percent of SAA members claim primarily to be managers as compared to 23 percent in 1982. With the exception of a 35 percent increase in reference specialists, there is virtually no change in the relative proportion of archivists who claim to specialize in particular archival activities.

Generalists and managers may abound because of the preponderance of very small shops. The 1989 survey found that the majority of SAA members (52.9%) are either on their own, supervised by, or supervising one other person, a figure which is significantly below the 63 percent figure for small shops found in 1982. The proportion of respondents who are responsible for seven or more employees increased by about 40 percent, from 15.9 percent in 1982 to 21.9 percent in 1989.

Respondents were asked how many years they have considered themselves a part of the archival profession. The majority of respondents (57.4%) have worked with archives for eight or more years. Ten percent are new to the profession, having less than two years experience. The middle group, with between two and eight years experience, accounts for 28.5 percent of the group. Only 4 percent of the respondents answered "not applicable."

**Education:** The SAA membership continues to advance in educational achievement. In 1989 only 12.8 percent of the respondents reported a bachelor's degree or less as the highest degree completed, compared to 18 percent in 1982. Similarly, in 1989 fully 18 percent report

Continued on page 9

# Fellows Nominations Sought

The SAA Committee on Professional Standards invites members of the Society to nominate colleagues for election as Fellows of the Society in 1992.

Nominees must be individual members of the Society in good standing for the past seven years. Other criteria on which the Committee evaluates nominees are:

- appropriate academic education, and professional and technical training;
- a minimum of seven years of professional experience in any of the fields encompassed in the archival profession;
- writing of superior quality and usefulness in advancing the Society's objectives; and
- contributions to the profession through work in and for the Society.

The Professional Standards Committee includes the five most recent past presidents of the Society and two members—

both Fellows who are elected annually by SAA officers and Council. This year, past presidents Trudy H. Peterson, John A. Fleckner, Frank B. Evans, Sue E. Holbert, and William L. Joyce will be joined by two Fellows elected at the SAA Council meeting in January.

A nomination form is printed on pages 5 and 6 of this newsletter. Completed forms must be postmarked by May 1, 1992, and addressed to the chair, John A. Fleckner, National Museum of American History, Archives Center - C340 MS 601, Washington, D.C. 20408. A nomination submitted in 1991 that did not result in the election of a Fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Amplifications or revisions may be submitted if desired.

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

## Current SAA Fellows

Herbert E. Angel\*  
Howard L. Applegate  
David Bearman  
Henry P. Beers  
V. Nelle Bellamy  
Lewis J. Bellardo, Jr.  
Edmund Berkeley, Jr.  
William E. Bigglestone  
Francis X. Blouin, Jr.  
Lynn A. Bonfield;  
Maynard J. Brichford\*  
Edwin C. Bridges;  
Mary Lynn McCree Bryan  
Nicholas C. Burckel  
Frank G. Burke;  
Ann Morgan Campbell  
Robert Claus  
J. Frank Cook\*  
Richard J. Cox  
Miriam I. Crawford  
George M. Cunha  
John Daly  
Maygene Daniels  
Josephine Harper Darling  
Lewis J. Darter, Jr.  
William N. Davis, Jr.  
Bruce W. Dearstyne

Mabel E. Deutrich  
Anne Polk Diffendal  
Charles M. Dollar  
Mary Jane M. Dowd  
Lawrence Dowler  
Kenneth W. Duckett  
Sherrod E. East  
Terrence Eastwood  
Tmothy L. Ericson  
Frank B. Evans\*  
Max J. Evans  
H. B. Fant  
C. Herbert Finch  
Shonnie Finnegan\*  
Meyer H. Fishbein  
John A. Fleckner\*  
James E. Fogerty  
Elsie Thorpe Freeman  
Robert S. Gordon  
David B. Gracy II\*  
Larry J. Hackman  
F. Gerald Ham\*  
Bruce C. Harding  
Edie Hedlin  
Ruth Walter Helmuth\*  
Linda Henry  
Steven L. Hensen

H. Thomas Hickerson  
Andrea A. Hinding\*  
Sue E. Holbert\*  
Richard A. Jacobs  
Edward N. Johnson  
H. G. Jones\*  
William L. Joyce\*  
Lucile Kane  
Anne R. Kenney  
John M. Kinney  
Philip D. Lagerquist  
W. Kaye Lamb\*  
Charles E. Lee\*  
Lydia Lucas  
Richard H. Lytle  
Paul H. McCarthy, Jr.  
Donald R. McCoy  
William Lewis McDowell, Jr.  
Philip P. Mason\*  
Eva Moseley  
Harold Naugler  
Charles G. Palm  
Edward C. Papenfuse  
Marguerite J. Pease  
Ann Pederson  
Trudy Huskamp Peterson\*  
Harold T. Pinkett

Seymour J. Pomrenze  
Jean F. Preston  
Virginia C. Purdy  
Patrick M. Quinn  
Leonard Rapport  
Dolores C. Renze\*  
James B. Rhoads\*  
Alan D. Ridge  
Mary Lynn Ritzenthaler  
William L. Rofes  
Nancy A. Sahli  
Helen W. Samuels  
Charles R. Schultz  
Fred Shelley  
Jane F. Smith  
Wilfred I. Smith\*  
August R. Suelflow  
Hugh A. Taylor\*  
Peter Walne  
Robert M. Warner\*  
Joan Warnow Blewett  
Edward Weldon\*  
Merle William Wells

\* indicates past president



## Nomination for SAA Fellow

Article V of the SAA Constitution provides the guidelines and criteria for the selection of Fellows.

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

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

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

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

Name of Candidate	Date of SAA Membership															
Present Institutional Affiliation	Position															
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HONORS, AWARDS, FELLOWSHIPS																
Organization	Date			Honors/Awards Received												

## Nomination for SAA Fellow - *continued*

### MAJOR PUBLISHED MATERIALS

Publisher

Date

Title

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

Other Contributions to the Archival Profession (Include regional and international activities)

List names and addresses of three persons familiar with nominee's work.


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

Submitted by \_\_\_\_\_

Signature \_\_\_\_\_

Institution \_\_\_\_\_ Date \_\_\_\_\_

### NOMINATION DEADLINE: MAY 1, 1992.

Send nominations to John A. Fleckner, National Museum of American History, Archives Center - C340 MS 601, Washington, D.C. 20408.



# Society of American Archivists

## 1992 Awards Competition

The Society of American Archivists announces its 1992 awards competition to recognize achievements of the 1991 calendar year. Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Charles H. Lesser and Lydia Lucas. Awards will be presented during the 1992 annual meeting in Montreal, September 13-17, 1992.

Descriptions of the awards are below and an awards nomination form is on the next page. The SAA awards policy is described in the *American Archivist* 39:415-417; copies are available from the co-chairs.

Requests for additional information and forms should be addressed to either Charles H. Lesser, South Carolina Department of Archives and History, P.O. Box 11,669, Columbia, South Carolina 29211, (803) 734-8594, fax (803) 734-8820; or Lydia Lucas, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, Minnesota 55101, (612) 296-6980, fax (612) 296-9961. **The deadline for awards nominations is May 1, 1992.** Nominations will not be considered unless all materials, including books and other supporting documentation, are received by that date.

### Distinguished Service Award

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

### J. Franklin Jameson Archival Advocacy Award

Established in 1989, this award honors an individual, institution, or organization not directly involved in archival work that promotes greater public awareness, appreciation, or support of archival activities or programs. Contributions should have a direct or indirect national impact. Nominations, which must include three letters

of support, will remain eligible for two years, and additional supporting documentation may be submitted the second year. This award honors historian J. Franklin Jameson, who labored for over 25 years to establish the United States National Archives.

### C.F.W. Coker Prize for Finding Aids

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

### Philip M. Hamer and Elizabeth Hamer Kegan Award

Established in 1973 and subsequently modified by Council, this award recognizes an individual, organization, institution, or group of individuals, organizations, and institutions who have increased public awareness of manuscripts and archives through compilation, transcription, public presentation, exhibition, or publication. The award honors two SAA Fellows and former presidents, Philip M. Hamer and Elizabeth Hamer Kegan.

### Waldo Gifford Leland Prize

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

### Theodore Calvin Pease Award

Created in 1987, this award recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship programs. Eligible manuscripts must be unpublished, 15-20 pages in length, and conform to stylistic guidelines of the

*American Archivist*. Papers examining major trends and issues in archival administration are preferred. The award honors Theodore Calvin Pease, first editor of the *American Archivist*.

### Oliver Wendell Holmes Award

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

### Sister M. Claude Lane Award

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

**Use the nomination form on the next page for these awards. The deadline is May 1, 1992.**

### Fellows' Posner Prize

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

### Colonial Dames Scholarship Award

Established in 1974, this award enables two archivists each year to attend the Modern Archives Institute of the National Archives and Records Administration. The Award is given in conjunction with the Colonial Dames of America, Chapter III, Washington, D.C. For more information, contact Barbara Trippel Simmons, P.O. Box 525, Brookfield, Massachusetts 01506. The application deadline for the Summer 1992 institute is April 1, 1992. The application deadline for the Winter 1993 institute is November 1, 1992.

## Society of American Archivists 1992 Awards Nomination

Name of Award \_\_\_\_\_

Person/Organization to receive Award \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Country \_\_\_\_\_ Telephone (       ) \_\_\_\_\_

Person making the nomination \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone (       ) \_\_\_\_\_

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

How does the nominee meet the criteria of the award?

What are the outstanding characteristics of the nominee?

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

**RETURN FIVE COPIES OF THIS FORM BY MAY 1, 1992.** Send nominations for the Distinguished Service Award, C.F.W. Coker Prize, Theodore Calvin Pease Award, and Oliver Wendell Holmes Award to Charles H. Lesser, South Carolina Department of Archives and History, P.O. Box 11,669, Columbia, South Carolina 29211, (803) 734-8594. Send nominations for the Philip M. Hamer and Elizabeth Hamer Kegan Award, J. Franklin Jameson Archival Advocacy Award, Sister M. Claude Lane Award, and Waldo Gifford Leland Prize to Lydia Lucas, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, Minnesota 55101, (612) 296-6980.



## Salary Survey Results

continued from page 3

having earned the Ph.D., up from 16 percent in 1982. Two-thirds of the respondents have one or more master's degrees. Of this group, about half hold a single master's degree, while the remaining half holds an MLS degree or a dual MLS/master's degree.

A multiple choice question permitted respondents to indicate where they have acquired the archival component of their overall education and training. Over 60 percent indicated workshops or institutes of a full day or longer; 52 percent checked graduate level course(s); 44 percent claimed field experience or a practicum/internship as an important archival educational component; and one-third checked in-house training programs.

Attending conferences can also be important educational experiences. In 1989, 36.3 percent of the survey respondents indicated that they had attended the SAA annual meeting in Atlanta the previous year. An even greater proportion (48.3%) reported attending one or more meetings of regional archival associations, either separately or in addition to the SAA annual meeting. An additional 14 percent mentioned workshops as their only educational experience in 1988. Most challenging, perhaps, is the finding that one quarter of the respondents to the 1989 survey did not attend any meeting or workshop during the previous year.

**Patterns of Education and Experience:** When answers to the six questions on education and functional experience are combined, four particularly interesting patterns emerge. First, there is virtually no difference in functional responsibility between people with MLS degrees and those without. Similarly, respondents with the MLS degree and those with a single masters degree are distributed nearly equally across the years of experience range. One-third of newcomers to the profession hold the MLS degree; one-third of those with more than eight years experience with archives also have attended library school. It is probably premature to declare either the MLS or the single master's degree (in history?) as the de-facto standard educational "ticket" for becoming an archivist.

A second interesting pattern is the

strong clustering of respondents who hold the Ph.D. degree in the ranks of administration. Similarly, Dr. Archivists tend to supervise more people. Few Ph.D.-laden archivists have acquired their archival education through formal coursework, but have relied instead on in-house training or experience.

A third pattern in the combined findings is the tendency of archivists with little experience (under two years) to avoid attending meetings and conferences. Those people new to the profession who have serious supervisory or management responsibilities, however, are seeking out workshops for specialized training. This strong pattern may have important implications for how SAA develops and markets its educational programs to new members, as well as how it reaches out to people who suddenly find themselves "stuck" running an archival program.

Finally, and perhaps most significantly, the findings call into question the viability of the concept of the history master's or the MLS as an entry-level degree. Consider the following evidence. Archivists new to the profession report significantly lower levels of education. Respondents without advanced degrees are just as likely to report having a particular functional specialty as those with advanced degrees, with the exception of administrators, who claim a large proportion of doctoral degrees. Survey analysis shows a strong relationship between the likelihood that a respondent has attended one or more graduate courses in archives and the number of years they have been working in the archival profession. And yet those with graduate archival education courses are just as likely to be generalists as specialists.

These findings suggest that people who consider themselves a part of the archival profession and who are sufficiently committed to join the profession's only national association simply start working in an archival repository and increase their educational experiences as they work their way up the ranks of the organization or gain additional years of experience. It may be impractical for archivists, as has been the practice with other professionals, to seek to control entry to the profession

by drawing a solid distinction between those who possess a particular advanced degree and those who have garnered critical work experience but who lack a designated educational credential. One key to assuring an adequately educated archival profession may be to strengthen and clarify the relationship between existing formal graduate-level education programs and continuing education course work.

A listing of responses to each question on the 1989 Survey of Archivists may be obtained by contacting Paul Conway, Archival Research and Evaluation Staff (NSZ), National Archives and Records Administration, Washington, D.C. 20408. Your request will leave his in-box much more promptly if you take the time to respond to the set of four strategic planning statements in the November SAA *Newsletter* (page 11). The Committee on Goals and Priorities also welcomes your reactions to the survey findings reported in this article.

### AUDIO RESTORATION AND PRESERVATION

Audio Tape

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and  
Non-Commercial Discs

Over 15 Years Experience

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### SMOLIAN SOUND STUDIOS

26801 Haines Road  
Clarksburg, Md 20871  
(301) 253-2703  
Fax (301) 414-0355



## Short Subjects

### In this issue...

This issue of the *SAA Newsletter* is teeming with supplements. There are three inserts in this issue: *ACA Newsletter*; Annual Meeting Schedule; and *Directory of Regional Archival Organizations*. In addition, the 1992 SAA Book Catalog and new *Directory of Consultants* were included in the mailing. We are pleased to provide you with these invaluable references.

The deadline for sending materials for prospective publication in the March *SAA Newsletter* is February 5.

### Survey of Archivists

A new "Survey of Archivists" will be included in the 1992 SAA Ballot, which will be mailed in February. Please take the time to complete it. Information obtained from the survey helps construct a useful portrait of practicing archivists. Results of the 1989 survey appear on page 3 of this newsletter.

### Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held June 8-19, 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 April 1, 1992.

### New SAA Meeting Planner and Preservation Program Director

The Society of American Archivists is pleased to announce that Debra S. Mills and Evelyn Frangakis have joined the SAA staff. Mills is the new meeting planner and director of membership services and Frangakis is the preservation program director.

