



Newsletter

The Society of American Archivists

May 1992



May is a time for ploughing and planting. Fourteen-year-old Doris Mears plants corn on her parents' farm in Robertson County, Texas, in 1942. Doris' older brother usually performed this chore. However, like many other young men at that time, he was serving in the military.

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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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Hedlin Elected to Top Spot in SAA

In April SAA membership elected Edie Hedlin as the Society's vice president for 1992-1993. Hedlin, a consultant with the Winthrop Group, will assume the vice presidential post following the 1992 annual meeting in Montreal and will serve in that capacity until the end of the 1993 annual meeting in New Orleans, when she will become SAA's 49th president.

A member of SAA for more than twenty years, Hedlin brings a variety of experience to the position. She served on SAA Council from 1982-1989, the Interim Board for Certification from 1987-1989, chaired the Business Archives Section from 1976-1978, and is currently chair of SAA's Legal and Legislative Issues Committee. In addition, she has been active in other professional associations, including the National Association of Government and Records Administrators (NAGARA), where she served on the Board; the National Archives Assembly; the Society of California Archivists, where she held the post of treasurer; as well as the Mid-Atlantic Regional Archives Conference (MARAC).

"SAA members are remarkable for the tireless energy they devote to professional concerns. This 'self-drive' makes the leadership role more simple."

Edie Hedlin

Prior to joining the Winthrop Group, Hedlin, who earned a Ph.D. from Duke University, served on the staff of the National Archives and Records Administration for 12 years. She was also a corporate archivist for the Wells Fargo Bank and before that she worked for the Ohio Historical Society.

In her candidate statement, Hedlin noted that "SAA members are remarkable for the tireless energy they devote to professional concerns. This 'self-drive' makes the leadership role more simple." She sees the role of president and vice president as "channeling energy and sustaining communication among numerous and interested constituencies." Hedlin noted that the Society's leadership traditionally comes from committees, sections, task forces, and interest groups, and that the president and vice president should foster and support the initiatives generated from these groups.

Hedlin also acknowledged that Council's three-year plan presents a broad agenda from which priorities must emerge. "The administrative issues of finance and staffing base, along with services to members, must necessarily remain in the forefront."

One issue of critical importance to the profession is archival

education. Hedlin believes that the Society "must continue to expand academic educational opportunities and further define an archival curriculum." In addition, the Society "needs to place the profession within the broader context of information science to develop methods and strategies for dealing with new media and new systems for the storage, transmission, and creation of records."

In a recent telephone interview, Hedlin stated that she is looking forward to hearing from SAA membership. She will be attending both the International Congress on Archives meeting, September 6-11, and the SAA annual meeting, September 13-17, in Montreal.

"I would hope that members would feel free to contact me during the ICA and SAA meetings," said Hedlin, "I will be delighted to hear from people regarding their professional needs and interests."



Edie Hedlin

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More Election Results



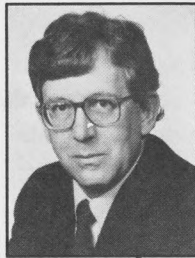
Luciana Duranti



Margaret L. Hedstrom



Elizabeth Yakel



Bruce W. Dearstyne



Judith Fortson



Wilda Logan Willis

Duranti, Hedstrom, and Yakel Join Council

Luciana Duranti, Margaret L. Hedstrom, and Elizabeth Yakel have been elected to Council by SAA membership in April and will serve from the end of the 1992 annual meeting through the 1995 annual meeting.

Since 1987, Duranti has been assistant professor in the Master of Archival Studies Program at the School of Library, Archival, and Information Studies, University of British Columbia. In her candidate statement Duranti stated that the first priority for SAA should be archival education: "defining its meaning, levels and components, and its relationship with certification; fostering and actively supporting the

development of educational programs; and facilitating access to education." Duranti holds a Master of Archival Science and a Doctor of Letters from the Università di Roma. A certified archivist, Duranti has served on the following SAA committees: Archival Educators Roundtable and the Committee on Education and Professional Development.

Hedstrom has served as chief of the Bureau of Records Analysis and Disposition at the New York State Archives and Records Administration since 1987. She earned a Ph.D. in history from the University of Wisconsin-Madison. In her candidate statement, Hedstrom cited her 15 years of experience in the archival profession as an asset to help SAA achieve its goals of the three-year plan. Hedstrom has served on a number of SAA committees, including the Committee on Goals and Priorities, 1992 Program Committee, Committee on Automated Records and Techniques, Steering Committee of the Government Records Section, as well as the Task Force on Automated Records and Techniques.

Yakel has been director of the Maryknoll Mission Archives since 1990 and has been involved with religious archives since 1982. She holds an A.M.L.S. from the University of Michigan and this fall will be pursuing a Ph.D. from the School of Library and Information Studies at the University of Michigan. In her candidate statement she also cited archival education as a priority within SAA. "To improve archival education, each activity (seminar, workshop, etc.) must be carefully tailored, evaluated, and modified to meet the continually evolving needs of a specific audience." Yakel has been a member of SAA for twelve years and has served on the International Archival Affairs Committee and the 1987 Program Committee.

This fall, Duranti, Hedstrom, and Yakel will join Brenda Banks, Mary

Janzen, Randall Jimerson, Wavery Lowell, Anne VanCamp, and William Wallach on Council. They will replace outgoing Council members James Fogerty, James O'Toole, and Robert Sink.

Dearstyne, Fortson, and Willis to Serve on Nominating Committee

The SAA election also yielded three members for the 1993 Nominating Committee: Bruce W. Dearstyne, director of the External Programs Division at New York State Archives and Records Administration and executive director of the National Association of Government Archives and Records Administrators; Judith Fortson, head librarian of the Hoover Institution at Stanford University; and Wilda Logan Willis, appraisal archivist for the National Archives and Records Administration. SAA Vice President Anne R. Kenney has appointed Fortson chair of the committee.

The Nominating Committee is responsible for selecting next year's slate of candidates.

Voter Turnout and Tabulators

A record number of 1,183 SAA members out of approximately 2,900 eligible to vote, participated in the election this year. This figure represents an increase over last year, when 1,029 ballots were received. The previous record was set in 1990—1,087 members exercised their right to vote.

Many thanks to members of the Chicago-Area Archivists Group who donated several hours of their time to count ballots. Organized by Tyler Walters of Northwestern University, the tabulators included Becky Tousey of Kraft General Foods, Inc.; Joan Daley of the Chicago Mercantile Exchange Archives; Mike Bullington of Rush Presbyterian St. Luke's Medical Center Archives; Steve Bean, Evangelical Lutheran Church in America Archives; and Sandra Young, a consultant. SAA thanks you for your assistance!

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Partnerships with Allied Professions



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How does government archival and records management relate to other professions? How is it being transformed?

EXPANDING HORIZONS: Partnerships with Allied Professions – the National Association

of Government Archives and Records Administrators' annual meeting July 14-18

in Washington, DC– will answer all of your questions. You won't want to miss it!

Conference sessions will include:

- Preservation microfilming and the care and maintenance of microfilm deacidification
- Cooperation on standards
- Academic and governmental cooperation
- Outreach to schools
- Research networks
- Documentation
- User studies and outreach to users
- Service to government agencies and administrators
- Interdisciplinary appraisal
- Technology trends
- Information policy

Other topics include:

- State-local cooperation
- New directions in local government records programs
- Privacy and access
- Writing successful grant applications
- Local government records management
- Managing electronic records
- Selecting records management software

Also scheduled are several tours, including one of the National Archives building under construction outside of Washington.

Remember to Expand Your Horizons --

1992

Annual Meeting

NAGARA

*National Association of Government Archives
and Records Administrators*

July 14-18, 1992

Mayflower Hotel

Washington, DC

To receive the program package, contact Crystal L. McCandlish,
NAGARA Membership Services, 48 Howard Street, Albany, NY 12207
518 463-8644 fax 518 463-8656



Short Subjects

New Rates for Job Advertisements

New rates for advertising professional opportunities in the *SAA Newsletter* and the *Employment Bulletin* will go into effect July 1, 1992. The new cost for running an ad is 92¢ per word. SAA institutional members will receive a 50% discount. All other policies regarding advertising a professional opportunity remain the same. Please see the shaded box on page 20 for more information.

Volunteers Needed for Booth at ICA

During the International Congress on Archives (ICA) conference, September 7-11, 1992, the Society of American Archivists will have a booth in the exhibit hall. From among those attending the ICA conference, SAA is looking for volunteers to assist SAA staff in promoting the Society, its publications, and membership. Volunteers are needed for approximately two-hour intervals. All slots listed below are open. To volunteer, please contact SAA Managing Editor Teresa Brinati at (312) 922-0140.

▼ *Monday, September 7*

1 pm - 3 pm
4 pm - 6 pm
6 pm - 8 pm

▼ *Tuesday, September 8*

9 am - 11 am
11 am - 1 pm
1 pm - 3 pm
3 pm - 5 pm
5 pm - 6:30 pm

▼ *Wednesday, September 9*

9 am - 11 am
11 am - 1 pm
1 pm - 3 pm
4 pm - 6 pm

▼ *Thursday, September 10*

9 am - 11 am
11 am - 1 pm
1 pm - 3 pm
4 pm - 6 pm

▼ *Friday, September 11*

9 am - 11 am
11 am - 1 pm
1 pm - 3 pm
4 pm - 6 pm

Leadership List

Please make the following address correction in the 1991-92 Leadership List, which was included in last November's *SAA Newsletter*. This listing appears under Representatives.

ALA Committee on Cataloging: Description and Access (CC:DA)

Jackie M. Dooley
Getty Center
401 Wilshire Blvd., Suite 400
Santa Monica, CA 90401
(310) 458-9811 Fax (310) 458-6487

Regional Archival Directory

Here is an addition and a correction to the *Regional Archival Directory*, which was included in the January *SAA Newsletter*.

9.1. Cleveland Archival Roundtable

Membership Contact:

Anthony W.C. Phelps
10109 Lake Avenue, Apt. 304
Cleveland, OH 44102-1262

36. Society of Ohio Archivists

Ohio Archivist Newsletter

Editor: Frederick K. Lautzenheiser
Archives, E-20
Cleveland Clinic Foundation
9500 Euclid Avenue
Cleveland, OH 44195
(216) 444-2929
Fax (216) 444-9385 (Attn: Archives)

American Archivist

The latest issue of the *American Archivist*—54:3 (spring 1991)—was mailed to all SAA members and subscribers in April. This issue features an amoeba-like creature on the cover (part of a series of illustrations for one of the articles).

The next three issues are currently in progress: summer and fall 1991 and a special international issue (winter 1992). All three are slated for print by this summer.

The 18 articles in the special international issue are devoted exclusively to "European Archives in an Era of Change," in recognition of the growing interest and involvement in international archival affairs by U.S. Archivists and also in honor of the four archival conferences meeting in Montreal this September—

International Congress on Archives, SAA's annual meeting, Association of Canadian Archivists annual conference, and annual conference of the Association des Archivistes du Quebec. This issue is edited by the journal's International Scene editors, Marjorie Barritt and Nancy Bartlett of the Bentley Historical Library.

New Book

Disasters such as fires, floods and earthquakes can devastate a library and its collection. A new publication, *Disaster Planning and Recovery: A How-To-Do-It Manual for Librarians and Archivists*, helps archives and libraries prepare for and survive the worst. Written by Judith Fortson, head librarian (and former head of Preservation Services) at the Hoover Institution of Stanford University, the 181-page manual covers the various types of disasters—fire, water, wind, earthquakes—and how to recover from them when dealing with such media as paper, books, photographs, microfilm, and tapes. It also discusses the problems associated with structural damage. Several sample disaster plans are included, as well as the addresses of suppliers, national organizations, treatment centers, and publications.

