



Newsletter

The Society of American Archivists

November 1992



Students at Howard University in Washington, D.C., gather between classes on the porch of Miner Hall, circa 1893.

Table of Contents

From the President's Desk / 3
Eight New SAA Fellows / 4
And the Award Goes To... / 6
Montreal Expo / 8
56th Annual Meeting Cassette Tapes / 11
What Council Did / 13
SAA Short Subjects / 14
Spotlight / 15
Obituary / 15
From the U.S. Archivist / 16
Washington Beat / 17
Education Notes / 18
Preservation / 20
News Clips / 21
Calendar of Meetings & Institutes / 22
Grants / 22
Professional Opportunities / 23

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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from the President's Desk

by Anne R. Kenney

Council Rejects Association Management Route

At its meeting in Montreal, SAA Council voted unanimously to discontinue its investigation into contracting with an association management firm. This decision came at the end of a six-month period, during which SAA explored association management services with a number of firms, and conducted a parallel analysis of the central office staff functions and services currently offered. Association management firms conduct the operations of many professional organizations, combining resources to effect economies of scale in such areas as printing, meeting and conference planning, public relations, and purchasing.

Council has been considering a restructuring as a means to improve member services and to contain costs. In the past four years, the number of SAA groups has increased by 55 percent, with the most striking growth coming in the number of roundtables. The number of workshops, publications, and other central office services have also increased, while the number of staff has only increased slightly. This level of activity reflects the diversity of member interests and attests to the health and vitality of the Society. It also puts a severe strain on current SAA resources. The executive director has expressed concern with the heavy office workload, and a number of important membership initiatives can not be supported with available resources.

This situation is compounded by the necessity of having to undergo a second executive director's search after just three years. Anne Diffendal's contract expires at the end of March 1994, and she is not interested in renewal. Council had briefly considered an association management firm in 1990 when the last executive director, Donn C. Neal, left, but had felt then that there was insufficient time to investigate this option fully. With two years left in Anne's tenure, Council last

spring determined that there would be time to explore association management firms while allowing the Society to undertake a search for a new executive director if the association management option did not prove viable.

In June, the Executive Committee met with representatives of a prominent association management firm in Chicago, and recommended to Council that this option be fully explored. A committee of Council consisting of Frank Burke, James Fogerty, Mary Janzen, Bill Maher, Bill Wallach, and myself, solicited proposals from a number of firms, met extensively with representatives from one firm, and provided information to several others. As part of its investigation, Council approved a schedule that called for the submission of preliminary proposals from respondents by the end of August for consideration in Montreal. This was to be followed by further negotiations, with final proposals due by January 5, 1993, for consideration at the January Council meeting. Five firms responded with proposals in time for consideration in Montreal.

In early September, a number of individuals compared the most complete proposal received to the existing SAA structure and concluded that the central office performed most of the suggested services for approximately \$20,000 less. It appeared to some Council members that the economy of scale promised by an association management firm could not compete with the economy realized by the dedication and commitment of the current SAA staff. Concern was also expressed that the proposal did not address critical services provided by the SAA office, including continuing education, cost share for the preservation grant and future grants, grants development, and the non-serial publications program. Finally, in the course of this investigation, Council confirmed that the strong archival presence in the central office, which is critical to SAA's membership, could be very diffi-

cult to accommodate with an association management firm.

While recognizing that the proposals received were preliminary, Council debated whether there was sufficient evidence to conclude that an association management firm was not the right choice for SAA at this time. Most members were convinced that the further effort needed by Council, the central staff, and the association management firms to address remaining concerns would have been extensive and, in the end, would not have resulted in a decision to proceed with this option. In the meantime, SAA would have continued to risk losing valuable staff members to more secure jobs.

While we have terminated the investigation into association management firms, SAA's problem of balancing current and future demands with limited resources continues. This disparity will require the Society to choose among competing activities and to tie financial and other resources to their implementation. The adoption of a strategic plan for the Society would be a step in the right direction, and Council will be considering CGAP's proposed plan in January. At the same time, a Task Force on Sections and Roundtables is being appointed to evaluate the effectiveness of these groups, SAA's support for these activities, and their role in developing and implementing a strategic plan for the Society.

Finally, as Council begins to search for the next executive director, it will consider not only the qualifications and duties of the chief staff officer, but it must also consider how to make the most effective use of available resources, how to respond to member needs, and how best to represent the interests of the profession as the largest national association of archivists. I welcome your suggestions as we begin this process.

In closing, I want to acknowledge with thanks the help of Brenda Banks, Frank Burke, Jim Fogerty, Mary Janzen, and Bill Maher in preparing this report.