For the past three and a half years, Mills has directed the membership program and planned the annual trade show for the Florida Institute of CPAs, a professional association for certified public accountants with 18,000 members. Prior to that, she worked for two years as the promotions director for the March of Dimes in Tallahassee. She has a B.A. in Communications from Florida State University.

Mills came aboard in mid-November and replaced Catherine M. Mason who retired as SAA's meeting planner last Thanksgiving and moved with her husband to Fort Worth, Texas.

Earlier in the month, Frangakis began her job as the director of SAA's preservation program, an NHPRC-funded program that will bring a series of preservation workshops to various parts of the country.

Frangakis brings solid preservation experience to this post. She is in the doctoral program in Columbia University's School of Library Service and holds a Certificate in Preservation Administration. Prior to her arrival at SAA, she had a teaching assistantship at Rutgers University where she taught short courses on preservation planning and management and disaster preparedness. She is the former project director of the New York State Conservation Consultancy and was also a Mellon Intern in Preservation Administration at Stanford University Libraries.

In addition, she has conducted on-site conservation surveys for the Conservation Center for Art and Historic Artifacts, as well as processed archival records and personal papers at Rutgers University Library and Franklin and Marshall College Library.

Frangakis is currently developing applications and other literature for SAA's exciting new preservation program. This material will be available for distribution soon.

### The Glossary is Here

*A Glossary for Archivists, Manuscript Curators, and Records Managers*, by Lewis Bellardo and Lynn Lady Bellardo, is now available from SAA. This is the fourth of seven volumes published in the Archival Fundamentals Series and replaces the *SAA Basic Glossary* (1974) by Frank B. Evans. This glossary includes 1,000 terms and definitions, and reflects usage in both Canada and the United States. Copies are available for \$19 to SAA members, \$25 to nonmembers, plus shipping and handling. Prepayment is required. Contact SAA publications at (312) 922-0140.

### Leadership List Additions

The new co-chair for SAA's Women's Collections Roundtable is Dawn Letson, Texas Women's University, Special Collections, Blagg-Huey Library - Box 23715, Denton, Texas 76204, (817) 898-3751.

SAA's representative to NISO serving a two-year term is Christine Ward, New York State Archives & Records Administration, Cultural Education Center, Albany, New York 12230, (518) 474-8955; e-mail: RLIN:BM.NSA@RLG.BITNET.

SAA's alternate to NISO serving a one-year term is Victoria Irons Walch, 65 N. Westminster Street, Iowa City, Iowa 52245, (319) 338-6650; e-mail: CompuServ: 72070,722.

### Yellow Pages Corrections

SAA's fax number, which appears at the bottom of page ii in the SAA Yellow Pages, is incorrectly listed. The correct fax number is (312) 347-1452.

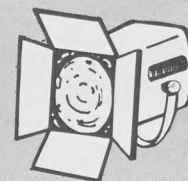
Thank you for responding to our request for corrections to the Yellow Pages. These corrections will be listed in a supplement in the March issue of the *SAA Newsletter*.

### Technical Guide for Audio, Film, and Television Archives

The Coordinating Committee for the Technical Commissions of international organizations for audio, film, and television archives, with support from UNESCO, recently issued a publication entitled *Guide to the Basic Technical Equipment Required by Audio, Film, and*



## Spotlight



**Television Archives.** The guide is available from the Belfer Audio Lab at Syracuse University upon presentation of a prepaid invoice (order forms are available from the Belfer Lab). The cost of the guide is \$15, plus shipping and handling, paid in British pounds to the the chair of the Technical Coordinating Committee, located in the United Kingdom. Ordering the guide is a two-step process. For instructions on how to order this publication, contact Karen Stevenson Edgar, Belfer Audio Lab, Syracuse University, 222 Waverly Avenue, Syracuse, New York 13244, (315) 443-3477.

### Faux Pas

In this section of the November *SAA Newsletter*, James O'Toole was incorrectly identified as an SAA Fellow. We regret this error.

### In the News

The SAA Committee on Public Information collects newsclippings about archivists and archives programs for analysis of the profession's public image. Current clippings (please photocopy onto 8-1/2" x 11" paper) should be sent to: Marilyn Ghausi, Bank of America Archives, Box 37000, Unit 3218, San Francisco, California 94137.

### 1956 Issue of Journal Wanted

If you have a copy of the *American Archivist*, volume 19, number 1 (January 1956), Gary E. Moulton is interested in purchasing this issue. Please contact him at 3038 Jackson Drive, Lincoln, Nebraska 68502, (402) 472-6041.

### Archives Featured in National Magazine

The November/December 1991 issue of *Museum News* is devoted to "Museum Archives: Vital Repositories of Museum Memory." Two SAA members, Alan Bain and Kathleen Hartt, have featured articles. A single copy of this issue is \$7. Contact American Association of Museums, 1225 Eye Street N.W., Suite 200, Washington, D.C. 20005, (202) 289-1818.

.....**Michael Stevens**, formerly Assistant State Archivist of Wisconsin, has been named Director of the Center for Documentary History at the State Historical Society of Wisconsin ....**Evelyn Cherpak**, of the Naval War College in Newport, Rhode Island, and **Lizette Pelletier**, of the Connecticut State Library, are the 1991 recipients of the New England Archivists Hale Awards for professional development. Cherpak's award was for investigating archival resources and practices in South America during a visit there last fall. Pelletier's was to attend the SAA meeting in Philadelphia where she gave a paper about regulating the creation of land records meant to be permanent. The Hale Award promotes the professional development of archivists in the region and honors the memory of Dr. Richard W. Hale, Jr., who was Archivist of the Commonwealth of Massachusetts from 1961 to 1976 and a founding member of the New England Archivists....**Todd Ellison** has been hired as the first archivist at Fort Lewis College, Durango, Colorado....

### Obituaries

**David E. Estes**, 74, former director of Special Collections at Emory University Woodruff Library and a leader in the library and archives profession in the Southeast during a long career, died on October 22, 1991, in Atlanta. Estes was a cum laude graduate of Berry College in 1939, and received a B.A. in Library Science in 1946 and a M.A. in Political Science in 1951 from Emory University. After four years as a teacher, Estes served as an Army librarian during World War II, then began his university library career at Georgia Tech before taking a position with Emory in 1946. Estes was associated with the Emory Libraries for 42 years, including head of special collections from 1962 to 1982. Estes played a key role in building Emory's manuscript and rare book collections, particularly in the area of Georgiana. The David E. Estes Georgiana Fund in the Woodruff Library at Emory recognizes his contributions in collection building at the university.

Estes was a long-time member of the Society of American Archivists; a founding member of the Society of Georgia Archivists; a former president of the Georgia Library Association; a former board member of the Atlanta and Georgia Historical Societies; and a former executive council member of the American Library Association. Estes received the highest awards for distinguished service from the Georgia Library Association and the Southeastern Library Association, which also recognized his exceptional contributions to library development in the Southeast.

**Stanley T. Parr**, 55, records management officer for the City of Portland, died August 31, 1991, at his home in Portland, Oregon. He was born December 10, 1936, in San Antonio, Texas. He earned a bachelor's and master's degree from St. Mary's University, then taught in Texas prior to becoming an archivist for the Texas State Library.

In 1976, Parr became the records management officer for Portland. He designed and implemented the city's records program, oversaw the citywide records inventory, managed a grant from the National Historical Publications and Records Commission, installed an automated records system, and established the Portland Archives and Records Center. The City of Portland's *Records Manual* (1978) and *Archives Guide* (1982) were published under his direction.

Active in many organizations, including a long-time membership in the Society of American Archivists, Parr served on the Oregon Historical Advisory Commission and held various offices in the Association of Records Managers and Administrators, Northwest Archivists, and Texas State Library Association. In addition, he delivered numerous papers on archives and records management.



## From the Archivist of the United States

by Don W. Wilson

I recently marked the close of my fourth year as Archivist of the United States—a milestone that has caused me to reflect upon the goals that I have established for the National Archives and our progress in attaining them.

Soon after I became Archivist, I identified ten points that I believed should form a blueprint for the National Archives as it looked ahead. I will focus here on just the first—and, in my opinion, the most vital—point: “plan, design, and develop archival facilities to meet the critical space needs of NARA for the year 2010.” The National Archives, hampered by inadequate budgets and insufficient space for burgeoning federal records, was critically in need of additional space throughout the 1970s and 1980s. This condition applied in many of our facilities, but it was particularly evident at the main National Archives building itself. Storage areas, offices, research rooms, public areas—all of these were woefully inadequate, and as a consequence we were unable to meet our responsibilities well. The dispersion of records and staff, less than ideal environmental conditions, and an inability to undertake valuable new programs also resulted from our critical shortage of proper space.

It was clear to me that until it met this fundamental challenge, the National Archives could not hope to solve its many other needs, although in a number of areas we could at least begin to address them. Without a new central facility, the National Archives would be forced to make still more—and more painful—compromises with the standard it set for itself, and the standard that others expected the National Archives to meet. Limitations existed at other locations within the National Archives system; so, although we had to focus on a new central facility, we had to look at needs throughout that system as well.

In order to function as a premier research institution, in other words, the National Archives would have to solve its physical limitations first.

How we secured funding and chose a site on the campus of the University of Maryland for our new central facility makes an interesting story. I would like to focus here, though, on the status of this magnificent new state-of-the-art building, which is officially known as the National Archives at College Park, but is more commonly called “Archives II.” Construction began immediately following the groundbreaking ceremony in October of 1989. Just two years later—in mid-November—we had the traditional topping-out ceremony.

The size and scope of this project continue to amaze me. The building we have watched virtually spring out of the ground is approximately 1,104 feet by 448 feet—nearly seven acres. To put the magnitude of this building into perspective, it is approximately one-half the size of the Pentagon. The total cost of Archives II is about \$250 million, of which about \$140 million is for construction. Of the 1.7 million square feet (on six floors) in the new facility, more than 50% will be used for archival storage. Archives II will be able to house nearly 2 million cubic feet of records. There will also be over 104,000 square feet of special media and document conservation laboratories; offices and workspaces for about 600 employees; an auditorium for 334 per-

sons; a large multipurpose area; and a cafeteria seating 300. Research areas will be spacious and comfortable. The building will even house a day-care center for up to sixty children.

We are installing 520 miles of high-density, electrically-powered mobile shelving on some 81,000 feet of embedded rail. This shelving, laid end to end, would reach from my office in Washington, D.C., to the Ford Library in Ann Arbor, Michigan. The contract for the new mobile shelving specified that all of the materials had to be stable, inert, and chemically resistant. As a result, the shelving will be electrostatically coated with a powder paint so that no potentially harmful gasses are emitted.

Even while the building was still just a design, we began planning the move of records and people from several sites in the Washington, D.C., area to Archives II. They must be transferred from our Pennsylvania Avenue facility, from a records center in Suitland, Maryland, from another facility in Alexandria, Virginia, and from rented offices throughout the District.

Once the move has been completed, renovation and reconfiguration of our original building in downtown Washington will become a new priority for the National Archives. This building was not designed for today's archival activities. It needs additional public space, better offices for the staff who remain, and an expanded capability to service those who are interested in family history.

Meanwhile, we are undertaking other projects, throughout the system, that will also help to alleviate our physical limitations. Archives II is far larger than most other repositories in this country. Why, then, should it matter to you? First, there is intense interest within the American archival community in how our country's national archives handles its space problems and fulfills its responsibilities. I have heard from many archivists, including the SAA Council, that they want National Archives facilities to set the highest possible standard, so that all of us can be proud of them.

Furthermore, despite differences in scale, we at the National Archives faced most of the same issues that any of you do in designing and constructing a new facility. We had to ensure proper environmental conditions and the efficient flow of records and people. We had to think about the needs of researchers, not only today but well into the future. We had to consult with (and sometimes reassure) our users, staff, and neighbors. Just as we learned from the experience of others, you may be able to benefit from ours. We are more than willing to share what we have learned, from our specifications for shelving to our use of an urban forester so that we could preserve as many trees as possible on the wooded site. We anticipate lots of visitors at Archives II, and we look forward to showing it off to SAA members who attend the annual meeting in Washington in 1995.

As you can tell, I am truly excited about Archives II. I am even more excited about what this marvelous new facility will enable the National Archives to do in terms of fulfilling its several roles as a leader both within the federal government and within the national archival community. When you see it, I think you will share my enthusiasm.



# Academy of Certified Archivists News

Volume 12 / January 1992

## Results of the 1991 Certification Examination

by Deborah Skaggs, Vice President

I am pleased to report to the Academy the results of the 1991 certification examination. On September 25, 1991, sixty-six individuals took the certification examination at five sites across the country. Forty-six candidates scored at least 70 percent or higher to pass the test of 100 multiple choice questions. Almost 40 percent of the candidates who passed the test scored 80 percent or higher.

These individuals represent the diversity of the archival profession. One individual is from Canada. The others live in the following twenty-four states:

- Alabama (1)
- Alaska (1)
- Arizona (1)
- California (1)
- Colorado (2)
- Georgia (2)
- Indiana (2)
- Illinois (2)
- Louisiana (1)
- Massachusetts (3)
- Minnesota (1)
- Montana (1)
- New Jersey (1)
- New York (8)
- Ohio (2)
- Oklahoma (1)
- Pennsylvania (5)
- Rhode Island (2)

- South Carolina (1)
- South Dakota (1)
- Tennessee (1)
- Texas (3)
- Virginia (1)
- Wisconsin (1)

These twenty-eight women and eighteen men work in various institutions with college and universities employing one-third of them. Nine individuals work in state governments, five in federal governments, four in historical societies, four in corporations, four in religious archives, three in public libraries, and two in museums.

The Academy's testing company, Professional Examination Service (PES), and I worked together in coordinating the administration of this year's certification exam. Professional test examiners administered the test sites in Philadelphia, Atlanta, Chicago, Los Angeles, and Arlington, Texas.

PES has issued individual score reports to each candidate in addition to an annual report on the examination program to the Academy's officers. In evaluating the test scores over three years of testing, PES's trained examination specialists indicate that the reliability and validity of the test results were within acceptable limits.

We congratulate each archivist who took the certification examination. The next issue of the newsletter will feature the new members of the Academy.

## ACA Outreach and Planning Task Force Report

by Karen Benedict, Chair

The members of the Task Force on Outreach and Planning for ACA are Ruth Kerns, Leon C. Miller, Fred Stielow, and Tom Wilsted. Karen Jefferson, ACA's Secretary, is an *ex officio* member.

The Task Force has been asked to write a report outlining a phased and prioritized plan for ACA's outreach and development activities. The plan will:

- establish overall goals and objectives for outreach and development;
- identify the major constituencies ACA is trying to reach, including archivists, employing institutions, archival educators, allied professions, regional, state, and local archival organizations, and the general public;
- recommend specific objectives and approaches to utilize in reaching each constituency; and
- identify and recommend continuing mechanisms, such as an ACA standing committee or a liaison with another organization, to achieve the stated goals and objectives.

