



# Newsletter

The Society of American Archivists

March 1992




Sailing into spring. Eastern European immigrants arrive in Galveston, Texas, aboard an unidentified North German Lloyd steamship during the early 1900s. Through a program to divert Jewish immigration through Gulf of Mexico ports, termed the "Galveston Movement," some 10,000 Jews entered Galveston between 1907 and 1914, eventually settling in the western United States.

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## You Ought to be in

Receiving the *SAA Newsletter* is but one of the many benefits of joining the Society of American Archivists —  The newsletter provides timely information about what's going on in the archival profession. If you are looking for fraternity among your peers, professional development, business contacts, job opportunities, subscriptions to this newsletter and the *American Archivist* quarterly journal, and much, much more, then

### You Ought to be in

SAA, founded in 1936, is the oldest and largest national professional association for archivists and institutions interested in the preservation and use of archives, manuscripts, and current records. Society members serve in government agencies, academic institutions, historical societies, businesses, museums, libraries, religious organizations, professional associations, and numerous other institutions. Still interested? We would like to hear from you. For information about joining SAA, contact Debra Mills, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140.

## SAA Newsletter

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### Managing Editor:

Teresa M. Brinati

### SAA Staff:

Anne P. Diffendal  
*Executive Director*

Bernice Brack  
*Membership Assistant*

Richard Cox  
David Klaassen  
*Editors, The American Archivist*

Evelyn Frangakis  
*Preservation Program Officer*

Ana Joyce  
*Bookkeeper*

Jane A. Kenamore  
*Education Officer and  
Senior Archivist*

Debra S. Mills  
*Director of Membership Services  
and Meeting Planner*


Jim Sauder  
*Director of Financial and  
Automated Operations*

Troy Sturdivant  
*Publications Assistant*

Nancy VanWieren  
*Program Assistant*

Jason Walker  
*Publications Assistant*

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### Cover Note:

Rosenberg Library, Galveston, Texas.





### Archival Preservation Management: A Nationwide Training Program

The NEH-funded SAA Preservation Management Training Program is underway. Its goal is to foster a core of ongoing, comprehensive preservation programs staffed by archivists who are willing and able to lead the profession, teach others how to build programs, increase awareness of continuing needs, and provide information through formal and informal networks. Designed to create a significant body of functioning archival preservation programs in the United States, the core of the program consists of four series of workshops which will be offered across the country between 1992 and 1994. Each series is composed of three six-day workshops, each incrementally building upon the previous one. A central feature of the program is that participants will undertake assignments both before the start of the program and between its segments in order to help build progressively toward systematic preservation programs at their home institutions.

The program pioneers the concept of preservation as an integral function of overall archival management. Therefore, the focus of the program is on management issues, not on basic preservation information or hands-on treatment techniques. Participants, however, will increase their technical knowledge of preservation. They will develop management strategies and skills to organize and implement comprehensive preservation programs and will implement several of the key modules of a preservation program at their home institutions as an integral part of their training. Participants will also confront the realities of the operational context within which their programs will exist and thus learn how to balance preservation concerns against other organizational priorities and available housing, staffing, and funding.

### Curriculum

Readings and a data-gathering exercise will precede the first workshop. Interim workshop assignments will be undertaken pertaining to the topics covered and discussed at the following workshop in order to help build components of a preservation program along the way.

- **Workshop I:** Preservation planning; the nature of archival materials (paper, photographs, audiovisual materials, electronic media); collection survey methodology and techniques; environmental control; disaster preparedness and recovery.
- **Workshop II:** Care and handling of archival materials; holdings maintenance; selection for preservation; conservation; reformatting; and exhibits.
- **Workshop III:** Integrating preservation into archival functions; translating planning into operational programming; resource allocation and funding; sources of outside funding; funding applications; and national initiatives. Participants will begin to draft five-year preservation plans for their institutions, positioning themselves to complete and fully implement the plans following the training program.

### Faculty

The primary faculty member is Evelyn Frangakis, SAA's Preservation Program Director. Frangakis is a preservation administrator with experience in archives. She has taught widely in the area of preservation and has consulted on preservation planning for a variety of institutions. Additional faculty consist of a co-instructors for each of the workshops who are specialists in the preservation and management of archives. Lecturers on special media materials will speak at the first workshop of each series.

### Fee

The fee for the three-workshop sequence is \$750 and includes tuition, room, some meals, and instructional materials. Sponsoring institutions are also responsible for transportation costs associated with each of the workshops. The entire fee is due upon acceptance of the applicant.

### Selection of Participants

In selecting participants for the program, preference will be given to those who meet the following institutional and personal criteria:

- (1) The sponsoring institution recognizes the need to plan, initiate, and support a preservation program. Thus the institution will support the applicant's time to carry out the course assignments and will build on them to implement an integrated preservation program. The institution recognizes that this will entail changing existing practices or introducing new ones, undertaking new activities (such as environmental monitoring), and modifying policies (such as those dealing with collection development).
- (2) The institution is committed to sponsoring the same person to attend the full training program composed of three workshops. Only one participant from any given repository will be selected.
- (3) Preference will be given to institutions with at least three FTEs who are performing archival functions.
- (4) Applicants should have, from the beginning of the first workshop, official responsibility for managing preservation activities at their institutions at least 25% of their time.
- (5) Applicants who have had some prior training in the basic elements of preservation will be preferred candidates.
- (6) Applicants are expected to have a minimum of three years of experience managing some aspect of an archival program.

### How to Apply

The first series is scheduled to begin in the fall of 1992. Application materials will be available in the spring and mailed to SAA individual and institutional members. The program is not limited to SAA members. Participants will be selected according to the strength of their applications. A maximum of 15 participants will be selected for each series.

Requests for additional information about the program should be directed to: Evelyn Frangakis, Preservation Program Director, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140.

# What Council Did ♦ ♦ ♦

At its January 24-25 meeting in Chicago, Council:

- ◆ Approved the audit of finances for FY90-91.
- ◆ Authorized revisions to the budget to permit a substantial upgrade of the office computer system.
- ◆ Approved a policy regarding assessing the cost of child care services at Annual Meetings.
- ◆ Selected San Diego as the site for the 1996 Annual Meeting.
- ◆ Adopted a policy regarding groups that meet at the Annual Meeting.
- ◆ Authorized a new roundtable on Electronic Records.
- ◆ For the second year in a row, decided to hold a planning day in conjunction with the June Council meeting.
- ◆ Adopted an equal opportunity/non-discrimination policy for the Society.
- ◆ At the request of the Committee on Professional Standards:
  - approved an amendment to Article V of the Constitution revising criteria for the selection of Fellows (This amendment will be presented to the 1992 Business meeting.)
  - adopted a revision to Bylaw 6 to provide for an additional elected Fellow on the committee.
- ◆ Elected Fellows Edwin Bridges, Nicholas Burckel, and Linda Henry to serve one-year terms on the Committee on Professional Standards.
- ◆ Set the next meeting of Council for June 11-14 in Chicago.

## Child Care Services at the Annual Meeting

At its recent meeting, the SAA Council reviewed the costs of providing child care services at Annual Meetings. It resolved that prior to the 1993 meeting in New Orleans it will implement a fee structure whose purpose will be (1) to relieve the SAA General Fund of the cost of child care services at Annual Meetings and (2) to move in the direction of a program whose cost will be fully supported by participating parents together with the child care supplement assessed all meeting registrants.

Meanwhile, child care will be available at the 1992 Annual Meeting from Saturday evening, September 12, to Thursday afternoon, September 17, for a total of 52 hours. The Society will retain the services of Les Congres Animes, a professional child care company in Montreal. Charges for child care will be shared by those parents requesting the service, by the SAA General Fund, and by meeting registrants. The assessment to participating parents will be \$132 per child. This amount will be supplemented by a \$2 assessment to all meeting registrants, per resolution of the 1984 business meeting and affirmed by Council at its January 1985 meeting.

## Equal Opportunity/Non-Discrimination Policy

At its recent meeting, the SAA Council adopted the following equal opportunity/non-discrimination policy for the Society, expanding and updating one contained in a resolution of January 1974:

The Society of American Archivists is a professional organization established to serve the educational and informational needs of its members. SAA promotes cooperation, research, standards, public awareness, and relations with allied professions and thereby advances the identification, preservation, and use of records of enduring value. Because discrimination and unequal treatment are inimical to the Society's goals, SAA hereby declares that discrimination on the grounds of race, color, creed, gender, national origin, age, marital status, family relationship, individual life style, and disability is prohibited within the Society. SAA will vigorously pursue a policy of non-discrimination and equal opportunity through its programs, activities, services, operations, employment, and business contracts.



## San Diego in 1996

SAA will hold its 1996 annual meeting in San Diego, California. By a vote of 7 to 3, Council accepted a bid from the Society of California Archivists and the San Diego archival community to hold the first SAA meeting in the southern California region.

Council was guided in its deliberations by a number of criteria that had been adopted at the June 1991 Council meeting: availability and cost of meeting and sleeping accommodations suitable to an SAA annual meeting; cost and availability of transportation to, from, and within the city; potential level and nature of support from the local archival community; availability and cost of cultural, educational, and recreational opportunities in the area that could appropriately enhance the meeting for participants; and any other factors specific to the proposed site(s) or region, or to the year of the meeting.

Council considered bids from three different cities: Denver, Salt Lake City, and San Diego. All sites offered professional and recreational opportunities and comparable transportation costs. Respondents to a 1991 survey conducted at the annual meeting preferred Denver over the other two cities as a future meeting site. They also stated an overwhelming preference (60.5%) for meeting at a more expensive convention hotel located downtown to meeting at a less expensive hotel outside a city (27.6%). The only hotel available in Denver was located well away from the downtown area. Council members also expressed serious reservations about holding a meeting in Denver, given the recent cutbacks in state support for the Colorado State Archives.

Salt Lake City offered a number of important advantages, most significantly strong and enthusiastic archival support. Holding the meeting there, however, would have required splitting arrangements between several sites (in one case two hotels and the convention center). The lack of a single site facility would have limited the Society's ability to negotiate conference accommodations, thus increasing both cost and inconvenience to SAA members and placing additional strain on SAA staff. Salt Lake also ranked lowest of the three cities in respondents' preference in the 1991 survey.

While the Society has previously met in both Denver and Salt Lake City, San Diego represented the first opportunity for SAA to come to the southern California region, a choice strongly supported by respondents to the 1991 survey. San Diego offered good archival support, an attractive location, and perhaps most significantly, flexibility in the number of options for hotel and

meeting arrangements. SAA staff will be negotiating with three hotels in the downtown area that can each accommodate all meeting attendants and conference activities. The costs of hotel rooms will be higher than in Denver and Salt Lake, but this cost will be partially offset by favorable conference arrangements (e.g., cost of meeting rooms) and the high anticipated attendance, which will translate into lower registration fees.

In reaching this decision, Council acknowledged that some members of the Society had raised issues of social concern as a factor in site selection. Council recognized the difficulty of addressing social issues, particularly several years in advance of a meeting, and agonized over the relative weight they should play in the process. While there was no clear agreement on this point, it was not a decisive factor in the decision to go to San Diego. Council did, however, confirm that issues concerning archival interests, such as the proposed closing of the Colorado State Archives, should have direct bearing on where to meet. Council also requested the Executive Director to revise the guidelines for the site selection process and present them for deliberation at the June Council meeting.

### Oral History Transcription

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## Short Subjects

### Annual Giving Campaign

The response to the Society's third annual giving campaign was very positive. Seventy members—about 3% of the total individual membership—contributed \$4,454 to the Education Endowment and/or the Publications Revolving Fund.

The gifts were divided almost evenly between the two. The Education Endowment received \$2,310. Income from the endowment helps to offset the ongoing expenditures of SAA's continuing education program. The Publications Revolving Fund, which is used to underwrite new publications, received gifts of \$2,244. The cost of printing and mailing the campaign materials, incidentally, was \$1,163.

Many SAA members also donated to the Society with their regular dues payments. They will be acknowledged in a future issue of the *SAA Newsletter*.

Contributors to the 1991 annual giving campaign included the following:

*Patron:* Samuel Goldberg for INCO.

*Supporters:* Terry Abraham, Brenda Banks, Nicholas Burckel, Paul I. Chestnut, Anne P. Diffendal, Larry Dowler, Frank B. Evans, Handy B. Fant, John A. Fleckner, H. G. Jones, Lucille M. Kane, Paul McCarthy, Eva Moseley, James O'Toole, Harold Pinkett, Virginia Purdy, Fred Shelley, William F. Sherman, Ruth Simmons, Robert E. Sink, Elizabeth A. Swaim, Joan Warnow-Blewett.

*Donors:* Frank Burke, Ginger Cain, Richard Cameron, Faith Coleman, Miriam Crawford, Marilyn C. Crane, George Cunha, Roger Dahl, Maygene Daniels, Josephine Darling, Sharrod E. East, Shonnie Finnegan, David B. Gracy II, Eduardo L. Guzman, Linda Henry, David Horn, Anne Kenney, Brenda Parnes, Randall Jimerson, John D. Kendall, Howard Lowell, Waverly Lowell, Donald McCoy, Thornton Mitchell, Michelle Pacifico, Charles Palm, Jean F. Preston, Burt Rhoads, Nancy Sahli, Jane F. Smith, Anne Van Camp.

Other contributors included Elizabeth Adkins, Margaret Boland, Antoinette Ciolli, Stuart W. Campbell, Daria D'Arienzo, Bro. Larry Eberhardt, Hillary Kaplan, Charles R. Kent, Sr. Jeannine Mark, Edward N. Johnson, Dorothea Turner, John C. Wright,

The Society thanks these individuals for their kind generosity, which will aid the Society's activities throughout the year and for years to come.

### Regional Archival Directory

SAA was pleased to provide its membership with an updated *Regional Archival Directory*, which was included in the January issue of the *SAA Newsletter*. The last directory was produced in 1989. In an effort to keep the present one up to date, please forward all changes to the SAA Office, c/o the Regional Directory. Here are two additions to the directory:

#### 22.1 Society of Maine Archivists

*President:* Paige Lilly  
Penobscot Marine Museum  
P.O. Box 498  
Searsport, Maine 04974  
(207) 548-2529

#### Secretary/Treasurer:

Christopher Beam  
Edmund S. Muskie Archives  
Bates College  
Lewiston, Maine 04240  
(207) 786-6354

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

MARAC Administrator:  
Marsha Trimble  
University of Virginia Law Library  
Charlottesville, Virginia 22901  
(804) 924-3023

#### 53. Association of Catholic Diocesan Archivists

*ACDA Bulletin*  
*Editor:* Nancy Sandleback  
Archdiocese of Chicago  
Archives & Records center  
5150 Northwest Highway  
Chicago, Illinois 60630  
(312) 736-5150

### AAT Users

The SAA Arts and Architecture Roundtable came to life at the 1991 annual conference. Debbie Pendleton and Susie R. Bock are the co-chairs and they hope to bring out a newsletter beginning this spring. Those who attended the

roundtable or who are on the AAT's archival user list will be on the mailing list. If you have questions or an idea to submit please contact the newsletter's editor, Susie R. Bock, Beinecke Rare Book and Manuscript Library, Box 1603A Yale Station, New Haven, Connecticut 06520.

### Leadership List

Here are recent changes to the Leadership List:

#### Electronic Records Roundtable

Nancy Y. McGovern  
Center for Electronic Records  
National Archives  
Washington, D.C. 20408

#### Local Government Records Roundtable

Scott Cline, chair  
Seattle Municipal Archives  
Office of the Comptroller  
101 Municipal Building  
Seattle, Washington 98104  
(206) 684-8353

#### Science, Technology, and Health Care Roundtable

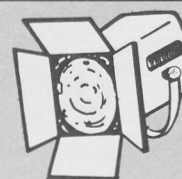
Nancy Zinn, chair  
University of California at San Francisco  
1410 21st Avenue  
San Francisco, California 94122  
(415) 476-8112

#### Association for Information and Image Management

Mary Elizabeth Ruwell  
601 Pennsylvania Avenue, N.W., #609  
Washington, D.C. 20004

### Preservation Management Training Program

In this section of the last issue of the *SAA Newsletter*, the new SAA Preservation Management Training Program was mistakenly identified as being funded by NHPRC—the National Historical Publications and Records Commission. The preservation program is funded by NEH—the National Endowment for the Humanities. Throughout the years, both agencies have generously supported many of the Society's projects. SAA is grateful for such support.