This book is \$35 for SAA members and \$40 for nonmembers, plus \$5.25 postage and handling. Prepayment required. Contact SAA Publications at (312) 922-0140.

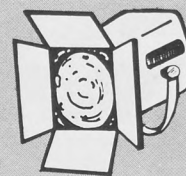
Archival Fundamentals Series

Two more volumes in the Archival Fundamentals Series are currently in production: *Providing Reference Services for Archives and Manuscripts*, by Mary Jo Pugh, and *Selecting and Appraising Archives and Manuscripts*, by F. Gerald Ham. The former is scheduled for print in May and will be available for purchase in June. The latter is slated for printing in August and may be available in time for SAA's Annual Meeting in Montreal.

The final volume, *Preserving Archives and Manuscripts*, is in preproduction. SAA hopes to make it available for its new Preservation Management Training Program workshops, which begin in November.

Currently available: *Arranging and*

Spotlight



Describing Archives and Manuscripts (1990) by Fredrick Miller; *Understanding Archives and Manuscripts* (1990), by James O'Toole; *Managing Archival and Manuscript Repositories* (1991), by William Nolte and Thomas Wilsted; and *A Glossary for Archivists, Manuscript Curators, and Records Managers* (1992), by Lewis and Lynn Bellardo.

Each volume is \$19 for SAA members and \$25 for nonmembers, plus postage and handling. Contact SAA Publications at (312) 922-0140 to place an order.

Business Bibliography

A Selected and Annotated Bibliography on Business Archives and Records Management, by Karen M. Benedict, was published in April by SAA. This bibliography is an update of a 1981 bibliography. It includes all of the entries in the previous edition, as well as an overview of professional literature from 1935 through early 1991. \$15 for SAA members and \$20 for nonmembers, plus postage and handling. Prepayment required. Contact SAA Publications at (312) 922-0140.

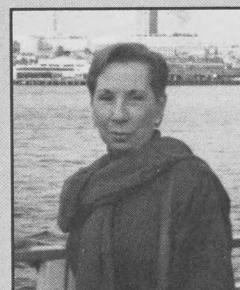
Reduced for Clearance

Access to the Papers of Recent Public Figures: The New Harmony Conference is a collection of papers presented at a conference in Indiana in 1976, co-sponsored by SAA, the Organization of American Historians, and the American Historical Association. SAA has 29 copies left and would like to reduce its inventory. Included in this publication are four papers on access and the law and seven on donor restrictions and access. Send \$4 to cover postage and handling to SAA Publications, 600 S. Federal, Suite 504, Chicago, Illinois 60605. While supplies last.

Out of Print

Archival Choices, by Nancy Peace, is no longer available from SAA. Originally published in 1984 by Lexington Books, it later was sold to MacMillan Publishing. When reordering a supply of this title earlier in the month, SAA learned that MacMillan recently discontinued printing it and has no plans to reissue it.

....Elsie T. Freeman, SAA Fellow, retired from her position as chief of the Education Branch of the National Archives and Records Administration in February. A former member of SAA Council, she has also chaired numerous SAA committees, was a co-founder of the Mid-Atlantic Regional Archives Conference (MARAC), and has published widely on the management of public programs. Prior to working for the National Archives, Freeman was head of the manuscript division of Washington University Libraries in St. Louis, and assistant curator of manuscripts for the Archives of American Art, Smithsonian Institution. Freeman is currently editing a book on public relations for archives, to be published by SAA....Paul Conway, former SAA Preservation Program Officer from 1988-1989, will head the preservation department at Yale University Libraries, effective June 1. For the past two years, Conway has been on the staff of the National Archives and Records Administration in Washington, D.C.Julie Bressor has been hired as an historical collections consultant by Shelburne Farms in Vermont....Bill Walker has been appointed Project Archivist for the AIDS History Project Records Survey. This one-year project will gather information to plan for the preservation of material at community AIDS organizations in San Francisco....The Amon Carter Museum recently named Paula Ann Stewart as the Museum's first archivist. Employed by the Carter since 1985, Stewart most recently served as curatorial assistant in the photography collection....Aimee M. Felker, formerly assistant university archivist at Boston College, recently has been appointed manager of the archives at Babson College in Wellesley, Massachusetts....



Elsie Freeman

Obituary

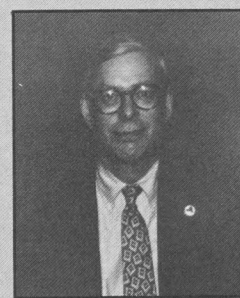
William B. Hoyt, New York State Assemblyman and a recent recipient of SAA's J. Franklin Jameson Award for Archival Advocacy, died March 25 after being stricken by a heart attack on the Assembly floor during a roll call vote. Hoyt, 54, lived in Buffalo.

Hoyt, a Democrat, was first elected to the Assembly in 1974 and represented New York's 144th District. A strong advocate of energy conservation efforts, he was also known as a devoted environmentalist.

Hoyt shared SAA's Jameson award in 1991 with the Andrew W. Mellon Foundation. He made a special trip to SAA's annual meeting in Philadelphia last September to receive the award. Hoyt has been a key figure in the development of legislative support for archival initiatives in New York State. He has been the major sponsor for the Documentary Heritage Law of 1988, the Comprehensive Local Government Records Law of 1989, and the Local Records Improvement Fund Law of 1989.

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

Hoyt is survived by his wife and four children.



William B. Hoyt



From the Archivist of the United States

by Don W. Wilson

The full, formal name of the agency I head is the National Archives and Records Administration (NARA). Most of its employees, like most of you, call NARA by its familiar name, "The National Archives." But we must not lose sight of the fact that records administration is an integral part of the mission of the National Archives. Through its Office of Records Administration, NARA performs the important records management oversight that Congress has assigned to us. It does so partly through "evaluations," which have two objectives. First, they seek to help government agencies document their work properly. Second, they encourage the identification, scheduling, and transfer of records with permanent value to the National Archives.

NARA has been conducting records management inspections since 1956. In 1985, after the National Archives became independent, the newly created Office of Records Administration began to call the inspections it coordinates for NARA evaluations. During these years, the management of recorded information within federal agencies has continued to change in dramatic ways. As a result, the National Archives recently decided to take a close and careful look at the evaluation program to determine how to increase its reach and effectiveness. Last November, we brought together representatives from Washington and field offices of the Office of Federal Records Centers and the Office of the National Archives, many of whom have served on evaluation teams, along with staff from the Office of Records Administration, which planned the conference.

One issue that was discussed was the emphasis of the program. Some thought it should be identifying permanent records and ensuring their transfer to the National Archives. Securing and making available such records is one of our agency's basic missions; given limited resources, the evaluation program should fully reflect this fact. NARA also bears a basic responsibility for the oversight of federal records management practices, though, and so we are necessarily involved in areas other than permanent records: our mandate for ensuring adequacy of docu-

mentation and for effective records disposition is not restricted to permanent records. Through strong records management oversight, an archival agency makes sure that it ultimately receives the full and accurate documentary record upon which all future uses are built.

Attendees at the Evaluators' Conference agreed that the National Archives can perform both of these vital roles by carefully choosing the agencies we evaluate. Highest priority should be given, they said, to federal agencies that create important archival records, and especially to those agencies that fail to transfer such records to NARA in a timely manner. Other important criteria that the conference identified include whether an agency's records disposition schedule is outdated or otherwise inadequate; whether there are "endangered series" that might be lost, damaged, or alienated before they are transferred to the National Archives; whether the agency has any relation to some ongoing NARA activity, for instance the World War II commemoration; and whether there is a reasonable expectation that the agency has the desire and the willingness to make improvements.

Unfortunately, many more federal agencies meet many or all of these criteria than NARA can evaluate. This determination of priorities simply recognizes the fact that the National Archives is currently able to conduct a limited number of evaluations each year. Such a situation argues for conducting evaluations whose findings and recommendations can be applied to and used by other agencies. For example, recommendations developed out of an evaluation of the management of a widely used physical medium in one agency can be helpful to others. The National Archives employed this approach in 1990 when it evaluated the management of audiovisual records maintained in five different agencies. Findings from these five evaluations, site reviews of selected audiovisual facilities in additional agencies, and information about audiovisual records management from other NARA evaluations were combined into a comprehensive report, entitled "The Management of Audiovisual Records in Federal Agen-

cies," that is being put to use throughout the government.

The National Archives can also stretch its limited resources and increase the impact of the program, participants in the Evaluators' Conference suggested, by looking at related functions or subjects (legal records, scientific records, drug interdiction records) in a variety of agencies; by examining issues of particular topical interest (such as the management of electronic records); and by conducting smaller, more limited evaluations of specific regional offices.

Conferees suggested, in addition, that the National Archives consider communicating its findings differently. The typical product of an evaluation is a report with specific recommendations that the agency involved can follow to address any shortcomings in its records management program. The Evaluators' Conference proposed an alternative method of presentation that might appeal more favorably to managers pressed for time.

NARA's responsibilities do not end, of course, when it presents its written report to the agency: the National Archives works closely with the agency to implement the recommendations. The agency involved is required to submit to NARA an action plan for implementation and then must periodically report on its progress. Another suggestion that came out of the Evaluators' Conference was that NARA prepare a sample action plan that agencies could consult when they are developing their own plans. In addition, the National Archives might draw up, as a response to the agency's action plan, a description of the assistance and support that NARA is prepared to offer the agency.

The National Archives is still digesting and studying the many useful suggestions that came out of last November's Evaluators' Conference. We will be developing policy planning documents and more detailed regulations for the evaluation program. If you would like more information about this process, or perhaps a copy of the proceedings of the Evaluators' Conference, in order to stimulate your own thinking about this important topic, let me know.



Washington Beat

by Page Putnam Miller

State Department Appoints New Advisory Council

One of the key provisions in P.L. 102-138, the State Department Authorization Act of 1992 and 1993, is the establishment of an Advisory Committee on Historical Diplomatic Documentation, which will have oversight responsibilities for reviewing not only the volumes in the Foreign Relations of the United States historical series, but also the State Department's systematic declassification program.

The new law states that the Advisory committee will be composed of nine members, six of whom will be appointed from lists of individuals nominated by six scholarly organizations. There was some concern among historians, at the time that Congress was debating this legislation, that the State Department could use their discretion in appointing the remaining three to politicize the committee. However, the State Department recently released the names of the members of the newly formed Advisory Committee and all are scholars in high standing in their professions. These members represent historians, political scientists, archivists, and scholars of international law. The committee members are Anne Van Camp, Betty Glad, George C. Herring, Warren F. Kimball, Anna K. Nelson, Bradford Perkins, Jane M. Picker, Emily Rosenberg, and Arnold Taylor.

The committee's first meeting was at the end of March and they will be meeting again in May. Members of the committee indicated that the State Department has adopted a number of measures to enable it to meet the deadlines set forth in the legislation for bringing the Foreign Relations volumes into compliance with a thirty-year time frame and for establishing a systematic declassification program for records more than thirty years old.

Investigation in "PROFS" Case Produces Significant Findings

In November the D.C. Circuit Court gave the plaintiffs in the case of Armstrong v. Executive Office of the President

permission to move forward on a number of important fact-finding initiatives. The American Historical Association, the American Library Association, and the National Security Archives, who are among the co-plaintiffs in this case frequently referred to as the "PROFS" case, are seeking to prevent the destruction of National Security Council and the Executive Office of the President's computer tapes from the Reagan Administration containing messages on the electronic mail "PROFS" system.

The coalition of journalists, historians, and libraries, represented by Public Citizen Litigation Group, contend that destroying the computer tapes violates the Federal Records Act, which requires the preservation of documents of historical significance. The government has argued that all historically significant records on the PROFS system, with the exception of Oliver North's Iran-Contra memos, have been printed and are in the permanent file of the National Security Council.