A report will be submitted to the ACA Board for review at its mid-year meeting. Ideas and suggestions from the membership will be most welcome. They should be sent to:

Karen Benedict  
Archival Consultant  
2080 Leeds Road  
Columbus, Ohio 43221

## International Experience

The Academy of Certified Archivists, Society of American Archivists, XII International Congress on Archives, and Association of Canadian Archivists will all meet in Montreal, Canada, September 6 - 17, 1992. Start planning now to join us for this unique opportunity to interact with archivists from around the world.

## ACA Board, Officers, and Staff

### Regents

Linda Evans (1992)  
David B. Gracy II (1993)  
Kaye Lanning Minchew (1994)  
Mary Jo Pugh (1993)  
Patrick Quinn (1992)  
Mary Elizabeth Ruwell (1991)  
Wilda Logan Willis (1994)

### President

Maygene Daniels (1992)

### Vice President

Deborah Skaggs (1992)

### Secretary

Karen L. Jefferson (1993)

### Treasurer

Ronald G. Watt (1993)

### Nominating Committee

Harry Keiner (1992)  
Margaret Kimball (1992)  
Gregor Trinkaus-Randall (1992)

### ACA Secretariat

Nancy Van Wieren

The *ACA Newsletter* is published six times a year by the Academy of Certified Archivists Inc. Founded in 1989, The Academy is an independent, non-profit organization for certifying professional archivists. Direct all inquires and correspondence to:

Secretary  
Academy of Certified Archivists  
600 S. Federal, Suite 504  
Chicago, Illinois 60605.

### 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 S. Federal, Suite 504  
Chicago, Illinois 60605  
(312) 922-0140*

## 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 annual 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 on **Monday, September 14, 1992**, at all examination sites.

### Application Deadlines

To register for the 1992 examination, the following application and fee schedule applies. 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, (312) 922-0140.



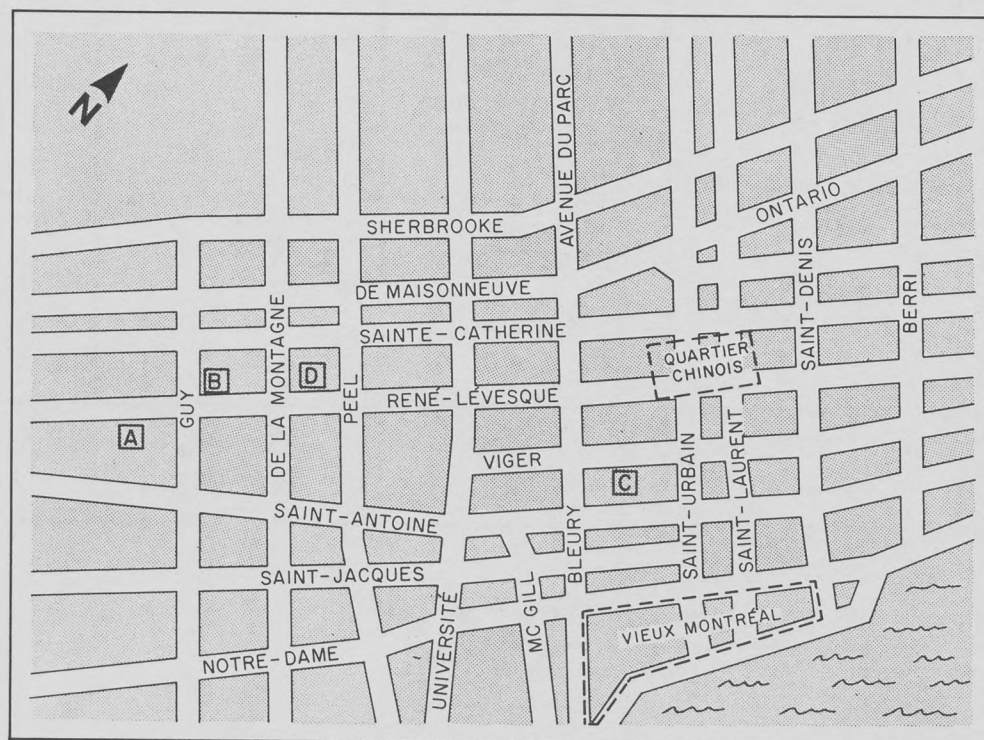
# Montréal, mes amis!

*You are cordially invited to attend an international gathering of archivists.*



The Society of American Archivists, the XII International Congress on Archives, the Association of Canadian Archivists, and the Association des archivistes du Québec will hold their respective annual conferences in September 1992 in Montréal. Register for SAA's annual meeting at the Le Centre Sheraton and you will automatically receive complimentary

admission to the other meetings. These conferences will feature workshops, plenary sessions, general assemblies, committee meetings, exhibits, visits to archives, tours, and receptions in a very historic city. Montréal, the largest Francophone city in the world outside of France, commemorates its 350th anniversary this year. In addition to conference activities, the city offers a variety of cultural and historic experiences. Below is a map of the area in Montréal where all of the conferences will be held. A general schedule of events for each of the meetings is enclosed.



## LEGEND

- [A]** Association des archivistes du Québec (AAQ)  
Hotel and meetings - Le Nouvel Hotel
- [B]** Association of Canadian Archivists (ACA)  
Hotel and meetings - Hotel Maritime
- [C]** XII International Congress on Archives (ICA)  
Meetings - Palais des congrès
- [D]** Society of American Archivists (SAA)  
Hotel and meetings - Le Centre Sheraton

Quartier Chinois = Chinatown

Vieux Montreal = Old Montreal





# Society of American Archivists

September 11 - 17, 1992

Friday Sept. 11	Saturday Sept. 12	Sunday Sept. 13	Monday Sept. 14	Tuesday Sept. 15	Wednesday Sept. 16	Thursday Sept. 17
Workshops	Workshops  SAA Council	Workshops  <u>8 am - 8:30 am</u> Council and Group Heads  <u>8:30 am - 12:30 pm</u> Leadership Forum: Strategic Planning	<u>8 am - 10 am</u> Sessions  <u>9:15 am - 10:15 am</u> New Member Welcome  <u>10:30 am - 12:30 pm</u> Sessions	<u>7 am - 8:15 am</u> ACA Breakfast  <u>8 am - 5 pm</u> Exhibits  <u>8 am - 10 am</u> Functional Sections  <u>10:30 am - 12:30 pm</u> Sessions	<u>8 am - 5 pm</u> Exhibits  <u>8 am - 10 am</u> Institutional Sections  <u>10:30 am - 12:30 pm</u> Sessions	<u>8 am - 9:15 am</u> Sessions  <u>9:30 am - 11:30 am</u> Sessions  <u>11:45 am - 1:45 pm</u> Closing Brunch
Workshops	Workshops  SAA Council	<u>1:45 pm - 4:30 pm</u> Joint Professional Session for AAQ / ACA / SAA	<u>1 pm - 10 pm</u> Committees and Task Forces	<u>12:30 pm - 1:30 pm</u> Women's Caucus  <u>1:15 pm - 3:15 pm</u> Roundtables  <u>3:30 pm - 5:30 pm</u> Sessions	<u>1:15 pm - 3:15 pm</u> Sessions  <u>3:30 pm - 5:30 pm</u> Roundtables  <u>5:30 pm</u> Business Meeting	
Workshops	<u>6 pm - 8 pm</u> Joint Reception for AAQ / ACA / SAA	Opening Banquet and Presidential Address	<u>1 pm - 10 pm</u> Committees and Task Forces	<u>6 pm - 7 pm</u> Awards Ceremony  <u>7 pm - 9 pm</u> Awards Reception	Night on the Town	

1992

## Directory of Regional Archival Organizations

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|---|---|---|

#### 1. Society of Alabama Archivists

President: Lisa Baldwin  
University of South Alabama  
University Archives  
Brookley 2001  
Mobile, AL 36688  
(205) 431-6446

Treasurer: Mike Breedlove  
Alabama Dept. of Archives & History  
624 Washington Avenue  
Montgomery, AL 36130  
(205) 242-4152

*Access Newsletter*

Editor: Tracey Berezansky  
Alabama Dept. of Archives & History  
624 Washington Avenue  
Montgomery, AL 36130

#### 2. Alberta Society of Archivists

President: Eileen Hendy  
Box 1348  
Athabasca, Alberta  
CANADA TOG OBO  
(403) 675-6271

Treasurer: Lynette Walton  
Glenbow Archives  
130 - 9 Avenue, SE  
Calgary, Alberta  
CANADA T2G OP3  
(403) 264-8300

#### 3. Bay Area Archivists

Membership Contact:  
Helene Whitson  
Archives/Special Collections  
San Francisco State University  
Library  
1630 Holloway Avenue  
San Francisco, CA 94132  
(415) 338-1856

#### 4. Boston Archivists Group

Membership Contact:  
Helen Samuels  
Archives 14N-118  
Massachusetts Institute of  
Technology  
Cambridge, MA 02139  
(617) 253-5690



## 5. Archives Association of British Columbia

President: Chris Hives  
Archives Association of British Columbia  
P.O. Box 78530  
University Post Office  
Vancouver, British Columbia  
CANADA Z6T 2E7  
(604) 822-5877

Treasurer: Grant Mitchell  
Archives Association of British Columbia  
P.O. Box 78530  
University Post Office  
Vancouver, British Columbia  
CANADA Z6T 2E7  
(604) 822-5877

## 6. Society of California Archivists

President: Sara S. Hodson  
Huntington Library  
1151 Oxford Road  
San Marino, CA 91108  
(818) 405-2205

Treasurer: Richard W. Crawford  
San Diego Historical Society  
P.O. Box 81825  
San Diego, CA 92138  
(619) 232-6203

*SCA Newsletter*  
Editor: Scott Olson  
ASUC Store, Box 605  
Telegraph Avenue and Bancroft Way  
Berkeley, CA 94720-1111

## 7. Capital Area Archivists

President: Geoffrey Huth  
New York State Archives & Records  
Administration  
Rm 10A63 - Cultural Education Center  
Albany, NY 12230  
(518) 474-4485

Sec/Treas: Sheryl Drexelius  
c/o McKinney Library  
Albany Institute of History & Art  
125 Washington Avenue  
Albany, NY 12210  
(518) 463-4478

*CAA Newsletter*  
Editor: Gloria Thompson  
New York State Archives  
Cultural Education Center  
Albany, NY 12230

## 8. Chicago Area Archivists

President: Tyler Walters  
Northwestern University Archives  
Deering Library  
Evanston IL 60201  
(708) 491-3136

Sec/Treas: Becky Haglund Tousey  
Kraft General Foods  
6350 Kirk Street  
Morton Grove, IL 60053  
(708) 998-2981

*CAA Newsletter*  
Box 59038  
Chicago, IL 60659

## 9. Chicago Business Archivists

Contact Person: Elizabeth Adkins  
Kraft General Foods, Inc.  
Archives Department  
6350 Kirk Street  
Morton Grove, IL 60053  
(708) 998-2982

## 10. Society of Colorado Archivists

President: Cassandra Volpe  
Western Historical Collections  
University of Colorado at Boulder  
Campus Box 184  
Boulder, CO 80303  
(303) 492-7242

Treasurer: Duncan McCollum  
County Archivist  
Jefferson County Archives  
10200 W. 20th Avenue  
Lakewood, CO 80215  
(303) 232-7114

*Colorado Archivist Newsletter*  
Editor: Holley Lange  
Colorado State University Libraries  
Fort Collins, CO 80523

## 11. D.C. Archivists

Chair: Larry Baume  
Office of Records Administration  
Records Appraisal & Disposition  
Division  
Washington, DC 20408  
(202) 219-0578

## 12. Delaware Valley Archivists Group

Chair: Beth Carroll-Horrocks  
American Philosophical Society  
105 South 5th Street  
Philadelphia, PA 19106-3386  
(215) 440-3409

## 13. Society of Florida Archivists

President: Claire Cardina  
City of Tampa  
Archives & Records Service  
1104 East Twiggs St  
Tampa, FL 33602-3118  
(813) 223-8030

Sec/Treas: Richard Roberts  
Department of State  
Bureau of Archives & Records  
Management  
Mail Station 9A  
R.A. Gray Building  
Tallahassee, FL 32399-0250  
(904) 487-2073

*SFA Newsletter*  
Editor: Burt Altman  
Claude Pepper Library  
Florida State University  
Tallahassee, FL 32306

## 14. Society of Georgia Archivists

President: Phil Mooney  
Coca-Cola Company Archives  
Department  
P.O. Drawer 1734  
Atlanta, GA 30301  
(404) 676-3491

Treasurer: Ann Salter  
Atlanta History Center  
3101 Andrews Drive, N.W.  
Atlanta, GA 30355  
(404) 261-1837

*SGA Newsletter*  
Box 261  
Georgia State University  
Atlanta, GA 30303

## 15. Society of Indiana Archivists

President: F. Gerald Handfield  
State Archivist  
W472 Indiana Gov't Center South  
402 W. Washington  
Indianapolis, IN 46204  
(317) 232-3373

## **Society of Indiana Archivists - con't**

Sec/Treas: Thomas Krasean  
Indiana Historical Society  
315 W. Ohio Street  
Indianapolis, IN 46202  
(317) 232-3373

### *SIA Newsletter*

Editor: J. Thomas Brown  
University Archives  
Indiana State University  
Terre Haute, IN 47808

## **16. Conference of Intermountain Archivists**

President: John Lambom  
254 D - Street, Apt. 4  
Salt Lake City, UT 84103  
(801) 626-6540

Sec/Treas: Richard Davis  
1404 North 50 East  
Centerville, UT 84014  
(801) 240-3673

### *CIMA Newsletter*

Editor: Cherie Willis  
1527 Lincoln Street  
Salt Lake City, UT 84105

## **17. Kansas City Area Archivists**

President: Bob Knecht  
Manuscripts Department  
Historical Society Research Center  
120 W. 10th Avenue  
Topeka, KS 66612  
(913) 296-4793

Treasurer: Carol J. Dage  
Harry S. Truman Library  
223 N. Main St  
Independence, MO 64050  
(816) 254-2720

### *The Dusty Shelf*

Editor: Stan Ingersoll  
Nazarene Archives  
6401 The Paseo  
Kansas City, MO 64131

## **18. Kentucky Council on Archives**

Chair: Mary Winter  
Curator of Photographs  
Kentucky Historical Society  
P.O. Box H  
Frankfort, KY 40602  
(502) 564-3016

Treasurer: Jeffery Duss  
Public Records Division  
Kentucky Dept. for Library & Archives  
P O Box 537  
Frankfort, KY 40602  
(502) 875-7000

### *Kentucky Archivist*

Editor: Jeffery Duss  
Kentucky Dept. for Library & Archives  
Box 537  
Frankfort, KY 40602

## **19. Lake Ontario Archives Conference**

Chair: Bridget Bower  
College Archives  
953 Danby Road  
Ithaca, NY 14850  
(607) 274-3096