## 1992 Ballot

The SAA 1992 Ballot was mailed in late February to all individual members of the Society. It also includes a 1992 Survey of Archivists. Please complete the ballot and the survey and return in the envelope provided, postmarked by April 1, 1992.

## SAA Fellow

Leon de Valinger, Fellow and founding member of the Society, was inadvertently omitted from the list of fellows printed in the January issue of the *SAA Newsletter*. We regret this omission.

## Cover Photographs

The *SAA Newsletter* is always interested in receiving striking photographs for prospective publication on the covers of each issue. Forward all prospects to: Teresa Brinati, Managing Editor, *SAA Newsletter*, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

## 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.

SAA Fellow **William L. McDowell**, deputy director of the South Carolina Department of Archives and History and a member of the department's staff since 1953, retired in January. A native of Chester, McDowell is a Clemson University graduate and holds a master's degree in history from the University of South Carolina. He was Archives and History's acting director, 1960-1961; assistant director, 1961-1968; and deputy director since 1968. During his career at Archives and History, he edited three volumes of the *Colonial Records of South Carolina* and in 1971 earned the American Association for State and Local History's Award of Merit for one of that series, *Documents Relating to Indian Affairs, 1754-1765*. As deputy director of the department, McDowell led the development of the department's nationally-recognized state and local records programs for the cost-effective identification, classification, and preservation of the state's documentary heritage. For information pertaining to the scholarship fund created in honor of McDowell, interested persons may contact George L. Vogt, director, SC Department of Archives and History in Columbia, (803) 734-8591....**Madeleine Bagwell Perez** recently accepted the NHPRC-funded position of Records Management Librarian with the University Archives at the University of North Carolina at Chapel Hill.... **V. Chapman-Smith** and **David M. Weinberg** have recently been appointed to the positions of Commissioner of Records and Deputy Commissioner, City of Philadelphia, respectively. Chapman-Smith has been formerly assistant vice president and corporate records officer of the Philadelphia Savings Fund Society, now Meritor Savings Bank. Weinberg served as Curator of the Center for the Study of the History of Nursing at the School of Nursing of the University of Pennsylvania....**Joan Krizack** has left the Massachusetts Eye and Ear Infirmary to begin an archival/records management program at Children's Hospital Medical Center in Boston....The Preparation Section of the Manuscript Division at the Library of Congress has made the following appointments to positions funded by Congress to arrange and describe the 13,000,000 items in the division's arrears of unprocessed collections: **Alan J. Teichroew** has been promoted to assistant section head and **Karen A. Stuart** to the newly-created position of automated operations archivist; **Margit Heggestad Kerwin**, formerly of the State Historical Society of Wisconsin, has been appointed a manuscript cataloger; appointments as archivists include **Kathleen M. Dondanville**, formerly in the office of Senator Robert Dole; **Donna M. Ellis** and **Melinda Friend** from the Maryland Historical Society; **Bradley E. Gernand** from the National Archives and Records Administration; **Harry G. Heiss** from the Jefferson National Expansion Memorial of the National Park Service; **Laura Kells** from History Associates, Inc.; **Karen Linn** from the Smithsonian's National Museum of American History; **Margaret H. McAleer** from Georgetown University; **Michael L. Spangler** from the Daughters of the American Revolution; and **T. Michael Womack** from the Beinecke Library at Yale University; **Nan Thompson Ernst** has been promoted to the permanent staff from a temporary position funded by a bequest for processing the division's Clare Boothe Luce Papers....**Rick Ewig**, formerly of the Wyoming Archives, Museums, and History Department, has joined the American Heritage Center at the University of Wyoming as manager/reference services....**Nancy Cricco** has been named archivist of the New York University Archives. **Marilyn H. Pettit**, co-director of the M.A. Archives Program in the Department of History at N.Y.U., has become the acting university archivist....*Archives & You: The Benefits of Historical Records*, a 12-page booklet which explains the fundamentals of historical records, from the New York State Archives and Records Administration (SARA), is co-winner of the 1991 Arline Custer Memorial Award of the Mid-Atlantic Regional Archives Conference. The Award recognizes published writings that appeal not only to the archival community, but to the general public too....





## From the Archivist of the United States

by Don W. Wilson

One of the most remarkable stories I've read recently was related by Woody Harrell of the National Park Service. In February 1978, while he was an interpreter at the Chickamauga Battlefield in Tennessee, a couple arrived at the battlefield site with the names and units of two Civil War soldiers. One name was that of the man's great-grandfather; the other one was that of his wife's. Had they fought here?

Through laborious research in the park's library, Harrell helped the visitors trace the first soldier to the far end of the Union line, then the other one to the opposite end of the Confederate line. The two soldiers' units had faced each other, just one hundred yards apart.

"For two days in early autumn," Harrell wrote, "their two armies hammered each other in what would become the war's bloodiest battle. Yet, somehow, these two men survived the Battle of Chickamauga as well as two more years of fighting. At war's end they returned home to start their lives again, married, and had children. Two more generations followed, and two of these great-grandchildren met and married. The reunion they represented went unnoticed as their separate heritages were reduced to two names on a small slip of paper. Yet, on that dreary February morning, these visitors were able to make a connection with their past."

Archivists can tell similar stories, and often they are as compelling at this one is. The National Archives, like many other archival repositories, preserves and makes available information that is highly significant to the nation as a whole, but it also contains information that may be meaningful to a single family. We must serve both those who seek the larger picture and those who search for the highly specific detail.

As we have seen over the past year, thanks partly to Ken Burn's remarkable television series, the Civil War continues to exert a powerful force on American consciousness. The events of the war itself, the social changes that emerged out of the struggle, and the preservation of its endangered battlefields all have attracted new interest in recent years.

This interest is not surprising, given

the nature of that conflict, which may be the singled most influential force to shape contemporary America. One of eight Americans fought in about 10,500 separate engagements, from Pennsylvania to New Mexico and Missouri to Florida. The Civil War divided states, communities, and even families in powerful and often poignant ways. It brought in its course events that cannot be matched for drama and import; some of these have become legends we all share. As many as one-half of today's Americans have a family member who took up arms between 1861 and 1865, and so the experience of the couple at Chickamauga epitomizes the nation's experience as a whole.

For decades, the National Archives has carefully preserved and made available records related to 3.5 million Americans, on both sides, who served under arms between 1861 and 1865. We hold millions of documents: service records, muster rolls, pension applications, bounty land claims, and others. State archives and other repositories have millions more documents of this nature. Such records may in fact be the only link some Americans have with family members who took part in the Civil War.

Like most archival repositories, the National Archives has sought a balance between more access to these records and their continued preservation. We have microfilmed millions of pages, for both Confederate and Union soldiers. Dozens of publications and over 7,000 rolls of microfilm reproduce the names, indexes, and individual service records that we have been able to microfilm. The sheer bulk of the records, though, prevents us from completing the job. Each week we accommodate hundreds of researchers who want to examine these records for evidence of their family members—and each week we also answer hundreds more who write to us for this kind of information. The demand for these records seems insatiable.

Now the National Archives is participating in a new endeavor to make these records even more accessible. Last year, we joined the National Park Service, the Federation of Genealogical Societies, and

the Genealogical Society of Utah in a cooperative project to create a "Civil War Soldiers System." This project, which will take many years—and the work of hundreds of volunteers—to complete, will result in a comprehensive database built upon 5.5 million National Archives master index cards that were created in the late 19th century.

These cards list the names (often with variations in spelling), rank, unit, and home state of unit of every volunteer soldier in the Civil War. In time, information from other sources—burial records from Civil War cemeteries, for instance—can be added. At Civil War sites, at the National Archives, in Family History Centers operated by the Church of Jesus Christ of Latter-Day Saints, in academic libraries, and elsewhere, persons interested in forging their own links with these soldiers will be able to search the index themselves for the information they seek.

The partnership that will oversee this project typifies the kind of cooperative ventures that archival repositories must engage in in a world of slender resources but increasing demands.

In addition, by giving personal meaning to the often unfamiliar work of the National Archives, the Civil War Soldiers System should help to make new friends for it—people who will recognize their personal stake in ensuring that the National Archives enjoys adequate resources to do its work. The last ten years have demonstrated the value of an informed and energized public, without whom we might not today have an independent National Archives under professional leadership.

Rarely does a project come along that promises so many positive outcomes: enhanced access to our records without a heavier demand on our reference staff; new or closer partnerships with important constituencies; imaginative leverage of limited resources and volunteer contributions; and the prospect of additional public awareness and support. For these reasons, we look forward to sharing news about the progress of the Civil War Soldiers System with others within the profession.





## Washington Beat

by Page Putnam Miller

### Administration's FY'93 Requests

The President has requested small increases for FY'93 for most cultural agencies. He recommended \$165 million for the National Archives with \$4 million earmarked for the National Historical Publications and Records Commission grants program. This represents a \$15 million increase over the \$150 million budget that the National Archives had for FY'92. This increase, however, offers little additional money for the National Archives' strained operational budget. Most of the new money will go toward rent and salary increases, preparations for the move in 1994 to the new archival facility in College Park, Maryland, and additional funding for two records center buildings—a new facility in Pittsfield, Massachusetts, and a replacement for the Philadelphia records center.

The President's request for the National Endowment for the Humanities for FY'93 is \$187 million, up \$11 million over the current funding level. With this budget, NEH is proposing a new grant category in the Division of Education Programs titled "Comprehensive Opportunity in Science and Humanities Education." This will be a cooperative effort among NEH, the National Science Foundation and the Fund for the Improvement of Post-Secondary Education to support curricular projects in higher education that integrate the humanities and the sciences.

Within the Education Division increases are also proposed for teacher institutes and summer seminars. The FY'93 budget includes a \$3.6 million increase for Challenge Grants, which encourages third-party support for humanities institutions and a \$1 million increase for the state humanities programs. Research Division funding for documentary editions are slated to increase from \$3.775 million to \$4.45 million; however, money for the new dissertation fellowships program, added for the first time by Congress in the FY'92 budget, are absent from the President's request.

The Administration's FY'93 requests mark the first time that the NEH budget has been greater than that proposed for the National Endowment for the Arts. The

Library of Congress budget requests for FY'93 totals \$357.5 million, an increase of 9 percent over FY'92. Nearly two-thirds of the increase is required for rising personnel costs and inflationary increases in basic operational expenses. Thirteen percent of the increase is targeted for additional collection storage space. The Library of Congress' collection expands at a rate of approximately 300,000 volumes a year and accessible space is a pressing problem.

### Study of Federal Databases

Part of the National Archives' strategy for preserving electronic records has been a study, undertaken by the National Academy of Public Administration at the request of the NARA, to identify the major electronic agency databases that have significant historical and research value. The Academy's report, *The Archives of the Future: Archival Strategies for the Treatment of Electronic Databases*, completed in November, was the second report on electronic records prepared by the Academy for NARA. The first one, issued two years ago, *The Effect of Electronic Recordkeeping on the Historical Record of the U.S. Government*, looked at the broad issues while this second report examined federal agency databases and identified issues that the National Archives must face in developing criteria for the appraisal of electronic databases.

Recognizing the magnitude of the task facing the National Archives, the Academy's report calls on an aggressive and decisive role for NARA. The need for strong leadership from NARA and the development of agency-wide standards are most acute, the report states, for too often agencies place low priority on archival considerations and the documentation for databases is often skimpy or nonexistent.

On the complicated and controversial issue of the preservation of electronic mail, the report notes: "In areas of research such as diplomatic/foreign affairs history, there is a need to know 'who saw documents and who made changes.' Electronic mail, bulletin boards, and efforts to preserve staff inputs at lower decision levels continue to be important in determining how policy was formulated."

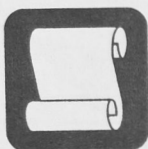
On another thorny issue, centralized vs. decentralized archives, the report points out that, in some instances, it may be appropriate for some agency sponsors of electronic databases to maintain the historical or archival records of those databases. "With today's technology," the report states "physical location is not as important as the accessibility, quality of preservation and maintenance of integrity of the data." Since the sponsoring agencies may be better able to provide the software and hardware for public access and have the technical and subject matter expertise for using the databases, the report suggests that it may be best for an agency to house the records while NARA retains control over the records to ensure that appropriate standards and guidelines are met.

Among the thirteen recommendations which form the core of the report, the National Academy of Public Administration urges the National Archives to place a greater emphasis on developing guidelines and agreements with the agencies to ensure that data is retained in a usable form, to develop a long-term strategy for accessibility of electronic databases that provides networks for accessing data and textual databases in the National Archives' holdings, and to continue to work with scholars and other users and specialists in developing documentation strategies that will anticipate the research needs of the future. Single copies of this report may be obtained by writing to Donn Neal, Director of Congressional and External Affairs, National Archives, Washington, D.C. 20408.

### Court Issues Ruling on Scope of Plaintiffs Investigation in the PROF Case

In November the D.C. Circuit Court ruled on an amended complaint and gave the plaintiffs in the case of *Armstrong v. Executive Office of the President* permission to move forward on a number of significant fact-finding initiatives. In this case which began the last week of the Reagan Administration, the American Historical Association and the American Library Association joined with journalist,

Continued on page 19



## Education Notes

by Jane Kenamore

### Directory of Archival Education

During April and May, the Education Office will compile the 1992-93 *SAA Directory of Archival Education*. We will contact the archival education programs that appeared in the most recent *Directories* and ask them to be listed in the upcoming *Directory*.

The Education Office distributes about 1,500 complimentary copies of the *Directory* annually to prospective students, archivists, and educators. If your graduate or continuing education program has not been listed in the past, and you would like to be included in the 1992-93 edition, please contact Jane Kenamore, Education Officer, SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605. The fee for inclusion in the *Directory* is \$50 for SAA institutional members; \$80 for all others.

If you would like a copy of the 1991-92 *SAA Directory of Archival Education*, please contact the SAA Education Office.

### Deadline for 1993 Preconference Workshop Proposals

If you are considering the development of a preconference workshop in New Orleans in 1993, remember that the deadline for proposals is May 15, 1992. For proposal guidelines, see "Education Notes" (p. 15) in the January 1992 *SAA Newsletter*.

### Montreal Preconference Workshops: September 11-13, 1992

#### Archives, Personal Papers, and Manuscripts

This course is designed for archivists and librarians, who are responsible for the cataloging of archives and manuscripts. Using the publication *Archives, Personal Papers, and Manuscripts* (Society of American Archivists, 1989) as a basis for instruction, the instructor will cover the following topics: archival cataloging in

general; bibliographic components and record types; determining sources of information; choice of headings and other access points; archival titles and dates; physical description and statements of extent; archival cataloging notes in general; principle notes; and USMARC AMC format considerations.

To register for this course, you must be familiar with the fundamental principles of arrangement and description. Knowledge of the USMARC AMC format is desirable. Participants should bring a copy of *Archives, Personal Papers, and Manuscripts* with them to the course.

The instructor will be Steven L. Hensen, Assistant Director of Special Collections, Duke University Library. Mr. Hensen is the author of *Archives, Personal Papers, and Manuscripts*. September 11-12, 1992, 9:00 a.m. - 5:00 p.m.

#### Archives: An Introduction

This two-and-a-half day course is designed for archivists, archives technicians, and resource allocators, who have responsibility for archives and manuscript programs, but who have had little or no training in archival fundamentals.

Through advance readings, lectures, discussion, and case studies, the instructors will present an overview of archival terminology, theory, and practice. Subjects will include accessioning, appraisal, arrangement, description, reference, copy-right, ethics, and standards.

Registration will include two books published by the Society of American Archivists: *Understanding Archives and Manuscripts* by James M. O'Toole, and *Arranging and Describing Archives and Manuscripts* by Frederic M. Miller.

Instructors will be Megan F. Desnoyers, Supervisory Archivist and Curator of the Ernest Hemingway Collection at the John F. Kennedy Library, and David E. Horn, Corporate Archivist of Boston Edison. September 11-12, 9:00 a.m. - 5:00 p.m.; September 13, 1992, 9:00 a.m. - Noon.