Eight New Fellows Honored at SAA's 56th Annual Meeting

At the awards ceremony during SAA's 56th annual meeting in Montreal, John Fleckner, chair of the Professional Standards Committee, introduced eight new Fellows of the Society of American Archivists: Linda Edgerly, Carolyn L. Geda, Susan Grigg, Margaret Hedstrom, Linda M. Matthews, Mary Jo Pugh, Victoria Irons Walch, and Daniel T. Williams. The distinction of Fellow is awarded to a limited number of individuals for their outstanding contribution to the archival profession.

"Election as a Fellow is a unique honor among the Society's awards because it recognizes long-term contributions to the profession as a whole, rather than a single accomplishment," Fleckner noted during his opening remarks.

These eight Fellows—Edgerly, Geda, Grigg, Hedstrom, Matthews, Pugh, Walch, and Williams—join 97 other active SAA members so honored. The Professional Standards Committee evaluates nominees on the following criteria: appropriate academic education and professional and technical training; a minimum of seven years professional experience in any of the fields advancing the Society's objectives; writing of superior quality and usefulness in advancing the Society's objectives; and contributions to the archival profession through work in and for the Society.

"The eight archivists honored today more than meet the formal criteria [required by the Society]. As I read the dozens of letters of support for these women and men, it was clear that they share other qualities as well," stated Fleckner. "First, they are in this profession for the long haul. Even the most junior has been an SAA member for twelve years; the most senior for twice that. Second, while each has held very visible and important elected and appointed posts, their colleagues speak again and again of their many 'unsung,' behind-the-scenes contributions. In particular, colleagues speak of mentoring and assisting younger and newer archivists and of other acts of generosity which make the life of our profession so rich and rewarding."

As specified in the SAA Constitution, election as a Fellow is by a 75 percent



Six of the eight new Fellows were in attendance at the SAA annual meeting in Montreal. Seated, from left to right: Linda M. Matthews, Daniel T. Williams, and Susan Grigg. Standing, from left to right: Mary Jo Pugh, Margaret Hedstrom, and Carolyn Geda.

vote of the Professional Standards Committee. The Committee consists of the five immediate past presidents and three fellows selected by Council. The members this year were Ed Bridges, Nicholas Burckel, Frank B. Evans, John Fleckner, Linda Henry, Sue Holbert, William Joyce, and Trudy H. Peterson.

Meet the New Fellows

➤ **Linda Edgerly**, of the Winthrop Group, Inc., has served the Society as a Council member, chair of the Business Archives Section, and active participant in a host of other SAA and regional archival groups. In each instance, her service was marked by hard work and significant results. Her consultant services to more than sixty corporations and other organizations have established and improved many archives programs and assured the preservation of invaluable historical records. To her colleagues, Linda is a model of professional integrity and commitment.

➤ **Carolyn L. Geda**, of the Inter-University Consortium for Political and Social Research at the University of Michigan,

has lead the archival profession into the modern world of electronic records. For nearly twenty years, she has written, taught, and advocated on behalf of archival development in this field. She was co-chair of SAA's Automated Records and Techniques Committee for eleven years and author and editor of key publications introducing archivists to machine-readable records. She has played a vital role in the outstanding success of her own institution's development. Lastly, she has been a unique bridge between our profession and the broader community of data librarians, scholars, and others involved in electronic records.

➤ **Susan Grigg** has brought dynamic leadership to SAA's publications program as chair of the Editorial Board. As a result of her tireless efforts, SAA's publications list is far stronger and its publications policies and procedures more effective. Susan's report as chair of a working group on certification was the basis for SAA's subsequent adoption of this program. She also served on the original Committee on Goals and Priorities. At three different repositories Susan has provided exceptional professional leadership with an empha-

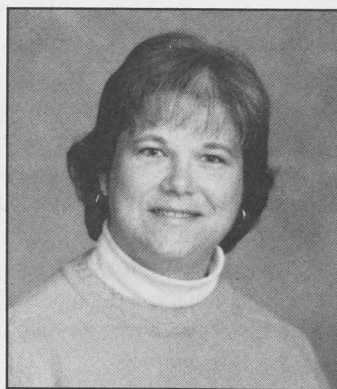
sis on cooperation among archival institutions. Her writings on archival administration, women's history, and historical method reveal her keen intelligence and solid scholarship.

➤ **Margaret Hedstrom**, of the New York State Archives and Records Administration, is best known for her contributions to improving the archival administration of electronic records. As author of an SAA basic manual, committee chair, teacher, and colleague she has generously shared her extensive knowledge. In her own institution, her organizational skills and leadership earned her New York state government's first annual award for excellence in information management. As a member of the Committee on Goals and Priorities, Margaret organized the 2020 VISION Program for the 1992 annual meeting and played a key role in drafting a strategic plan for the Society. Other evidence of Margaret's professional breadth includes her attention to issues of access and appraisal and her integration of her own scholarship in labor and women's history into her thinking about archives.