Treasurer: H. Thomas Hickerson  
Department of Manuscripts and  
University Archives  
101 Olin Library  
Cornell University  
Ithaca, NY 14853-5301  
(607) 255-3530

## **20. Library Council of Metropolitan Milwaukee Archives Committee**

Co-Chair: Sara Shutkin  
Alverno College  
3401 S. 39th Street  
P.O. Box 343922  
Milwaukee, WI 53234-3922  
(414) 382-6202

Co-Chair: Timothy Cary  
Archdiocese of Milwaukee  
3501 South Lake Drive - Chancery  
P.O. Box 07912  
Milwaukee, WI 53207-0912  
(414) 769-3407

## **21. Long Island Archives Conference**

President: Geri Soloman  
Axinn Library - Archives  
Hofstra University  
Hempstead, NY 11550  
(516) 463-5975

Treasurer: Peggy McMullen  
P.O. Box 305  
Centerport, NY 11721  
(718) 990-6717

### *LIAC Newsletter*

Editor: Richard Hammond  
St. John's University  
Grand Central and Utopia Parkways  
Jamaica, NY 11439

## **22. Louisiana Archives and Manuscripts Association**

President: Mary Linn Bandaries  
University Archivist  
Cammie G. Henry Research Center  
Northwestern State University Library  
Natchitoches, LA 71497  
(318) 357-4585

Treasurer: Collin B. Hamer, Jr.  
Head, Louisiana Div. & City Archives  
New Orleans Public Library  
219 Loyola Avenue  
New Orleans, LA 70140  
(504) 596-2614

*Louisiana Archives and Manuscripts  
Association Newsletter*  
Box 51213  
New Orleans, LA 70151-1213

## **23. Association of Manitoba Archivists**

President: Ken Reddig  
Provincial Archives of Manitoba  
200 Vaughan Street  
Winnipeg, Manitoba  
CANADA R3C 1T5  
(204) 945-1785

Treasurer: Elizabeth Blight  
Provincial Archives of Manitoba  
200 Vaughan Street  
Winnipeg, Manitoba  
CANADA R3C 1T5  
(204) 945-1267

## **24. Michigan Archival Association**

President: William H. Mulligan, Jr.  
636 Everett Street #1  
Negaunee, MI 49866  
(906) 475-7285

Treasurer: Mary Zimmeteh  
State Archives of Michigan  
717 W. Allegan  
Lansing, MI 48918  
(517) 373-1417

### *Open Entry*

Walter Reuther Library  
Wayne State University  
Detroit, MI 48202



**25. Mid-Atlantic Regional Archives Conference**

Chair: Karl J. Niederer  
3 Rivera Avenue  
Titusville, NJ 08560  
(609) 292-6260

Treasurer: Cynthia Swank  
106 W. Tulpehocken Street  
Philadelphia, PA 19144  
(215) 849-6187

*Mid-Atlantic Archivist*  
Editor: G. David Anderson  
University Archives  
Gelman Library  
George Washington University  
Washington, DC 20052

**26. Midwest Archives Conference**

President: Valerie Gerrard Browne  
724 Noyes Street #E-1  
Evanston, IL 60201  
(312) 508-2660

Sec/Treas: Kevin B. Leonard  
2341 Lincolnwood Drive  
Evanston, IL 60201  
(708) 491-3136

*MAC Newsletter*  
Editor: Rev. Thomas Rick  
Evangelical Lutheran Church in  
America - Archives  
8765 West Higgins Road  
Chicago, IL 60631-4198

**27. Society of Mississippi Archivists**

President: Mattie Sink  
Mississippi State University Library  
Special Collections Department  
P.O. Box 5408  
Mississippi State, MS 39762  
(601) 325-3060

Membership Contact: Carol West  
1025 Manship Street  
Jackson, MS 39202-0000  
(601) 944-1970

*The Primary Source*  
Editor: Suzanne F. Steel  
Blues Archive, Farley Hall  
University of Mississippi  
University, MS 38677

**28. Council of Archives of New Brunswick**

MailingAddress: Provincial Archives  
P.O. Box 6000  
Fredericton, New Brunswick  
CANADA E3B 5H1  
(506) 453-2122

President: Ronnie-Gilles LeBlanc

**29. New England Archivists**

President: Bruce P. Stark  
84 Beaver Brook Road  
Lyme, CT 06371  
(203) 432-4794

Treasurer: Philip B. Eppard  
SUNY at Albany  
School of Info. Science & Policy  
135 Western Avenue - 113 Draper  
Albany, NY 12222  
(518) 442-5110

*New England Archivists Newsletter*  
Massachusetts Archives  
220 Morrissey Boulevard  
Boston, MA 02125

**30. Association of New Foundland and Labrador Archivists**

President: Shelley Smith  
Provincial Archives of Newfoundland  
Colonial Building, Military Road  
St. John's, New Foundland  
CANADA A1C 2C9  
(709) 576-3065

**31. Greater New Orleans Archivists**

President: Sally Reeves  
Civil Courts Building  
New Orleans Notarial Archives  
421 Loyola Avenue  
New Orleans, LA 70112  
(504) 568-8577

Treasurer: Andy Simon  
Amistad Research Center  
Tulane University  
New Orleans, LA 70118  
(504) 865-5535

*Greater New Orleans Archivists Newsletter*  
Editor: Sally Reeves  
New Orleans Notarial Archives  
421 Loyola Avenue  
New Orleans, LA 70112

**32. Archivists Round Table of Metropolitan New York**

Chair: Leonora Gidlund  
New York City Municipal Archives  
31 Chambers Street  
New York, NY 10007  
(212) 566-1787

Treasurer: Jack Termine  
Medical Research Library of Brooklyn  
SUNY Health Science Center at  
Brooklyn  
450 Clarkson Avenue - Box 14  
Brooklyn, NY 11203-2098  
(718) 270-3780

**33. Society of North Carolina Archivists**

President: Sue Cody  
University of North Carolina at  
Wilmington  
William Randall Library  
Wilmington, NC 28403-3297  
(919) 395-3270

Treasurer: Mary Hollis Barnes  
North Carolina Dept. of Archives &  
History  
109 E. Jones Street  
Raleigh, NC 27601-2807  
(919) 733-3209

*North Carolina Archivist*  
Editor: Lana Taylor  
Randall Library  
601 S. College Road  
Wilmington, NC 28403-3297

**34. Northwest Archivists**

President: John Guido  
Washington State University  
Libraries  
Pullman, WA 99164-5610  
(509) 335-6272

Sec/Treas: Michael Harrell  
2440 SW 87th Avenue  
Portland, OR 97225  
(503) 292-4863

*Easy Access*  
Editor: Ken House  
Washington State Archives  
12th and Washington, EA-11  
Olympia, WA 98504

### 35. Council of Nova Scotia Archives

President: Patricia Townsend  
Arcadia University Archives  
Vaughan Memorial Library  
Wolfville, Nova Scotia  
CANADA B0P 1X0  
(902) 452-2201 ext. 412

Treasurer: Darlene Brine  
Public Archives of Nova Scotia  
6016 University Avenue  
Halifax, Nova Scotia  
CANADA B3H 1W4  
(902) 424-6055

### 36. Society of Ohio Archivists

President: Barbara Floyd  
Ward M. Canaday Center  
University of Toledo  
Toledo, OH 43606  
(419) 537-2170

Sec/Treas: Kenneth M. Grossi  
2895 Sherwood Road  
Columbus, OH 43209  
(614) 292-2409

*The Ohio Archivist*  
Editor: John Grabowski  
Western Reserve Historical Society  
10825 East Boulevard  
Cleveland, OH 44106

### 37. Oklahoma Conservation Congress

President: Bradford Koplowitz  
Western History Collections  
University of Oklahoma  
630 Parrington Oval - Rm 452  
Norman, OK 73019  
(405) 325-2713

Sec/Treas: Bill Pitts  
Oklahoma Historical Society  
2100 Lincoln Blvd  
Oklahoma City, OK 73105  
(405) 521-2491

### 38. Ontario Association of Archivists

President: Lutzen Riedstra  
Stratford-Perth Archives  
24 St. Andrew Street  
Stratford, Ontario  
CANADA N5A 1A3  
(513) 273-0399

Treasurer: Catherine MacLean  
80 Shepherd Avenue East  
Willowdale, Ontario  
CANADA M2N 6E8  
(416) 222-8282 ext. 2432

### 39. Eastern Ontario Archivists Association

President: Jim Burant  
Documentary Art & Photography Div  
National Archives of Canada  
395 Wellington Street  
Ottawa, Ontario  
CANADA K1A 0N3

### 40. Southwestern Ontario Archivists Association

President: Larry Kulisek  
c/o Municipal Archives  
Windsor Public Library  
850 Ouellette Avenue  
Windsor, Ontario  
CANADA N9A 4M9  
(519) 253-4232 ext. 2320

Treasurer: Joe Lafranhouise  
1477 Dufferin  
Windsor, Ontario  
CANADA N8X 3K3  
(519) 252-1502

### 41. Society of Rhode Island Archivists

Contact Person: Timothy Slavin  
Rhode Island State Archives  
343 Westminster Street  
Providence, RI 02903-3302  
(401) 277-2353

*I.E. Newsletter*  
Editor: Timothy Slavin  
Rhode Island State Archives  
343 Westminster Street  
Providence, RI 02903-3302  
(401) 277-2353

### 42. Archives Council of Prince Edward Island

President: Harry T. Holman  
Public Archives  
P.O. Box 1000  
Charlottetown, PEI  
CANADA C1A 7M4  
(902) 368-4227

Sec/Treas: Charlotte Stewart  
P.E.I. Museum & Heritage  
Foundation  
2 Kent Street  
Charlottetown, PEI  
CANADA C1A 1M6  
(902) 892-9127

### 43. Saskatchewan Council of Archives

President: Donald S. Richan  
Saskatchewan Archives Board  
University of Regina  
Regina, Saskatchewan  
CANADA S4S 0A2  
(306) 787-0293

Sec/Treas: Trevor Powell  
Diocese of Qu'Appelle Archives  
c/o Saskatchewan Archives Board  
University of Regina  
Regina, Saskatchewan  
CANADA S4S 0A2  
(306) 787-4066

### 44. Association of St. Louis Archivists

President: Steven P. Gietschier  
Sporting News  
P. O. Box 56  
St. Louis, MO 63166  
(314) 997-7111

Sec/Treas: Martha Riley  
Missouri Botanical Garden  
P O Box 299  
St. Louis, MO 63166  
(314) 577-5100

### 45. Seattle Area Archivists

Chair: Peggy Ann Hansen  
1551 Tenth Avenue East  
P.O. Box 12126  
Seattle, WA 98102  
(206) 325-4200

Treasurer: Eleanor Toews  
Seattle Public School Archives  
5950 Delridge Way, S.W.  
Seattle, WA 98106  
(206) 281-6564

### 46. Southeast Archives and Records Conference

Contact Person: Louis Manarin  
8304 Whistler Road  
Richmond, VA 23227  
(804) 786-5597



**47. Society of Southwest Archivists**

President: Edward C. Oetting  
Archives & Manuscripts  
Arizona State University  
Tempe, AZ 85287-1006  
(602) 965-3145

Treasurer: Cindy Martin  
Texas Tech University  
P.O. Box 4090  
Lubbock, TX 79409  
(806) 742-3749

*Southwestern Archivist*  
Editor: Leon C. Miller  
Howard-Tilton Library  
Tulane University  
New Orleans, Louisiana 70118-5682

**48. Tennessee Archivists**

President: Carol Roberts  
Tennessee State Library & Archives  
403 7th Avenue, North  
Nashville, TN 37219  
(615) 741-2997

Treasurer: David McWhirter  
Disciples of Christ Historical Society  
1101 19th Avenue, South  
Nashville, TN (615) 327-1444

*Tennessee Archivists Newsletter*  
Editor: Bill Sumners  
Sunday School Board, SBC  
E.C. Dargan Library, MSN 142  
127 9th Avenue, North  
Nashville, TN 37234

**49. The Toronto Area Archivists Group**

Chair: George Wharton  
c/o Metropolitan Toronto Archives &  
Records Centre  
255 Spadina Road  
Toronto, Ontario  
CANADA M5R 2V3  
(416) 392-3393

Treasurer: Jill Ten Cate  
c/o Canadian Imperial Bank of  
Commerce Archives  
Commerce Court North  
14th Floor, Commerce Court  
Toronto, Ontario  
CANADA M5L 1A2  
(416) 392-7965

**50. Twin Cities Archives Roundtable (TCART)**

President: Liz Holun Johnson  
Corporate Archives  
H. B. Fuller Company  
2400 Energy Park Drive  
St. Paul, MN 55108  
(612) 647-3673

Treasurer: Gene Janssen  
Augsburg Fortress  
Box 1209  
Minneapolis, MN 55440  
(612) 330-3404

*TCART Newsletter*  
Editor: Todd Daniels-Howell  
Provincial Archives  
Missionary Oblates of Mary Immaculate  
267 East 8th Street  
St. Paul, MN 55101

**51. Wisconsin Archivists Society**

Membership Person: J. Frank Cook  
University of Wisconsin at Madison  
B134 Memorial Library  
728 State Street  
Madison, WI 53706  
(608) 262-3290

**52. Archivists of Religious Institutions**

Chair: Brother Denis Sennett, S.A.  
Friars of Atonement  
Graymoor  
Garrison, NY 10524  
(914) 424-4254

Secretary: Sister Judith Campbell  
St. Dominic's Convent  
Blauvelt, NY 10913  
(914) 359-8062

**53. Association of Catholic Diocesan Archivists**

President: Father George C. Michalek  
Diocese of Lansing - Archives  
300 W. Ottawa Street  
Lansing, MI 48933  
(517) 342-2455

*Catholic Archives Newsletter*  
Editor: Elizabeth Yakel  
20 Huntington Circle  
Peekskill, NY 10566

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Society of American Archivists  
600 S. Federal, Suite 504  
Chicago, Illinois 60605  
(312) 922-0140 Fax (312) 347-1452

The information in this directory was obtained from a list of regional newsletter editors, courtesy of Donn C. Neal of the National Archives and Records Administration, and a list of regional archival organizations, courtesy of James E. Fogerty and JoAnne Griffith of the Minnesota Historical Society. Both lists were compiled in late 1991.