#### Managing Historical Agencies in Hard Times

In the midst of the deepest recession since World War II, archives and

manuscript repositories are suffering major cutbacks. In this course the instructor will show how archivists and curators can use planning and institutional self-assessment as tools to refine, revise, and preserve archives and manuscript programs during periods of financial or institutional retrenchment. Using the *Archives Assessment and Planning Workbook* by Paul H. McCarthy and other relevant readings as the basis for lecture, discussion, and case studies, the instructor will examine the role of institutional self-evaluation in developing long-range planning that can ease a program through difficult economic times.

The instructor will be Thomas Wilsted of the University of Wyoming. Mr. Wilsted is the co-author of *Managing Archives and Manuscript Repositories* (Chicago: Society of American Archivists, 1991). September 12, 1992, 9:00 a.m. - 5:00 p.m.

#### Security in Archives and Manuscript Repositories

News of archival thefts is no longer restricted to professional literature. Problems have become so widespread that stories appear all too frequently in the news media. This course will examine the big business of archival theft: What is stolen? Who steals? What is the psychology of theft? How can archivists fight back?

Through lectures, case studies, advance readings, and discussion, the instructors will present ways to avoid theft or loss: through security policies and procedures that cover staff and researchers, storage and reading room design, techniques of processing, collection management, and secure exhibition policies.

The instructors will be Richard Strassberg of Cornell University and Mary B. Bowling of New York Public Library. September 12, 1992, 9:00 a.m. - 5:00 p.m.

#### Records Management for Archivists

Archivists have learned that the basis of an effective archives program is a good records management system. Whether asked to supervise records management programs or simply to voice the archival perspective, the archivist should become





familiar with the theory and skills behind the management of records in all stages of the life cycle.

Although a two-day course cannot transform an archivist into a records manager, this course is designed to introduce records management concepts and guidelines. Major topics will include strategic planning for the records management function; obtaining upper management authorization and user support; marketing records services; delineating records creators and records management roles; conducting records inventories; researching and operating records centers; disposing of records; conducting feasibility studies for file management and imaging technologies; and establishing a vital records program.

This workshop requires some experience in the archives profession. Two books are included with the registration: *Information and Records Management* by Robek, Brown, and Maedke (Mission Hills, California: Glencoe/McGraw Hill, 1987) and *Electronic Recordkeeping* (Washington, D.C.: US Government Printing Office, 1989). The instructor will be Lori Hefner, Archivist and Records Manager of the Lawrence Berkeley Laboratory, who is certified both as a records manager and an archivist. *September 11-12, 1992, 9:00 a.m.-5:00 p.m.*

### **Photographic Collections Management**

Photographic records are generally the most heavily used documents in archives and manuscript repositories. Researchers from historic preservationists to local historians to publicists regularly use photographic collections.

This one-and-a-half-day course will present ways to administer photographic collections effectively, to allow maximum access, while preserving the photographs for future users. Using advance readings, lecture, discussion, and exercises, the instructors will cover the following subjects: Identification and dating of materials; special problems of graphic materials; gaining control of large quantities of materials; arrangement; description; preservation; and reference and access issues. *September 11, 1992, 9:00 a.m. - 5:00 p.m. and September 12, 1992, 8:00 a.m. - Noon.*

### **From Photos to User Fees: Managing Archival Reproduction Services**

Archivists and curators are often unaware of the value of their services, particularly with regard to the reproduction and use of photographs and other materials from their holdings. As archival funding shrinks, many professionals are beginning to realize that the sale of images represents additional income that can be used for collection development, preservation, or other archival needs.

This course is designed for archives and museum managers, and photographic technicians, who wish to plan, manage, price, and market effectively reproductions of all types of collection holdings. The instructors will present several subjects, including planning for a photo-reproduction service, establishing policies to cover pricing, services, and uses of reproduction; identifying a competent photo lab; and developing a marketing plan.

The instructors will be Susan Seyl of the Oregon Historical Society and Loren C. Pignolo, Photographic Preservation Services in San Francisco. *September 12, 1992, 1:00 p.m. - 5:00 p.m. and September 13, 1992, 8:30 a.m. - 12:30 p.m.*

### **Managing Electronic Records**

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

The course will be organized primarily around three modules: pre-transfer archival activities (inventorying, scheduling, and appraisal); immediate post-transfer archival activities (identification; decisions about data collection policies; transfer and storage media; processing levels; processing steps); and reference services. Instructors will use non-technical language for the most part, but some familiar-

ity with basic terminology will be helpful.

Instructors will be Margaret O. Adams and Nancy Y. McGovern, both of the National Archives and Records Administration, and Alan Kowlowitz of the New York State Archives and Records Administration. *September 11-12, 1992, 9:00 a.m. - 5:00 p.m.*

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

Over the past two decades, towns and cities across the country have become committed to historic preservation. Archivists have responded accordingly to the new research demands, and by now most archives and manuscript collections contain significant holdings of architectural records. For archivists trained to work with standard formats, architectural records in all their forms pose new challenges.

This one-day course will provide a framework for understanding the life-cycle of architectural records from their creation and primary use, through access and preservation in an archival environment. Through advance readings, lecture, case studies, and discussion, the instructor will present an overview of the different types of architectural records that exist and how to identify them; appraisal; arrangement; description; use; and practical ways to ensure preservation of the records. In addition, the instructor will present ways for the archivist to become an activist in collecting and preserving documentation of the built and planned environment.

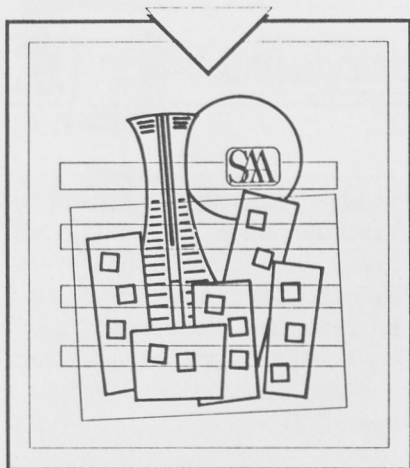
The instructor will be Tawny Ryan Nelb, consultant. Ms. Nelb is formerly of Yale University and is immediate past chair of the Architectural Records Roundtable of SAA. *September 12, 1992, 9:00 a.m. - 5:00 p.m.*

### **Using Laser Disk and Electronic Imaging Technology in Archival Preservation and Reference Programs**

The development of laser disk and electronic imaging directly effects the archival profession. This workshop will

Continued on page 19





## Rendezvous in Montreal

This year, SAA's 56th annual meeting will be held in Montreal, September 11-17, at the Le Centre Sheraton. The hotel is conveniently located in the heart of the city near restaurants, museums, shopping, and other points of interest. It is also within walking distance of two other archival meetings—the Association of Canadian Archivists (ACA) from September 11-16, and the Association of Archivistes du Quebec (AAQ) from September 12-13.

A joint reception for SAA, ACA, and AAQ is scheduled for Saturday, September 12th. Also scheduled is a joint professional session between SAA, ACA, and AAQ on Sunday afternoon, September 13th. Simultaneous translations in French and English will be provided. The core of the session will focus on "archival cooperation." Speakers from all three professional associations will address how cooperation can help archivists to benefit from the varieties in our cultural, linguistic, and professional perspectives. Speakers will take a retrospective look at the means, such as national union lists, archival networks, and early databases, that archivists have used as cooperative avenues in the past and address factors, such as automation and standards, that will influence future cooperation.

The January issue of the *SAA Newsletter* included a four-page blue insert which highlighted meeting schedules for SAA, ACA, AAQ, as well as the International Congress on Archives. Events referred to above are listed in the insert.

At press time, ten preconference workshops and eighty-three sessions have been scheduled. For a complete list and description of preconference workshops see Education Notes on pages 10-11.

A sneak preview of the sessions

# Annual Meeting Update

by Debra S. Mills

yielded the following:

▼ "The Innocents Abroad" - Assisting colleagues from developing countries; how archivists convey archival practice in foreign environments. The panel includes archivists who have worked in El Salvador, Egypt, India, Iran, and with Afghan guerrillas in Pakistan..

▼ "All Roads Lead to Canada" - Investigates the country as an avenue to freedom before and during the Civil War, as well as during the Vietnam draft.

▼ "The Post-Soviet Archives: Archival Transformation in Russia and the Former Soviet Union" - How *glasnost*, *perestroika*, and the disillusion of the Soviet Union have affected changes in political and legal jurisdiction in archives

▼ "Blood and Documents: The Second World War and Archives" - How the social and political upheaval of WWII impacted archives. Panelists are from National Archives in Canada, the United States, and Australia.

▼ "Archival Retreads: Becoming an Electronic Records Archivist" - Making the transition from traditional, paper-based archival materials to electronic records.

▼ "Understanding Modern Political Campaigns" - Focuses on recent U.S. and Canadian national election campaigns. Of special interest to archivists who collect campaign materials for any public office. Panel includes a journalist, historian, and an archivist.

▼ "As Others See Us: The Foreign Perception of the United States Archival Pro-

fession" - Panelists include archivists from New Zealand, Costa Rica, France, and Norway.

An annual meeting program, which lists all sessions, workshops, tours, special events, and contains registration information, will be mailed to all members in June.

## ICA Meeting

A meeting of academic archivists is part of the program of the XIIth International Congress on Archives (ICA) conference the week before the SAA annual meeting (see page 17). Registration for the ICA meeting is not complimentary (as inadvertently implied in the January issue of the *SAA Newsletter*). To register for ICA, contact: XIIth ICA, c/o Coplanor Congres, Inc., 511 Place d'Armes, Rm. 600, Montreal, Quebec, Canada H2Y 2W7, (514) 848-1133, fax (514) 288-6469.

## Fly American

American Airlines is the official carrier of the Society of American Archivists' 1992 annual meeting in Montreal. SAA members will enjoy a five percent discount off the lowest applicable fare. Members are encouraged to take advantage of the reduced fares offered by American Airlines and to make reservations now. To do so, contact SAA's official travel agent, Joyann Hawker of Crossroads Travel Agency at 1-800-543-0573. Remember to provide her with SAA's meeting code number, which is ANO1Z2KQ.

## Factoring the Flight

Will it cost more to fly to Montreal than it did to fly to last year's annual meeting in Philadelphia? SAA Meeting Planner Debra Mills did a comparative study of the current lowest roundtrip airfares between five major cities to Montreal and Philadelphia. Mills found that airfares to Montreal are comparable if not less than airfares to Philadelphia. Below are her findings. Fares indicated are Saturday night stayover / travel during the week.

	Montreal	Philadelphia
Atlanta	\$251 / \$774	\$304 / \$808
Chicago	\$281 / \$547	\$309 / \$875
New York	\$189 / \$378	\$131 / \$408
Seattle	\$391 / \$1,375	\$524 / \$1,328
Washington, D.C.	\$263 / \$448	\$151 / \$324

# Get an archival education.

## SAA's Archival Fundamentals Series

### **Understanding Archives and Manuscripts** by James M. O'Toole

The purpose of this volume is to help the reader understand where recorded information comes from, what these records are made of, what services they perform, how they can be organized and managed, and how they are used. This publication will appeal to the beginning archivist, the archival student, the administrator contemplating the establishment of an archives, as well as the potential donor thinking about depositing records in an archives. Numerous illustrations enhance the text. SAA (1990) 79 pp., paper cover

### **Arranging and Describing Archives and Manuscripts** by Fredric M. Miller

This volume follows the continuum of activities designed to provide administrative, physical, and intellectual control over archives and historical manuscripts. At its core are the three basic activities of accessioning, arrangement, and description. The manual is designed to be especially helpful to the novice archivist coming to the profession either through educational programs or the assignment of new archival responsibilities. Numerous tables and sample forms help guide the reader. SAA (1990) 131 pp., paper cover

### **Managing Archival and Manuscript Repositories** by Thomas Wilsted and William Nolte

This volume seeks to provide archivists with an introduction to the concepts and functions of modern management. The emphasis is on applied management: the use of management techniques to enhance the performance of archives and related repositories. Chapters include "The Archivist as Manager," "Managing Archival Facilities," "Financial Management," "Fund Raising and Development," "Technology and the Archival Manager." SAA (1991) 106 pp., paper cover

### **A Glossary for Archivists, Manuscript Curators, and Records Managers**

by Lewis Bellardo and Lynn Lady Bellardo

This glossary updates and expands upon the SAA *Basic Glossary* published in 1974. It provides practicing archivists, manuscript curators, and records managers with a common vocabulary and introduces entering professionals and outside audiences to the terminology of these professions. The glossary includes approximately 1,000 terms and definitions and reflects usage in both Canada and the United States. SAA (1991) 48 pp., paper cover.

### **Providing Reference Services for Archives and Manuscripts** by Mary Jo Pugh

Archivists must make their holdings available for use by a wide variety of constituencies. This volume identifies current and potential users and discusses creating reference facilities and public programs to meet their needs for information. Forthcoming in spring 1992.

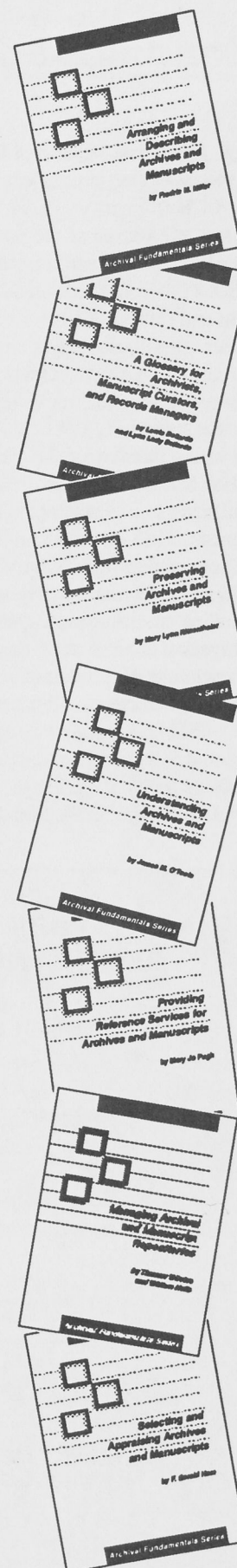
### **Selecting and Appraising Archives and Manuscripts** by F. Gerald Ham

This manual discusses factors and considerations in appraisal for both archives and manuscripts, including the theoretical foundations for identifying, soliciting, selecting, evaluating, and authenticating records. It also includes the role of records management in controlling the life cycle of modern organizational records, as well as collections management and documentation strategies for other holdings. Forthcoming in summer 1992.

### **Preserving Archives and Manuscripts**

This is an updated version of *Archives and Manuscripts: Conservation*, (SAA 1983) by Mary Lynn Ritzenthaler. It addresses the problems and issues faced by archivists and manuscript curators whose primary responsibility is preserving collections, and will also identify the principles of a sound preservation program as well as helps archivists and curators to understand their collections from a material standpoint. Forthcoming in 1992.

**Each volume is \$19 for SAA members, \$25 for nonmembers, plus postage and handling. TO ORDER, call SAA at (312) 922-0140. Use your Visa or Mastercard!**





# Standards Board

by Victoria Irons Walch

## SAA Joins the National Information Standards Organization

In the January 1992 *SAA Newsletter*, we reviewed some of the Standards Board's efforts toward improving the internal processes followed in the development and review of SAA's own standards. We are also placing great emphasis on increasing SAA's participation in the work of external standards developers.

On January 1, 1992, SAA became a full voting member of the National Information Standards Organization (NISO), a significant step in advancing key archival interests. NISO is responsible for many U.S. national standards that directly affect archival preservation and description, including environmental conditions for the storage and exhibition of archival materials, the exchange of bibliographic data, thesaurus construction, and paper permanence.

NISO is accredited by the American National Standards Institute (ANSI) and serves as the U.S. liaison to the International Organization for Standardization's

Technical Committee 46 which specializes in information, documentation, and library standards. Its more than 60 members include allied professional organizations such as ALA and AIIM, major network administrators such as OCLC and RLG, federal agencies such as NARA and LC, and information industry leaders like IBM, Unisys, and AT&T Bell Labs.