Documents from the National Security Council's backup tapes of the 1986 and 1987 PROF system provided significant evidence in the Iran-Contra hearings, but the government has argued that use by Oliver North, John Poindexter and Robert McFarlane of the PROFS to conduct agency business was the rare exception and not the rule. The National Archives and Records Administration does not now consider electronic mail computer tapes to be federal records. Thus the PROFS computer tapes were not part of the National Security Council's records disposition and retention schedules that agencies prepare for the National Archives.

Although the plaintiffs have argued since January 1989 that the PROFS system included many substantive records that were never produced in paper format, they did not until recently have the authority to undertake a full fact finding initiative to prove this. From the initial stage of this discovery, the plaintiffs have learned that the National Security Council in 1990 searched the PROFS tapes preserved under Court in this lawsuit from the Rea-

gan years to produce for the Justice Department documents to assist in the investigation of Manuel Noriega.

In 1991 the government again used these old PROFS tapes to supply records to aid in the preparation of the confirmation hearings of Robert Gates as Director of the Central Intelligence Agency. The plaintiff's examination of the National Security Council's activities and procedures also revealed that the staff made extensive use of the PROFS system, but that almost no printers in the offices existed that were capable of producing paper copies from the PROFS computer system.

Last November the Court deferred ordering the government to produce a sample of the PROFS records until the plaintiffs had the opportunity to develop a factual record to show that a sample could easily be produced. Since the case hinges on determining whether computer records of historical value, which had not been preserved in paper, had been slated for destruction, the plaintiffs are once again making a case for their need to examine a sample of the material on the preserved backup tapes.

On March 9 the plaintiffs filed a memorandum in support of the motion to compel production by the government of a sample of the materials on the preserved backup tapes. The plaintiffs refer to the government's own use of the PROFS tapes to refute the defendant's contention that the records were not significant and that the process of retrieving the records is unduly burdensome. Use of the "key-words" search function makes it fairly easy to recover and print all notes, calendars, and documents associated with specified individuals or subjects.

For the past three years the government has developed many, often unsubstantiated, arguments of why the plaintiffs should not be allowed to review a sample of the backup tapes. The Court will decide soon on the plaintiffs' request to move to the sampling stage of its fact finding initiative so that the merits of the case can then be directly addressed.



Education Notes

by Jane Kenamore

Continuing Education—Spring 1993

The SAA Education Office is currently scheduling continuing education courses for spring 1993. Regional associations and other groups interested in co-sponsoring an SAA workshop are urged to contact the Education Office by July 15, to ensure that the workshop of their choice will be available at the time they want it.

SAA workshops are taught by instructors who are recognized leaders in their fields and feature "hands-on" techniques that include case studies and exercises, along with traditional lectures and large-group discussions. Other standard features include advance readings, audiovisuals, and bibliographies.

Fees for SAA workshops depend on direct costs, such as printing and mailing brochures; duplicating and distributing advance readings and handouts; instructor's honorarium, travel, food, and lodging; meeting room rental, audiovisual rental, and coffee breaks; plus an administrative fee that covers a portion of staff time necessary to develop and present the courses.

Workshops available for co-sponsorship next spring are:

- *Advanced Appraisal*
- *Advanced Management: Personnel*
- *Architectural Records: Identification, Preservation, and Access*
- *Archives: An Introduction*
- *Business Archives Administration*
- *Collecting Policies*
- *Donor Relations*

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- *Fundamentals of Arrangement and Description*
- *Managing Electronic Records*
- *Management for Archivists*
- *Managing Historical Agencies in Hard Times*
- *Oral History in Archives*
- *Photographic Collections Management*
- *Records Management for Archivists*
- *Security in Archives and Manuscript Repositories*
- *Selling Your Program: Public Relations for Archivists*
- *Sound Recordings in Archives*
- *Through the Camera's Eye: Videotaping Oral History*
- *Understanding the USMARC Format for Archival and Manuscripts Control*

Other workshops are currently under development and may be available for spring 1993. For the most current information, contact the Education Office at (312) 922-0140.

Fees Set for Annual Meeting Preconference Workshops

- *Archives, Personal Papers, and Manuscripts.* September 11-12, 1992. SAA members, \$249; non-members, \$295.
- *Managing Electronic Records.* September 11-12, 1992. SAA members \$195; nonmembers, \$235.
- *Archives: An Introduction.* September 11-13, 1992. SAA members, \$249; non-members, \$295.
- *Managing Historical Agencies in Hard Times.* September 12, 1992. SAA members, \$98; non-members, \$119.
- *Security in Archives and Manuscript Repositories.* September 12, 1992. SAA members, \$98; non-members, \$119.
- *Records Management for Archivists.* September 11-12, 1992. SAA members, \$195; non-members, \$245.
- *Photographic Collections Management.* September 11-12, 1992. SAA members, \$149; non-members, \$179.
- *From Photos to User Fees: Managing Archival Reproduction Services.* September 12-13, 1992. SAA members, \$98; non-members, \$119.
- *Architectural Records: Identification, Preservation, and Access.* September 12, 1992. SAA members, \$98; non-members, \$119.
- *Using Laser Disk and Electronic Imaging Technology in Archival Preservation and Reference Programs.* September 12, 1992. SAA members, \$98; non-members, \$119.
- *Appraising and Managing Legal Documents and Case Files.* September 13, 1992 (8 a.m. - noon). SAA members, \$49; non-members, \$69.

For a description of these preconference workshops, please see "Education Notes" in the March SAA Newsletter, pp. 10-11.

Donor Relations Workshop Held in Tempe, Arizona

David J. Murrah of Texas Tech University has developed a new SAA workshop that he presented for the first time on March

14, 1992, in Tempe, Arizona for the Coordinating Committee for the History of Arizona and the Graduate College of Arizona State University. Subjects covered in the one-day course include institutional prerequisites for collecting, such as continuous funding, adequate staff and facilities, access by researchers, etc.; need for a collecting policy; marketing one's institution; cultivating donors; approaching and negotiating with donors; ethical and legal issues of collecting; and how to say "no" to unsolicited collections. For more information on this new SAA offering, please contact Jane Kenamore at the SAA Education Office.

Archival Management of Electronic Records Offered at University of Michigan

The University of Michigan School of Information and Library Studies is offering a new course on the Archival Management of Electronic Records during the summer term (July 1-August 21, 1992). Meeting twice a week for two hours, the course will examine the archivist's role in the creation, maintenance, and control of electronic materials generated by automated information and communication systems. The instructor will be Anne Gilliland-Swetland of the Bentley Historical Library. For more information on the course, contact Anne Gilliland-Swetland (313) 995-1876 or Mary K. Cary at the School of Information and Library Studies, (313) 763-2286.

SAA Instructor Stranded in Vermont

Julie Bressor of Montpelier, Vermont, recently found herself on the wrong side of the Winooski River.

The odyssey began when the weather bureau predicted a late-season blizzard that was expected to hit Vermont on March 12, the day Julie was scheduled to teach the SAA Public Relations workshop in Pinehurst, North Carolina, for the Society of North Carolina Archivists. Since Julie was leaving the state on March 11, snow would not be an obstacle.

On her way to the airport, however, Julie encountered a different sort of weather disaster. Ice jams in the Winooski River were piling up against the bridges in Montpelier, diverting the river into the town and blocking all routes to the airport in Burlington.

While Julie tried to locate a bridge that was open, her husband drove the family car downtown to work. A medium-sized puddle very quickly turned into a branch of the river, first causing the car to stall and then engulfing it. Not to be discouraged, Julie finally located a bridge that was open; borrowed a car; drove an hour to the airport; and reserved a seat on the last flight of the day to take her to Pinehurst.

We would like to report that she made it to the workshop, despite a flood and an impending blizzard. Unfortunately, the last flight of the day was cancelled due to "equipment distribution problems" (read "no plane"). The only event that proceeded on schedule was the blizzard, which dropped a foot of snow on Montpelier on March 12.

SAA hopes to reschedule the workshop in North Carolina during a more forgiving season.



Preservation

by Evelyn Frangakis

Preservation Management Training Program Update

SAA's three-year nationwide archival preservation management training program, with workshops beginning this fall, introduces strategies that integrate the management of preservation activities into overall archival management. Participants will learn how to assess their collections' preservation needs, develop priorities based on feasible solutions, and develop action plans with a timetable for preserving collections within their institutions. By the end of the year-long training program, institutions will have developed and implemented many of the policies and procedures that serve as the building blocks for constructing a functioning program. They will have learned the skills needed to integrate those components into a comprehensive program.

Forty to sixty institutions will have the opportunity to participate in this program. Ultimately, these institutions will become models for archival preservation programming. Ten to fifteen applicants will be selected to participate in each of the four series of workshops to be offered throughout the country between 1992-1994. Applicants are encouraged, but not limited, to participate in the program within their region.

The schedule for the workshop series is as follows:

Northeastern Series:

- Workshop A - November 1992
- Workshop B - March 1993
- Workshop C - July /August 1993

Midwestern Series:

- Workshop A - February 1993
- Workshop B - June 1993
- Workshop C - October 1993

Western Series:

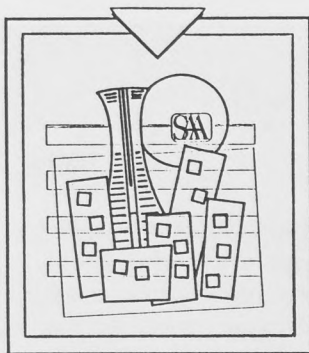
- Workshop A - November/December 1993
- Workshop B - March 1994
- Workshop C - July/August 1994

Southeastern Series:

- Workshop A - February 1994
- Workshop B - June 1994
- Workshop C - October 1994

Individual and institutional members of SAA will receive brochures and application materials in the mail this month. For more information about the training program, please contact Evelyn Frangakis at (312) 922-0140.

Potential program participants will need to fulfill a basic preservation training requirement before the start of the workshop series. The preservation management institute to be offered this summer at the School of Library and Information Studies at the University of Hawaii is one such source. See page 18 of this newsletter for more details.



Annual Meeting Update

by Debra S. Mills

The Top Ten Questions Asked About SAA in Montreal

The 1992 SAA Annual Meeting in Montreal promises to be one of the most exciting meetings SAA has ever held. Montreal is a new venue for the Society and there are a number of questions members may have when deciding whether or not to make the trip. The 1992 Host Committee has attempted to provide answers to some of the more basic questions about this beautiful city.

1. Can I get there from here?

Montreal is served by two major international airports, as well as rail-lines (with direct service from Amtrak). You can even drive to Montreal via four-lane interstate. Yes, you can get there from here!

2. Do I need to learn French before I go?

Montreal is a bilingual city. Montrealers are fluent in both French and English. If you'd like an opportunity to brush up on your French, try it out. Otherwise you'll never be at a loss for words.

3. Can I use U.S. Currency in Montreal?

Yes, but Canada is a foreign country and has its own currency, which is in denominations identical to U.S. currency. Annual meeting participants are advised to convert a few dollars to Canadian currency before leaving home and to convert as you go when you get to Montreal at one of the hundreds of change bureaus throughout the city. The Le Centre Sheraton also has its own change bureau.

4. Will I need my passport to travel between the U.S. and Canada?

No, if you are a U.S. citizen. When you cross the border or pass through customs at your destination, you will not need your passport, but you should carry some photo identification. In addition, you should check with Customs to register any cameras or computers that you bring with you.

5. Where is the conference hotel and what are the rates?

The Le Centre Sheraton is located in the heart of downtown Montreal (Centreville). The hotel is convenient to shopping, restaurants, night clubs, and museums. Everything is within walking distance. Room rates are \$120 Canadian for a single and \$140 Canadian for a double. Depending on the exchange rate at the time of the meeting, this converts to \$100 U.S. for a single room and \$118 U.S. for a double room.