## Association of Canadian Archivists

September 11 - 16, 1992

Friday Sept. 11	Saturday Sept. 12	Sunday Sept. 13	Monday Sept. 14	Tuesday Sept. 15
	<u>8:30 am - 10:30 am</u> Breakfast with Keynote Speaker  <u>10:45 am - 12:15 pm</u> Concurrent Sessions	<u>8:30 am - 10:30 am</u> Baseball East vs. West (Continental)  <u>11 am - 12:30 pm</u> Concurrent Sessions	Workshops  Committees  Sections	Workshops  Committees  Sections
	<u>1:45 pm - 3:15 pm</u> Concurrent Sessions  <u>3:30 pm - 5:30 pm</u> Annual General Meeting	<u>1:45 pm - 4:30 pm</u> Joint Professional Session for AAQ / ACA / SAA	Workshops  Committees  Sections	Workshops  Committees  Sections
<u>7:30 pm</u> Registration Committees Sections	<u>6 pm - 8 pm</u> Joint Reception for AAQ / ACA / SAA	<u>6:30 pm</u> Banquet		

Association of Canadian Archivists ▼ P.O. Box 2596 - Station D ▼ Ottawa, Ontario  
K1P 5W6 Canada ▼ (613) 443-0251

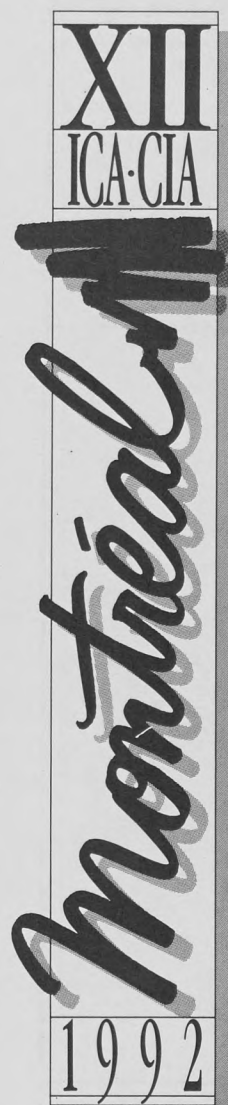
## Association des archivistes du Quebec

September 12 - 13, 1992

Saturday Sept. 12	Sunday Sept. 13
<u>8:30 am - 9:30 am</u> Registration  <u>9:30 am - Noon</u> Board of Directors Annual Meeting	<u>8:30 am - 10:30 am</u> Tours  <u>10:30 am - 1:30 pm</u> Reception for New President (Brunch and Lecture)
<u>Noon - 2 pm</u> Presidential Lunch Presidential Address and Awards Ceremony  <u>2 pm - 4:30 pm</u> Regular Sessions (concurrent)	<u>1:45 pm - 4:30 pm</u> Joint Professional Session for AAQ / ACA / SAA
<u>6 pm - 8 pm</u> Joint Reception for AAQ / ACA / SAA	

Association des archivistes du Quebec  
P.O. Box 423 ▼ Sillery, Quebec ▼ G1T 5W6 Canada





# International Congress on Archives

September 6 - 11, 1992

Sunday Sept. 6	Monday Sept. 7	Tuesday Sept. 8	Wednesday Sept. 9	Thursday Sept. 10	Friday Sept. 11
<u>9 am - 12 pm</u> Meetings of ICA Groups	<u>9 am - 10 am</u> Keynote Address  <u>10:15 am - 12:30 pm</u> Plenary Session (1st)	<u>8:30 am - 6 pm</u> Exhibits  <u>9 am - Noon</u> Plenary Session (2nd)	<u>6 am - 9 pm</u> Tours of archives services in Quebec City, Ottawa, and Montreal!  <u>8:30 am - 6 pm</u> Exhibits	<u>8:30 am - 6 pm</u> Exhibits  <u>9 am - Noon</u> Plenary Session (3rd)	<u>8:30 am - 6 pm</u> Exhibits  <u>9 am - Noon</u> Plenary Session (4th)
<u>5 pm - 8:30 pm</u> Official Opening	<u>1 pm</u> Opening of International Trade Show and Salon of Canadian Archives  <u>2:30 pm - 5 pm</u> ICA General Assembly (1st Session)	<u>1:30 pm - 5:30 pm</u> Meetings of ICA Groups  Tours of Archives services in Montreal  <u>4 pm - 6:30 pm</u> Opening of Archival Exhibition and Reception		<u>2 pm - 4 pm</u> ICA Forum  <u>4 pm - 6 pm</u> Meetings of ICA Groups	<u>3 pm - 4:30 pm</u> ICA General Assembly (2nd Session)  <u>5 pm - 5:30 pm</u> ICA Executive Committee Meeting
<u>7 pm - 8:30 pm</u> Reception  <u>8:30 pm - 11:30 pm</u> Dance	<u>6 pm - 8 pm</u> Opening of Archival Exhibition and Reception	<u>5:30 pm - 9:30 pm</u> Montreal Symphony Orchestra Concert		<u>7:30 pm</u> Reception	<u>5:30 pm - 7:30 pm</u> Closing Ceremonies

## Planning for Recertification

The ACA Board has approved the concept that both certification and recertification will be on a consistent five-year schedule. The Academy's recertification program therefore must be in place in the fall of 1992, or as close to that date as possible, to allow five years for the first group of Academy members to earn recertification. (See article concerning the timetable for recertification below.)

To develop this new program, a task force chaired by Linda Edgerly has been established to study options for recertification, to gather comments, and to propose a plan for approval and implementation by the ACA Board.

The Recertification Task Force met last September in Philadelphia, during the annual meeting of the Society of American Archivists, and developed a working plan to:

Assess opinion within the profession by gathering from ACA members and from others ideas and information concerning

options for recertification.

**Review** proposals and plans for recertification developed during formation of the initial certification plan.

**Investigate** requirements, procedures and costs of recertification programs of other professions.

**Prepare** a proposal for recertification of archivists for consideration by the ACA Board.

The timetable calls for a revised recertification plan to be in the hands of the ACA Board by Fall 1992 and to be approved and implemented as soon thereafter as possible.

ACA members and other interested archivists are invited to submit their comments to the Task Force at any time during the process.

Members of the Task Force are Linda Edgerly (chair), Roland Baumann, Megan Desnoyers, John Fleckner, Chris Haglund, and David Olson.

## Principles of Recertification

In its April 1991 meeting, the ACA Board discussed recertification and established certain principles for recertification of archivists.

The Board recognized that recertification is based on the concept that professional archivists must continue to learn and extend their skills, or inevitably fall behind. Thus, recertification is intended to ensure that every certified archivist continues to maintain a basic, journeyman level of competence irrespective of the time of initial certification. Recertification also has the corollary purpose of contributing to the definition, development, and standards of the archival profession.

Based on these concepts, the Board decided that recertification could be earned by providing evidence of professional growth and development in some combination with other contributions to the archival profession.

The Board also established that recertification would be at a level equivalent to that of initial certification. Thus an ACA member could choose the option of taking the examination current at the time of recertification as an alternative to any other form of recertification. The Board emphasized that a program for recertification must be easily understood and reasonable to administer, and must support a meaningful level of achievement.

The Board also established that certification and recertification would be placed on a consistent five year schedule and that fees for both would be comparable.

## Recertification Timetable

Certification initially was established for a period of eight years to allow for program start-up. In 1991, the Board of the Academy of Certified Archivists determined that a period of five years would be the appropriate duration for certification in view of the rapidly changing nature of the profession and the experience of other certifying bodies. The Board therefore decided that archivists who joined the Academy in 1992 or thereafter would be certified for a period of five years. At the same time the Board decided that recertification, which would be required in 1997 for the first group of ACA members, also would be for a period of five years.

Eventually certification and recertification will follow a consistent five year schedule.

The following table indicates the year recertification will be required for archivists certified in each of the program's first years:

Year of Initial Certification	Period of Certification	Year of Recertification
1989	8 years	1997
1990	8 years	1998
1991	8 years	1999
1992	5 years	1997
1993	5 years	1998



## ACA Committees and Task Forces

### EXAMINATION COMMITTEE: FINANCE COMMITTEE:

**Deborah Skaggs (Chair)**  
*Alabama Department of  
Archives and History*

**Eva Moseley**  
*Radcliffe College*

**Tim Ericson**  
*University of Wisconsin-  
Milwaukee*

**Nancy Sahli**  
*National Historical Publications  
and Records Commission*

**Tom Hickerson**  
*Cornell University*

**Daria D'Arienzo**  
*Amherst College*

**Bill Morrison**  
*University of Louisville*

**Jim Fogerty (Chair)**  
*Minnesota Historical Society*

**Elizabeth Adkins**  
*Kraft General Foods*

**Raimond Goerler**  
*Ohio State University*

#### Recertification Task Force:

**Linda Edgerly (Chair)**  
*Winthrop Group*

**Roland Baumann**  
*Oberlin College*

**Megan Desnoyers**  
*John F. Kennedy Library*

**Kristine Haglund**  
*Denver Museum of Natural  
History*

**Linda Henry**  
*National Archives*

**David Olson**  
*North Carolina Department of  
Archives and History*

### OUTREACH AND DEVELOP- MENT PLANNING TASK FORCE:

**Karen Benedict (Chair)**  
*Consultant*

**Ruth Kerns**  
*George Mason University*

**Leon Miller**  
*Tulane University*

**Fred Stielow**  
*Catholic University of American*

**Tom Wilsted**  
*University of Wyoming*

### ETHICS TASK FORCE:

**Nicholas C. Burckel (Chair)**  
*Washington University*

**Fynnette Eaton**  
*National Archives*

**Diane Vogt-O'Connor**  
*Smithsonian Institution*

## Certified Archivists Desirable

ACA is collecting documentation on the acceptance of certification within the archival profession and by the broader public. Please send copies of job descriptions, announcements, applications and surveys in which certification has been included as a question or factor in qualifications to:

Karen Jefferson  
ACA Secretariat  
600 S. Federal, Suite 504  
Chicago, Illinois 60605

## Share the Experience

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## Washington Beat

by Page Putnam Miller

### Freedom of Information Act

On November 7, Senator Patrick Leahy (D-VT) introduced with Senator Hank Brown (R-CO) a Freedom of Information bill that would, as Leahy stated, "bring FOIA into the computer age." S. 1940, titled the "Electronic Freedom of Information Improvement Act of 1991," addresses some of the technical questions concerning an FOIA search for information in an electronic format. This legislation also addresses the problem of delays and proposes that agencies retain half of the FOIA fees they collect if they comply with the statutory time limits.

In a separate bill, S. 1939, introduced the same day by Senator Leahy, there are provisions to make more information available to the American public by tightening the exemptions for national security and law enforcement and by applying the FOIA to the legislative branch and the president. The risk in not extending the scope of the FOIA, stated Leahy, "is that the American people will lose faith in their government—that the public will become more disdainful and ultimately indifferent to a democratic system that will wither without their participation." This legislation also clarifies the definition of "commercial requester" for purposes of the fee structure and states that "records requested in connection with publication or other media through which information is disseminated shall not be considered records requested for commercial use." There will probably be hearings on these bills in the spring.

### Fair Use of Unpublished Copyrighted Material

Although the Senate passed S.1035, a bill that would clarify the fair use of unpublished material, on September 27, the House failed to consider this legislation prior to the adjournment of the first session of the 102nd Congress. Representative William J. Hughes, who chairs the House Subcommittee on Intellectual Property and Judicial Administration, which has jurisdiction over copyright issues, has indicated that he will take up the measure in February. However, he has also expressed interest in language that is slightly different from the Senate bill. Since it took almost a year for the various parties involved to agree on the Senate wording, we hope new wording will not prolong the effort to clarify this issue.

On the judicial front, the United States Court of Appeals for the Second Circuit upheld in late November the right of a biographer, Margaret Walker, to use limited segments from the unpublished letters of author Richard Wright. The court reviewed Walker's use of excerpts from Wright's published letters and diaries in light of each of the four legal tests set forth in the copyright law for the fair use of copyrighted material—the purpose and character of the use, the nature of the copyrighted work, the amount and substantiality of the portion used, and the effect of the use on the potential market value of the copyrighted work. On each point, the court determined that "the defendants' use of Wright's works is fair."

Unfortunately the key points that emerged from this decision are somewhat ambiguous. The court upheld the biographer's fair use because the portions quoted were "short and insignificant." Expanding on this point the court stated: "The biography's use

of Wright's expressive works is modest and serves either to illustrate factual points or to establish Dr. Walker's relationship with the author, not to 'enliven' her prose." The court referred back to the Salinger decision in which it held that unpublished works "normally enjoy complete protection against copying any protected expression" and the Harper and Row case which stated that "under ordinary circumstances, the author's right to control the first public appearance of his undissemated expression will outweigh a claim of fair use." But the court asserted that the "neither Salinger, Harper and Row, nor any other case, however, erected a per se rule regarding unpublished works." And thus concluded that "The fair use test remains a totality inquiry, tailored to the particular facts of each case."

While this latest decision of the Second Circuit Court of Appeals offers some support for the canons of scholarly research which require responsible biographers and historians to draw upon and quote from unpublished primary source material, the decision will not end the "chilling effect" of earlier cases. In this decision the court continued to emphasize the problems associated with the unpublished nature of the letters and to stress that only very insignificant portions had been quoted. Scholars, authors, and publishers are thus still seeking passage of legislation that would clarify the fair use of unpublished material.

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## Education Notes

by Jane Kenamore

### Spring Workshop Schedule

#### Understanding the USMARC Format for Archival and Manuscripts Control

February 20-21, 1992, at The Huntington Library, San Marino, California; co-sponsored by The Huntington Library. This workshop is designed to provide participants with an understanding of the structure and use of the USMARC format for archival and manuscripts control, the standard for structuring cataloging data, so that the data can be exchanged between automated systems. Participants should have a basic knowledge of the archival principles of arrangement and description. Computer skills will not be taught, but an understanding of automated capabilities is desirable.

Instructors will be Debbie Pendleton of the Alabama Department of Archives and History and Marion Matters, a consultant.

#### The Media is the Message: Public Relations for Archivists

March 12, 1992, in Pinehurst, North Carolina; co-sponsored by the Society of North Carolina Archivists. An effective public relations program brings users, donors, and funding to the archival repository. Using advance readings, case studies, lecture, and discussion, the instructor will present ways to develop an effective public relations program: managing public relations as part of your institutional goals; turning daily events into public relations opportunities; planning outreach activities that fit institutional and staff resources; choosing and implementing the best approaches to publicity in the print, visual, and sound media; working with a public relations consultant; and dealing with bad news.

The instructor will be Julie Bressor of Shelburne Farms, Vermont.

This workshop will be held in conjunction with the annual meeting of the Society of North Carolina Archivists. The theme of the meeting will be documenting popular culture in North Carolina.

#### Donor Relations

March 14, 1992, Tempe, Arizona; co-sponsored by the Coordinating Committee for the History of Arizona.

All manuscript repositories depend on donors for the bulk of their holdings. This workshop will focus on developing a strategy in dealing with potential donors (importance of having a collecting policy in place, marketing and promoting your repository, identifying donors, solicitation, and negotiation), the ethics of collecting, legal restrictions, and when and how to say "no" to unsolicited material.

The instructor will be David Murrah of Texas Tech University.

#### Management for Archivists

March 20-21, 1992, Vancouver, British Columbia; co-sponsored by the Archives Association of British Columbia. At some time in their careers, most archivists become managers—ready, willing, or not. This workshop presents an overview of management concepts and an application of management methods and techniques to the archival profession. Subjects include the management process, human resources management, planning, and promoting the archives to external audiences.