➤ **Linda M. Matthews**, of Emory University, has served SAA and the Society of Georgia Archivists for twenty years on governing councils, editorial boards, and a host of task forces, committees, and advisory groups in areas as diverse as publications, copyright, and annual meeting program. Her hard work, wise counsel, and effective leadership have won her deep respect from her colleagues in each of these efforts. As director of the Georgia Archives Institute she helped to redefine this important educational program and she continues to serve on SAA's Education Office Advisory Board. Her success with Emory's archival program since 1972 has earned her additional administrative responsibilities within the University Library.

➤ **Mary Jo Pugh**, a consulting archivist and lecturer at the University of California, Berkeley, School of Library and Information Studies, has earned distinction as a practicing reference archivist, editor,

author, teacher, and leader within the Society. Her influential ideas on reference and access are embodied in her prize-winning 1983 article and her recent contribution to the Archival Fundamentals Series (for which she also edited three additional volumes). During her membership on the Committee on Reference and Access she drafted a statement eventually adopted by SAA and the Association of Research Libraries. As chair of the Task Force on Institutional Evaluation she prepared the booklet *Evaluation of Archival Institutions*, undertook pilot evaluation site visits, and administered the first census of archival institutions. Lastly, Mary Jo served with distinction on the SAA Council.



Victoria Irons Walch was honored as a Fellow.

➤ **Victoria Irons Walch**, a consultant, has contributed to the Society in a wide array of positions. She has served on Council and chaired the Standards Board, the Description Section, and the Nominating Committee. She also has served on the steering committee of the Government Records Section, on the Committee on Archival Information Exchange, and the Task Force on Automated Records and Techniques. Her service to the profession in her role as a consultant is equally diverse and impressive. Her skills as a thinker, writer, and organizer have been vital to the work of the Committee on the Records of Government, the NAGARA Information Needs Assessment, the Harvard Working Group on Standards for Archival Description, the CGAP Five-

Year Assessment, and the Automated Records and Techniques Curriculum Project. These efforts have been among the most influential projects in the field and the selection of Vicki to assist with them is a resounding measure of the profession's respect for her contributions.

➤ **Daniel T. Williams**, of Tuskegee University, has been a university archivist for twenty-four years. His contributions to the profession extend throughout the region, the country, and internationally. At Tuskegee he has produced guides to special collections and archives and to the Carver Papers and he has received many campus honors. In Alabama he has been a member of the State Historical Records Advisory Board, president of the Friends of the Alabama Archives, and a participant in a host of other history-related organizations. He has given special attention to the preservation of African American historical materials lecturing on this topic at many American universities and at universities in Senegal and Guadeloupe. He also has served as a consultant on archives to the National Business League, to the Martin Luther King, Jr. Papers Project, and to many other organizations. Dan has served SAA on the Editorial Board, the Program and Awards committees, the steering committee of the College and University Archives Section, and the African American Archivists Roundtable. Finally, his visibility and his contributions have been a model to many aspiring African American historians and archivists.

**In the January issue of
the SAA Newsletter:**

- **A complete listing of SAA Fellows**
- **Information about nominating a colleague for this distinction**

And the Award Goes To....

A staple at every conference of the Society of American Archivists is the venerable awards ceremony, which honors individuals and groups in a variety of categories for their contributions to the archival profession during the past year. At SAA's 56th annual meeting in Montreal, hundreds of attendees packed the ballroom of the Le Centre Sheraton Hotel on Tuesday evening, September 15th, to pay tribute to the following honorees and their achievements.

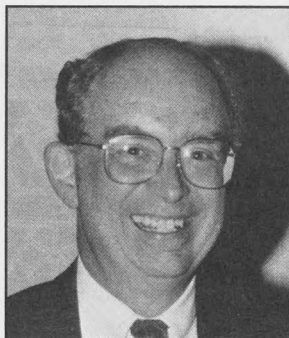
Distinguished Service Award

The Oberlin College Archives received the Society's highest honor, the Distinguished Service Award, which was established in 1964 to recognize an archival institution for outstanding public service and an exemplary contribution to the archival profession. The Oberlin College Archives is the eighteenth recipient of the award.

In 1986 when the archivist of the Oberlin College Archives resigned, the Ohio college considered discontinuing the department. Instead, Roland Baumann was hired as the archivist and the archives program was not only revived, but expanded and made a vital part of the college. Among the archives' accomplishments are publishing a *Guide to the Women's History Sources in the Oberlin College Archives* and numerous information leaflets on archival holdings; establishing a summer research grants program; receiving an NHPRC grant; implementing a records management program; and increasing acquisitions, as well as patron use. In short, the archives has become a model for the profession of what is possible in a small college setting.