6. Does Montreal have a public transportation system?

Of course! The Societe de transport de la Communaute urbaine de Montreal (STCUM) operates an extensive network with four subway lines accessed by 65 Metro stations all over Montreal. There is a Metro stop within two blocks of the Le Centre Sheraton and maps are available.

7. Does Montreal have a good variety of Restaurants?

Montreal has one of the richest selections of restaurants in North America. There are, of course, a large number of places that specialize in French cuisine, but there are also those that specialize in Russian, Thai, Indian, Spanish, Polish, and Japanese cuisine. One thing that you will never lack for in Montreal is a good restaurant.

8. What's the weather like in mid-September?

Mid-September is the peak of the clear fall weather. Plan for days in the 60-degree fahrenheit range (the Canadians use the centigrade scale) and evenings in the 40s.

9. Will I need to bring any sporting equipment to this SAA meeting?

Sounds like a strange question, doesn't it? Well, the answer is YES! No one will want to miss out on the traditional East-West baseball game hosted by the Association of Canadian Archivists. Bring your gloves and bats and join the fun! You will also want to attend the SAA/ACA/AAQ joint reception on September 12. It will be held at a new indoor ice rink close to the hotel. Skate rentals are available!!

10. Will I want to go home after the conference?

Probably not! Montreal is a beautiful city, with lots to do and see. Fall in the northeast is breathtaking. After the meeting you may want to take a drive north to Quebec City (ca. 250 miles) or south through upstate New York or Vermont to enjoy the spectacular autumn foliage.

Program Info

Some of the tours featured at the 1992 SAA Annual Meeting include a walking tour of Old Montreal, a tour of Montreal's cathedrals, a site visit to the Center for Canadian Architecture, and a visit to the National Archives in nearby Ottawa. More information about these and other tours will be available in the annual meeting program. The program, which will be mailed in early June, contains everything you need to know about the meeting—program descriptions, registration fees, special events, and special considerations regarding attending a meeting out of the country. In the meantime, if you need more information, please contact SAA Meeting Planner Debbie Mills at (312) 922-0140.

ICA Meeting

Remember that the XIIth International Congress on Archives (ICA) conference is being held in Montreal the week preceding SAA's meeting, from September 6-11. Those interested in attending are advised to register early. For more information, contact XIIth ICA, c/o Coplanor Congress, Inc., 511 Place d'Armes, Rm. 600, Montreal, Quebec, Canada H2Y 2W7, (514) 848-1133, fax (514) 288-6469.

Use New Code Number for American Airlines

American Airlines is the official carrier for SAA's 1992 Annual Meeting. When making reservations, use SAA's NEW meeting code number: S01Z2KQ (do NOT use the number listed in the March SAA Newsletter). SAA members will enjoy a five-percent discount off the lowest applicable fares. Contact SAA's official travel agent, Joyann Hawker at Crossroad's Travel Agency, 1-800-543-0573.

Academy of Certified Archivists Newsletter

Volume 14 / May 1992

From the President: The Future of the Academy

Maygene Daniels

The Academy of Certified Archivists has made extraordinary progress since it was created less than three years ago. A governing structure has been established, administrative mechanisms created, first steps taken for an outreach program, and financial systems developed. All this has taken place at the same time that the Academy has established strong relationships with the Professional Examination Service under whose direction the examination for certified archivist has been developed. ACA also has continued to revise and improve the examination, and has developed systems to review examination applications and annually administer the examination.

The Academy is now involved in developing solutions for another group of challenges. Of critical importance, the Recertification Task Force has made its report to the ACA Board and steps are now underway to broaden this discussion so that all members of the Academy are informed and have the opportunity to voice their opinions. We invite each of you to participate in this debate. We do not anticipate that the process for certification maintenance that develops from these discussions will be easy or without its critics. We are confident, however, that it will challenge each of us to continued professional growth and will ensure the strength and stability of the certification program.

The Academy is developing in other areas as well. The Ethics Task Force is forming a strategy for the Academy to pursue to ensure that a responsible policy is established and publicized to protect certified archivists and society when ethical issues arise, as they inevitably will. The Outreach

Planning and Development Task Force has proposed an ambitious range of projects to reach all those who should know about certification. The Finance Committee has reviewed the Academy's financial position and recommended steps to ensure long-term stability.

All of these activities are necessary to establish the Academy as a responsible, stable organization. All involve a high level of commitment and wisdom by the Academy's elected leadership and by its members. We have been well served by the many certified archivists who have worked on committees and task forces, on application review and appeal, as part of the examination development process, and as links to our many constituencies.

This work is far from over, yet within the foreseeable future, the Academy will have resolved these issues and will have matured into an organization with established policies and procedures and an effective structure. Unlike the Society of American Archivists, ACA will be primarily an administrative organization, whose principle function must be to manage the examination for certified archivists and to maintain the certification program. The form and activities of ACA will be different from those of other professional organizations.

We welcome your involvement in ACA as it develops into something new for the archival profession.

CIMA Holds Conference to Prepare for ACA Exam

The Conference of InterMountain Archivists (CIMA) has organized its spring meeting to help interested archivists prepare for the ACA exam. "Improving the Odds: Preparing for the ACA Exam," will be held May 27-29 in Las Vegas at the University of Nevada

campus. Panelists will review archival fundamentals and discuss recent developments in sessions that will be useful to experienced archivists and newcomers alike. Workshops and panel sessions will focus on preservation, arrangement and description, records appraisal, outreach, acquisitions, access, reference and legal issues.

The opening address on Wednesday, May 27th, will be given by Leon Miller, Tulane University; and on Friday, May 29th, the closing address will be given by Dave Robrock, University of Nevada-Las Vegas. Other speakers include: Toby Murray, University of Tulsa; Brad Cole, Utah State University; Nancy Young, University of Utah; Carrie Townly-Porter, Townly-Porter Associates; Greg Thompson, University of Utah; Alan Virta, Boise State University; Jeff Kintop, Nevada State Archives; Jeffery Johnson, Utah State Archives; Rick Turley, LDS Church Historical Department; and Stan Larson, University of Utah.

Archivists from across the country are invited to take advantage of the inexpensive air fares to Las Vegas and join their colleagues in the intermountain west for this enlightening and informative conference in "America's City of Light." Thursday afternoon, May 28th, has been left open for conference attendees to enjoy some of the many recreational activities in the "Entertainment Capital of the Nation!" For more information regarding registration and lodging, contact Richard H. Davis, Secretary CIMA, (801) 240-3673.

LAST CALL!!

June 12, 1992, is the last day to submit applications to take the 1992 ACA Examination!

ACA Board, Officers, and Staff

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Kaye Lanning Minchew (1994)
Mary Jo Pugh (1993)
Patrick Quinn (1992)
Mary Elizabeth Ruwell (1991)
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Margaret Kimball (1992)
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Maygene Daniels (1992)

Vice President

Deborah Skaggs (1992)

ACA Secretariat

Nancy Van Wieren

PLEASE SEND ME APPROPRIATE INFORMATION TO APPLY FOR THE EXAMINATION

The exam will be given on September 14, 1992, at these sites: Montreal, Canada; Atlanta, Georgia; Chicago, Illinois; Salt Lake City, Utah; Washington, D.C., and Arlington, Texas.

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

Name _____

Address _____

City/State/Zip _____

Mail this form to: *Academy of Certified Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605*

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

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

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 of 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.

1992 Examination Date

The examination will be given on **Monday, September 14, 1992**, at all examination sites.

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.

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 form are available from the ACA Secretariat, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140.

Recertification Task Force Meets

The Recertification Task Force met on February 29th and March 1st to develop a strategy and proposals for recertification of archivists. The ACA board will review these at its spring meeting in Chicago on May 8 and 9. The board will then develop a plan for publicizing the recommendations to the ACA membership and encouraging a full and open dialogue concerning the proposals and their implications. The certification maintenance program will be established by the Academy after this debate has been completed. Members of the Task Force are Linda Edgerly (chair), Roland Baumann, Megan Desnoyers, John Fleckner, and Kristine Haglund.

Work of the Recertification Task Force has been based on a careful study of certification and recertification in our own and among other professions. Task Force members began by examining the assumptions and plans for recertification that were established when the certification program was developed initially. The task force also investigated requirements, procedures, costs, and administrative mechanisms for certification maintenance and renewal in other professions. Nursing, records management, law, education, and retailing were among the fields whose recertification programs were studied.

The group's discussions also focused on the purpose, principles, and goals of recertification. The Task Force considered the following goals as part of a certification maintenance program:

- ◆ Improving and expanding the knowledge that archivists apply to
 - meeting their job-related responsibilities
 - responding to needs of their employers and publics

—participating in the archival profession and setting its direction for the future.

- ◆ Ensuring that those who rely on archivists to select and make available critical information for our society are well-served.
- ◆ Encouraging continual up-grading of the educational programs for archivists.
- ◆ Improving the image of professionalism and rigor of practice of archivists.

Certification Maintenance: What to Expect

Requirements

Each certified archivist will be required to apply periodically for continued certification. Archivists will be able to maintain their certified status by documenting professional competence and growth. Experience, education, professional activity, teaching, writing, and publishing all will be considered. Successful completion of the examination also will be a possibility.

Timetable

Archivists certified in 1989, 1990, or 1991 must be recertified 8 years after initial certification. Archivists certified in 1992 or thereafter must be recertified 5 years after initial certification. Certification renewal will be for a 5 year period.

Implementation

A certification maintenance program will be implemented as soon as possible after debate and discussion of the issues have been completed. The first renewals will be required in the fall of 1997, 8 years after the certification program was initiated.

Fees

Fees for certification renewal will be comparable to those for initial certification.

Certification Renewal and the Examination of Certified Archivists

At its spring 1991 meeting, the ACA Board accepted the principle that, among other options, ACA members would be able to renew their certification by successfully sitting for the certification examination. This decision was reached in recognition of the continuous monitoring of the examination, which ensures that the test, at any time, reflects the best current archival practice and keeps abreast of new developments in the field. The decision also recognizes that, at present, certification represents a single level of achievement, which is measured by the examination.

The examination for certified archivist is a "practice-based" examination that grows out of the skills and knowledge that an archivist applies in the practice of the profession. Thus, as the profession and its work evolve, the examination itself must evolve to reflect these changes.

Guided by the Professional Examination Service, the ACA vice-president and examination committee are responsible for ensuring that the examination remains abreast of current professional developments. This is accomplished by annual review and statistical analysis of the examination and its contents; by the addition of new questions that reflect new directions in professional practice; and by periodic review of the role delineation for archivists, on which the examination is based.

These procedures ensure that the examination will be substantially updated between the time of an archivist's initial certification and certification renewal. Successful completion of the examination at any time thus demonstrates an archivist's mastery of current professional knowledge.

Outreach and Development Task Force Update

Karen L. Jefferson,
ACA Secretary

Karen Benedict, Chair of the Outreach and Development Task Force has submitted an extensive report for consideration at the ACA Board Meeting in May. The report includes a detailed listing of ideas and concerns from the meeting of the Task Force in Philadelphia last September. Task Force members include Ruth Kerns, Leon C. Miller, Fred Stielow, Tom Wilsted, Karen L. Jefferson, and Karen Benedict.

The report identifies five main constituencies of ACA: examination candidates; archival educators; employing institutions; allied professions; and national, regional, state, and local archival organizations. Rationale, suggested activities, costs, and benefits for outreach to each of these constituency groups was discussed in the report. In order to implement the enormous amount of work that must be done to reach this large and varied constituency it is suggested that ACA establish a permanent committee on outreach.