SAA's work with NISO will be managed by a voting representative and alternate. Christine Ward of the New York State Archives and Records Administration (NYSARA) will serve as our first voting representative under a joint appointment by SAA President Frank Burke and Vice President Anne Kenney. Her term will run from January 1992 through December 1993. Chris has served for the past three years as SAA's representative to the Association for Information and Image Management (AIIM). She manages NYSARA's Archival Services Division which is responsible for preservation of and access to the archival records of New York state government.

Vicki Walch, current chair of the SAA Standards Board, will serve as the NISO alternate through the end of 1992 when a new alternate will be appointed for 1993-94. The hope is that staggering the appointments of the voting representative and alternate will provide continuity. Vicki is a freelance archivist who since 1988 has been the project coordinator for the Working Group on Standards for Archival Description.

NISO membership represents a significant commitment of SAA's resources, both financial and personal. Annual dues, based on the size of our budget, are \$1,000. The voting rep and alternate will play a largely managerial role. Determination of how to vote on specific standards will be made only after substantial consultation with SAA's membership, especially those whose special expertise is in preservation, information systems, and description. Full participation will also mean getting SAA members appointed to the committees that develop the standards.

Proposed NISO standards are circulated to all voting representatives and alternates who are usually allowed three

months to review the standard and cast their ballots. We already have an extremely important draft standard before us: Z39.48, Permanence of Paper for Publications and Documents in Libraries and Archives. The balloting for Z39.48 closes March 13, so Chris has already sent formal requests to members of the Preservation Section and others asking for help in the review process. We expect to receive several other draft standards in the next few months in which there is significant archival interest, including Z39.69, Record Format for Patron Records, and Z39.19, Guidelines for Thesaurus Structure, Construction and Use. In the next few months we will be reviewing proposed standards development projects to see which committees warrant our participation.

For further information about SAA's work with NISO, contact Christine Ward, New York State Archives and Records Administration, Cultural Education Center, Albany, New York 12230, (518) 474-8955.

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## In the next issue:

SAA's representatives to other standards developers:

- Association for Information and Image Management (AIIM)
- American Library Association (USMARC Advisory Group and Committee on Cataloging: Description and Access—CC:DA)
- American Institute for Conservation of Historic and Artistic Works, Inc.

PLUS: How you can get involved in reviewing standards.



# Academy of Certified Archivists Newsletter

Volume 13 / March 1992

## Congratulations and welcome to the forty-six new members of the Academy of Certified Archivists

**Ruth A. Ash**

*Berry College*  
Archives  
Memorial Library  
Mt. Berry, GA 30149  
(404) 236-1738

**Mary F. Bell**

*Buffalo & Erie County Historical Society*  
25 Nottingham Court  
Buffalo, NY 14216  
(716) 873-9644

**Joyce M. Botelho**

*The John Nicholas Brown Center for  
the Study of American Civilization*  
357 Benefit Street  
Providence, RI 02903  
(401) 272-0357

**Susan C. Box**

*Phillips Petroleum Company*  
C20 PB  
Bartlesville, OK 74004  
(918) 661-7326

**Dru A. Bronson-Geoffroy**

*National Park Service*  
Springfield Armory N.H.S.  
One Armory Square  
Springfield, MA 01109  
(413) 734-8551

**Gwynedd Cannan**

(H) 7512 Thomas Springs Road  
Austin, TX 78736

**Roberta V.H. Copp**

*South Carolina Department  
of Archives and History*  
(H) 3410 Wheat Street  
Columbia, SC 29205  
(803) 734-8595

**Dawne E. Dewey**

137 W. Front Street  
West Milton, OH 45383

**Archangelo DiFante**

*Air Force Historical Research Agency*  
Archives Branch  
Maxwell AFB, AL 36112-6678  
(205) 953-5834

**Gail E. Farr**

*State of Delaware*  
Bureau of Archives & Records Mgmt.  
(H) Rodney Apts. F1  
51 Webbs Lane  
Dover, DE 19901-7028  
(302) 736-0651

**Steven T. Granger**

*Archdiocese of Minneapolis/St. Paul*  
226 Summit Avenue  
St. Paul, MN 55102  
(612) 291-4420

**J. Stephen Grimes**

*Rhode Island Supreme Court*  
Judicial Records Center  
1 Hill Street  
Pawtucket, RI 02860  
(401) 277-3916

**Nancy L. Hadley**

*Houston Metropolitan Research Center*  
Houston Public Library  
500 McKinney Avenue  
Houston, TX 77002  
(713) 247-1661

**Susan Hamburger**

*Virginia State Library and Archives*  
11th Street at Capitol Square  
Richmond, VA 23219  
(804) 786-4008

**Ned L. Irwin**

*Chattanooga-Hamilton County  
Bicentennial Library*  
1001 Broad Street  
Chattanooga, TN 37402  
(615) 757-5317

**Eleanor M. King**

*Gwynedd-Mercy College*  
Archives  
Gwynedd Valley, PA 19637  
(215) 641-5587

**John F. Koza**

*Phillips Library*  
Peabody Museum of Salem  
East India Square  
Salem, MA 01970  
(508) 745-1976

**Thomas F. Lee**

*Metropolitan Transportation Authority*  
Records Mgmt. & Archives Dept.  
347 Madison Avenue  
New York, NY 10017  
(212) 878-7402

**Nancy Leggett**

2587 Big Woods Trail  
Beavercreek, OH 45324

**Mott R. Linn, Jr.**

*The Philadelphia Flyers*  
The Spectrum  
Philadelphia, PA 19148  
(215) 532-7200

**Lawrence D. Lynch**

*McIntyre Library*  
University of Wisconsin-Eau Claire  
Special Collections Department  
Eau Claire, WI 54702-4004  
(715) 836-3873

**Nancy S. MacKechnie**

*Vassar College Library*  
Special Collections  
Poughkeepsie, NY 12601  
(914) 437-5799

**Christine G. McKay**

*Schomburg Center for Research  
in Black Culture*  
New York Public Library  
515 Malcolm X Boulevard  
New York, NY 10037  
(212) 491-2224

**Laura L. McLemore**

*Austin College*  
900 North Grand Avenue, Suite 6G  
Sherman, TX 75090  
(903) 813-2476

**Susan M. Mitchem**

*The Salvation Army Archives*  
615 Slaters Lane  
Alexandria, VA 22310  
(703) 684-5500

Continued on page 2

## New ACA Members

Continued from page 1

### Klin C. Muse

*Philadelphia Jewish Archives Center*  
18 South 7th Street  
Philadelphia, PA 19106-2314  
(215) 925-8090

### Janyce H. Nasgowitz

*Billy Graham Center Archives*  
Wheaton College  
Wheaton, IL 60187  
(708) 752-5910

### Thomas D. Norris

*New York State Archives &  
Records Administration*  
Cultural Education Center, Rm 9C71  
Albany, NY 12230  
(518) 474-6771

### Patricia C. O'Donnell

*Friends Historical Library  
of Swarthmore College*  
Swarthmore, PA 19081  
(215) 328-8496

### Steven James Ourada

*National Park Service*  
North Atlantic Region  
15 State Street  
Boston, MA 02109-3572  
(617) 242-5614

### Sarah A. Polirer

*New York State Office of  
Court Administration*  
80 Centre Street, Room 505  
New York, NY 10013  
(212) 417-2346

### Richard L. Popp

*University of Chicago Library*  
1100 E. 57th Street  
Chicago, IL 60637  
(312) 702-8705

### Thomas C. Proctor

*Fort Belknap College  
Library & Tribal Archives*  
(H) P.O. Box 579  
Harlem, MT 59526  
(406) 353-9991

### Judy Ann Prosser-Armstrong

*Museum of Western Colorado*  
P.O. Box 20000-5020  
248 South 4th  
Grand Junction, CO 81502-5020  
(303) 242-0971

### Sally Kittredge Reeves

*New Orleans Notarial Archives*  
Civil District Courts Building  
421 Loyola Avenue  
New Orleans, LA 70112  
(504) 568-8577

### William A. Richards

*Stewart Library*  
North Georgia College  
Dahlonega, GA 30597  
(404) 864-1518

### Deborah Shea

300 East 75th Street, #28P  
New York, NY 10021

### Kathryn H. Shelton

*Alaska State Library and Archives*  
P.O. Box G  
Juneau, AK 99811-0571  
(907) 465-2926

### John Smart

*National Archives of Canada*  
396 Wellington Street  
Ottawa K1A 0N3 Canada  
(613) 992-1828

### Robert P. Spindler

*Arizona State University*  
Department of Archives & Manuscripts  
Tempe, AZ 85287-1006  
(602) 965-3145

### Nancy M. Thaler

*Pikes Peak Library District*  
Local History and Genealogy Division  
P.O. Box 1579  
5550 N. Union Blvd.  
Colorado Springs, CO 80901  
(719) 531-6333

### Patricia M. Virgil

*Buffalo & Erie County Historical Society*  
Library and Archives  
25 Nottingham Court  
Buffalo, NY 14216  
(716) 873-9644

### Michael L. Widner

*Archdiocese of Indianapolis*  
4818 Farrington Avenue  
Indianapolis, IN 46201  
(317) 236-1400

### Wesley W. Wilson

*DePauw University*  
Archives & Special Collections  
Roy O. West Library  
Greencastle, IN 46135  
(317) 658-4406

## ACA Board, Officers, and Staff

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University of South Dakota  
414 E. Clark Street  
Vermillion, SD 57069-2390  
(605) 677-5450

### Nancy Whitten Zinn

*University of California*  
Special Collections, The Library  
San Francisco, CA 94143-0840  
(415) 476-8112



# Corrections to Yellow Pages

1991

## *Directory of Individual Members*



The Society of American Archivists wishes to thank all individual members who responded to its request for corrections to member listings in the 1991 SAA Yellow Pages. This insert reflects those changes sent by individuals to the SAA office between August 1991 and February 1, 1992. It is not a supplement of new members. The SAA Yellow Pages are published every other year and will be published next in 1993. The Society urges all members to contact regularly the SAA office regarding changes of address, telephone number, etc. Please submit all changes in writing to Bernice Brack, SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605 or fax (312) 347-1452.

**The Society of American Archivists**

**Allen, Beverly Bishop**

*Emory University*  
(H) 2480 Flair Knoll Drive  
Atlanta, GA 30345  
404/727-6887  
FAX 404/727-0053  
Network Name: Bitnet  
Network ID: libbdb@EMUVM1

**Baker, Robin Lee**

*Handel & Haydn Society*  
(W) Horticultural Hall  
300 Massachusetts Avenue  
Boston, MA 02115  
617/262-1815  
FAX 617/266-4217

**Barclay, Morgan J**

*New York State Archives & Records*  
(W) Local Government Recs Bur  
10A63 Cultural Res Bldg  
Albany, NY 12230  
919/757-6679  
FAX 919/757-6618  
Network Name:  
Network ID: RICE LB BARCLA @  
ECU VM1

**Barr, Eleanor M**

*Swarthmore College*  
(H) 510 Strath Haven Ave  
Swarthmore, PA 19081  
215/543-8508

**Belan, Judy**

*Augustana College*  
(H) 545 - 34th Ave  
East Moline, IL 61244  
309/794-7317

**Berezansky, Tracey J**

*Alabama Department of Archives & History*  
(H) 3145 B Montezuma Rd  
Montgomery, AL 36106  
205/424-4452  
FAX 205/240-3109

**Berman, Alissa**

*Kraft General Foods Incorporated*  
(W) Archives Department  
6350 Kirk St  
Morton Grove, IL 60053  
708/675-2693

**Boles, Frank**

*Central Michigan University*  
(H) 207 Elizabeth Street  
Mount Pleasant, MI 48858  
517/774-3965  
Network Name: Bitnet  
Network ID: UserGB8J@umichub.bitnet

**Brown, Charlotte B**

*Franklin & Marshall College*  
(H) 729 College Ave  
Lancaster, PA 17603  
717/291-4225  
FAX 717/291-4160  
Network Name: Bitnet  
Network ID: c\_brown@fandm.lib

**Burckel, Nicholas C**

*Washington University*  
(W) Campus Box 1061  
1 Brookings Drive  
St Louis, MO 63130  
314/935-5400  
FAX 314/935-4045  
Network Name: Bitnet  
Network ID: nickb@wulibs.bitnet

**Burns, John F**

*California State Archives*  
(W) 1020 "O" St, #130  
Sacramento, CA 95814  
916/653-0066  
FAX 916/653-0084

**Carbine, Mary**

*University of Chicago*  
(W) Cobb Hall  
5811 South Ellis Avenue  
Chicago, IL 60637  
312/702-1118

**Carroll-Horrocks, Elizabeth**

*American Philosophical Society*  
(H) 761 South Front Street  
Philadelphia, PA 19147  
215/440-3409  
FAX 215/440-3423  
Network Name: RLIN  
Network ID: bm.apl

**Dooley, Jackie M**

*Getty Center*  
(W) 401 Wilshire Blvd.  
Suite 400  
Santa Monica, CA 90401  
310/458-6487  
FAX 310/458-9811

**Duranti, Luciana**

*University of British Columbia*  
(W) School of Library & Information Science  
#831-1956 Main Mall  
Vancouver, BC V6T 1Y3  
Canada  
604/822-2587  
FAX 310/458-9811  
Network Name: Bitnet  
Network ID: USERLUCSMTSG.UBC.CA

**Eberhardt OFM Conv, Brother Larry**

*Province of Our Lady of Consolation*  
(W) Office of Archives  
Mt St Francis, IN 47146-9999  
812/923-7876

**Ellison, J Todd**

*Fort Lewis College*  
(W) Center of SW Studies  
Durango, CO 81301  
303/247-7126  
FAX 303/247-7588

**Elvira y Silleras, Maria**

*Escuela Univ de Biblioteconomia*  
(H) Gran Via Cortes  
Catalanas 569, 1,3  
Barcelona, 08011  
Spain  
343/254-1717

**Ericksen, Paul A**

*Wheaton College*  
(W) Billy Graham Cnt Archives  
501 E College  
Wheaton, IL 60187  
708/752-5910

**Francis, Michelle**

*Presbyterian Department of History*  
(H) 100 Botany Drive  
Asheville, NC 28805  
704/669-7061  
FAX 704/669-5369

**Francis, Michelle**

*Presbyterian Department of History*  
(H) 100 Botany Drive  
Asheville, NC 28805  
704/669-7061  
FAX 704/669-5369

**Frangakis, Evelyn**

(H) 600 S Federal #504  
Chicago, IL 60605  
312/922-0140

**Furman, Necah S**

*Sandia National Laboratories*  
(W) Info Ctr/Nuclear Safety  
PO Box 5800-Org 7231  
Albuquerque, NM 87185-5800  
505/848-9619

**Hamilton-Smith, Katherine**

*Curt Teich Postcard Archives*  
(W) Lake County Museum  
Lakewood Forest Preserve  
Wauconda, IL 60084  
708/526-8638  
FAX 708/526-0024

**Harkins, Thomas F**

*Duke University*  
(W) 341 Perkins  
University Archives  
Durham, NC 27706  
919/684-5637



**Hartsook, Herbert**

*University of South Carolina*  
(H) 1122 Woodland Drive  
West Columbia, SC 29169  
803/251-8470  
FAX 803/251-8472

**Hedlin, Edie**

*Consultant*  
(H) 1510 Edison Street  
Arlington, VA 22205  
703/525-1097  
FAX 703/516-0412

**Hensen, Steven L**

*Duke University*  
(W) Library  
Special Collections Dept  
Durham, NC 27706  
919/684-3372  
FAX 919/684-2855  
Network Name: Bitnet  
Network ID: slh@mail.lib.duke.edu

**Kaplan, Hilary A**

*Georgia Department of Archives & History*  
(H) 1664 Belle Isle Circle  
Atlanta, GA 30329  
404/656-2374  
Network Name: Bitnet  
Network ID: BM.GSK@RLG

**Kenney, Anne R**

*Cornell University*  
(W) 701 Olin Library  
Dept of Manuspts & Arch  
Ithaca, NY 14853  
607/255-6875  
FAX 607/255-9346  
Network Name: Bitnet  
Network ID: LYDY@CORNELLA

**King, William E**

*Duke University*  
(W) 341 Perkins  
University Archives  
Durham, NC 27706  
919/684-5637