Hamer-Kegan Award

Elaine Forman Crane of the Fordham University Department of History, and the Northeastern University Press were the recipients of the Philip M. Hamer-Elizabeth Hamer Kegan Award, as editor and publisher of *The Diary of Elaine Drinker*. Established in 1973, this award is given to an individual and/or institution that has increased public awareness of a specific body of documents. The award is named



Roland Baumann of the Oberlin College Archives accepts the Distinguished Service Award.



Elaine Forman Crane of Fordham University shared the Hamer-Kegan Award with Northeastern University Press.



Sr. Mary Linus Bax of the Sisters of Precious Blood received the Sister M. Claude Lane Award.

in honor of two SAA Fellows and past presidents.

This three-volume edition, prepared with support from the National Historical Publications and Records Commission and other agencies, is the first publication to provide broader access to the complete, unabridged text of Elizabeth Drinker's diary. Drinker was a Quaker woman who was born in 1735 in Philadelphia and lived there until her death in 1807. Beginning in 1758 and continuing for nearly 50 years, she kept a diary, a document that now offers historians a rare woman's view of life in the 18th century.

Because of Drinker's role as wife, mother, and caregiver, her diary is an especially rich source of information about contemporary medical practices. It also documents domestic life and child-rearing; the varied roles of women in the community; the gradual urbanization of Philadelphia; and the progress of the American Revolution, including harassment suffered by Quakers during the war.

The careful and thorough transcription and annotation of the manuscript by Elaine Crane and Northeastern University Press, combined with genealogical information on the Drinker family, a biographical directory, and a comprehensive index, will be appreciated by a wide variety of researchers and scholars for years to come.

Sister M. Claude Lane Award

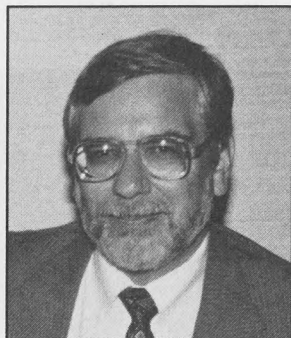
Sr. Mary Linus Bax of the Sisters of Precious Blood is the recipient of the Sister M. Claude Lane Award for her significant contribution to the field of religious

archives. Established in 1974 and conferred annually, the award is sponsored in conjunction with and funded by the Society of Southwest Archivists.

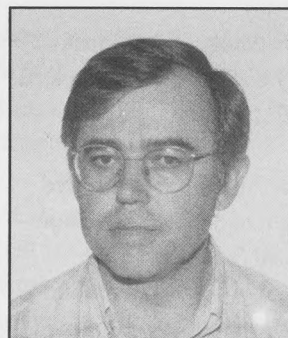
Sr. Mary Linus started her career in religious archives in 1975. Since the very beginning she was involved not only in managing the archives of her religious order, but also in assisting novice archivists in their search for archival proficiency. Together with Sr. Evangeline Thomas and Fr. Norbert Brackman, Sr. Mary Linus was a presenter in twelve workshops conducted throughout the United States, and variously sponsored by the Leadership Conference for Women Religious, the National Historical Publications and Records Commission, the National Endowment for the Humanities, and the Bergamo Center of Dayton, Ohio.

Besides imparting archival principals to hundreds of participants, Sr. Mary Linus was also available for consultation at religious archives in the United States, Canada, and Rome, Italy. At the same time she also lectured on archival and related topics. Through these activities she has demonstrated her commitment to education and training for beginning archivists, as well as to their continued progress and professionalism.

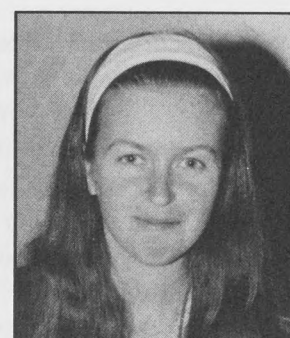
In addition, Sr. Mary Linus compiled a first-of-its-kind *Policy Manual* for religious archivists. The manual, which has been widely disseminated, has become the prototype for the formulation of policies by archives of many religious communities in the United States and abroad. Sr. Mary Linus has also made available a



Thomas Wilsted (left) of the American Heritage Center at the University of Wyoming and William Nolte (second from left) of the National Security Agency Library shared the Waldo Gifford Leland Prize.



Roy Schaeffer, a student at the University of British Columbia, received the Pease Award.