Karen Benedict is commended for her efforts in preparing this report in the midst of her preparation to move to Japan. We wish her well and look forward to seeing her in Montreal!

Task Force on Ethics Update

Nicholas Burckel, Chair

The Task Force on Ethics (Nicholas Burckel, Fynnette Eaton, and Diane Vogt-O'Connor) has submitted a preliminary report for review at the ACA Board meeting in May. The report consists of an annotated bibliography

of articles, a summary of how allied professions have dealt with ethical issues, a summary of responses from a small group of senior archivists to a questionnaire on what constituted unethical behavior, and a set of four possible options with associated pros and cons.

The options include requiring all who seek recertification and certification to sign an ethical compliance form, which would require the signer to adhere to a professional code of ethics, either the SAA code or another developed by ACA. It would further require that the signer agree to the procedures adopted by ACA for investigation of possible violations of the code, including appropriate sanctions. Options also include the development of an Ethics Review Board and procedures for an enforcement mechanism to review and resolve complaints of unethical behavior.

Finance Committee Update

James Fogerty, Chair

The Finance Committee of ACA is charged with a variety of responsibilities including oversight of finances and investments, cooperation with ACA treasurer, and the production of analysis and recommendations regarding budget and financial policies. The Committee includes Elizabeth W. Adkins, Kraft General Foods, Inc.; Raimund E. Goerler, Ohio State University; and James E. Fogerty, Minnesota Historical Society.

The Committee has met three times; in Philadelphia, Pennsylvania; Snowbird, Utah; and Indianapolis, Indiana; to analyze ACA financial statements and review financial operations and objec-

tives. Assisting in the Committee's deliberations are ACA Treasurer Ron Watt and past Treasurer Karen Benedict.

In carrying out its work the Committee is mindful of the source of the Academy's financial resources and the pressing need to ensure that these are managed in a manner that protects the organization's viability while insuring maintenance of those operations vital to its mission. The Committee has prepared a report on the ACA finances for discussion at the ACA Board meeting in May.

ACA MEETS IN MONTREAL

Monday, September 14
Certification Examination
9:00 a.m. - 12:00 a.m.

Tuesday, September 15
ACA Breakfast
Business Meeting
7:00 a.m. - 8:15 a.m.

Wednesday, September 16
Open Forum on
Certification Renewal
7:00 p.m. - 8:00 p.m.

Tuesday, September 15
Wednesday, September 16
ACA Information Booth
in Exhibit Hall
8:00 a.m. - 5:00 p.m.

Standards Activity Report

by Victoria Irons Walch

Received by SAA from Other Organizations (As of February 1, 1992)

- *ICA Statement of Principles Regarding Archival Description*, 1st version, revised
- *ISAD(G): General International Standard Archival Description*

Received from the International Council on Archives, Ad Hoc Commission on Descriptive Standards for review and comment. Response periods close 10/15/92 and 9/30/92, respectively. Will be forwarded to CAIE, CART, and the Description Section, with CAIE responsible for preparing the response. CAIE reviewed the original version of the "Principles" and responded on behalf of SAA in June 1991.

For additional information, contact Hugo L.P. Stibbe, Project Director and Secretary, National Archives of Canada, Office of Archival Descriptive Standards, 395 Wellington Street, Ottawa, Ontario K1A 0N3 Canada, (613) 996-7592. Internet: 70550.3371@compuserv.com.

To obtain copies of the documents, send \$7.50 to cover copying/handling to SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605, Attn: Standards.

To comment on the documents, contact Kathleen Roe, CAIE Chair, New York State Archives and Records Administration, Cultural Education center, Albany, New York 12230.

- *ANSI/NISO Z39.48 Permanence of Paper for Publications and Documents in Libraries and Archives*

Balloting closed 3/13/92. SAA's voting representative, Christine Ward, after consultation with members of the Preservation Section and others, cast a "yes, with comments" vote on behalf of SAA. To obtain a copy of the comments, send a self-addressed, #10 envelope and \$3.75 for handling to SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605, Attn: Standards.

- *ANSI/NISO Z39.50 Information Retrieval Application Service Definition and Protocol Specification for Open System Interconnection* (revision)

Balloting closed 3/2/92. SAA cast a "yes" vote.

- *ANSI Z39.14 Writing Abstracts*
- *ANSI Z39.52 Order Form, Multiple Titles of Library Materials*
- *ANSI Z39.53 Codes for the Representation of Languages for Information Interchange*
- *ANSI Z39.40 Compiling U.S. Microform Publishing Statistics*
- *ANSI Z39.61 Patent Application Date*

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.

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.

- *ALA/SAA Joint Statement on Access*

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

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

To obtain a copy, send a self-addressed, #10 envelope and \$3 for handling to SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605, Attn: Standards.

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.

- *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*

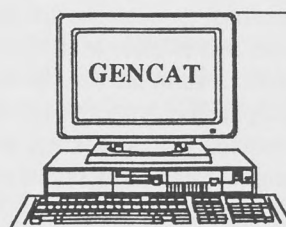
Received for possible SAA endorsement from the Rare Books and Manuscripts Section, Association of College and Research Libraries, American Library Association.

Activity since original report in January 1992: Comment period closed; under review by Standards Board.

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

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.



Thinking of automating?

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G.A.P. Track

by Paul Conway, Chair, Committee on Goals and Priorities

Long-Range Strategic Plan Crafted

For two days in early February, a working group met at the National Archives in Washington to draft a long-range strategic plan for the Society of American Archivists. The group included members of the Committee on Goals and Priorities (Margaret Child, Paul Conway, Mary Ann Coyle, Larry Dowler, Margaret Hedstrom), two Council members (Bob Sink, Anne Van Camp), as well as SAA president Frank Burke and executive director Anne Diffendal, acting *ex officio*. CGAP member Nick Burckel was unable to attend but provided valuable information for the meeting.

About the Long-Range Strategic Plan

Accompanying this article is an abbreviated version of the strategic plan that lists the proposed goals and objectives for SAA over the next decade, along with the mission statement. The immediate objective of the ongoing planning process is to produce a full document for discussion by participants in a special leadership forum at the upcoming annual meeting.

Beyond Montreal, a well-designed long-range plan will serve as an umbrella that covers the Society's highest priorities without unnecessarily limiting the initiatives of SAA's members. Additionally, the document should support the strengthening of existing programs while charting some new paths for the years ahead. The central premise of the entire planning process is that SAA should improve its services and provide national leadership in such a way that membership becomes an indispensable asset to every professional archivist.

The draft plan reflects responses to a survey administered late last year to the heads of all sections, roundtables, task forces, and committees. Well over sixty percent of these leaders responded and their expressed priorities form the basis of the plan. The structure of the strategic plan recognizes that archivists function in a larger world of information professions that are evolving in response to rapid changes in the social, organizational, technological, and research environments.

The document identifies five goals and from three to five objectives for accomplishing each goal in the next five to eight years. The first goal suggests that SAA can do more to stake out a leadership role on archival issues. The plan suggests that the three most fruitful avenues toward this end are to develop major policy statements, support standards development efforts, and build vital linkages with allied professional organizations.

The second goal focuses on the need for quality educational offerings on a variety of levels. The four objectives narrow the range of initiatives to identifying SAA's most appropriate role in providing continuing professional education, supporting graduate education programs, and developing curriculum materials on advanced archival topics, including electronic records.

The third goal reaffirms that an informed public constituency that understands, appreciates, and uses the historical record is crucial to the long-term viability of the archival profession and to SAA as an organization. The plan identifies three objectives for accomplishing this goal, including figuring out how to approach the task, helping archivists build support for institutional pro-

grams, and exchanging information on accomplishments within the Society and on a regional basis.

The fourth goal identifies the preservation of electronic records as an issue warranting special treatment. The three objectives emphasize information sharing, research, and a greater awareness of the importance of coming to terms with the challenge.

The fifth, but by no means least important, goal concerns the health of SAA as an organization. The supporting objectives are not limited to financial security, but also emphasize the need to disseminate information in print formats, to support direct electronic communication among members, and to take a close look at how the organization functions in light of demands placed on it by the other components of the strategic plan.

It is important to emphasize that the document is a draft which will benefit from significant commentary on the choices represented by its content and structure. If the process is to have any validity over time, it must be supported and implemented throughout the many components of the organization, beginning but not ending with SAA Council. Initial implementation is only the first step in an ongoing process of monitoring progress toward accomplishing the goals and modifying the objectives as circumstances change.

Join Us in Montreal

Make plans today to participate during the annual meeting in a special "Leadership Forum on the SAA Long-Range Strategic Plan." The forum, open to all SAA members, is scheduled to fill the morning of Sunday, September 13.

The purpose of the four-hour forum is to build consensus and support for a set of long-range goals and objectives for the Society of American Archivists by reviewing the draft planning document. A successful forum will generate spirited commentary on accomplishing SAA's mission during the decade of the 1990s.

The two briefings that comprise the first part of the forum will outline the decision-making process underlying the planning document, summarize its contents, indicate what is not included, and describe the major issues raised by the 2020 Vision program at the Montreal meeting. An article on this program will appear in the July *SAA Newsletter*.

Participants will be assigned randomly to a small group for a close look at one of the goals and its accompanying objectives. The objectives of the small group discussion will be to determine if consensus is possible on the goal/objectives and to identify major issues not treated adequately by the draft document.

Reports to the reconvened forum will focus on the relationship between long-range planning and existing SAA programs and organizational units. In the open discussion that follows, the forum will review possible mechanisms for implementing and revising the plan over its life-cycle.

Participants will be encouraged to lead discussions on the forum and the strategic planning document in section, roundtable, task force, and committee meetings throughout the course of the Montreal meeting.



Service and Leadership in the 1990s: A Strategic Plan for the Society of American Archivists

Mission Statement

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

Goals and Objectives

Goal 1: Exert new leadership on significant archival issues.

Objective 1.A: Develop and disseminate SAA policy statements on archival issues of national and international importance.

Objective 1.B: Identify key areas where standards should be developed or revised to meet archival preservation and access needs and establish the Society's presence on appropriate standards bodies.

Objective 1.C: Build strategic coalitions with other organizations working on issues of common concern.

Goal 2: Provide opportunities for continuing professional growth and promote high quality in archival education programs offered by other organizations and institutions.

Objective 2.A: Evaluate SAA's role in providing continuing professional education.

Objective 2.B: Develop a strategy for implementing guidelines for graduate archival education programs.

Objective 2.C: Implement the curriculum for electronic records education developed by SAA's Committee on Automated Records and Techniques.

Objective 2.D: Develop and implement curricula for advanced education on archival topics (e.g., appraisal, preservation, description).

Goal 3: Build an effective public constituency in support of the acquisition, preservation, and use of historical records.

Objective 3.A: Develop a strategy for building an effective public constituency for archives.

Objective 3.B: Assist archivists to develop public constituencies for their institutions.

Objective 3.C: Exchange public awareness strategies among SAA units and regional archival associations.

Goal 4: Provide national leadership in the preservation of electronic records.

Objective 4.A: Disseminate to SAA members information on the nature and significance of electronic records.

Objective 4.B: Support the research agenda on electronic records developed by the National Historical Publications and Records Commission.

Objective 4.C: Promote throughout the profession the recognition that the care of electronic records of continuing value is an integral element of archival practice.

Goal 5: Improve the Society's financial base, organizational structure, and methods of communication to accomplish its mission in a changing environment.

Objective 5.A: Build an unrestricted funds balance equal to six months' operating expenses.

Objective 5.B: Expand financial resources to provide for programmatic growth.

Objective 5.C: Establish SAA as the primary publisher for the archival profession.

Objective 5.D: Improve professional communication among members by utilizing information technology more effectively.