**Lachatanere, Diana**

*Schomburg Center*  
(H) 4410 Broadway, #6C  
New York, NY 10040  
212/491-2225  
FAX 212/491-6760

**Linn Jr, Mott R**

*Philadelphia Flyers*  
(H) 525 Freeman School Rd  
Harleysville, PA 19438  
215/532-7200

**Matters, Marion**

*Consultant*  
(H) 1936 Sargent Ave  
St Paul, MN 55105  
612/698-6949

**Mayo, Hope**

*Pierpont Morgan Library*  
(H) 114 Morningside Dr  
New York, NY 10027  
212/685-0008  
FAX 212/685-4740

**Miller, Cynthia Pease**

*United States House of Representatives*  
(H) 6601 Glenbrook Rd  
Chevy Chase, MD 20815  
202/225-1153  
FAX 202/225-6178

**Miller, Leon C**

*Tulane University*  
(W) Manuscripts Librarian  
Howard-Tilton Mem Library  
New Orleans, LA 70118-5682  
504/865-5685  
FAX 504/865-6773

**Milton, Sybil**

*United States Holocaust Memorial Museum*  
(H) 3730 Manor Rd, #1  
Chevy Chase, MD 20815  
202/653-9152  
FAX 202/653-7134

**Murphy SSJ, Sr Lawrence J**

*Mount Saint Joseph Convent*  
(W) Archives  
Philadelphia, PA 19118-2693  
FAX 215/248-7200

**Nasgowitz, Janyce H**

*Wheaton College*  
(W) Billy Graham Cnt Archives  
501 E College  
Wheaton, IL 60187  
708/752-5910

**Nolte, William M**

*National Intelligence Council*  
(H) 12211 Cherry Hill Rd  
Silver Spring, MD 20904  
703/482-6833  
FAX 703/448-9782

**O'Toole, James M**

*University of Massachusetts at Boston*  
(W) History Dept  
Harbor Campus  
Boston, MA 02125  
617/287-6875  
FAX 617/265-7173

**Parker, Peter J**

*Inlook Group*  
(W) P.O. Box 405  
Portsmouth, NH 03802-0405  
603/964-9294

**Perona, Mary Lee**

*Knox County Archives*  
(W) Public Library  
500 West Church Avenue  
Knoxville, TN 37902  
615/675-5216

**Primer, Ben**

*Princeton University*  
(H) 126 Sanhican Drive  
Trenton, NJ 08618  
609/258-3242  
Network Name: Bitnet  
Network ID: PRIMER@PUCC

**Saito, Deborah A.**

*Tutt Library - Colorado College*  
(W) 1021 N. Cascade Avenue  
Colorado Springs, CO 80903  
719/389-6669  
FAX 719/389-6859  
Network Name: Internet  
Network ID: DSAITO@CC.Colorado.EDU

**Sanderson, Diana Ruby**

*Presbyterian Historical Society*  
(W) Department of History  
Box 849  
Montreat, NC 28757  
704/669-7061  
FAX 704/669-5369

**Schreyer, Alice D**

*University of Chicago Library*  
(H) 5805 S Dorchester Ave  
Apartment #5C  
Chicago, IL 60637  
312/702-8705  
FAX 312/702-0873

**Schuller, Ruta**

*Milwaukee Art Museum*  
(H) 5515 W Branch Trl  
Racine, WI 53402  
414/224-3271  
FAX 414/271-7588

**Shuster, Robert D**

*Wheaton College*  
(W) Billy Graham Cnt Archives  
501 E College  
Wheaton, IL 60187  
708/752-5910

**Slaight, Wilma R**

*Wellesley College*  
(W) Archives  
Wellesley, MA 02181  
617/235-0320  
Network Name: Bitnet  
Network ID: 617/239-1139

**Stevens, Michael E**

*State Historical Society of Wisconsin*  
(H) 6217 Piedmont Rd  
Madison, WI 53711  
608/264-6464  
FAX 608/264-6404

**Stevenson, Cynthia E**

*University of Louisville*  
(H) 5004 Invicta Drive  
Louisville, KY 40216  
502/588-6752  
FAX 502/588-8753  
Network Name: Bitnet  
Network ID: CESTEV01@ULKYVM

**Swank, Cynthia G**

*Inlook Group*  
(W) P.O. Box 405  
Portsmouth, NH 03802-0405  
603/964-9294

**Szary, Richard V**

*Yale University*  
(H) 227 Mungertown Road  
Madison, CT 06443  
203/432-9657  
FAX 203/432-7231  
Network Name: Bitnet  
Network ID: UNIVARCH@YALEVM

**Thomforde, Laura G**

*New Jersey Manufacturers Insurance Company*  
(H) 75 Morgan Avenue  
Yardley, PA 19067  
609/883-1300  
FAX 609/882-0710

**Thompson, Harry F**

*Augustana College*  
(W) Center for W Studies  
Box 727  
Sioux Falls, SD 57197  
605/336-4007

**Thompson, Lawrence L**

*Wheaton College*  
(W) Archives/Special Coll  
Buswell Library  
Wheaton, IL 60187  
708/752-5851  
FAX 708/752-5855

**Tom, May Lee**

*California State Archives*  
(H) 930-43rd Ave, #126  
Sacramento, CA 95831  
916/653-0066  
FAX 916/653-0084

**Volkersz, Evert**

*SUNY at Stony Brook*  
(H) 15 Bowen Place  
Stony Brook, NY 11790  
516/632-7119  
FAX 516/632-7116  
Network Name: Bitnet  
Network ID: evolkers@sbccmail.sunysb.edu

**Wallach, William K**

*University of Michigan*  
(W) Bentley Hist Library  
1150 Beal Avenue  
Ann Arbor, MI 48109-2113  
313/764-3482  
FAX 313/936-1333  
Network Name: Bitnet  
Network ID: usergddz@umichub

**Weindel OSF, Sr Carolyn Therese**

*Saint Mary Hospital*  
(W) Archives  
Langhorne-Newton Road  
Langhorne, PA 19047  
215/750-5962  
FAX 215/750-5971

**Weir Jr, Thomas E**

*National Archives & Records Administration*  
(H) 1915-A N Adams St  
Arlington, VA 22201  
202/501-5542  
FAX 202/501-5533  
Network Name: Internet  
Network ID: tweir@wam.umd.edu

**Westerberg, Kermit B**

*Augustana College*  
(W) Swenson Center Box 175  
Rock Island, IL 61201  
309/794-7221  
FAX 309/794-7230

**Wosh, Peter J**

*American Bible Society*  
(W) 1865 Broadway  
New York, NY 10023-9980  
212/408-1495  
FAX 212/408-1512

**Wrona, Michael J**

*Detroit College of Business*  
(H) 1268 South Gratiot Avenue  
Mount Clemens, MI 48043  
313/558-8700

**Yeo, Catherine**

*Student*  
(H) PO Box 653  
Boylston, MA 01505

**Zimmelman, Nancy A**

*California State Archives*  
(W) 1020 "O" St, #130  
Sacramento, CA 95814  
916/653-0066  
FAX 916/653-0084

**Zimmerman, Karen P**

*University of South Dakota*  
(W) I D Weeks Library  
414 E Clark St  
Vermillion, SD 57069-2390  
605/677-5450  
FAX 605/677-5488  
Network Name: Bitnet  
Network ID: UZKT10 @ SDNET

**The Society of American Archivists**

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



## ACA Examination Committee Meets

by Deborah Skaggs, Vice President

The Examination Committee met from January 16 - 18, 1992, at the New York City office of Professional Examination Service (PES), the Academy's testing company. The three-day, intensive meeting was devoted to a comprehensive review and revision of the 262 items (questions) written since 1989 for the ACA Certification Examination. All committee members -- Daria D'Arienzo, Tim Ericson, Tom Hickerson, Bill Morison, Eva Moseley, Nancy Sahli, and Deborah Skaggs (chairperson), attended the meeting.

PES Program Director Tina Freilicher directed the work of the committee. Each item was reviewed, evaluated for statistical testing information, and items with poor statistical properties were revised. Items were reviewed to ensure that they assessed relevant knowledge and reflected the current work of archivists. Items were revised to improve grammar, punctuation and style. Selected items, which the committee thought inappropriate for the test, were omitted for use on the 1992 examination. These items will be retained by PES for future revision.

After the item maintenance work was completed, Ms. Freilicher provided the committee with a breakdown of the usable test items by domain, which provides the organizational structure for the Certification Examination. This analysis will be helpful to the committee in constructing the 1992 Certification Examination and in targeting subject areas for future item writing.

## Certified Archivists Named to International Positions

Two members of the Academy of Certified Archivists have been named to leadership positions in the International Conference of the Round Table on Archives (CIRTA) of the International Council on Archives (ICA). Trudy Peterson of the National Archives of the United States will be secretary of the Round Table and a member of its executive committee. Chiyoko Ogawa of the National Archives of Japan will be a counselor of the body. Peterson and Ogawa were founding members of the Academy of Certified Archivists. Their appointments will be for the four-year period from 1992 to 1996, between ICA quadrennial congresses. Other officers for this period are Mohamed Touili of Algeria, chairman; and the following as counselors: Alan Ives of Australia; Ichacichu Mwangi of Kenya; Patrick Caddell of Scotland; and Evangelia Bafouni of Greece.

The International Congress on Archives established its Round Table to provide a forum for focussed discussion of archival theory and practice at the international level by the heads of national archival agencies and other national representatives. The Round Table meets in years between quadrennial congresses.

The establishment of the Academy of Certified Archivists and its experience in developing an examination and certifying archivists has been noted with interest by archivists in other nations. Frank B. Evans described the creation of the ACA in an article, "The Quest for Professionalism: Archival Certification in the U.S. A." which appeared in *Janus* (1991.1), the archival review of the International Council on Archives.

## 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.

## ACA Facts

TOTAL MEMBERSHIP: 784

BY PETITION: 689

1989 EXAM: 20

1990 EXAM: 29

1991 EXAM: 46

NUMBER OF WOMEN: 397

NUMBER OF MEN: 387

### COUNTRIES:

United States  
(all 50 states and  
the District of Columbia)

American Samoa

Canada

England

Japan

New Zealand

Phillipines

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 inquiries 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

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) \_\_\_\_\_

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Mail this form to:

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## Standards Activity Report (As of February 1, 1992)

### RECEIVED BY SAA FROM OTHER ORGANIZATIONS

- *RBMS Guidelines Regarding Thefts in Libraries*
- *RBMS 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.

Activity since original report in January 1992: Circulating for review.

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.

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

Activity since original report in January 1992: Circulating 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.

- *ANSI/NISO Z39.48 Permanence of Paper for Publications and Docu-*

*ments in Libraries and Archives*

- *ANSI/NISO Z39.50 Permanence of Paper for Publications and Documents in Libraries and Archives*

Received from the National Information Standards Organization (NISO) by SAA's voting representative and alternate who will circulate the proposed standards to appropriate subgroups and individuals within SAA. Ballots are due by March 13 for Z39.48 and March 4 for Z39.50.

For additional information or to comment on the documents, contact Christine Ward, New York State Archives and Records Administration, Cultural Education Center, Albany, New York 12230.

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. Westminster Street, Iowa City, Iowa 52245.

## Archives and Museum Informatics . . .

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Ann Pederson review in:

*American Archivist*, vol.53, 1990 p. 666-675

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Lawrence J. McCrank review in:

*Special Collections*, vol.4 (1990) p. 117-131

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David Bearman, Editor  
Archives & Museum Informatics  
5501 Walnut St., Suite 203  
Pittsburgh PA 15232-2311  
412-683-9775; fax 412-683-7366



## News Clips

### Planning Dominates November NHPRC Meeting

After more than a year of preliminary discussions, members of the National Historical Publications and Records Commission (NHPRC) sat down to debate the specifics of the Commission's long-range plan for its future. John A. Fleckner, SAA Representative to NHPRC, reports that Commission members generally gave high marks to Executive Director Gerald George, his staff, and the Commission's planning committee which prepared the draft plan. The Commission expects to adopt a final plan at its February 19-21, 1992, meeting. The new plan is essential to the upcoming campaign for the reauthorization legislation (necessary to continue operation of the Commission's grant programs) and for efforts to increase NHPRC funds.

NHPRC members generally viewed the draft plan as a challenging but realistic statement. Throughout, the plan emphasizes collaboration with professional associations, with state historical records boards, and with others who share its goals. The draft plan has been circulated for comment to the associations represented from the Society's Council as well as to reactions by individual members.

Do you have advice on any of the following issues or on other NHPRC-related matters?

The first goal for the NHPRC is "to generate public support for an accessible historical record." Among the proposed activities are publication of an annual report based on a regular assessment of historical records conditions. How else might this goal be achieved? Are there imaginative, new ways we can bring public attention to archival issues?

The draft plan gives high priority to completing editing projects which document the formation of basic American institutions (i.e. papers of founding fathers, ratification of the Constitution, etc.). What priority do these projects warrant in comparison with other documentation efforts? Can new techniques and technologies help to complete and disseminate these projects more quickly? What is the place of documentary publication in today's information world?

An important objective for NHPRC is to help carry forward the national agendas for archival progress developed by SAA and NAGARA in the areas of planning, training, and institutional self-evaluation. What relative weights should NHPRC give to these three areas? Does NHPRC have a special role in any of them? Should the Commission await proposals in its priority areas or should it more actively seek out applicants?

At its February meeting, the Commission will have an important new source of information for planning in the final report of the Historical Documents Study. The initial findings and recommendations of this study were submitted to the Commission by the study's Advisory Group (including SAA representative Phil Mason and NAGARA representative F. Gerald Ham). The recommendations are comprehensive and thorough and the full report is expected soon.

John Fleckner looks forward to hearing from you. He may be reached by letter (MRC 601 Room C340, NMAH, Washington, D.C. 20560), phone (202/357-3270) or electronic communication (fax 202-786-2453 or bitnet AAA001@SIVM)

### Study on Digital Image and Optical Media Storage Systems

The National Archives and Records Administration, in conjunction with state archivists, recently completed a study in public records programs entitled, *Digital Imaging and Optical Media Storage Systems: Guidelines for State and Government Agencies*. The 87-page report was prepared by the Archival Research and Evaluation Staff of NARA, which reviewed the relevant technical literature; assessed the experience that sixty systems administrators in certain state and local government agencies have had with digital imaging and optical media storage applications; and visited ten such applications. The report of the research team identifies critical management issues and relates them to technical trends and user experience. A glossary, a brief annotated bibliography, and three appendices are also a part of the report.

Managers of programs involving

records with long-term value should find the recommendations in the report useful in designing and implementing an optical media application system. The report is not intended to be a comprehensive over-view of every important issue regarding the preservation and use of electronic records; in particular, it does not address many issues related to database indexing and retrieval, or to the development of standards for optical disk systems. The report is intended to complement existing technical studies and other generally available literature related to the use of optical disk media.

Ensuring long-term access to records of enduring value stored on optical media systems involves more than image quality, system functionality, and media stability. A commitment to digital imaging of information and its storage on optical disk links the agency to a technological evolution that it does not control. Administrators must monitor technological trends; plan for systematic maintenance; upgrade, and eventual migration to newer technologies; use existing and emerging standards; support the development of data interchange standards; and adopt prudent preservation measures in the interim.

*Digital Imaging and Optical Media Storage Systems: Guidelines for State and Government Agencies* is being distributed by NAGARA, Iron Works Pike, P.O. Box 11910, Lexington, Kentucky 40578-9989.

### Natural Disaster Mitigation

*Perspectives on Natural Disaster Mitigation*, a compilation of the papers presented at The Natural Disaster Mitigation Workshop, held in conjunction with the 1991 annual meeting of the American Institute for Conservation of Historic and Artistic Works (AIC), is now available. The publication includes papers by experts in the field of disaster preparedness, professional conservators, and museum directors, and features topics ranging from natural hazards, urban emergencies, safeguarding collections and structures, and human reaction to disaster. Order from The American Institute for Conservation of Historic and Artistic Works, 1400 Sixteenth Street, N.W., Suite 340, Washington, D.C. 20036, (202) 232-6636.





## World View

by Anne Gilliland-Swetland

The "World View" column features information about archival activities in countries outside the United States and international activities with which archivists are involved. Send any information or other contributions to Anne Gilliland-Swetland, Bentley Historical Library, 1150 Beal Avenue, Ann Arbor, Michigan 48109 or Internet [usergflj@ub.cc.umich.edu](mailto:usergflj@ub.cc.umich.edu).