The instructor will be William Nolte of the National Intelligence Council.

#### Collection Policies

March 27, 1992, Jimmy Carter Library, Atlanta, Georgia; co-sponsored by the Georgia Archives Institute. Collecting policies are essential to all archival and manuscripts programs. Using advance readings, lecture, discussion, and case studies, this workshop will assist participants to formulate, write, implement, and evaluate collecting policies for their programs. Participants will also consider the role of deaccessioning, cooperative collecting, and documentation strategies.

The instructor will be Faye Phillips of Louisiana State University.

#### Preservation Management

April 1, 1992, Gainesville, Florida; co-sponsored by the Society of Florida Archivists. This one-day workshop will include an overview of preservation problems and treatment options that range from prevention to holdings maintenance to remedial treatments, along with ways in

which a preservation consciousness may be translated to an institutional program.

The instructor will be Hilary Kaplan of the Georgia Department of Archives and History.

The workshop will be held in conjunction with the annual meeting of the Society of Florida Archivists, which will focus on other aspects of preservation, including disaster preparedness and assessment of preservation needs.

#### Archives: An Introduction

April 6-7, 1992, Pittsburgh, Pennsylvania; co-sponsored by the Society of American Archaeology. This workshop is designed for those who currently have responsibility for archival or curatorial records, but who have little or no training in archival work. The course will provide an overview of archival theory and practice that will provide the foundation for additional reading and coursework. Subjects will include archival terminology; accessioning and appraisal; arrangement and description; reference and access; copyright; ethics; and standards.

The instructors will be Julia Marks Young of the Superconducting Supercollider Laboratory and Frank Boles of Central Michigan University.

#### Advanced Management: Personnel

April 25, 1992, Winnipeg, Manitoba; co-sponsored by the Association of Manitoba Archivists. This advanced seminar—a follow-up to "Management for Archivists"—focuses only on personnel issues. Subjects will include recent trends in human resources management, managing employees during times of change, managing the troubled employee, training and development, and management styles of the institutions represented among the registrants.

The instructor will be William Nolte of the National Intelligence Council.

#### Advanced Management: Personnel

May 7, 1992, Pittsburgh, Pennsylvania; co-sponsored by the Mid-Atlantic Regional Archives Conference.

The instructor will be William Nolte.



### Public Relations for Archivists

May 7, 1992, Pittsburgh, Pennsylvania; co-sponsored by MARAC. The instructor will be Julie Bressor. "Advanced Management: Personnel" and "Public Relations for Archivists" will be held in conjunction with the spring meeting of MARAC. The theme of the meeting will be "Pushing out along new Lines: Educating Archivists for the 21st Century" and will include a plenary address by Luciana Duranti of the University of British Columbia.

### Advanced Appraisal

May 18-19, 1992, Chicago, Illinois; co-sponsored by the Midwest Archives Conference (MAC). This workshop is designed to help archivists with appraisal experience review their practices and gain new insights into components of the appraisal process. Using the publication *Archival Appraisal* by Frank Boles (New York: Neal Schuman, 1991) as background reading, the instructor will review the appraisal process and ask participants to rate the importance of each part of the process in their own archives. The instructor will also offer participants an opportunity to apply what they have learned to the appraisal of a specific set of records. The registration fee will include a copy of *Archival Appraisal*.

The instructor will be Frank Boles of Central Michigan University.

### Ethics

May 19, 1992, Chicago, Illinois; co-sponsored by MAC. What is ethics? Why is ethics essential for people in information-related fields? In response to these questions, the SAA Council in 1980 adopted a Code of Ethics and Commentary that has provided the basis for institutional policies regarding collecting, relations with donors, appraisal, arrangement and description, access and use, information about researchers, research by archivists, relations with other institutions, and professional activities. Currently, the Code is under revision, and a new version is scheduled to go to Council in winter, 1992. Participants will study major provisions of the proposed Code and relate the

concepts to ethics in society at large, as well as to archival issues.

The instructor will be Bruce Stark of Yale University.

The "Ethics" and "Advanced Appraisal" workshops will be held in conjunction with the 20th anniversary meeting of MAC on May 19-21, 1992, in Chicago. Twenty program sessions in four concurrent blocks will emphasize collecting issues, public service, and the latest developments in optical disk and CD-ROM technology.

### Call for 1993 Preconference Workshop Proposals

SAA members interested in proposing a preconference workshop to be held in conjunction with the 1993 Annual Meeting in New Orleans should submit a proposal to the SAA Education Office by May 15, 1992. Proposals should contain the following elements:

- Title;
- Length of workshop (one or two days);
- Name of section or roundtable proposing workshop, if any;
- A paragraph description of workshop;
- Workshop goals;
- Intended audience (include level of experience and/or training participants should have to take the workshop);
- Detailed outline of topics to be covered and teaching techniques to be used (lecture, discussion, case studies). This can be in the form of a daily schedule;
- List of advance readings (can be single booklength publication or compilation of articles totaling not more than 75 pages);
- Case studies ;
- Audiovisual needs;
- Names and vitas of proposed instructors;
- Budget (including any travel, per diem, or honoraria requested; photocopying of handouts).

The Education Office will submit the proposals to members of the Education Office Advisory Board for review over the summer, and the proposals will be discussed at the EOAB meeting in Montreal.

If you have questions regarding any of the components of the proposals; if you would like to see a sample proposal; or if

you want to discuss possible ideas, please contact Jane Kenamore at (312) 922-0140.

### CEPD Update

Under the leadership of Bonnie Hardwick, chair, the Committee on Education and Professional Development has completed preliminary steps toward the development of new SAA Graduate Archival Education Guidelines. Following an in-depth discussion on the purposes for the new guidelines at the September meeting, the Committee voted to approve the following statements:

a. The appropriate degree for entry into the archival profession is a master's degree in archival studies. Although usually and advisedly located within a larger academic department, such as a graduate school of library or information science, or a history department, the archival studies program needs to result in a separate degree. This may, however, be a joint degree.

b. The committee will write revised graduate archival education guidelines using the Association of Canadian Archivists guidelines as the conceptual framework and incorporating elements of both the SAA 1988 Graduate Archival Education Guidelines and a mission-oriented model.

Since the September meeting, Hardwick has submitted the process for adopting the new SAA Guidelines to the Standards Board. CEPD members are currently completing individual assignments pertaining to the following sections of the guidelines: the introduction; conceptual framework; mission, goals, and objectives; infrastructure; and knowledge areas. Section drafts will be distributed to the entire committee in January for review and revision, and the Committee will consider the revised drafts at its meeting on March 28-29. The committee will prepare a preliminary draft for the Standards Board in May and prepare a final draft for the Standards Board in October. If all goes according to schedule, the new guidelines will be presented to Council in January 1992, and, if approved, will be published in spring 1992. For more information on the proposed guidelines, contact Bonnie Hardwick at (510) 643-8153.



## Standards Board

by Victoria Irons Walch

### The New Standards Development Process in SAA

Standards are playing an increasingly important role in all aspects of professional archival activity and SAA as an organization is responding in several ways. First, it is formalizing its own internal procedures for developing and reviewing documents that will be approved as SAA standards. Second, it is preparing mechanisms to ensure that requests for review of standards coming from other organizations receive appropriate attention and responses. Third, it is properly assuming its responsibilities as an archival advocate in the development of standards outside SAA.

The SAA Standards Board was created by Council in 1990 to oversee the process of developing, implementing, and reviewing standards within SAA. The Board is also responsible for providing effective interaction with other standards-developing organizations whose work affects archival practice.

The entire purpose of a sound standards program, such as the one now being established in SAA by the Standards Board, is to ensure that any document approved and promulgated as "standard" of the Society has indeed achieved substantial acceptance and approval. Consensus on a specific standard may not always equate with unanimous and unqualified approval by all concerned. But the new procedures require that all concerned parties either have the opportunity to participate in developing a standard or are able to review and suggest changes to the document in an appropriate and systematic manner.

These procedures have evolved from an extensive analysis of standards development in other national and international organizations and are similar to those already in place in several closely

allied professional associations, including the American Library Association, the Association of Records Managers and Administrators, and the Association for Information and Image Management.

The principal role of the Standards Board will be to ensure that all necessary steps have been taken to achieve consensus. As such, the Board will be primarily concerned with *process*. The responsibility for the *content* of the standards will rest with the group that is developing or revising the document. This may be an existing subgroup within SAA or one that is created on an ad hoc basis specifically to develop the standard in question. Final *approval* of a document as an SAA standard will rest with SAA Council. Finally, once the standard is approved, it is crucial that an ongoing subgroup in the Society is assigned *maintenance* responsibilities so that the document can be promulgated widely, monitored in its application, and revised when necessary.

Any SAA subgroup wishing to initiate a standards development project should request a "Proposal for an SAA Standards Project" form from the SAA office or the Standards Board chair (currently Vicki Walch). These may include the development of a new SAA standard, the review and approval of an existing document as an SAA standard, or the review of an existing SAA standard leading to its reaffirmation, revision, or rescission.

"An Introduction to the Development and Review of Standards in SAA" will be mailed shortly to all subgroup chairs or can be requested from the SAA office. It contains more detailed information about the steps necessary for developing standards and the content of the documentation that must be prepared during the development process.

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### In the next issue:

"How SAA Will Review Standards  
Developed by Other Organizations"

On January 1, 1992, SAA took a major step toward bringing archivists into full participation in the development of national standards that affect many aspects of our work when it became a full voting member of the National Information Standards Organization (NISO). SAA's voting representative and alternate (see page 10) will coordinate SAA's work with NISO but they will be calling on many SAA members to participate in the review of several key NISO standards now under development, including those on environmental conditions for the storage and exhibition of archival materials, the exchange of bibliographic data, thesaurus construction, and paper permanence. In addition, SAA regularly receives standards from the American Library Association, the Association for Information and Image Management, and closely allied organizations for review and/or endorsement.

In the March *SAA Newsletter*, we will explain how the Standards Board and SAA's various representatives to these groups handle the process of reviewing and responding to externally developed standards on behalf of SAA.

## Standards Activity Report (as of 12/1/91)

### SAA STANDARDS DEVELOPMENT PROJECTS

- *SAA Principles of Institutional Evaluation*

The Committee on Institutional Evaluation and Development (CIED) prepared a slightly revised version of the original 1982 "Principles" and submitted them to the Standards Board (SB) for consideration as an SAA standard.

Standards Board action: SB returned the document to CIED last August and requested the preparation of additional information about the development and proposed application of the standard prior to its distribution for review.

For additional information, contact Thomas Wilsted, chair, CIED, University of Wyoming, American Heritage Center, P.O. Box 3924, Laramie, Wyoming 82071.

- *Guidelines for the Development of a Master's Degree in Archival Studies*

The Committee on Education and Professional Development (CEPD) has filed a proposal to initiate a standards development project for these guidelines.

Standards Board action: Pending.

For additional information, contact Bonnie Hardwick, chair, CEPD, The Bancroft Library, University of California, Berkeley, California 94720, (510) 643-8153.

### RECEIVED BY SAA FROM OTHER ORGANIZATIONS

- *ALA/SAA Joint Statement on Access*

Received from the ALA/SAA Joint Committee on Archives and Library Relationships for SAA approval.

Standards Board action: SB directed the SAA representatives on the Joint Committee to circulate the statement to SAA subgroups (all sections, all roundtables, selected committees) for review.

To obtain a copy, send a self-addressed, legal-sized envelope and \$3 for handling to the SAA office.

For additional information or to comment on the document, contact Richard Cox, SAA Chair, ALA/SAA Joint Committee, University of Pittsburgh, School of Library & Information Science, Pittsburgh, Pennsylvania 15260.

- *Guidelines Regarding Thefts in Libraries*
- *Guidelines for Borrowing Special Collections Materials for Exhibition*
- *ACRL Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections*

Received from the Rare Books and Manuscripts Section, Association of College and Research Libraries, American Library Association for possible SAA endorsement.

Standards Board action: On November 7, SB sent formal requests to three sections (Preservation, College and University, and Reference) and to the authors of the forthcoming security

manual for review and comments. Other groups or individuals are welcome to submit comments by March 1, 1992.

To obtain a copy, all three statements have been published in *C&RL News* (March 1988, May 1990, and March 1990, respectively).

For additional information or to comment on the document, contact Judith Fortson (the Standards Board member who is coordinating the review), Hoover Institution, Stanford, California 94305-6010, (415) 723-3166.

- *Guidelines on the Selection of General Collections Materials for Transfer to Special Collections*

Received from the Rare Books and Manuscripts Section, Association of College and Research Libraries, American Library Association for possible SAA endorsement.

Standards Board action: SB notified RBMS that it had declined to review the document for endorsement because it falls outside SAA's primary scope of interest.

Does your group have a standard under development or is it considering starting such a project? To obtain further information on how to make it an official SAA standards development project, contact Vicki Walch, SB Chair, 65 N. Westminister Street, Iowa City, Iowa 52245.



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## News Clips

### Electronic Records Report from NHPRC

Gerald W. George, executive director of the National Historical Publications and Records Commission, recently announced the release of a report on "Research Issues in Electronic Records." The 37-page report is based on the results of a meeting held in Washington, D.C., last year to determine a national agenda for research in the archival management of electronic records.

The report calls on the NHPRC and others to support research to address the following 10 issues: (1) How can electronic records be managed to meet archival requirements? (2) Can affordable, feasible guidelines be developed for saving a range of kinds of information produced electronically? (3) How can information accessible on particular computer systems be saved and used as such systems are replaced?

The report recommends that those three questions have priority for research. Progress on them will be needed as a basis for sound approaches to the remaining seven, which in essence are as follows: (4) How can systems that serve as directories to electronically available information be used to help records managers meet archival requirements? (5) Are any current developers of major electronic records systems considering archival needs? (6) Can model policies be established to guide developers of electronic records programs in providing for archival needs? (7) How can electronic records programs be evaluated? (8) How can creators and users of electronic records be encouraged to support programs for managing such records? (9) What barriers inhibit

archivists from setting up electronic records programs? (10) What kind of training about electronic records do archivists need?

For a copy of the report, contact Lisa Weber, NHPRC, National Archives Building, Room 607, Washington, D.C. 20408.

### NHPRC Grants

The National Historical Publications and Records Commission met in November and recommended 49 grants totalling \$2,308,862, for twenty-four projects for documentary editions, eight projects for historical records programs, and subvention grants to help defray publications costs for fifteen documentary editions. In addition, the Commission awarded two \$42,500 (including \$500 for interviews) fellowships in archival administration to the University of Wyoming, American Heritage Center, and the State Historical Society of Wisconsin, Archives and Research Services Division.

Application materials for all Commission grants, including fellowships, may be requested by phone or by mail: NHPRC - NP, National Archives Building, Washington, D.C. 20408, Publications: (202) 501-5605; or Records: (202) 501-5610.