Veronika Emlerova of the Czech Archival Society received the Oliver Wendell Holmes Award.

Manual for Annals and a *Manual for Procedures*, which were written for Salem Heights Archives but are easily adaptable to other archival institutions.

Waldo Gifford Leland Prize

Managing Archival and Manuscript Repositories, by Thomas Wilsted and William Nolte, received the Waldo Gifford Leland Prize for writing of superior excellence and usefulness in the field of archival history, theory, or practice. Established in 1959 and conferred annually, the award is named for one of America's archival pioneers and SAA's second president.

In *Managing Archival and Manuscript Repositories*—the third volume published by SAA in the Archival Fundamentals Series—Wilsted and Nolte define and explain basic management concepts and terms, and then apply these to the archival context. They note the importance of vision, good planning, and performance in the effective management of repositories. This widely beneficial and useful work has set a new standard for future works on this topic.

Wilsted is associate director/operations for the American Heritage Center at the University of Wyoming in Laramie. Nolte is with the National Security Agency Library in Ft. Mead, Maryland

Theodore Calvin Pease Award

Roy Schaeffer, a candidate for a Master's of Archival Studies at the University of British Columbia School of Library, Archival, and Information Studies, has

received the Society of American Archivists' Theodore Calvin Pease Award for superior writing achievement by a student of archival administration. Schaeffer is the fourth recipient of the award, which was created in 1987 and is named in honor of the first editor of the Society's quarterly journal, the *American Archivist*. The award is endowed by a gift from Mrs. Marguerite Pease.

Schaeffer's essay, "Transcendent Concepts: Power, Appraisal, and the Archivist as 'Social Context'," was written for a course taught by Luciana Duranti. Schaeffer starts from the premise of that archives are important and chronicles the struggle by archivists to determine what the role of appraisal is and the implications of this function for service to society. He clearly places archival appraisal in the context of a social mandate and raises a variety of intriguing questions about what values should guide the archivist in appraising records.

Schaeffer's essay is an important review of appraisal theory and practice and demonstrates the important contributions that archival students can make to the literature of the profession. This essay will be published in an upcoming issue of the *American Archivist*.

Oliver Wendell Holmes Award

Veronika Emlerova of the Ceska Archivni Spolecnost (Czech Archival Society), received the Oliver Wendell Holmes Award. Established in 1979, the award allows overseas archivists, already in the United States or Canada for train-

ing, to augment their visit by traveling to the SAA annual meeting. Her participation at the meeting in Montreal was also supported by the International Council on Archives and a generous contribution from the International Research and Exchanges Board.

Emlerova has studied at Charles University in Prague within the Department of Auxiliary Historical Sciences and Archival Studies, and she is now preparing a dissertation on the reports of visitations of the parish clergy of the Prague Archbishopric.

Emlerova is recognized by her colleagues as a skilled and dedicated newcomer to the profession. She was selected to speak at the International Congress on Archives in early September at a session entitled, "Archival Education: Preparing the Profession to Meet the Needs of Society in the 21st Century."

Colonial Dames Scholarships

Mary C. Barnes of the Tennessee State Library and Archives and Mary Frances Heathwaite of Glenmont, New York, were recipients of the Colonial Dames Scholarship. The award, funded by the Colonial Dames of America, Chapter III, covers a portion of the tuition, travel, and housing expenses at the Modern Archives Institute in Washington, D.C. The award is given to archivists who have been in the field less than two years and who are working with holdings predating 1825. Barnes attended the institute last June and Heathwaite will participate in the institute in January.

MONTREAL EXPO

The 56th annual meeting of the Society of American Archivists is history. Approximately 875 people participated in the conference from September 12-17 at the Le Centre Sheraton Hotel in Montreal.

"More than the usual annual meeting, this one allowed us as individuals and as an association to expand our vision and enrich our professional lives," said SAA Executive Director Anne Diffendal. "Hosting archivists from around the world and cooperating with Canadian colleagues provided opportunities to re-examine our particular assumptions and practices."

Montreal was also the location of other archival meetings. This presented a unique opportunity for participants to interact with international colleagues. The XIIth International Congress on Archives (ICA) convened at the city's convention center the week preceding the SAA annual meeting.

The Association of Canadian Archivists (ACA) and the Association des Archivistes du Quebec (AAQ) held conferences at the same time as SAA, at sites within walking distance of the Sheraton. For one registration fee, attendees could participate in all three meetings.

"Archives: A Global View" was the general theme of the SAA meeting. The program featured speakers from 14 different countries. The comprehensive offering of 82 sessions addressed a great range of archival topics and treated a wide variety of concerns—theoretical and practical, national and international, visual and textual, historical and contemporary, government and private. (Thirty-nine of the 82 sessions are available on cassette tape. See pages 11-12 for details.)