### Academic Archivists Meet at ICA in Montreal this Fall

A meeting of academic archivists will be included in the program of the XII International Congress on Archives Meeting to be held in the week immediately preceding the 56th Annual Meeting of the Society of American Archivists in September in Montreal. 2,500 persons are expected to attend the ICA meeting which will include a proposal to adopt the new ICA constitution. The academic archivists' meeting will take place on Thursday, September 10, 1992, to encourage attendance by archivists who might be attending either ICA or SAA. ICA does not currently have a section for academic archivists and so college and university archivists from Australia, Canada, Great Britain, The Netherlands, and members of SAA's College and University Section have organized this meeting to discuss whether it would be mutually beneficial to both academic archivists and ICA to establish such a group formally.

Although the agenda for the meeting has not been finalized, topics to be discussed are likely to include organizational strategies for meetings of international academic archivists on an ongoing basis, especially for the 1996 ICA meeting in China; and the potential for information sharing between archivists from countries with experienced or extensive college and university archives programs and those who are just beginning to organize academic archives. For further information, contact Anne Gilliland-Swetland, 1150 Beal Avenue, Ann Arbor, Michigan 48109, (313) 764-3482.

### ICA in Koblenz to Discuss New Organizational Structure

A meeting of the chairmen of professional bodies within the International Congress on Archives (ICA) was held in early January at the Bundesarchiv in Koblenz, Germany. The major focus of the meeting was the discussion of what structure might characterize ICA if the new constitution to be proposed at the 1992 Montreal meeting is adopted.

Michael Roper from Great Britain outlined the possible organizational structure that is under consideration by the Executive Committee. He emphasized the need to retain the valuable work that ICA bodies are doing and that ultimate responsibility would remain with the President, the Executive Committee, and the General Assembly. A new Program Management Commission (CPM), however, and a medium-term plan that this Commission would develop, would be handling decisions about the work of ICA bodies and priorities. The CPM would likely have several coordinating committees, chaired by its members. One of these would supervise ICA's "professional" activities, including those in the areas of electronic records, records management, processing (from arrangement through description), methodologies, legal issues, access and use, and oral history.

A second coordinating committee would supervise ICA's

activities in the area of technical support, including the preservation of all media, buildings, image technology and its effects, disaster prevention, and new technical developments. A third coordinating committee would supervise ICA's activities in the areas of dissemination of information about archival principles and practices, public relations, and publications.

The CPM would retain direct links with ICA's activities in the areas of terminology, education, coordination with ICA sections, the evaluation of ICA's efforts, liaison with non-governmental organizations, and special programs. Roper pointed out that while sections would continue as before, none of the existing committees would continue in their current form. Existing committees would, however, need to provide advice about which projects and priorities are currently active, as well as who is currently working on those projects and should continue to do so.

### Soviet Army Archives Available for Research

Materials contained in the Central State Archives of the Soviet Army in Moscow are now open to foreign researchers. The Archives have been developing contacts with American military historians, and are seeking funding to prepare joint publications of documents on military history and a guide of Soviet and American records on the history of the White Army and Leon Trotsky's activity. The first volume of Central State Archives of the Soviet Army: a Guide in Two Volumes was published in the United States by East View Publications in 1991. The second volume will be published in 1992. Interested persons should contact Vera M. Mikhalyova, Potapovsky per. 9/11 kv. 76, Moscow 101000, Russia.

### Documenting the Immigrant Experience in the United States

In November 1990, a group of historians and archivists convened the Conference on Documenting the Immigrant Experience in Chaska, Minnesota, to consider the state of ethnic archives and ethnic history. The meeting was inspired by a recognition of the imperative need for a collaborative effort to preserve and interpret the historical records of this basic dimension of the American experience. Archivists and historians from the United States and other countries, including Canada, Sweden, Italy, and Germany attended the conference, which was sponsored by the Statue of Liberty/Ellis Island Foundation, Inc. and the National Historical Publications and Records Commission. The conference proceedings and an agenda for action are included in *Documenting Diversity: A Report on the Conference on Documenting the Immigrant Experience in the United States of America*, newly published by the Immigration History Research Center at the University of Minnesota. This report represents the initial formulation of a national strategy for documenting the immigrant and ethnic experience in America. It envisions the formation of a broad-based coalition of institutions to carry out these recommendations in collaboration. For further information, contact Joel Wurl, Immigration History Research Center, 826 Berry Street, St. Paul, Minnesota 55114, (612) 627-4208.

1992

## Calendar: Meetings and Institutes

### April 24-25

The annual meeting of New England Archivists at Stonehill College, North Easton, Massachusetts. Contact Louise Kenneally, College Archives, Stonehill College, North Easton, Massachusetts 02357, (508) 230-1396.

### April 24 - 25

Archives-Libraries Committee (African Studies Association) Spring meeting at the University of Iowa, Iowa Memorial Union, Iowa City. Contact John B. Howell, International Studies Bibliographer, University Libraries, University of Iowa, Iowa City, Iowa 52242 (319) 335-5885 or Onuma Ezera, Chair, Archives-Libraries Committee, Africana Library W 312, Michigan State University Libraries, East Lansing, Michigan 48824 (517) 355-2366.

### April 29-May 3

Annual General Meeting of the Society of California Archivists. Theme: "Documenting Diversity." Contact Michael Hooks, Jet Propulsion Laboratory, 4800 Oak Grove Drive, Mail Stop 512-110, Pasadena, California 91109-8099, (818) 397-7000.

### May 7-9

Mid-Atlantic Regional Archives Conference (MARAC) Spring Meeting in Pittsburgh. Theme: "Pushing Out Along New Lines: Educating Archivists for the 21st Century." For program information, call Richard J. Cox at (412) 624-3245; for local arrangements, call Mary Kay Johnsen at (412) 268-6622.

### May 19-21

The Midwest Archives Conference (MAC) will celebrate its 20th anniversary at its annual spring meeting in Chicago at the Bismarck Hotel. Membership in MAC is not required to attend the conference. Pre-registration deadline: April 7, 1992. For registration information, contact Becky Haglund Tousey, Kraft General Foods Archives, 6350 Kirk Street, Morton Grove, Illinois 60053, (708) 998-2981.

### May 27-29

Spring meeting of the Conference of Inter-mountain Archivists in Las Vegas. Theme: "Preparing for the ACA Exam." Contact John Lamborn, (801) 626-6540.

### July 15-18

NAGARA's annual conference, Mayflower Hotel, Washington, D.C. Theme: "Expanding Horizons: Partnerships with Allied Professions." Contact Marie Allen, National Archives and Records Administration, Washington, D.C. 20408. For a copy of the final program package, contact Bruce W. Dearnsteyne, NAGARA Executive Secretariat, State Archives and Records Administration, 10A46 Cultural Education Center, Albany, New York 12230.

### Western Archives Institute

The Western Archives Institute, from June 7-19, 1992, at the Clark Kerr Conference Center on the University of California, Berkeley campus, is designed to offer an introduction to modern archival theory and practice. The program will benefit participants with a variety of backgrounds and individual goals, 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 application deadline is April 1, 1992. Tuition is \$450. Housing and meal plans available at the Clark Kerr Conference Center at the University of California, Berkeley. For further information and an application form, contact: Nancy Zimmelman, Administrator, Western Archives Institute, 1020 "O" Street, Room 130, Sacramento, California 95814, (916) 653-0126.

### Regional Modern Archives Institute in Denver

The Society of Colorado Archivists and the National Archives and Records Administration are co-sponsoring a Denver-based Regional Modern Archives Institute. The Institute will be held at the Denver Federal Center during the weeks of August 10th and 17th, 1992. This Regional Institute is modeled after NARA's Washington Institutes and will introduce participants to the theory, practice, and responsibilities of archival work.

The program is designed for individuals currently working with archives or manuscripts, or for those preparing to enter the field. Participants generally have only basic archival experience and represent a variety of archival repositories, both large and small, public and private.

The Institute will introduce participants to a broad range of archival work, including: appraisal, acquisition, arrangement and description, reference and access, photographs, automation of archives, public programs, fund raising and development, records management, preservation, management and planning, and professional development. In addition to the formal program, individuals will have the opportunity to visit area archives. Tuition is \$450 and includes a selection of archival publications and reprints. The registration deadline is July 15, 1992. To receive a registration form and brochure, please write: Terry Ketelsen, Colorado State Archives, 1313 Sherman Street, Room 1B20, Denver, Colorado 80203.

### International Disaster Prevention Conference

An international conference—"Disaster Prevention, Response, & Recovery: Principles and Procedures for Protecting and Preserving Historic/Cultural Properties & Collections"—will be held at the Massachusetts Institute of Technology in Cambridge, Massachusetts, on October 24-25, 1992. This seminar will emphasize both the fundamentals of protection and the practical scientific/engineering techniques, design methods, and management approaches to minimizing damage when disaster strikes. The fee is \$250 per person for registrations received prior to August 15, 1992, (\$290 after August 15). For further information, contact: Susan E. Schur, Seminar Co-Organizer, Technology & Conservation, One Emerson Place, Boston, Massachusetts 02114, (617) 227-8581, or Robert Hauser, Seminar Co-Organizer, The New Bedford Whaling Museum, 18 Johnny Cake Hill, New Bedford, Massachusetts 01740, (508) 997-0046.



## Washington Beat

Continued from page 9

Scott Armstrong, to seek an injunction to prevent the destruction of National Security Council computer tapes containing messages on the electronic mail "PROFS" system. These records were scheduled to be erased on the eve of George Bush's inauguration until the lawsuit was filed.

The plaintiffs note that since the PROFS material is classified, the only hard evidence regarding its content are excerpts used in the Iran Contra hearings that reveal Colonel North and other high National Security Council staff used the PROFS system to conduct government business in ways that fall well within the definition of historical "records." Although the defendants sought dismissal of this case, District Judge Charles Richey

ruled in September 1989 that the case could go forward to examine whether there was information of historical significance in the PROFS messages slated for destruction that had not been preserved in paper format.

Following the government's appeal of Judge Richey's affirmative decision, the District Appeals Court decided in January 1991 that if the questions were reframed, the plaintiffs had the legal right to pursue this case. Thus in the spring, the plaintiffs devised a new strategy to learn more about the National Security Council's records retention and disposal practices and the operation of the PROFS system. Again the government took steps to block the plaintiffs' fact-finding initiatives.

In the recent decision, the court decisively ruled against the government's delay tactics and allowed the plaintiffs to conduct discovery in order to develop the most complete record for the court on the electronic record guidelines and practices of the National Security Council, the Executive Office of the President, and the National Archives. This discovery includes the taking of several depositions of key personnel from the White House Communications Agency, the Executive Office of the President, the National Security Council, and the National Archives. Upon completion of this court-approved discovery, the case will go back to the judge for a final ruling.

## Education Notes

Continued from page 11

offer an opportunity to experience the benefits that are available to archivists and their institutions through the application of laser disk and electronic imaging technology to the primary mission functions of preservation and reference.

The instructors will be Richard F. Myers, National Archives and Records Administration; Alan F. Fusonie and Ronald Young, both of the National Agricultural Library; and James H. Wallace of the Smithsonian Institution. *September 12, 1992, 9:00 a.m. - 5:00 p.m.*

### Continuing Education: Summer 1992

The Society of Southwest Archivists (SSA) will co-sponsor a workshop on "Arrangement and Description" on June 4, 1992, in Norman, Oklahoma, in conjunction with the Twentieth Anniversary meeting of SSA. The instructor will be Ellen Garrison, of Middle Tennessee State University and co-developer of this SAA workshop.

The National Association of Government Archives and Records Administrators will co-sponsor a workshop on "Managing Electronic Records" on July 14-15, 1992, in Washington, D.C., in conjunction with the Annual Meeting of NAGARA. The instructors will be Margaret O. Adams and Nancy Y. McGovern of the National Archives and Records Administration and Alan Kowlowitz of the New York State Archives and Records Administration.

## ARCHIVAL APPRAISAL

by Frank Boles  
in association with  
Julia Marks Young

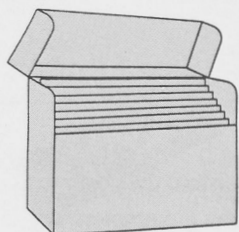
A better understanding of how archivists select records for long-term retention touches upon many areas of consideration and inquiry: criteria definition; interrelationship; importance; the impact of the institutional environment and decision-making formats; and the relevance of quantification techniques. Developing preliminary answers in each area is the goal of *Archival Appraisal*. These answers should serve as an important step in establishing a basis for understanding the archival selection process. Highly recommended.

Neal-Schuman Publishers, Inc. (1991), 118 pp., soft cover  
\$35 SAA members, \$40 nonmembers,  
plus postage and handling

**To order, contact SAA Publications  
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Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605



## 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.

### POSITIONS OPEN

#### 15 LIBRARY/BOOK FELLOWS

Applications are being accepted through April 15 for the 1992-93 Library/Book Fellows Program. The joint program of the American Library Association (ALA) and the United States Information Agency (USIA) will place approximately 15 United States citizens overseas beginning in September. Stipends for Library/Book Fellows are \$30,000 per year. Travel expenses (fellow and one dependent) to and from host country will be reimbursed, health insurance and a small housing subsidy are provided. Eligibility requirements are: U.S. citizenship; language skills of the host country (desired and sometimes required); and education and experience in library or information science, publishing or other fields directly related to the interests and needs of specific projects with demonstrated competency as required. If selected, certification from a physician attesting physical and emotional soundness to conduct the fellowship will be required. Persons who have lived abroad for a ten-year period immediately preceding application are not eligible. A description of two positions for archivists are:

**Santiago, Chile:** *National Archives:* Fluency in Spanish is required. One year, September 1992 to August 1993: Develop an automated system for control and access to all government documents; train librarians and archivists in the preparation of documents to be sent to the archives; consult on current cataloging procedures.

**Ankara, Turkey:** *Hacettepe University, Department of Library Science:* Four to six months, beginning September 1992. Develop curriculum and teaching materials in archives management and education, develop a basic text on archives management for translation into Turkish.

For information about the two positions listed above or the other available positions write to: Robert P. Doyle, Director, Library/Book Fellows Program, American Library Association, 50 East Huron Street, Chicago, Illinois 60611. Telephone 1-800-545-2433, extension 3200. See center insert in the March 1991 or March 1992 *American Libraries* for additional information on the program.

### SUMMER INTERNS

*Edison National Historic Site  
West Orange, New Jersey*

Three to four full-time positions (12-16 weeks in duration), arranging and describing collections in the Edison Archives, the business and scientific papers of Thomas A. Edison. **Qualifications:** Progressively responsible experience in an archives, library, or museum with archival holdings. BA or MA in relevant subject may be substituted for some experience. **Salary:** For a GS-7 Archives Technician is \$11.37/hr., about \$455/wk. Edison NHS is located in West Orange, New Jersey, 15 miles west of New York City, easily reachable by public transportation or car. For position description and application forms (Standards Form SF-171 and CSC Form 1170/17), contact Edward Wirth, Project Archivist, Edison National Historic Site, Main Street and Lakeside Avenue, West Orange, New Jersey 07052, (201) 736-0550.

### ARCHIVIST

*Office of the National Archives  
Washington, D.C.*

The National Archives seeks qualified applicants for entry-level archivist positions. Candidates must be eligible for direct hire appointment under Outstanding Scholar provisions, i.e., those with 3.45 or above undergraduate GPA or in top 10% of undergraduate class. **Responsibilities:** Arrange, describe, preserve, and declassify records; assist researchers. **Qualifications:** Requires 18 semester hours (graduate or undergraduate) in U.S. history,



American political science or government; plus 12 semester hours (graduate or undergraduate in history, government, public administration, American civilization, or economics. In addition, 30 semester hours of graduate education or an MA in one of these fields preferred. **Salary:** Starts at GS-7 (currently \$21,906 annually) and increases to GS-9 (currently \$32,423).

**Application Information:** For a copy of the vacancy announcement, which contains the application instructions, call the Personnel Operations Branch, at 1-800-827-4898. Requires copies of transcripts from all colleges attended. Apply April 1 to May 1. For additional information, call Mary Rephlo or Cynthia Fox at (202) 501-5310.