Objective 5.E: Evaluate the effectiveness of SAA's organizational structure in supporting task-oriented activities and the exchange of specialized information.



News Clips

NHPRC Meeting

The National Historical Publications and Records Commission met in late February. Much of the Commission's time was devoted to considering issues raised in two major documents.

Using the Nation's Documentary Heritage: The Report of the Historical Documents Study, by Ann D. Gordon, is a rich source of information about the use of archives and documentary publications. But it is far more than a compilation of survey data. The report makes far reaching recommendations, some of which should spur debate. For example, do you agree that "librarians, archivists, and curators should provide instruction in the use of sources because it is a logical extension of their responsibility as collectors and guardians of information?" Should NHPRC fund such instruction? Do you agree that "wide distribution of guides and finding aids should be a priority when planning and funding their creation?"

The Commission will discuss this report at its June meeting. John Fleckner, SAA Representative to NHPRC, would welcome your reactions to these and other issues raised in this important new publication. 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).

Copies of *Using the Nation's Documentary Heritage* are available while supplies last from SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

To Protect A Priceless Legacy: The Preservation and Use of America's Historical Records, A Plan for the NHPRC was adopted by the Commission at its February meeting. This plan was completed under a tight deadline for submission as part of NHPRC's Congressional reauthorization process. Nonetheless, the Commission staff made an heroic effort to secure widespread reaction to the several draft versions of the plan. Fleckner reports that he is particularly grateful that the SAA Council submitted an extended and thoughtful written response.

Although this publication represents the completion of one stage in NHPRC's

planning, the Commission intends that planning be an ongoing process. Your reactions to the choices and decisions made thus far will enable the Commission to revise and refine its plan in the future.

The new NHPRC plan represents compromises on all sides but is a document to be rallied around and it sets the foundations for a more active and more effective Commission in the future, according to Fleckner. The plan is not a modest one. For example, it requests that Congress increase authorization for Commission grant funds from the current level of \$10 million to \$18 million by fiscal year 1998. (Remember, of course, that Congress has never provided even \$6 million in actual authorized funds for the Commission in any one year).

It also sets ambitious goals for supporting priorities on the agendas of national archival organizations and for completing major historical editing projects in a timely way. If any of these goals are to be achieved, however, all of us in the archival and historical communities will have to pull together to convince our representatives in Congress that they must do their part.

Copies of *To Protect A Priceless Legacy* are available from NHPRC, National Archives Building, Washington, D.C. 20408.

The Records Committee met during the afternoon before the full NHPRC meeting and focussed on the Archival Fellowship Program. The Committee recommended more travel funds for additional interviews before selecting Fellows and travel to professional meetings by Fellows. The Committee also recommended ending current restrictions that host institutions be either state or university archives. Looking to the longer term, the Committee recommended greater efforts to publicize the program to archival managers. It also suggested that NHPRC staff undertake an in-depth study of the program and its "graduates" over its ten-year history.

Bentley Fellows for 1992

The Research Fellowship Program for the Study of Modern Archives, established by the Bentley Historical Library, University of Michigan, announces fellowship

recipients for summer 1992. Jaana Kilkki of the Provincial Archives of Joensuu in Finland, received an individual fellowship. Two team fellowships were also awarded: Margaret Child, a consultant to the Commission on Preservation and Access, and a team of more than ten archivists will examine issues of and develop strategies for the selection of archival and manuscript material for documentation; Page Putnam Miller, director of the National Coordinating Committee for the Promotion of History, along with a team of historians and archivists will examine graduate history education and training in the use of archival materials.

For copies of the Fellows' research prospectuses, contact William K. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, 1150 Beal Avenue, Ann Arbor, Michigan 48109-2113.

Free Brochures

The American Institute for Conservation of Historic and Artistic Works (AIC) has published two new brochures. *Guidelines for Selecting a Conservator* provides basic knowledge about the conservation profession, suggests types of questions to ask when seeking conservation services, provides information about what to expect from a professional conservator, and includes a listing of sources for conservation information.

Caring for Your Treasures: Books to Help You is a general, basic bibliography on preserving a wide range of materials including architecture, outdoor sculpture, books, paper, furniture, wooden objects, metal, glass, ceramics, paintings, photographs, and artists' materials and antiques. Intended for the general public, small historical societies, and museums, the brochure includes publishers' addresses and phone numbers.

To receive a free copy of either brochure, send a stamped, self-addressed #10 envelope to: American Institute for Conservation of Historic and Artistic Works (AIC), 1400 Sixteenth Street, N.W., Suite 340, Washington, D.C. 20036.



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.

Archival Developments in China

The new Shanghai Municipal Archives, located in western Shanghai, was formally inaugurated in October 1991. The environmentally controlled, earthquake-resistant building comprises 29,000 square meters and is five times the size of the old archives building. It will house the 1.07 million volumes or records kept in the old repository as well as facilitating the long-awaited transfer of a further 1.4 million volumes of archival materials. The holdings of the Shanghai Municipal Archives reflect modern Chinese history. They include not only the municipal records of Shanghai, but also those relating to the Xiao Diao Hui Uprising, the 1919 Revolution, the 'May Fourth' Movement, the 'May 30th' Worker Uprising, the 'January 28th' Anti-Japanese Movement, and trade and customs prior to 1949.

Li Youhu, an assistant research fellow and conservator at the Shanxi Province Archives, was recently honored by the State Archives Bureau of China for the development of several new agents for fixing and restoring blue and red inks used in handwritten documents and fading because of moisture and oxidation. Mr. Li also developed restoring agents for use with carbon copies and materials written in pencil.

On a related note, William Moss of the Smithsonian Institution Archives will spend more than two months in China in October lecturing at the People's University of China and at the Nanke University in Tianjin at the invitation of the State Archives Bureau and the Higher Education Commission.

Communist Party Archives to be Microfilmed

According to a report in the March 1992 issue of *Information Today*, since Boris Yeltsin took control of the Communist Party Archives in Moscow, the Russian Council has signed an agreement with Chadwyck-Healey to microfilm the entire archives. This project will be undertaken jointly by the Committee on Archival Affairs of the Russian Federation (Roskomarkhiv) and the Hoover Institution on War, Revolution and Peace at Stanford University.

The vast Communist Party Archives were established in the 1930s and record much of the internal affairs of the Party. The archives were maintained under very strict control and few historians, therefore, have had access to these materials in the past.

The joint, \$3 million preservation project, begun in April, will make the microfilms broadly accessible to the Russian people and the world community of scholars. All microfilms will be opened for research in Moscow at Roskomarkhiv and in the United States at the Hoover Institution. An Editorial Board, composed of prominent international scholars, will select the materials to be filmed. Copies of the published microfilm will be deposited at the Russian National Library and the U.S. Library of Congress.

As part of the agreement, the Hoover Institution will provide financial support for the project, and will establish a fund to support a scholarly and archival exchange program in the field of Russian studies.

Also in Russia, the independent weekly *Literaturnaya Gazeta*, a publication aimed at the country's academic and scientific elite, has established a center for international contacts and independent information service to include multilateral programs organization, establishing contacts between writers, and the provision of information or research services. Contact Oleg Prudkow, *Literaturnaya Gazeta* Center for International Contacts, 103045 Moscow, Kostjansky per 13 Russia; or fax: (7-095) 200-0238.

WANTED: Whistler's Letters

The University of Glasgow has authorized the publication of the correspondence of the artist James McNeill Whistler (1834-1903), whose estate was given the University by his ward, Miss Birnie Philip. The first stage of the work, funded by the British Academy, is to record all letters surviving in collections other than the Glasgow University Library. Some 8,000 letters, including those in Glasgow, have been recorded so far. If you have knowledge of any such letters, contact Margaret M. Fox, Glasgow University Library, Hillhead Street, Glasgow G12 8QE, Scotland.

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1992

Calendar: Meetings, Courses, and Institutes...

June 2-7

American Institute for Conservation of Historic and Artistic Works (AIC) annual meeting; Buffalo, New York; contact AIC, 1400 Sixteenth Street, N.W., Washington, D.C. 20036, (202) 232-6636.

June 22-25

Association for Information and Image Management (AIIM) Show and Conference; in Anaheim, California; Contact AIIM, 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland 20910-5699, (301) 587-8202.

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. Dearstyne, NAGARA Executive Secretariat, State Archives and Records Administration, 10A46 Cultural Education Center, Albany, New York 12230.

September 11-17

Society of American Archivists annual meeting in Montreal at the Le Centre Sheraton; for information about Preconference Workshops, see Education Notes on page 10; for an Annual Meeting Update, see page 12; contact SAA Meeting Planner Debbie Mills (312) 922-0140.

Oral History Course

Wayne State University, Detroit, Michigan, is offering a three-week intensive course in oral history July 6-24, 1992. The course will introduce students to the techniques for and the methodological and legal issues involved in collecting, arranging, and publishing information from individuals for use in historical research, cultural documentation, local history projects, and library/archival programs. For further information, contact Kathleen Schmeling, Walter P. Reuther Library, Wayne State University, Detroit, Michigan 48202, (313) 577-4024.

Preservation Management Institute

The School of Library and Information Studies at the University of Hawaii will host a Preservation Management Institute July 6-August 7, 1992. The five-week course is intended to provide intensive training on determining preservation needs and priorities, formulating institutional policy, and utilizing preservation theory to the solution of practical problems in library and archives preservation. Fees: Hawaii residents \$611; others \$911. For further information, contact Sally Roggia, School of Library and Information Studies, University of Hawaii at Manoa, Honolulu, Hawaii 96822, (808) 956-5814.

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 at the Denver Federal Center, August 10-21, 1992. Modeled after NARA's Washington Institutes, it 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. Tuition is \$450. Registration deadline: July 15, 1992. To receive a registration form and brochure, contact 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). Contact: Susan E. Schur, Seminar Co-Organizer, Technology & Conservation, One Emerson Place, Boston, Massachusetts 02114, (617) 227-8581.

Management of Archives

The British Council is sponsoring a seminar entitled "The Management of Archives and Records: New Technologies and Practices," November 1-13, 1992, in Liverpool, England. Two broad subjects will be covered: the development and regulation of professional practices and conditions by cooperative action through a professional association; and the impact of new technologies, which will be supported by practical sessions in a computer laboratory. The director of studies is Michael Cook, university archivist at Liverpool. Enrollment is limited to 25 participants. Fees and accommodations are £1310. For more information, contact The British Council, Courses Department, 10 Spring Gardens, London SW1A 2BN, England.

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...Fellowships and Awards

Host Institutions Needed for NHPRC Fellowships

For 1993-94, the National Historical Publications and Records Commission (NHPRC) is offering two fellowships in archival administration. Applications are now being accepted from archival repositories interested in serving as host institutions for the two fellows to be selected. Not-for-profit organizations and institutions, state and local government agencies, and federally-acknowledged or state-recognized Native American tribes or groups are eligible to apply. The two positions will focus on active, hands-on experience in administration and management. The application receipt deadline is September 1, 1992. The fellowship program is funded jointly by NHPRC and The Andrew W. Mellon Foundation.

NHPRC views the fellowship program, now in its seventh year, as an opportunity for professional archivists with two to five years of work experience to gain new or additional experience with administrative procedures and problems. Archives interested in applying to serve as one of the two host institutions should be able to expose the fellow to a wide variety of archival administrative experiences during the nine to twelve months that the fellow will be working with the host's archival staff. The fellows' stipend is \$35,000, with a benefit payment of \$7,000. Host institutions also are given \$500 to interview prospective applicants.

The two host institutions will be selected by December 1, 1992. At that time, application forms for prospective individual fellows will be made available. Individual applications are due March 1, 1993. The two fellows will be selected by the host institutions from the pool of eligible applicants. The fellowships will begin in the late summer or early fall of 1993.