### Society for History in Federal Government Awards

The Society for History in the Federal Government invites submissions for four awards that recognize outstanding contributions to the history of the federal government: the Thomas Jefferson Prize for a research aid, inventory, index, biographical directory, or bibliography; the Henry Adams Prize for a book-length narrative history, edited collection of essays, or other published historical work of comparable scope; the James Madison Prize for a published article; and the John Wesley Powell Prize for historic preservation techniques or projects dealing with historical records, artifacts, buildings, or sites, done on behalf of the federal government. Submission deadline is February 1, 1992. Contact David M. Pemberton, SHFG Awards Committee, 6306 Inwood Street, Cheverly, Maryland 20785, (301) 763-7936.

### NARA Preservation Conference

The National Archives 7th Annual Preservation Conference on "Designing for Preservation: Choosing Archival Storage Modules and Fire Protection," will be held March 17, 1992, at the National Archives Building in Washington, D.C. For more information, contact the conference coordinator at (202) 501-5540.

### APPM Seminar

The Graduate School of Library and Information Science at the University of Texas at Austin is sponsoring a two-day seminar, "APPM and Archival Cataloging: A Workshop and Practical Application of *Archives, Personal Papers, and Manuscripts*, 2nd Edition," on March 12-13, 1992, at the Guest Quarters Suites Hotel in Austin, Texas. Steven Hensen, author of *APPM*, is the speaker. Limited registration. The fee is \$250 by February 10 and \$275 after that date. Lunches and handout material are included. However, all registrants must bring their own copy of *Archives, Personal Papers and Manuscripts*. This publication is available from the Society of American Archivists; \$19 for SAA members, \$26 for nonmembers, plus postage and handling. Contact SAA at (312) 922-0140. For information about the seminar, contact David Terry or Mrs. Mel Boggins at (512) 471-8806.

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## Fellowships, Institutes, and Grants

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

The Fifth New England Museum Association and Old Sturbridge Village Museum Archives Institute will be held at Old Sturbridge Village on April 10-11, 1992. The Institute has been expanded into a two-day program so as to allow for a more concentrated and in-depth approach to the topics. Participants may join the program either day. The sessions are designed for the beginner and include such topics as records management, appraisal, arrangement and description, reference and access, legal issues, preservation, management, oral history, automation, fund raising, exhibits, photographs, and outreach. Both the basic and special topic programs are two days with a limited registration and a fee of \$90 each.

For information call Theresa Rini Percy, Director of Research Library, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, Massachusetts 01566, (508) 347-3362.

### Western Archives Institute

The Western Archives Institute will be held at the Clark Kerr Conference Center on the campus of the University of California - Berkeley, June 7-19, 1992. The institute, which is sponsored by the Society of California Archivists and the California State Archives, is designed to offer an introduction to modern archival theory and practice for a variety of participants, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those already in the profession who want to update and renew their archival knowledge, and those who wish to explore the possibility of an archival career. The 1992 program will feature Terry Eastwood of the University of British Columbia's School of Library, Archival, and Information Studies. Sessions will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, acquisition, preservation administration, reference and access, automation, outreach, and several practica.

Tuition for the program is \$450 and includes a selection of archival publications. Housing and meal plans are available at Berkeley's Clark Kerr Campus for additional charges. The application deadline is April 1, 1992. For additional information and an application form, contact Nancy Zimmelman, Administrator, Western Archives Institute, 1020 "O" Street, Room 130, Sacramento, California 95814, (916) 653-0126.

### J. Paul Getty Senior Fellowship

The Art Conservation Department of Buffalo State College is pleased to announce the availability of a Getty Senior Fellowship for the period beginning August 1992 through June 1993. The fellowship will enable an established conservator, conservation specialist, or allied professional (such as a curator or an art historian) to join the department for a minimum period of four months. During the tenure of the fellowship, the fellow will be expected to carry out a special project and/or research that is of significance to the conservation profession. The fellow will also be encouraged to be involved in the department's instructional program. This involvement could be through contributing to seminar classes, giving lectures, demonstrating conservation techniques and methods in the studio/laboratory, and assisting students in an experimental project or other research effort.

Individuals interested in applying for the fellowship should send

the following initial application material to the department director by February 15, 1992: a current resume; a proposal outlining the activities in which the applicant would like to be involved during the fellowship and stating the starting date and length of the fellowship. The department faculty will review the initial applications in March and will respond to each applicant by April 1, 1992. The fellowship award will be \$2,500 per month with an additional \$2,000 available for travel related to the project. The awardee is to pay all of his/her costs, including travel and accommodation expenses. For further information, contact: Buffalo State College, Art Conservation Department, Rockwell Hall 230, Buffalo, New York 14222-1095, (716) 878-5025.

### American Heritage Center Travel Grant

The American Heritage Center at the University of Wyoming is offering five travel grants to be used by scholars during 1992. The grants are for \$500 each and provide support for travel, food, and lodging to carry out research using the American Heritage Center's collections. Subject areas include: Wyoming, the American West, transportation, conservation, water resources, and the performing arts. For further information and an application form, contact: The American Heritage Center, University of Wyoming, P.O. Box 3924, Laramie, Wyoming 82071. Application deadline is: April 15, 1992. For further information contact: Dr. Michael Devine, Director, American Heritage Center, (307) 766-4114.



### AN INTRODUCTION TO ARCHIVAL ADMINISTRATION

JUNE 15-26, 1992

ATLANTA, GEORGIA

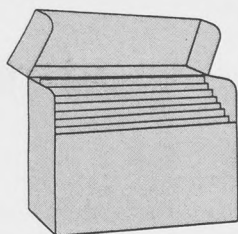
Tuition is \$400. Enrollment is limited and the deadline for receipt of application and resume is April 1, 1992. For more information and application, write:

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## 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

*College of American Pathologists  
Northfield, Illinois*

The College of American Pathologists (CAP) a major medical association, is seeking an archivist with three years experience and familiarity with records retention technology to assist and develop and manage CAP archives. A master's degree in public history, liberal arts, or related field preferred. **Responsibilities:** The major responsibilities in this position will be to develop recommendations regarding procedures and resources for the development of an archives of CAP programs and activities; overseeing sorting and proper disposition of materials; serving as key staff resource for members and staff regarding the history and development of CAP policy, programs, etc.; and making recommendations as to adherence and administration of records retention procedures. We offer a competitive salary and benefits, and a pleasant non-smoking environment. Please submit a resume with salary history to: Human Resources, College of American Pathologists, 325 Waukegan Road, Northfield, Illinois 60093. (No phone calls please).

### RHODE ISLAND STATE ARCHIVES

*Providence, Rhode Island*

Two (2) positions available for NHPRC-funded Rhode Island Local Government Records Program.

#### LOCAL GOVERNMENT RECORDS COORDINATOR

Reports to the Project Director

**Responsibilities:** Assists in the planning, design, and implementation of the training program for municipal officials; develops and implements advisory and technical services offered to local governments by the state archives; has primary responsibility for the drafting of retention schedules.

**Qualifications:** MA degree in history, library science or related field; formal course work and training in archives and records management; and/or three to five years professional experience in archives or records management operations. Experience in the field of local government records desirable. **Salary:** This position is a two-year, NHPRC-funded position. Position may be retained at conclusion of grant period. \$24,864 to \$26,525 with full benefits.

#### LOCAL GOVERNMENT RECORDS ANALYST

**Responsibilities:** Assists the Project Director and Local Government Records Coordinator in the planning, design, and maintenance of advisory and technical services offered by the state archives to local governments. Assists in the drafting of retention schedules and preservation plans. Assists the coordinator in conducting on-site visits and consultations.

**Qualifications:** BA degree and at least two years direct experience in an archives or records management operation. **Salary:** This position is a one-year, NHPRC-funded position. Position may be retained at conclusion of grant period. \$19,000 with full benefits.

Send letter of application, resume, and names, addresses, and phone numbers of three references to: Office of the Secretary of State, Rhode Island State Archives and Public Records Administration, 337 Westminster Street, Providence, Rhode Island 02903 Attn: Local Government Records Program.

### ARCHIVIST

*Woman's Missionary Union, SBC  
Birmingham, Alabama*

**Responsibilities:** Under direction of Library Services Group Manager, the archivist will manage the archives program of the national headquarters; appraise, collect, preserve, and make available archival records; provide technical services; provide reference and research services, training, and consultational services about WMU archives; and prepare finding aids. **Qualifications Required:**

Graduate degree in a related field. Knowledge of and previous work experience with Southern Baptist denomination and history. Familiarity with Woman's Missionary Union. **Qualifications Preferred:** Minimum of two years work experience in an archival repository. **Salary:** Competitive with excellent benefits (including relocation). Send resume along with letter of application to Joyce Peters, Human Resources Specialist, Woman's Missionary Union, P.O. Box 830010, Birmingham, Alabama 35283-0010.

### UNIVERSITY ARCHIVIST

*East Carolina University  
Greenville, North Carolina*

**Responsibilities:** Will administer a highly automated archives and records management program, direct day-by-day operations of university archives and records center. Duties include implementation of retention and disposition schedules and responsibility for transfer of records, arrangement, preparation of inventories, outreach, reference service, and records management. Reports to coordinator of special collections. **Qualifications:** MA in history with archival certification desirable; professional archival training, computer knowledge, supervisory skills, demonstrated skills in written and oral communications, and at least five years of experience in archives administration required. Ability to deal effectively with the public is important. **Salary:** Minimum of \$31,000 depending on professional experience and qualifications; administrative appointment with state benefits. East Carolina University has over 16,500 students in its College of Arts & Sciences and ten professional schools, including a school of medicine. It is a constituent institution of the University of North Carolina system. Screening of applications will begin March 1992 and continue until the position is filled. Send letter of application, and resume, copies of transcripts, and names of three current references to: University Archivist Search Committee, Mrs. Pat Elks, Administrative Assistant, Joyner Library, East Carolina University, Greenville, North Carolina 27858-4353. Official transcripts from each college or university attended will be required prior to any offer of employment. Applicants must comply with the Immigration Reform and Control Act.

### MANUSCRIPTS LIBRARIAN/ARCHIVIST

*University of California-San Diego  
La Jolla, California*

**Responsibilities:** Under the general guidance of the Head of Special Collections, has responsibility for the appraisal, accessioning, arrangement, description, and processing of all manuscript and archival materials. Assists department head with manuscript collection development and preparation of grant proposals to support the manuscript collections. Gathers and organizes non-current records of UCSD. Participates in departmental

reference services and provides specialized reference service for manuscripts and archives. Supervises a unit that currently includes two FTE paraprofessionals and four students. Participates in the development of automated processes for the organization of, intellectual access to, and retrieval of manuscript holdings, including the development of effective guides and machine-readable files that describe the collections. Participates in the development and implementation of departmental policies and procedures. During the first two years of this appointment, incumbent will help supervise the staff hired on a Department of Education Title IIC grant to process the papers of nine scientists. **Qualifications:** MLS degree, or equivalent training in archival management. Must have thorough knowledge of archival theory and practice, plus knowledge of methods of historical research. Minimum three years experience in manuscript/archival processing in special collections/archives facility. Excellent written and oral communication skills essential. Familiarity with AMC and other computer-based applications to processing are required. Supervisory experience as manuscripts librarian/curator or archivist is highly desirable. Appointment at the associate level requires extensive curatorial or processing experience. UCSD librarians are expected to participate in librarywide planning and be active professionally. Closing date: February 28, 1992. To apply send resume, cover letter, and list of three references to: University of California, San Diego, Janet Tait, Academic Personnel Coordinator, Library Personnel Office, 0175H-7, 9500 Gilman Drive, La Jolla, California 92093-0175.

## ARCHIVIST

*Howard Hughes Medical Institute  
Bethesda, Maryland*

**Responsibilities:** Archivist to work part-time under contract to help establish and operate archives for philanthropy that supports biomedical research and education nationwide. Will work with records administrator in all facets of archives program. Activities include: appraisal, inventory, process, and prepare finding aids for institutional records including photographs; develop procedures; coordinate microfilming projects. **Qualifications:** MA/MLS preferred; archival training and broad-based experience required. Fee and hours negotiable. Contact: Jeannine Mark, Howard Hughes Medical Institute, 6701 Rockledge Drive, Bethesda, Maryland 20817, (301) 571-0523.

## HEAD

**COLLECTION MANAGEMENT BUREAU**  
*Archives Division*

*State Historical Society of Wisconsin*

**Responsibilities:** This position is responsible for collection management functions in one of the largest and best-known repositories of public records and private manuscripts in the United States. Incumbent will supervise a staff of seven professional archivists and approximately thirty part-time employees. Duties include direction of work in areas of arrangement and description, bib-

liographic data base management, accessioning and physical control, and public records appraisal. Incumbent will also participate in development of program objectives and priorities for the archives division as a whole, and grantsmanship, as well as serve as the assistant division administrator in the absence of the state archivist. **Qualifications:** Ph.D., MA and/or MLS in U.S. history, archives administration, or a closely related field; five years experience as a supervisor, including supervision of professional staff; knowledge/experience with government records and recordkeeping practices; knowledge/experience with electronic records strongly preferred; knowledge of U.S. and Wisconsin history; well-developed and proven written and oral communication skills, evidenced by publications and professional presentations. **Salary:** \$35,994 to \$44,782, based on qualifications, plus comprehensive benefits package: one-year probationary period: hourly increase of \$.52 after six months. Apply with a letter of interest and detailed resume to Mike Blair, Personnel Specialist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706. Deadline: March 1, 1992. Direct questions to Peter Gottlieb, State Archivist, at (608) 264-6480.

## ASSOCIATE CURATOR FOR AFRICAN AMERICAN HISTORY

*The Western Reserve Historical Society  
Cleveland, Ohio*

**Responsibilities:** Developing the Society's archival holdings relating to the history of the African American community of Northeastern Ohio, processing collections, supervising interns and volunteers, and representing the Society's African American archives throughout the community and in professional organizations. The Western Reserve Historical Society's library began a concerted archival program in local African American history in 1970. It now maintains one of the nation's largest collections relating to the African American urban experience. This three-year, grant-funded position represents a new phase in this pioneer program during which new collecting areas will be opened and a permanent operating endowment created. **Qualifications:** Degree in American history with archival or library experience/training. Preference will be given to candidates with a background in African American history. **Salary:** Competitive; commensurate with training and experience; liberal benefit package. Application deadline: January 15, 1992. Direct resume to: Kermit J. Pike, Library Director, The Western Reserve Historical Society, 10825 East Boulevard, Cleveland, Ohio 44106-1788.

## HEAD OF THE DEPARTMENT OF MANUSCRIPTS AND ARCHIVES

*Sterling Memorial Library  
Yale University Library*

**Responsibilities:** Oversees service to, growth and processing of a large collection of historical manuscripts and Yale University archival collections. Manages staff, budget, and facilities resources. **Qualifications:** MA or the equivalent in experience in history or a related discipline.