### ARCHIVIST

*P.E.O. Executive Office  
Des Moines, Iowa*

**Responsibilities:** Preserving and cataloging of archival records and artifacts of International organization. Records management. **Qualifications:** Requires degree or related experience, strong organizational skills, typewriter and word processor, strong human relations skills. Active membership in P.E.O. desirable. Full-time position. **Salary:** Commensurate with experience. Excellent benefits. Requests for information and resumes to: Chief Administrative Officer, P.E.O. Executive Office, 3700 Grand Avenue, Des Moines, Iowa 50312.

### ARCHIVIST

*The University of Wisconsin-River Falls  
River Falls, Wisconsin*

The University of Wisconsin-River Falls, Chalmer Davee Library is recruiting for an Area Research/University Archivist. **Salary range:** \$23,996 to \$29,995 (12 months). **Qualifications:** Bachelor's degree required, two years archival experience in a professional position required. MLS degree from an ALA-accredited library school including academic archival training preferred. **Duties include:** Administer, develop, organize, and provide appropriate access to records held in

the university archives and the Area Research Center. Establish and maintain policies and procedures allowing for the efficient operation of the university's records management program. Participate in library instruction by providing instruction in Area Research Center activities; co-ordinate community outreach activities. Send resume, official transcripts, and three references with letter of application to: Linda M. Olson, Search & Screen Committee Chair, Chalmer Davee Library, University of Wisconsin-River Falls, River Falls, Wisconsin 54022-5015. **Application deadline:** April 15, 1992. UW-River Falls is committed to achieving diversity in its academic community. Women and minorities are strongly encouraged to apply. An alphabetical list of all nominees and applicants, without differentiation, may be released following the closing date.

### INTERN

*Tiffany & Company Archives  
Parsippany, New Jersey*

Tiffany and Company archives seeks an advanced undergraduate or graduate student interested in full-time, four-month internship. Focus of internship is Tiffany's silver manufacturing operations from the mid-19th century to the present. Send cover letter, resume, and writing sample to: Human Resources - Archives, Tiffany and Company, 801 Jefferson Road, Parsippany, New Jersey 07054.

### DIRECTOR

*The Salvation Army National Headquarters*

*Archives & Research Center  
Alexandria, Virginia*

The Salvation Army National Headquarters seeks applications for position of Director of its National Archives and Research Center. **Responsibilities:** The director will report to the National Business Administrator and supervise the activities of a three-person staff. The director is expected to plan and implement archives operations which include collecting, organizing, preserving, and making

accessible in appropriate form data regarding the Salvation Army's origins, development, purposes, people, and other historical information. **Qualifications:** The successful candidate will have a graduate degree in the humanities, social sciences, or library science; specialized archival training; the ability to communicate clearly and precisely both verbally and in writing; at least five years of archival experience, two of which include the supervision of staff and demonstrated leadership and planning skills. **Salary:** \$38,000 to \$45,000 commensurate with qualifications and experience.

### ARCHIVES ADMINISTRATOR

*For a Dayton Area Museum*

**Responsibilities:** Direct and organize the solicitation and maintenance of an inventory of materials on African/African-American history and culture. Coordinate and supervise the activities of staff engaged in the examination and preservation of collected materials. Preserve and analyze historical photograph collection and manuscripts. Organize exhibitions and educational workshops, contribute articles to newsletters and professional journals, write grant proposals, and computerize existing manual tasks and routine archival operations. **Qualifications:** Graduate degree in African/Black Studies, two years experience on the duties described, two years supervisory experience, and good verbal and writing skills with one year experience in the use of computers. **Work Schedule and Pay:** Forty hours/week, 8:00 a.m. to 5:00 p.m., Monday thru Friday; \$25,000 per year. Must have proof of legal authority to work permanently in the United States. Send resume in duplicate (no calls) to J. Davies, JO#1276437, Ohio Bureau of Employment Services, P.O. Box 1618, Columbus, Ohio 43216.

### PROJECT ARCHIVIST

*American Institute of Physics  
New York, New York*

The AIP Center for History of Physics seeks an archivist for its grant-funded

## Professional Opportunities

study aimed at learning how to document collaborative research involving teams from three or more institutions. Phase I of the long-term project, focused on the field of high-energy physics, has been successfully completed and the two-year study of collaborations in space science and geophysics has just started. The position offered is for a minimum of twenty months; proposals will be submitted for a final phase (one or more years) of the study to explore the applications of project findings to other areas of science and technology and develop policies and guidelines in both the archival and science policy areas to improve future documentation.

**Responsibilities:** The project archivist--along with the project historian and project director--will participate in all aspects of the study, including interviews with scientists on patterns of collaboration, interviews with archivists and other records managers on patterns of record keeping, assessment of archival findings, and recommendations for future actions. The position involves work with consulting archivists, historians, and sociologists as well as frequent travel throughout the United States and some trips abroad.

**Qualifications:** MA degree in history or library science with archival training and at least two years experience with postwar records is required. A general interest in science and technology is preferred.

**Salary:** Minimum \$30,000, depending upon qualifications. The position will remain open until filled. Send resume and letter of application to Joan Warnow-Blewett, AIP Center for History of Physics, 335 E. 45 Street, New York, New York 10017. Telephone: (212) 661-9404; Fax: (212) 986-5334; E-mail: JWB@AIP.Bitnet.

### ARCHIVIST/LIBRARIAN

*Museum of Broadcast Communications  
Chicago, Illinois*

The Museum of Broadcast Communications seeks an archivist to manage and expand its collection of 60,000 radio and television programs and commercials.

**Responsibilities:** Reporting to Museum

Curator, the archivist oversees collection acquisition, cataloging (computerized system), storage, and preservation, and supervises public access to the archives. **Qualifications:** ALA-accredited MLS, experience in archives administration. Prefer BA in social history, familiarity with broadcast history and archival materials.

**Salary:** Depending on experience, to \$25,000 plus benefits. Applications accepted to March 30, 1992. Send letter, resume and references to: President, Museum of Broadcast Communications, 800 South Wells, Chicago, Illinois 60607.

### ARCHIVIST

*Iowa State University Library  
Ames, Iowa*

Special Collections Department seeks an archivist who will be responsible for soliciting, arranging, and describing university records and faculty and alumni papers; for supervising support staff in processing and indexing these collections; and for providing reference service for the collections. Anticipated review of applications will begin May 1 and continue until the position is filled. A more complete position description with a statement of desired qualifications and information on salary and benefits may be obtained from: Library Administration Office, Attn: Jeanne Marron, 302 Parks Library, Iowa State University, Ames, Iowa 50011 (515) 294-1442.

### PROCESSING ARCHIVIST

*Utah State Archives and Records Service  
Salt Lake City, Utah*

**Responsibilities:** Under general supervision, processing archivists have the responsibility to arrange and describe archival records. This includes accessioning and deaccessioning; planning the processing of individual record series; physically processing records; creating series inventories or other finding aids; and the maintenance of series and authority records in an automated local information system. **Qualifications:** Knowledge of the principles and practices of modern archival arrangement and description tech-

niques based on training or experience. At a minimum, a BA in history, public administration, library and/or information sciences, or related field, plus two (2) years of full-time paid professional, related employment or substitution as follows: related graduate level education for the one year of required employment or four years full-time paid professional, related employment for the required education. **Salary:** Minimum \$22,693 with generous benefits package. **Apply to:** Connie Reed, Utah Department of Administrative Services, 3120 State Office Building, Salt Lake City, Utah 84114, by April 1, 1992.

### ARCHIVIST TO COORDINATE REFERENCE AND PROCESSING

*Library and Archives Division  
Historical Society of Western Pennsylvania  
Pittsburgh, Pennsylvania*

The Historical Society of Western Pennsylvania is seeking a highly qualified archivist to coordinate and participate in archival accessioning, processing, and cataloging. This one of six professional positions in the division. **Responsibilities:** Processing, cataloging, and reference services for archives in a growing research center. Coordinate day-to-day operation of the archives in the absence of the Deputy Director, assist in establishment and implementation of archives policy and project, and supervise staff. This is a specialized collection of books and manuscripts on the history of Western Pennsylvania with 35,000 books, 250 serials, 2,000 linear feet of manuscripts, 75,000 photographs, and 500 maps. The library and archives now shares a 15,000 square foot building with the museum division and will move to a 160,000 square foot, state-of-the-art facility in 1995. This position reports to the Deputy Director for library and archives. **Qualifications:** An MLS or MA in history or related degree. Three years experience with appraisal, arrangement and description, successful management experience, ability to supervise and work with volunteers, experience with USMARC AMC



format and OCLC. **Salary:** High 20s and good benefits. Please identify application with SAA. Send a cover letter of application with resume and names, addresses and phone numbers of three references to Dr. Carolyn Schumacher, Deputy Director for Library and Archives, Historical Society of Western Pennsylvania, 4338 Bigelow Boulevard, Pittsburgh, Pennsylvania 15213, (412) 681-5533.

### PROJECT ARCHIVIST

*Jewish Archives of Western Pennsylvania  
Historical Society of Western Pennsylvania  
Pittsburgh, Pennsylvania*

Project Archivist for the Jewish Archives of Western Pennsylvania, of the Historical Society of Western Pennsylvania. The mission of the Jewish Archives, now in its third year, is to collect, preserve, and provide access to materials relating to the history of Western Pennsylvania Jewish communities. The Historical Society of Western Pennsylvania has been collecting materials on the history of Western Pennsylvania for over one hundred years. Recent collecting efforts have focused on the cultural and industrial development of the late nineteenth and twentieth century. The Jewish collection is the oldest of several ethnic collections now in progress. The Division of Library and Archives has six professional and two paraprofessional positions. This is a specialized collection of 35,000 books and 2,000 linear feet of manuscript materials, 70,000 photographs and 500 maps related to the history of Western Pennsylvania. The volunteer program and interns from local colleges provide important additional assistance for special projects. **Responsibilities:** The archivist for the Jewish Archives reports to the Director of Library and Archives. Primary responsibility for arrangement and description of archival materials and participates in reference services and cataloging duties. Participates in the appraisal of prospective collections in collaboration with the Director of Library and Archives and the Division Collection Development Committee. The incumbent also works with Community Advisory Committee.

**Qualifications:** An MLS from an accredited library school or a related degree with training and experience in archival procedures and processing, cataloging in USMARC AMC format and OCLC. Knowledge of Jewish culture and religious practices essential. Ability to speak in public. Foreign language helpful, as well as supervisory experience or experience managing volunteers. **Salary:** \$18,000 to \$20,000 with excellent benefits. Applications will be considered immediately and will continue to be accepted until position is filled. Send cover letter, resume, and three references to Dr. Carolyn Schumacher, Deputy Director of Library and Archives, Historical Society of Western Pennsylvania, 4338 Bigelow Boulevard, Pittsburgh, Pennsylvania 15213, (412) 681-5533.

### CONSERVATOR SEARCH REOPENED

*Archives of Labor and Urban Affairs  
Wayne State University  
Detroit, Michigan*

The newly completed addition to the Walter P. Reuther Library includes a fully equipped and furnished conservation laboratory. This position will be responsible for the operation of that facility. **Responsibilities:** Conduct survey of collections and identify those items in need of treatment. Make conservation decisions and complete necessary treatments. Monitor environment of archives facility. Advise on matters relating to exhibition and care of paper and photographs. Other related duties as may be assigned. **Qualifications:** Knowledge of preservation and conservation procedures and techniques as demonstrated by previous relevant experience and completion of a formal recognized conservation program. Demonstrated treatment skills on archival records, books, manuscripts, and photographs. Graduate degree in a relevant discipline. **Salary:** Negotiable. This is a tenure-track appointment with excellent fringe benefits. Send resume, including names, addresses, and phone numbers of at least three references to Warner W. Pflug, Walter P.

Reuther Library, Wayne State University, Detroit, Michigan 48202.

### ARCHIVIST

*The Nelson-Atkins Museum of Art  
Kansas City, Missouri*

The Nelson-Atkins Museum of Art is developing an archives and records management program under a two-year federally-funded grant. This general art museum with an emphasis on the arts of Asia, particularly China, opened in 1933. Other collections of special note include English ceramics of the seventeenth and eighteenth centuries, European painting from the Baroque through the nineteenth century, and the sculpture of Henry Moore. The institution's records are complete, important, unique, and uncataloged. Documents detail the amassing of the collections in the late 1920s and early 1930s in Europe, China, and the United States, as well as the ongoing development of the institution, which is considered among the ten or twelve most important art museums in the United States. An archivist and archives technician will be hired. The archival materials, which currently total more than one thousand cubic feet of records, will be consolidated, surveyed, organized, and described. Guidelines will be formulated for transferring current museum records to the archives. In addition, the archivist will establish a program to meet the preservation and conservation needs of the materials in the documents collection. Guidelines will be established for public access to these holdings. The Museum is currently involved in intense preparation for the publication of extensive catalogs of the permanent collection. The current call for applications is for the position of Archivist. In addition to the responsibility noted above, filing terminology will be standardized in order to inventory data into a computer system and produce a printed inventory. Policy statements on the scope and nature of the archives program and on records management issues will be prepared. Two years experience in established institutional archives. Familiarity with USMARC-AMC. Applications

## Professional Opportunities

should be sent to Sondra Taylor, Manager of Human Resources, The Nelson-Atkins Museum of Art, 4525 Oak Street, Kansas City, Missouri 64111. M/F EOE

### ARCHIVAL ASSISTANT

*Bethune Museum-Archives  
Washington, D.C.*

**Responsibilities:** Archival assistant needed to assist in daily implementation of archival programs and services, under general direction of the archivist. **Qualifications:** BA degree and some archival training or experience required. Send resume to: Personnel Officer, Bethune Museum and Archives, 1318 Vermont Avenue, N.W., Washington, D.C. 20005.

### ASSISTANT ARCHIVIST

*Chase Manhattan Bank  
Corporate Archives  
New York, New York*

**Responsibilities:** Reports to Corporate Archivist. Assists in the appraisal, accessioning, arrangement and description of records for a leading financial institution; assists with reference, exhibitions, special projects, and collection automation. **Qualifications:** MLS with focus on Archival Administration or MA in History with archival certificate. One to two years full-time experience at an archival institution with research and arrangement responsibilities. Strong interest in, and preferably, experience with, automation and database development. Excellent communication and writing skills; ability to work independently. **Salary:** Commensurate with qualifications and experience (high 20s/low 30s). Position open until filled. Send letter of application, resume, and three references to: Jean Hrichus, Chase Manhattan Archives, 2 Chase Plaza-27th Floor, New York, New York 10081.

### CURATOR OF MANUSCRIPTS

*Harvard College Library  
Cambridge, Massachusetts*

Reporting to the librarian of the Houghton Library, the Curator provides imaginative leadership for one of the world's pre-eminent collections of manuscripts. The col-

lections, over 5,000,000 items, comprise papyri, early European manuscripts, extensive literary manuscripts (including the most significant archive of nineteenth- and twentieth-century American literature), publishing records, photographs, musical scores, philosophical writings, and political, missionary, and other historical materials. **Responsibilities:** The curator is responsible for the development, cataloging, and conservation of the collections, and for fund raising, scholarship, teaching, exhibitions, and publications based on the collections. The department maintains an ambitious acquisitions program through purchase, gift, and bequest. The curator will assume responsibility for introducing electronic cataloging and broadening access through the national utilities. **Qualifications:** An advanced degree in an academic discipline related to the holdings; successful experience within special collections or comparable area; distinction in one's scholarly work; the ability to supervise department members and to work in concert with colleagues in other departments to further the educational and research mission of the library as a whole. **Anticipated Hiring Salary:** Mid 50s. **Available:** Spring 1992. **Major Benefits:** One month vacation; generous holiday and sick leave; choice of health plans; dental insurance; life insurance; university-funded retirement income plan; tax-deferred annuity options; tuition assistance. The Search Committee will begin screening applications on February 1, 1992, and will continue until the position is filled. To apply, please send a letter of interest, resume, and the names of three references to: Hazel C. Stamps, Director of Personnel Services, Harvard College Library, Widener 188, Cambridge, Massachusetts 02138.