Unique to the program were the five 2020 VISION sessions, formulated by the SAA Committee on Goals and Priorities, which presented perspectives on broad changes in society and their likely impact on the archival profession. Adding to the international flavor was a session on archives in the post-Soviet era, which featured speakers from Russia and Estonia, and had simultaneous translations in English and Russian.

In addition to sessions, the conference featured a variety of tours, special events, and committee, section, and roundtable meetings. In between conference activities, attendees explored Montreal's restaurants, museums, shopping district, historical sections, underground city, and other points of interest.

Activities were organized to facilitate interaction between the different archival associations. A joint professional session between SAA, ACA, and AAQ on September 13th focused on "archival cooperation." Speakers from all

Top: Outgoing SAA President Frank Burke of the University of Maryland and his wife, Hildegard.



Middle: Alfred Lemmon of the Historic New Orleans Collection and Bruce Bruemmer of the Charles Babbage Institute share a lively conversation with SAA Executive Director Anne Diffendal.

Bottom: Beverly Cook of Chicago, Florence Borders of the Center for African American Studies, Taronda Spencer of Detroit, and Cynthia Lewis of Jackson State University Alexander Research Center.





Top: Charles Schultz of Texas A&M University, Karen Benedict of The Winthrop Group, Brenda Parnes of the New York State Archives, and Deborah Shea of the Winthrop Group.

Middle: SAA staff members Bernice Brack and Ana Joyce register Denise Gluck of the Joint Distribution Committee in New York for the meeting.

Judith Robins of the Annenberg Research Institute in Philadelphia shows off a tempered glass and gold compact disk she won from Digipress, Inc., one of 32 exhibitors at the conference.

three professional associations addressed how cooperation can help archivists to benefit from the varieties in our cultural, linguistic, and professional perspectives. Simultaneous translations in French and English were provided.

One of the special events was a joint reception for SAA, ACA, and AAQ, which was held at the city's new indoor ice rink in the L'Amphitheatre Bell building. Complimentary skate rentals enticed many archivists and others to demonstrate their athletic abilities.

Nearly thirty per cent of the annual meeting attendees also registered for pre-conference workshops in Montreal. SAA presented nine workshops in two and a half days, including "Managing Electronic Records," "Photographic Collections Management," "Archives, Personal Papers, and Manuscripts," "Managing Legal Documents and Case Files," "Using Laser Disk and Imaging Technology for Archival Preservation and Reference Programs," "From Photos to User Fees: Managing Archival Reproduction Services," "Archives: An Introduction," and "Records Management for Archivists."

The staff of the Society of American Archivists would like to thank all those who planned, participated in, worked at, and supported this conference. Your contributions are truly appreciated.

Disaster Planning?



If you are too busy fighting fires to prepare a disaster plan for your archives, our computerized outline and template can give you a running start. Includes standard formats, safe materials handling instructions, forms for disaster team management, collection salvation priorities and supplies checklist with directory of supplies and conservation referral sources.

— DISASTER PLAN TEMPLATE —

- ☐ **HELP!** The waters are rising. Enclosed is \$89.95 for order.
- ☐ My feet are still dry. Send the Disaster Plan Template and bill me for \$99.95.
- ☐ There's only an inch of water in the basement. Please send more information.



- ☐ WORDPERFECT
- ☐ ASCII TEXT

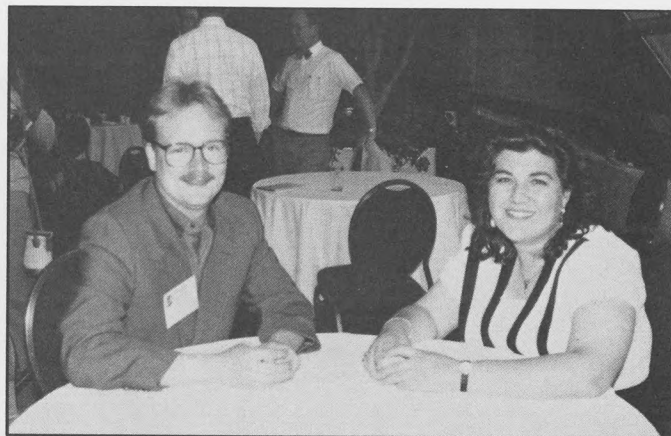
Rachel P. Maines and Associates
1-800-724-0073 or (607) 257-1969
237 Langmuir Lab, Cornell Research Park
Ithaca, N.Y. 14850 USA