NHPRC will work with prospective applicants to assure that their applications include the range of administrative opportunities desired by the Commission. Prospective institutions should request guidelines and application forms from the NHPRC - NP, National Archives Building, Washington, D.C. 20408. Host applications must be received no later than September 1, 1992.

For further information, contact Laurie A. Baty at (202) 501-5610.

NEH Reference Materials Awards

The National Endowment for the Humanities Reference Materials Program supports projects to prepare reference works that will improve access to information and resources. Support is available for the creation of dictionaries, historical or linguistic atlases, encyclopedias, concordances, reference grammars, data bases, text bases, and other projects that will provide essential scholarly tools for the advancement of research or for general reference purposes.

Grants also may support projects that will assist scholars and researchers to locate information about humanities documentation. Such projects result in scholarly guides that allow researchers to determine the usefulness or relevance of specific materials for their work. Eligible for support are such projects as bibliographies, bibliographic databases, catalogs raisonnés, other descriptive catalogs, indexes, union lists, and other guides to materials in the humanities. In both areas, support is also available for projects that address important issues related to the design or accessibility of reference works.

The application deadline is September 1, 1992 for projects beginning after July 1, 1993. For more information, write to: Reference Materials, Room 318, NEH, Washington, D.C. 20506.

Fulbright Scholarship

The Fulbright Commission in London in cooperation with the British Library announces an award for a practicing librarian/archivist to work in the United Kingdom at the David and Mary Eccles Centre for American Studies at the British Library in London. The Centre identifies, promotes, and augments North American material in the British Library collections. The librarian/archivist will work with the director of the Centre and the bibliographic editor in the identification and promotion of one aspect of the British Library's North American Collection.

The person selected must be enthusias-

tic about American cultural activities and be able to travel and give presentations. Candidates should have specialist knowledge in one of the following areas of American Studies: history, literature, economics, politics, or social structure of the United States. Preference given to candidates specializing in either 19th or 20th centuries. Applicants must hold U.S. citizenship and a full-time post at a university or major research library, with a minimum of three-years continuous professional experience. Awards are for twelve months beginning in October 1993. The grantee will receive a grant of £15,000, £2,000 London allowance, up to £4,500 expatriation allowance, and roundtrip travel for the grantee and one dependent.

Application deadline: August 1, 1992. Contact Karen Adams, Council for International Exchange of Scholars, 3007 Tilden Street, N.W., Suite 5M, Box N-UKL, Washington, D.C. 20008-3009, (202) 686-6245.

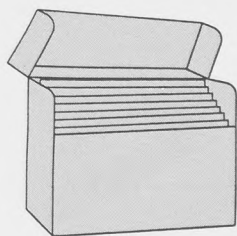
Archivist Award of Excellence

The Archivist Award of Excellence, established in 1989 by the California Heritage Preservation Commission, honors individuals who have done superior work in archives and records management within California.

The award recognizes individuals who have done exceptional work in the archival field. Topics as diverse as the development of a major outreach program, conservation projects, establishing a model program, overcoming obstacles in program development, providing significant financial support, or recruiting community support for an archival program may be considered.

The filing period for applications is between June 1st and September 15th, 1992. Applicants must have worked with materials which are primarily related to California, performed work which is clearly identified as archival, record or manuscript-related and completed within the past five years.

Application forms are available from California State Archives, 1020 "O" Street, Room 130, Sacramento, California 95814 or contact Joe Samora at (916) 653-0066.



Professional Opportunities

New Rates

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, effective July 1, 1992, entitles an employer to post one job in one issue of the *SAA Newsletter* AND in one issue of the *SAA Employment Bulletin* for one fee:

92¢ per word
(Numbers, abbreviations, etc.
each count as one word.)

Institutional members receive a 50% discount. Job ads will not be posted unless accompanied by a 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 \$24 per year only at the time of membership renewal. Individual issues are available to SAA members for \$6 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 \$20 late fee. SAA's fax number is (312) 347-1452. For more information about SAA's employment services, contact Nancy Van Wieren at (312) 922-0140.

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

ARCHIVIST/MANUSCRIPTS CURATOR

*The Huntington Library
San Marino, California*

The Department of Manuscripts invites applications for an experienced professional archivist/historian to hold a joint appointment as Institutional Archivist and Curator of Western American Historical Manuscripts in one of the nation's great private humanities research libraries.

Responsibilities: Reference and research service for scholars consulting the Huntington's own archives and (along with two other curators) for the library's rich collections in Western American History, especially those pertaining to Henry Huntington, western railroads, and the development of Los Angeles in the early 20th century; cataloging, processing, and creating tools of access for the archives and manuscripts collections; administration and processing of the library's institutional archives; facilitating scholarly and public education about the collections through exhibitions, talks, conferences, and publications; collection development; other duties as assigned. Reports to the Chief Curator of Manuscripts. **Qualifications:** MLS from an ALA-accredited library school with specialization in archives and manuscripts and MA in U.S. history with specialization in Western history, or equivalent training and experience; professional-level experience working with manuscripts and archives in a research or academic library; knowledge of USMARC AMC format & RLIN desirable; excellent written and oral communication skills; demonstrated ability to work effectively with colleagues, researchers, staff, and donors; ability to lift and carry boxes of at least 40 pounds. **Salary:** Negotiable, depending on qualifications and experience. Retirement TIAA/CREF after two years, three weeks vacation, health insurance programs. Send letter of application, resume, and names, addresses, and telephone numbers of three references to: Carl Foote, Manager of Personnel, Huntington Library, 1151 Oxford Road, San Marino, California 91108. Preference given to complete applications received by June 1, 1992.

APPRAISAL ARCHIVIST

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

The Office of Records Administration, National Archives is seeking qualified candidates for an archivist position in its Records Appraisal and Disposition Division. **Responsibilities:** Appraises textual, audiovisual, cartographic, and architectural records; prepares records disposition schedules, including additions and modifications to General Records Schedules; participates in evaluation of records disposition programs of other agencies; and provides formal and informal training in records disposition. **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, American civilization, economics, political science or government, plus additional education equal to BA degree. Must also have at least one year of professional archival experience. **Salary:** \$32,423. Application Information: Send SF-171, Application for Federal Employment, and transcripts from all colleges attended to the National Archives and Records Administration (NAP/DEU), Washington, D.C. 20408. Cite announcement number DEU 92-6. Closes June 15, 1992. For more information or copies of forms, call (202) 501-6100 or 1-800-827-4898.

ARCHIVIST/RECORDS MANAGER

*Northern Michigan University
Marquette, Michigan*

Northern Michigan University is a state university of 8,000 students and 900 employees serving Michigan's Upper Peninsula and located on the shore of Lake Superior. The archives consists primarily of the records of Northern Michigan University and may receive regional materials. For the first two years this position will be funded by a grant from the National Historical Publications and Records Commission; thereafter, it will be permanently funded by the University. The University Archivist and Records Manager will provide leadership, organization, and coordination of all aspects of the Universi-

ty's archival, records management, and historical preservation program. **Qualifications:** BA in history or other appropriate concentration; MA from either a graduate history program or an ALA-accredited library program; archival education or experience required; knowledge of and experience with records management principles and practices; two years of experience in a university archives preferred; demonstrated skill in program planning and execution; ability to work independently; knowledge of USMARC AMC and rules in *Hensen's Archives, Personal Papers, and Manuscripts*; ability to communicate clearly, work systematically and carefully, and to respect the confidentiality of records; demonstrated skill and experience in microcomputer applications for archival processing; a second MA is highly desirable. **Salary:** Depends on experience and qualifications, \$35,756/year at rank of Assistant Professor, with faculty status on a tenure-track. Submit nominations or letter of application with resume, three letters of recommendation, and copies of credentials and transcripts to: Director's Office, Olson Library, Northern Michigan University, Marquette, Michigan 49855. Application review will begin after June 15, 1992. Starting date August 1, 1992.

PROJECT ARCHIVIST/LIBRARIAN I *Princeton University* *Seeley G. Mudd Manuscript Library* *Princeton, New Jersey*

One year temporary appointment; possible extension for second year. **Responsibilities:** Under supervision of Assistant Archivist, will survey, appraise, arrange, describe, and prepare for microfilming papers of Ivy L. Lee (Class of 1898) and Ivy L. Lee and Associates concerning public relations theory and practice in U.S. between 1910-1946. In consultation, will determine processing plan, supervise students to carry out activities for smaller collections. Will enter descriptions into RLIN AMC database as well as online catalog and participate in public service duties including reference work. **Qualifications:** Graduate degree, preferably in 20th century U.S. History and/or MLS from accredited library school with formal archival training at graduate level. Familiarity with USMARC AMC format library

automation and microcomputer applications. Ability to appraise historical records; demonstrable knowledge of archival arrangement and description; understanding of conservation techniques; communication skills. **Salary:** Commensurate with experience; starting salary for rank is \$28,200 per annum, increasing July 1, 1992. To ensure consideration, send application (resume and names, titles, addresses and phone numbers of three references) postmarked by May 31, 1992 to: Project Archivist Search Committee, c/o Human Resources Librarian, Princeton University Libraries, One Washington Road, Princeton, New Jersey 08544.

HEAD OF SPECIAL COLLECTIONS *University of California, Davis* *Davis, California*

Responsibilities: Provides vision, leadership, organization, and coordination of all aspects of departmental operations to meet the teaching and research mission of the campus. The department, with notable holdings in the areas of agricultural technology, viticulture and enology, American theater history, minor British poets, and the trans-Mississippi West, contains more than 50,000 volumes and 7,500 linear feet of archival and manuscript collections. The department will be moving to new and enlarged space in summer 1992. Reporting to the Associate University Librarian for Public Services, the Head has primary planning and administrative responsibility for the J. Richard Blanchard Rare Books Collection, university archives, manuscripts collections and the oral history projects. Supervises bibliographic control and preservation of the Michael and Margaret B. Harrison Western History Research Center. Formulates and implements collection development, processing and preservation policies for departmental collections; develops and applies automated processes for bibliographic and administrative activities. Leads in the development of programs and services to improve the quality of research, public and instructional services provided to library users. Interprets the department's collections and programs through exhibitions and publications. Cooperates with library development and donor solicitation. The current staff includes one FTE professional, 4.5 FTE

support staff, and student assistants.

Qualifications: Include understanding of the importance of special collections to scholarship and higher education. Graduate degree in librarianship from ALA-accredited institution or its equivalent. Minimum of five years relevant experience in an academic or research library, including at least two years previous professional experience in a special collections unit. Demonstrated administrative skills and increasingly responsible supervisory experience. Excellent oral and written communications skills. Evidence of initiative, leadership, personnel management skills, and ability to work effectively with colleagues and potential donors. Demonstrated capacity to develop and promote the use of the collections and to interact effectively with faculty and students. ACA certification and experience in using automated technology for special collections operations and familiarity with USMARC AMC desirable. Successful experience in grant writing and administration desirable. The U.C., Davis campus is a multicultural environment with a strong commitment to create a diverse community of faculty, staff, and students. Applicants should send letter, resume, and the names, addresses, and telephone numbers of three references (including current supervisor) to: Sandra A. Vella, Academic Personnel Coordinator, Shields Library, University of California, Davis, California 95616-5292, (916) 752-1138. Applications received by July 5, 1992, will be assured consideration.