### COORDINATOR

*Archival and Description Services  
Special Collections  
Harvard Business School  
Boston, Massachusetts*

**Responsibilities:** Reporting to the Director of Historical Resources, is responsible

for description and permanence of historical information (archival, print, electronic) in an environment of technological change. Works with staff to develop descriptive products and services which integrate paper and electronic records into useable historical information systems. Meets with faculty, records manager, and administrative staff to acquire HBS archival records and faculty papers. Schedules arrangement, description, and cataloging of archives, manuscripts, and print materials, including USMARC cataloging; supervises skilled processors and student assistants. Plans and implements preservation and conservation, including vendor relations, microfilming projects, and electronic reformatting; coordinates activities with other HBS historical collections. Represents department on library and university committees. Collections include archives of Harvard Business School; 1,400 business manuscripts collections (1,300 to present); the rare book Kress Library of Business and Economics (1480-1900), prints, photographs, electronic media, and other historical materials. **Requirements:** MA or MLS in archives management with knowledge of library systems; second advanced degree preferred. At least five years professional experience with increasing responsibility for managing historical materials; strong public service orientation. Demonstrated ability to organize descriptive functions; familiarity with PC databases. Supervisory experience and ability to work across boundaries with faculty and staff at all levels. Aptitude for change and development of new skills. Salary commensurate. Send resume and references to: Mary Ann Johnson, Human Resources, Harvard Business School, Boston, Massachusetts 02163.

### ASSOCIATE CURATOR

*Harvard University Archives  
Cambridge, Massachusetts*

The Associate Curator for Records Administration and Planning in the Harvard University Archives is principally responsible for the management, retention,



and disposition of the University's contemporary records within legal and policy guidelines. As a senior member of the University Archives staff, the Associate Curator also shares responsibility for archives planning and automation. Reports to the Curator of the University Archives. The Records Management Program is carried out as a function of the Harvard University Archives within the Harvard University Library Administration. It operates under a vote of the Harvard Corporation that defines the scope and responsibilities for the retention of records produced within the offices of the University's central administration departments and of its ten faculties. The work of the Program is designed to meet the multiple needs for records administration within a variety of University office settings. In addition, the Program involves the management of collections housed in the University's Records center at the Harvard Depository. **Responsibilities:** Analyzes and appraises collections of records in order to determine retention and/or disposition schedules. Supervises the preparation of collections to be accessioned into the Archives. Prepares retention and disposition schedules for all records in the program. Advises staff in University administrative offices on records retention and disposition regulations and schedules. Stays abreast of legal and policy developments within the records management field and educates appropriate University personnel on changing requirements. Supervises a records management staff of five and participates in the supervision of Archives staff as appropriate. Works closely as liaison with the manager of the Harvard Deposit library to ensure proper handling of records storage. Reports annually on the fiscal and administrative activity of the program. Assists and advises the Curator with the assessment of operational systems within University Archives. Examines and evaluates automation applications within the Archives. Participates in personnel and budget planning. Plans and assesses short- and long-term equipment and facility needs. Works closely with the Associate

Curator for Archives Administration and Research on projects and issues of mutual concern. **Qualifications:** Master's degree in library science or master's degree in the humanities or social sciences and relevant records management experience. Minimum of five years experience in records management and archives management work, preferably in a college or a university setting. Broad knowledge of experience with automation and other technologies applicable to records management, archives, or library operations. Demonstrated supervisory and organizational skills. Financial management and budgeting skills. Highly developed interpersonal and communication skills and the capacity to work with tact and sensitivity in a large decentralized organization. **Salary:** Grade 30; hiring range \$43,000 - \$55,900; FLSA status exempt. Position available April 15, 1992. Send resumes to Malcolm C. Hamilton, University Personnel Librarian, Harvard University Library, Wadsworth House, Cambridge, Massachusetts 02138.

### LIBRARY DIRECTOR

*Daughters of the Republic of Texas Library San Antonio, Texas*

**Responsibilities:** Provides direction and administration for the Texas History Research Library at the Alamo. Responsible for collection development and its security, physical maintenance, and preservation. Oversees accessioning, cataloging, processing, preparation of finding aids, reference services, and financial records. Supervises staff of six professionals and technicians. Responsible for budget development and use of automated archival systems. Reports to the Library Committee of the Daughters of the Republic of Texas. **Qualifications:** Archival training, experience, and thorough knowledge of archival practice; ALA-accredited MLS degree. **Salary and benefits:** Beginning salary \$27,000. Group life insurance and retirement annuity. No state or local income taxes. **Library:** Established in 1943, the library is in a park setting on the grounds of the Alamo, open for research only, Monday through Saturdays.

Holdings include 18,000 titles, manuscripts and documents collections, photographs, maps, art, newspapers and periodicals, and extensive vertical files. Concentrations are the Texas Republic period, San Antonio history, and the Alamo.

**Application:** Send letter of application, resume, and names of three references to Mrs. Terry S. Bickerton, Chairman, D.R.T. Library Committee, c/o Daughters of the Republic of Texas Library, P.O. Box 1401, Alamo Plaza, San Antonio, Texas 78295-1401.

### PROJECT ARCHIVIST

The Mickey Leland Center on World Hunger and Peace at Texas Southern University invites applications for the position of Project Archivist. This is a two-year non-tenure track position with duties to commence approximately **June 1, 1992**. The archivist will be responsible for evaluating, processing, and preparing a finding guide to the papers of the late U.S. Congressman Mickey Leland.

**Qualifications:** A Master's Degree in humanities or related field is required as well as five years of experience in practices and procedures working with historical recordings, including sorting, preservation techniques, cataloging and preparing a finding guide. Formal training in archival procedures is also required. A familiarity with use of archival computerization and membership in the Academy of Certified Archivists are preferred.

**Salary:** The salary is competitive with excellent benefits.

To apply, please send resumé, academic transcript, and three letters of recommendation by **March 30, 1992**, to: Dottie Malone-Atkins, Associate Director, Mickey Leland Center, Texas Southern University, 3100 Cleburne, Houston, Texas 77004.

## Professional Opportunities

### POSITIONS AT THE NEW YORK STATE ARCHIVES AND RECORDS ADMINISTRATION

The New York State Department of Civil Service has tentatively scheduled open competitive examinations for professional records management positions at the State Archives and Records Administration (SARA). The examinations will establish lists of eligible candidates for permanent appointment to Public Record Management Specialist (PRMS) positions at SARA at the following levels (with current starting salaries in parenthesis):

Chief PRMS - (47,835)      Principal PRMS - (46,716)      Associate PRMS - (39,850)      Senior PRMS - (30,655)

The application deadline for examinations is April 6, 1992. Exams will consist of an evaluation of training and experience. At all except the Senior level, the evaluation of training and experience will be followed by a qualifying (pass/fail) oral examination to be given when positions are available to be filled.

To participate in the examination you must obtain and file by April 6, 1992, an official application form which is available from the State Education Department, Personnel Office. A copy of a more detailed examination announcement is also available. To obtain an announcement and application form contact: Charles J. Byrne, Director of Personnel, New York State Education Department, Albany, New York 12234

Please note that the examination results will be used to make permanent appointments to current and future PRMS positions at SARA. There are currently 13 vacancies at the Senior level, 14 at the Associate level, and 3 at the Principal level, including the positions advertised below. Applicants who submit a letter and a resume to apply for any of the PRMS positions described below must apply separately for the Civil Service examination by April 6. For minimum qualifications, see end of display ad below.

SARA has professional vacancies for service in a dynamic, innovative, growing organization which administers records management and archival programs and provides services to 80 State agencies and 4,000 local governments. Some positions are with the External Programs Division, involving work with local governments. Some are in the State Government Records Division and involve work with State agencies. (Positions are located in Albany, New York unless otherwise indicated).

#### POSITIONS IN THE EXTERNAL PROGRAMS DIVISION

##### LOCAL GOVERNMENT RECORDS BUREAU

###### Grants Administration Unit

**Principal Public Records Management Specialist/Unit Head:** Administers the Grants Unit, including supervising professional and support staff, overseeing the development of grants guidelines, coordinating the grants review process, and establishing procedures for oversight of funded projects.

###### Regional Advisory Services Unit

**Principal Public Records Management Specialist/Unit Head:** Administers the Regional Advisory Services Unit, including supervising professional and support staff throughout the state. Responsible for planning, developing, and implementing policies and procedures for local government records management.

**Senior Public Records Management Specialist (One position/New York City):** Provides advice, technical assistance and consultation to local governments within the City of New York; assists with the presentation of workshops, helps to monitor grants projects, conducts research, and prepares written reports.

###### Publications and Educational Resources Unit

**Senior Public Records Management Specialist:** Helps to develop and implement policy to improve local government records management; writes technical leaflets; prepares curricula and training materials, and presents workshops.

##### STATEWIDE RECORDS SERVICES OFFICE

###### Archival Advisory Unit

**Associate Archivist/Unit Head:** Develops and implements plans, documentation strategies, policies, procedures, and programs to assist local governments with the administration of archival and vital records; presents workshops on archival topics to local government officials; and assists with development of retention schedules for local records.

**Senior Archivists (Three positions/ Albany, Rochester, New York City):** Helps to develop plans, policies, procedures, programs, and publications; makes site visits to local governments; and provides consultation on administration of archival records; presents workshops on archival topics.

##### Local Government Records Information and Technology Unit

**Associate Public Records Management Specialist:** Coordinates research on information technology used by local governments and on potential standards; reviews and monitors local government records technology grants; serves as staff liaison to the Local Government Records Advisory Council's Committee on Information and Technology; and helps to develop training programs and publications for local governments relating to information technology.

**Senior Public Records Management Specialist:** Conducts research on information technology, including management of electronic records; monitors local government records technology grants, provides technical assistance and training to local governments relating to information technology issues.

##### Public and Educational Programs Unit

**Senior Archivist:** Promotes and helps to develop advisory services on educational use of local government archival records; develops videos, teleconferences, and other means to support local government records management training; and serves as liaison for Community College training programs.

*For additional information about positions in the External Programs Division, please contact Bruce W. Dearstyne, Director, External Programs Division, 10A46 Cultural Education Center, Albany, New York 12230, (518) 473-8037.*



### POSITIONS IN THE STATE GOVERNMENT RECORDS DIVISION

#### BUREAU OF RECORDS ANALYSIS AND DISPOSITION

##### Appraisal and Analysis Unit

**Associate Public Records Management Specialist:** Develops and coordinates a new State Records Technical Assistance Program; assesses agency needs, writes technical publications, coordinates direct services to agencies; monitors technology and technical issues in the areas of information systems design, micrographics, imaging systems, files management, retrieval systems, and related information management methods.

**Senior Public Records Management Specialist:** Serves as a liaison for 8-12 State agencies, reviews records retention and disposition schedules, and provides advice and technical assistance to State agencies. May also appraise records for long-term value and assist with education and training programs for agency staff.

**Senior Archivist:** Serves as a liaison for 8-12 State agencies and conducts records analysis and archival appraisal; conducts research on the history and functions of State agencies and provides advice and technical assistance to State agencies to promote access, preservation, and use of archival records.

##### Center for Electronic Records

**Senior Archivist:** Helps to develop program for archival administration of electronic records, including appraisal, accessioning, description, preservation, and user services; carries out research and monitors trends in automated access and retrieval systems, software, storage media, office automation, Geographic Information Systems, networks, or related technologies.

**Senior Public Records Management Specialist** (contingent on grant funding): Helps to develop program for management of electronic records; provides direct assistance to State agencies on management of electronic records; and carries out research and monitors trends in automated access and retrieval systems, software, storage media, office automation, Geographic Information Systems, networks, or related technologies.

*For additional information about State Records positions, contact Margaret Hedstrom, Chief, Bureau of Records Analysis and Disposition, 9C71 Cultural Education Center, Albany, New York 12230, (518)-474-6771.*

### MINIMUM QUALIFICATIONS

#### PUBLIC RECORDS MANAGEMENT SPECIALISTS:

**Senior Public Records Management Specialist:** A bachelor's degree AND three years of qualifying experience in one or more of the areas A through F below OR a master's degree in history, government, business or public administration, political science, Humanities, American studies, library science, information science or archival administration AND two years of qualifying experience in one or more of the areas A through F.

**Associate Public Records Management Specialist and Principal Public Records Management Specialist:** A master's degree in any of the fields listed above AND qualifying experience as follows:

**Associate** - Four years of experience in one or more of the areas A through F below, at least two years of which must have included either direct supervision of professional staff or responsibility for administration of a program.

**Principal** - Five years of experience in administering programs in two or more of the areas A through F below, at least three years of which must have included direct supervision of professional staff.

**Chief** - Six years of experience in one or more of the areas A through F below, at least four years of which must have included direct supervision of professional staff.

#### PUBLIC RECORDS MANAGEMENT SPECIALIST QUALIFYING EXPERIENCE:

To be qualifying, experience must be professional-level experience in which the preponderance of duties involve: (A) appraising and developing retention and disposition schedules for the records of an institution, government or corporation; (B) providing direct technical assistance in records management; (C) developing or carrying out a records management educational, training or promotional program; (D) developing or implementing guidelines, standards, policies, and procedures concerning records management; (E) evaluating available information technology to support record keeping requirements of an institution, governmental body, or corporation; or (F) managing a grant-in-aid program for records management.

#### ARCHIVISTS:

**Senior Archivist:** A bachelor's degree in history, government, economics, public administration, political science, American studies, or

library and information science, including or supplemented by 15 semester credit hours in history, 9 of which must have been in American history or a masters degree in any of the fields listed above AND three years of qualifying experience in one of the areas A through C below.

**Associate Archivist:** A master's degree in any of the fields listed above AND four years of qualifying experience in one of the areas A through C below; two years of which must have included supervising archives staff or managing an archival program or function.

**ARCHIVIST QUALIFYING EXPERIENCE:** To be qualifying, experience must be professional-level experience in which the preponderance of duties involve: (A) archival appraisal, arrangement and description or preservation; (B) providing reference services in an organization whose primary focus is archival services; (C) providing educational programs or technical assistance in the administration of archival records.

#### SALARIES

Current starting salary is as follows: Principal Public Records Management Specialist: \$46,716. Associate Public Records Management Specialist: \$39,850. Senior Public Records Management Specialist: \$30,655. Associate Archivist: \$39,855. Senior Archivist: \$30,655. There is a location pay differential for New York City (\$701). Employees are also entitled to New York State health, retirement, and other benefits.

#### HOW TO APPLY

Send a letter which specifies the position(s) you are applying for AND a resume to Charles J. Byrne, Director of Personnel, New York State Education Department, Albany, New York 12234. All appointments to these positions are provisional, pending a Civil Service examination. Applicants for the Public Records Management Specialist positions should note that a Civil Service examination is scheduled for these job titles. You must apply separately for the examination. (See box at beginning of display ad.)

#### APPLICATION DEADLINE

Review of applications for provisional appointments will begin immediately with an anticipated closing date for all positions of June 1, 1992.

*New York State is an Affirmative Action/Equal Opportunity Employer. Women and members of minority groups are especially urged to apply for these positions.*

## **Describing Archival Materials: The Use of the MARC AMC Format**

*edited by Richard P. Smiraglia*

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

Published by The Haworth Press (1990)  
228 pp., hard cover  
\$29 SAA members, \$35 nonmembers,  
plus postage and handling

## **Care and Identification of 19th-Century Photographic Prints**

This is the first and only reference book devoted solely to the care and identification of 19th-century photographic prints. It covers the history of early photographic print processes from 1840-1900; identification and forms of deterioration; stability of specific print materials; collection management; proper storage, handling, and display. A key feature of this book is its practical, detailed system to help individuals identify various photographic and photomechanical print processes. This data is contained in a unique, easy-to-use "Identification Guide." This book is especially for conservators and preservation administrators responsible for the care of photographic collections in archives, historical societies, museums, galleries, libraries, government agencies, or corporate collections. A great companion piece to *Archives and Manuscripts: Administration of Photographic Collections* (SAA 1984).

Published by Eastman Kodak Company (1986)  
116 pp., soft cover  
\$20 SAA members, \$25 nonmembers,  
plus postage and handling

**To order, contact SAA Publications at (312) 922-0140**

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**March 1992**

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