MONTREAL EXPO

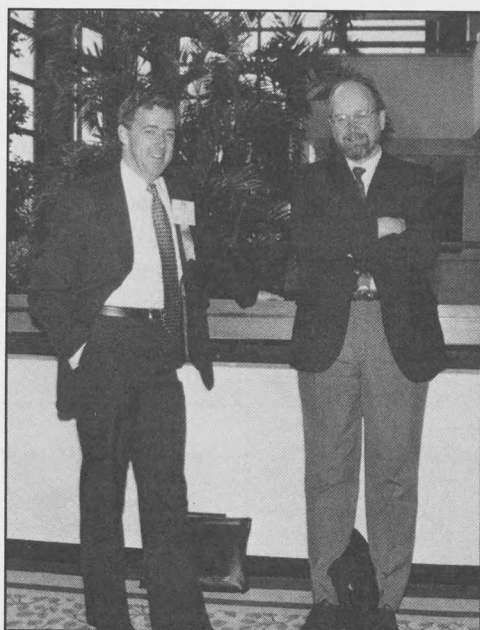
Au revoir,
Montreal



Top left: Constance B. Schulz (left) of the University of South Carolina confers with her students Beth Bilberbeck, Rita Wallace, Jeanette Bergeron, Barbara Kliner, and Tom Koehler-Shepley, who drove a van 1,150 miles (22 hours!) from Columbia, South Carolina, to Montreal to attend the SAA annual meeting.



Top right: Tyler Walters of the Iowa State University Archives and SAA Preservation Program Director Evelyn Frangakis enjoy the reception following the awards ceremony.



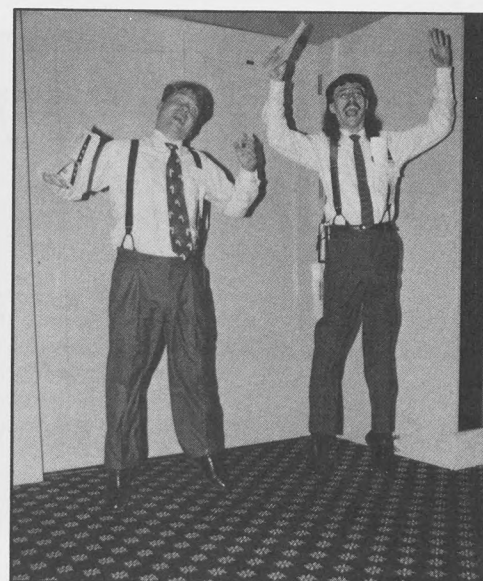
Middle left: Jim O'Toole of the University of Massachusetts at Boston and Tim Ericson of the University of Wisconsin-Milwaukee swap stories between sessions.



Middle right: Ed Weldon of the Georgia Department of Archives and History utilizes the locator card service.

Bottom left: SAA Meeting Planner Debra Mills reflects on the many highlights of the conference.

Bottom right: SAA staff special assistants Lee Fosburgh, a student at the University of Wisconsin-Milwaukee, and Kevin Corbitt of the Charles Babbage Institute jump for joy at the end of SAA's 56th annual meeting.



**Mark your calendar's now
for SAA's 1993 annual
meeting in New Orleans,
August 31-September 5,
at the Sheraton Hotel.**

Society of American Archivists

**56th Annual Conference
Le Centre Sheraton**

**September 11-17, 1992
Montreal, Canada**

Listing of Available Conference Presentations

Qty.	Tape No.	Title	Price	Amount
	S1	AAQ/ACA/SAA Joint Session "Archivists & Cooperation: Three International Perspectives"	\$16.00	
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What Council Did ♦ ♦ ♦

At its meetings on September 12 and 17, 1992, in Montreal, the Council of the Society of American Archivists:

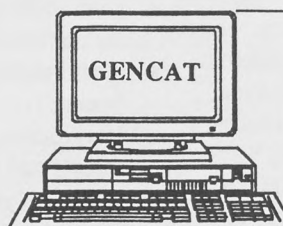
- ♦ voted to discontinue its investigation into employing an association management firm (see "From the President's Desk" on page 3 for further details);
- ♦ established a Task Force on Sections and Roundtables to evaluate the effectiveness of these structures in meeting member needs;
- ♦ adopted a Code of Ethics for Archivists and thanked the Task Force on Ethics for developing this document;
- ♦ approved naming a formal representative from SAA to the Bureau of Canadian Archives Committee on Descriptive Standards;
- ♦ extended the life of the Task Force on Library Archives until the conclusion of the 1993 Annual Meeting;
- ♦ agreed to investigate changing the dates of the 1996 Annual Meeting so as to avoid conflict with the scheduled meeting of the International Congress on Archives in Beijing;
- ♦ heard a report from Treasurer William Maher regarding the recent hiring of a money manager for the Society's invested funds;
- ♦ endorsed an ongoing project of the Oral History Section to interview past presidents of SAA;
- ♦ adopted the revised Council Three-Year Plan;
- ♦ decided to hold a Planning Day in conjunction with the June 1993 Council Meeting;
- ♦ reaffirmed the decision taken in June for 100% Council participation in the 1992 Annual Giving Campaign;
- ♦ chose Brenda Banks as the Council representative on the Executive Committee.