ASSISTANT CURATOR OF PHOTOGRAPHS

Amon Carter Museum
Fort Worth, Texas

Responsibilities: To assume general responsibilities for the Eliot Porter Collection including organization, cataloging, and housing; conduct research, and contribute to publications, exhibitions, and plans for use and interpretation of collection. **Qualifications:** Requires MA degree in Art History or American studies; advanced knowledge of research methods in American art and the history of photography; practical knowledge of photography, particularly color materials; three years museum or archives experience; working knowledge of registration meth-

Professional Opportunities

ods and terminology desired; familiarity with computerized collections management database systems; experience cataloging and handling works of art; knowledge of conservation concerns, techniques, and terminology; demonstrated writing ability; history of research for museum publications and outside journals, and lecture participation preferred; word processing, editing, and proofreading skills; ability to communicate ideas and work well with others. **Salary:** Competitive. Position open. Send letter of application and resume to: Kathy Goodale, Personnel Services Coordinator, Amon Carter Museum, P.O. Box 2365, Fort Worth, Texas 76113.

RECORDS MANAGEMENT ARCHIVIST

Penn State University

University Park, Pennsylvania

The Penn State University Libraries seeks a Records Management Archivist to provide archival and records management services to the university community and to assist in the development and promotion of archival and complementary resources in support of instruction and research. In particular, the archivist is responsible for programs and records scheduling and disposition, vital records protection, and orientation and training in records management. As a university libraries faculty member, the archivist is expected to participate in activities related to library governance, librarywide efforts to develop systems and services, and to devote time to research, scholarly activity, and service to the university and the public. **Qualifications:** MA in history or MLS from an ALA-accredited library school; three years of archival experience in an academic setting with higher education records management experience; effective oral and written communication skills; and the ability to work effectively with the public and staff are required. Certification in archives or records management and experience in use of the USMARC AMC format and database management software desirable. Potential for promotion and tenure will be considered. **Salary:** Salary and academic rank dependent on qualifications, minimum \$32,000. Benefits include: Liberal vacation; excellent insurances; state or TIAA/CREF retirement options; and educational privilege. To apply, send letter of

application, current resume, and names of three references to Nancy Slaybaugh, Manager, Libraries Human Resources, Box RMA-SAA, Penn State University, El Pattee Library, University Park, Pennsylvania 16802. Applications received by June 1, 1992, will be assured of consideration. However, applications will be considered until position is filled.

LIBRARY: COORDINATOR OF SPECIAL COLLECTIONS ASSISTANT REFERENCE LIBRARIAN

College of Charleston

Charleston, South Carolina

Major Responsibilities: The position has responsibilities in both the Special Collections and Reference Departments. Special collections duties include: organizing the acquisition, processing, access, and preservation for archives, records, rare books, manuscripts, maps, and prints. The special collections relate to the history of the College of Charleston, South Carolina history, and natural history (emphasis on ornithology). Other duties include supervision of the college archivist and liaison for collection development to the academic departments. Reference duties include: instruction and reference desk assistance.

Requirements: ALA-accredited MLS; one year professional experience in special collections or reference; reading knowledge of one foreign language. Eleven-month permanent appointment, tenure-track, with faculty status and responsibility for meeting College of Charleston requirements for promotion and tenure. **Salary:** Minimum \$25,000. Apply with resume and names of three references by May 30, 1992, to: David J. Cohen, Dean of Libraries and Special Collections, Robert Scott Small Library, 66 George Street, College of Charleston, Charleston, South Carolina 29424.

ARCHIVAL ASSOCIATE

Fuller Theological Seminary

Pasadena, California

Responsibilities: Fuller Seminary in Pasadena, California, seeks a half-time person to work at the direction of a professional archivist in processing the papers and records of several figures associated with the Pentecostal and charismatic movements. These include David du Plessis, Joseph Mattsson-Boze, and Fran-

cis Ure. Other records derive from Pentecostal immigrant populations. Finally, the records of the Society for Pentecostal Studies are included. **Qualifications:** Candidacy status with the Academy of Certified Archivists would constitute optimum educational and professional skills, but acquaintance with the Pentecostal and charismatic religious traditions coupled with baccalaureate or graduate level work in history is essential and may minimally qualify. Since the papers include some documents in Swedish, Italian, and Afrikaans, skill with any of these languages is helpful but not required. The successful applicant will be team and service oriented, able to take initiative. Abilities to think, speak, and write clearly are essential. **Salary:** Half-time, one year, to \$9,500. Limited benefits. **This position is subject to funding external to the institution. A hiring decision cannot be made prior to July 1, 1992.** The position, if funded, would run for one year from October 1, 1992, through September 30, 1993. The distinct potential exists that upon completion of the project the holder of this position or one similarly qualified will be invited to continue on a permanent part-time basis to provide archival services for the qualified public. **Contact:** Send a resume with names and telephone numbers of personal references to Professor Russ Spittler, Fuller Seminary, Pasadena, California 91182.

PROJECT ARCHIVIST

Fuller Theological Seminary

Pasadena, California

Responsibilities: The David du Plessis Center of Fuller Seminary, Pasadena, California, seeks a full-time experienced archivist for a one-year project involving the processing of materials related to the Pentecostal and charismatic movements. Subject to a consultant's recommendations, processing will also include disposition of a large quantity of commercial radio broadcast recordings from the "Old Fashioned Revival Hour" by Charles E. Fuller. Duties to include survey, arrangement, and description of papers related to Swedish and Italian immigrant Pentecostals as well as those of David du Plessis and Francis Ure, major and minor figures in these movements. Timely production of a guild-standard finding aid is

expected. Supervision of a half-time archival associate is included. Familiarity with MARC protocols and OCLC is expected. **Qualifications:** Certification by the Academy of Certified Archivists strongly preferred. Equivalent experience and training considered. Prior involvement with religious archives a plus. Familiarity with the Pentecostal, charismatic, and evangelical movements quite essential. Ability to speak and write clear English is assumed, and abilities at logical organization and thinking are a must. Must be self-directed yet communicative and team oriented. **Salary:** To \$29,000 plus benefits. **This position is subject to funding external to the institution. A hiring decision cannot be made prior to July 1.** The position, if funded, would run from October 1, 1992 through September 30, 1992. Contact: Persons interested should send a resume including names and telephone numbers of personal references to Professor Russ Spittler, Fuller Seminary, Pasadena, California 91182.

ARCHIVIST

*The American Jewish Historical Society
Waltham, Massachusetts*

The American Jewish Historical Society, the United States' oldest national ethnic historical society, seeks an archivist for its library located in Waltham, Massachusetts on the campus of Brandeis University. The Society's holdings include several hundred archival-manuscript collections, including the records of major national Jewish organizations; almost 2,000 newspaper and periodical titles; and hundreds of paintings, posters and artifacts. **Duties:** Primary responsibility for maintenance of rare books, archives, manuscripts, periodicals, and artifacts; will help formulate collection development policies; select materials for accession; prepare reference aids; prepare exhibitions; some reference and cataloging work. Must be willing to work closely with other library staff. Must have capability to introduce on-line computer systems to the library. **Requirements:** ALA-accredited MLS and archivist certification, or significant experience. Computer literacy required. Background in American Jewish history preferred, with graduate degree in American Jewish history highly desirable. Reading knowledge of Hebrew and Yiddish desirable. **Salary:** Commensurate with experience, plus ben-

efits. Starting date: Open (Summer 1992 preferred). To apply: Send resumes to, Chair, Archivist Search Committee, American Jewish Historical Society, 2 Thornton Road, Waltham, Massachusetts 02154.

ARCHIVIST

*United Technologies Research Center
East Hartford, Connecticut*

United Technologies Research Center is an internationally recognized R & D facility for broad-range research in both basic and applied sciences and engineering. The Library & Information Services Department is seeking an archivist. **Responsibilities:** Administer, develop, organize and provide appropriate access to records held in the Historical Resources Center and Corporate Archives. Establish and maintain policies and procedures for handling and maintaining the integrity of historical documents. Review historical material and claims for accuracy. Evaluate, acquire, process, index, and conserve appropriate historical material for the corporation. **Qualifications:** Requires MA/MLS in archives management and experience in archives administration. United Technologies Research Center offers a competitive salary and benefits package designed to attract and retain talented professionals. Send a resume and salary requirements to Professional Staffing, MS-35-SAA, United Technologies Research Center, 411 Silver Lane, East Hartford, Connecticut 06108.

RECORDS MANAGEMENT ANALYST

*City of Oakland
Oakland, California*

The City of Oakland is recruiting for two records management analysts to participate in an NHPRC project to establish an archival and records management program. Both positions are full-time (37.5 hrs/wk), 18-month limited-duration jobs. This project is scheduled to start July 1, 1992, and terminate December 31, 1992. **Duties:** Incumbents will inventory records (automated and manual systems) in city departments assigned to them. They will perform analysis to determine retention requirements. Staff will prepare a retention schedule for each department and instruct their staff in its use. **Minimum Education Qualifications:** Minimum of a BA in history, library science, or a related field with preference given to a MAs in

one of the above. Training in records management or archival science is a plus. **Experience:** Minimum of two years experience as an archivist or records analyst in a local government or state program. Preference given to municipal government records management experience. **Knowledge, Skills, and Abilities:** Thorough knowledge of records management and archival principles. Fundamental knowledge of database management or records management systems. Excellent communication and negotiation skills. Proven ability to apply systems analysis knowledge to records inventory project. **Salary:** \$34,650/year plus benefits. Send a cover letter, resume, three references, and a writing sample to: City of Oakland, Employment Information Office, 505 14th Street, Room 101, Oakland, California 94612. Application, cover letter, resume, three references, and a writing sample must be received by **May 21, 1992**. To request an application, fax (510) 238-2228.

CURATOR OF MANUSCRIPTS

*Maryland Historical Society
Baltimore, Maryland*

The Maryland Historical Society seeks applicants for the position of curator of manuscripts. **Responsibilities:** General administration of manuscripts divisions, including supervising staff, volunteers and interns; collection development; reference; outreach; processing collections. **Qualifications:** MA in American history or MLS with graduate level archival training required; minimum of two years professional experience preferred; ability to work well with a diverse staff and clientele. Send resume and names of three references to: Penny Catzen, Head Librarian, Maryland Historical Society, 201 West Monument Street, Baltimore, Maryland 21201.

ASSISTANT ARCHIVIST

*Time Inc. Magazines
New York, New York*

Qualifications: Requires an MLS degree with a focus on archival administration or a master's degree in history with an archival certificate. Experience with automated retrieval systems strongly preferred. Also requires 1-2 years of full-time experience at an archival institution. **Salary:** \$ high twenties. Please call Maria Nazzaro at (212) 522-3329 or fax resume to (212) 522-0902.

SAA Needs You!

by Anne R. Kenney, SAA Vice President

One of the more rewarding roles for SAA members is participation in the work of the Society through its various groups and representatives, which currently number 75! One of the more daunting tasks faced by each vice president is finding people to appoint to committees, boards, and as representatives. In an effort to instill new blood and energy into the work of the Society, I plan to reserve twenty percent of my appointments for younger archivists and those newer to the profession.

If you are wondering what groups currently exist within the Society, consult the SAA 1991-92 Leadership List, which was published as a pink insert in the November 1991 *SAA Newsletter*. It lists names and addresses of various representatives and the chairs of the committees and boards. If your curiosity is piqued and you want more information, call the current chair or one of the Council members who serve as liaison to the group. Their names are listed on the front page of the Leadership List. If you are interested in serving on one of these groups, please write me directly, indicating your particular interest and providing a little information on your background. I would also appreciate the names of others who you feel should be appointed.

The Leadership List also includes the various Sections and Roundtables. Participation in these groups is voluntary, and each elects its own leaders. Again, if you are interested, contact the appropriate chair and plan to attend the scheduled meeting during SAA's annual convention in Montreal, September 13-17, 1992.

I will be making most of my appointments in late May or June, so I hope to hear from you soon. For those of you who are electronically inclined, I read my e-mail regularly!

Anne R. Kenney
SAA Vice President
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Cornell University
Ithaca, New York 14853
(607) 255-6875
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Newsletter

The Society of American Archivists
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