MLS degree from an ALA-accredited library school or the equivalent. Administrative experience. Knowledge of archival theory and practice based on training and working experience. Demonstrated achievement in budgeting and planning, personnel management and organizational leadership. Knowledge of preservation techniques. Knowledge of manual and automated systems supporting archival and manuscript operations. Demonstrated success in dealing with donors and other institutional supporters. Demonstrated ability to work effectively and pleasantly in a complex and changing environment. **Salary:** From \$42,300 dependent on qualifications and experience. Minimum rank: Librarian IV. Benefits include twenty-two days vacation; sixteen holidays, recess and personal days; retirement plan; health care, and relocation assistance. Applications deadline: February 14, 1992; applications will be accepted until position is filled. Please send letter of application, resume, and names of three references to: Diana Y. Turner, Director, Library Personnel Services, Yale University Library, P.O. Box 1603A Yale Station, New Haven, Connecticut 06520.

## ASSISTANT UNIVERSITY ARCHIVIST

*Earl Gregg Swem Library  
The College of William and Mary  
Williamsburg, Virginia*

**Responsibilities:** The Assistant University Archivist directs the daily operation of the College's Records Management Program; is responsible for the Archives Records Center and archives stacks; assists in planning and setting priorities; is responsible for accessioning, indexing, inventorying, and processing of archives materials; performs research and assists researchers; prepares and mounts exhibits; supervises other archives staff and students on a project basis; reports to the university archivist. **Qualifications Required:** MA in history or MLS from ALA-accredited library school; archival experience, preferably in an academic setting; effective oral and written communications skills; the ability to pay close attention to detail; ability to work effectively with the public and staff; and the ability to lift and carry boxes of at least 40 lbs. **Qualifications Desired:** Records management experience, preferably in an academic setting; formal archival training; experience in USMARC-AMC format; background in history, preferably American. The university archives, consisting of two professionals, one paraprofessional, and students, documents the history of the College of William and Mary and its people. Part of the Special Collections Division, the archives works closely with the Manuscripts and Rare Books Department. William and Mary celebrates its 300th anniversary in 1993. **Salary:** Twelve month appointment. Minimum salary \$28,000. Benefits include twenty days annual leave, choice of retirement systems, and other liberal fringe benefits. Send letter of application, resume, and names, addresses, and telephone numbers of three current references to: Search Committee for Assistant University Archivist, Swem Library, College of William and Mary, P.O. Box 8794, Williamsburg, Virginia



## Professional Opportunities

23187-8794. Application review will begin January 15, 1992, and continue until position is filled. Women and minorities are encouraged to apply.

### TENURE STREAM APPOINTMENT IN ARCHIVAL STUDIES

The Department of History, University of Windsor, invites applications for a tenure stream position to develop, organize, and teach in a new master's level program in archival studies and to direct the university archives. Graduates of this program would receive a MA in history and a certificate in archival studies. **Qualifications:** Extensive archival training and experience at an administrative level required; Ph.D. in history preferred; publications, teaching experience, and a MA in archival studies desirable; competency in French as well as English will be an advantage. **Responsibilities:** The incumbent's responsibilities will be approximately 60 percent in the history department and 40 percent in the university archives. Duties in the history department will include teaching courses in archival science, directing student research and supervising internships. Rank will depend on qualifications. The appointment, subject to final budgetary approval, will be effective July 1, 1992. The University is committed to equity in employment and female candidates are especially encouraged to apply. In accordance with Canadian Immigration requirements, this advertisement is directed to Canadian citizens and permanent residents. Applications, including curriculum vitae and the names of three referees, at least one of whom can evaluate the candidate's academic qualifications, should be sent to: The Head, Department of History, University of Windsor, Windsor, Ontario, N9B 3P4 Canada, fax (519) 973-7050. Applications will be accepted until February 15, 1992.

### PROCESSING ARCHIVIST

*Louisiana and Lower Mississippi Valley Collections  
Louisiana State University*

The Louisiana and Lower Mississippi Valley Collections is an integrated research collection of books, journals, manuscripts, microforms, maps, photographs, university archives, and other special formats documenting the history and culture of Louisiana and the Lower Mississippi Valley. It is a department within LSU Libraries' division of Special Collections and is located in Hill Memorial Library. **Responsibilities:** Under the supervision of the Head, Technical Services, Louisiana and Lower Mississippi Valley Collections, the incumbent is responsible for: arrangement and description of manuscripts and archives; the creation of MARC AMC cataloging records; assisting with name authority work; accessioning manuscript materials; reference desk duty; other duties as assigned. **Required Qualifications:** Master's degree in librarianship from an ALA-accredited program, or a master's degree in history or related discipline with course work or other formal education in archives administration; minimum 1 year professional experience in processing and cataloging manuscripts and archives; evidence of the potential to meet the criteria for promotion and tenure. **Preferred Qualifications:** Experience

with MARC AMC format; experience with database management software; membership in the Academy of Certified Archivists. **Salary:** Competitive, commensurate with experience and qualifications, \$24,000 minimum. Standard benefits and optional retirement package. Send a letter of application, complete curriculum vitae, and the names, addresses, and telephone numbers of at least three references to: Chair, Processing Archivist Search Committee, LSU Libraries, Louisiana State University, Baton Rouge, Louisiana 70803-3300. Position opened until filled; review of application will begin March 1, 1992. LSU is an AA/EEO institution.

### FELLOW IN ARCHIVAL ADMINISTRATION *American Heritage Center Laramie, Wyoming*

**Responsibilities:** Reporting to the Associate Director/Operations, the Fellow in Archival Administration will participate in general activities such as personnel supervision, budgeting, planning, and fund raising. The technical project will consist of developing plans to physically move collections from current storage areas into a new facility now under construction. The fellow will be encouraged to participate and possibly teach in the university's archival training program. The fellow will be entitled to three hours of free tuition for study in the Business, History, or American Studies departments. The American Heritage Center is a unit of the University of Wyoming located in Laramie, two and a half hours from Denver. The Center is one of the largest manuscript repositories in the United States and has substantial collections in Wyoming, the American West, conservation, water resources, economic geology, the performing arts, transportation, and Western authors. Evenings and weekends will be free for the fellow to attend university cultural and athletic events (Division I) as well as participate in hiking, rock climbing, fishing, photography, cross country and downhill skiing. **Qualifications:** Two to five years professional archival experience. Prefer two semesters of graduate work containing an archives education component. **Salary:** \$35,000 for a nine-month period beginning August-October

1992, plus fringe benefits. For information about the American Heritage Center or the University of Wyoming contact: Thomas Wilsted, Associate Director/Operations, The American Heritage Center, University of Wyoming, Box 3924, Laramie, Wyoming 82071, telephone: (307) 766-6811. For information about the fellowship itself or to receive application forms contact: Laurie Baty, National Historical Publications and Records Commission, National Archives Building, Washington, D.C. 20408, (202) 501-5610.

### ARCHIVAL ADMINISTRATION FELLOW *State Historical Society of Wisconsin Madison, Wisconsin*

Archives division at SHSW has been awarded an NHPRC Fellowship in archival administration for 1992-93. The archives division administers the historical records of Wisconsin's state and local governments as well as a large, renowned manuscript collection. **Responsibilities:** Assist the State Archivist in a broad range of administrative functions including strategic planning; budgeting; section, division, and agency wide meetings; Public Records and Forms Board meetings. Additional responsibilities will include small projects, as well as major projects involving planning for off-site storage of public records. **Qualifications/Salary:** Information on qualifications and salaries is available at NHPRC, National Archives Building, Washington, D.C. 20408, (202) 501-5610. Deadline for applications is March 1, 1992.

### POST-DOCTORAL/PRE-DOCTORAL APPOINTMENTS

*Rutgers University  
New Brunswick, New Jersey*

The Thomas Edison Papers invites applications for possible post-doctoral and pre-doctoral appointments in historical editing. Prefer background in nineteenth- or twentieth-century American history, with an emphasis on the history of business, technology, or science. Send resume and names and telephone numbers of three references to: Thomas Edison Papers, Rutgers University, Van Dyck Hall, New Brunswick, New Jersey 08903.

### Nation's Capital Seeks Historical Society Chief Executive

The Historical Society of Washington, D.C., seeks a Director with proven experience to provide leadership and vision for the only institution in America's capital city devoted entirely to its local history. The society operates a research library and a gallery for changing exhibits, publishes a semi-annual magazine, offers a variety of public programs, and manages a Victorian house museum in the heart of the city which serves as its headquarters. The society has 1800 members, five full-time and seven part-time employees, and 80 volunteers. **Qualifications:** The successful candidate should have an established record of program development, fund raising, resource management, and of reaching out to diverse communities. Knowledge of American history and advanced degree preferable. **Salary:** Commensurate with experience and qualifications. By February 28, 1992, send cover letter, resume and names of three references to: Dr. Donald R. McNeil, P.O. Box 33487, Washington, D.C. 20033-0487.

Washington, D.C.

**The National Historical Publications  
and Records Commission**  
and  
**The Andrew W. Mellon Foundation**  
invite applications from qualified individuals  
for their jointly funded  
**Fellowships in Archival Administration**  
Nine- to Twelve-month Fellowship  
**\$35,000 stipend, \$7,000 benefits**

Applicants should have between two and five years' experience in professional archival work. While not required, it is desirable that applicants have the equivalent of two semesters of full-time graduate training in a program containing an archives education component. Host institutions for 1992-93 are

- **The University of Wyoming, American Heritage Center, Laramie, WY.** The fellow will serve as a member of the American Heritage Center administrative team under the supervision of Thomas Wilsted, the Associate Director/Operations. In addition to participating in general activities such as personnel supervision, budgeting, planning, and fundraising, the fellow will be able to attend and guest lecture in the university's archives training program. In addition, the fellow will receive three hours of free tuition each semester from the Business, History, and American Studies departments at the university and will have the opportunity to attend the meetings of the Society of Colorado Archivists. Three minor projects are planned for the fellow. First, the fellow will plan, supervise, and evaluate the work of para-professionals working on arrangement and description projects. Second, the fellow will work on the reorganization of the subject files. Third, the fellow will work with the university's development officer in outreach and fund raising. For the technical project, the fellow will assist the center with continued planning for its move to a new archival facility. Included in this project are reviewing current storage with projections for new areas; matching old and new storage requirements; reviewing use statistics to determine storage locations; studying previous moves to discover potential positive and negative results; planning and supervising time and motion studies on retrieval activities; and preparing a written plan to transfer collections, including additional equipment needs and storage area layouts.
- **State Historical Society of Wisconsin, Division of Archives and Research Services, Madison, WI.** The fellow will serve on the administrative staff of Peter Gottlieb, the State Archivist. In addition to administrative duties, as ongoing activities the fellow will work directly with strategic planning for the division; budgeting; section, division, and agency-wide meetings; and will attend Public Records and Forms Board meetings. The fellow will be encouraged to serve as a guest speaker in archival administration courses at the University of Wisconsin-Madison. Based on her/his interests, the fellow will work on any or all of four small projects, including automation system planning, conservation needs assessment, analysis of the frequency of use of collections, and the evaluation of the collections documentation system. For the technical project, the fellow will formulate plans for using an off-site storage facility for archival collections. Working with the state archivist and other archives division staff, the fellow will prepare detailed plans for utilizing the new space; plan for the integration of the new facility into the current division framework; develop collections criteria to select materials to be stored off-site; and revise reference room procedures and policies. If time permits, the fellow will plan for the actual physical relocation of the materials.

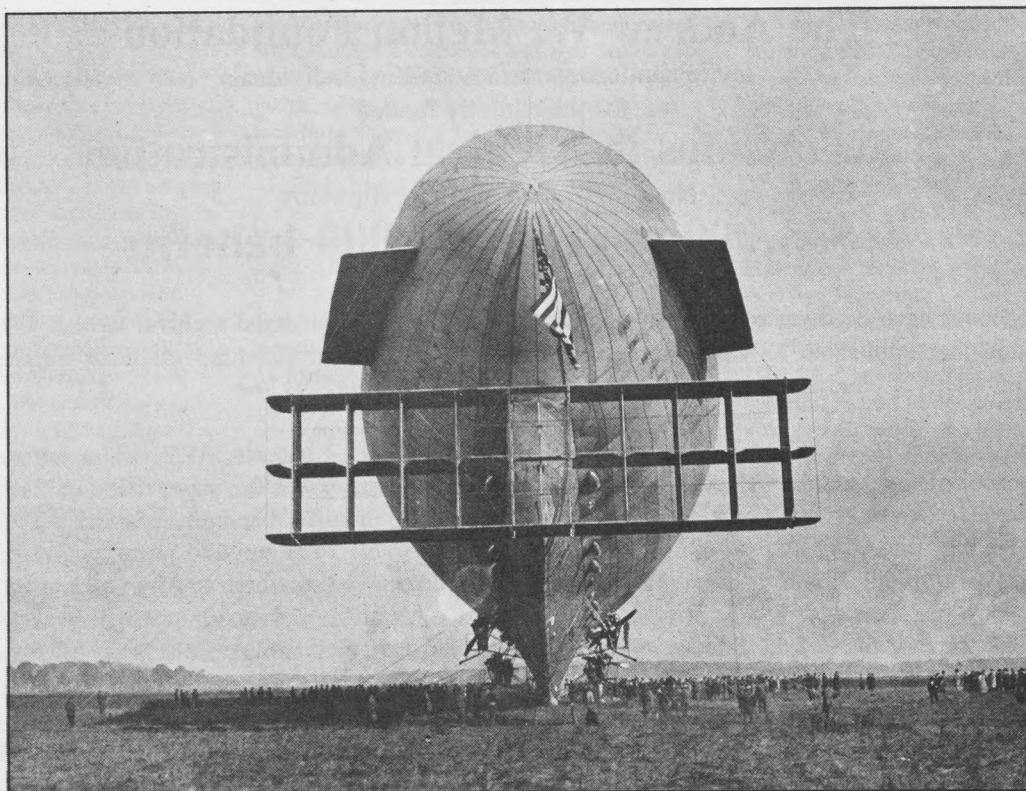
**APPLICATION RECEIPT DEADLINE, MARCH 1, 1992**

Applications and project descriptions are available from  
NHPRC (NP)  
National Archives Building  
Washington, DC 20408  
(202) 501-5610



The

# ROMA



The *Roma* was a dirigible purchased from Italy by the United States Air Service in 1921. It was dismantled, packed in huge crates, and shipped to Langley Field, Virginia. It took approximately 200 ground personnel to "walk" the *Roma* out of its hangar while the airship's maneuvering officer shouted orders through a cardboard megaphone. Lightly visible are the tethering lines held by the ground troops to keep the *Roma*, the largest dirigible in military history, from blowing away. The *Roma* is depicted from an unconventional "rear end" view, which clearly shows its rudder configuration. A U.S. flag was flown from a tail mast. (Courtesy of the Tactical Air Command Historical Archives, Langley Air Force Base, Virginia)



## Newsletter

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

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January 1992

Time Value Mail