Constitutional Amendment Adopted

At the SAA annual business meeting in Montreal on September 16, 1992, members voted to adopt an amendment to Article V of the SAA Constitution. The amended statement of criteria for "Article V. Fellows of the Society of American Archivists" reads as follows:

"The Committee on Professional Standards shall be guided by the following criteria:

1. appropriate academic education and professional and technical training in any of the fields of the Society's interests;
2. professional experience in any of the fields of the Society's objectives for a minimum of seven (7) years, which shall include evidence of professional responsibility of exceptional extent or quality;
3. contributions to achieving the goals and objectives of the profession, through such activities as writings of superior quality and usefulness, outstanding leadership of archival institutions and/or development of archival programs, and outstanding contributions to archival education. Contributions must be of significant scope and duration, demonstrating initiative, resourcefulness, and commitment;
4. contributions to the archival profession through active participation in the Society of American Archivists and innovative or outstanding work on behalf of the Society rendered and sustained over a period of many years."



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Short Subjects

SAA at ICA

SAA Executive Director Anne Diffendal and Managing Editor Teresa Brinati attended the XIIth International Congress on Archives (ICA), September 7-11, in Montreal, the week preceeding SAA's Annual Meeting. The conference was held at the city's convention center, Palais de Congres, on the edge of China Town.

The Congress drew 2,668 participants from around the world significantly more than its preliminary estimate of 1,500 attendees. The conference presented a unique opportunity for the Society to interact with an international segment of the archival community.

SAA had a complimentary booth outside of the exhibit hall, courtesy of the Organizing Committee of the Congress. The booth was stocked with sample publications, 1993 book catalogs, copies of the special international issue of the *American Archivist*, membership brochures, and assorted other handouts. More than 1,000 people representing six continents—North and South America, Europe, Africa, Asia, and Australia—visited the booth. Two hundred orders for SAA publications were received from archivists from 22 different countries, including Slovenia, Indonesia, Iran, and Nigeria. Many of those visiting the booth were interested in joining SAA. Seven individuals even submitted membership applications on the spot.

"All in all, it was a very successful week for the Society in terms of marketing and public relations," reported Executive Director Anne Diffendal.

For extending an invitation to SAA to participate in the conference, the Society would like to thank Jean-Pierre Wallot of the National Archives of Canada and Claude Minotto of the National Archives of Quebec, President and Executive Director respectively of the ICA Organizing Committee. The Society also would like to thank all of those members who helped staff the booth throughout the week, including Marjorie Barritt, Karen Benedict, Diane Cipas, Jim Fogerty, Edie Hedlin, Donald Jackanicz, Eva Mosely, and Anne VanCamp. And to all the other members who dropped by to chat, we enjoyed visiting with you!

New Bookkeeper/Office Manager

Carroll Dendler joined the SAA staff as bookkeeper and office manager in mid-October. She previously worked as an accounting supervisor for Lutheran Social Services of Illinois. Carroll has a bachelor's degree in accounting/management from DePaul University. The SAA office is delighted to have her aboard.

Carroll replaces Ana Joyce, who held the bookkeeper position for almost two years. Ana left in September to pursue an opportunity with a local real estate agency. SAA wishes Ana continued success.

New Publication Available from SAA

Managing Electronic Records by William Saffady (ARMA 1992) deals with the proliferation of electronic records and provides a comprehensive discussion of records management concepts and methodologies as they apply to records containing machine-readable information. Specific topics discussed include:

- inventory methodology for electronic-based records;
- admissibility-in-evidence procedures for computer-generated records;
- media stability and system dependence issues;
- identification of vital electronic records threats and vulnerabilities;
- a risk analysis formula that calculates probable annual dollar loss.

SAA is now distributing *Managing Electronic Records*. The price for SAA member is \$29 and for nonmembers \$35, plus shipping and handling. To order your copy, contact the SAA Publications Department at (312) 922-0140. Prepayment required. Visa or Mastercard accepted.

Intergovernmental Records Project Report Distributed by NARA

The Intergovernmental Records Project Report by Marie B. Allen and Michael L. Miller (listed on page 17 of the 1993 SAA Publications Catalog) is no longer being distributed by SAA. The National Archives will be the sole distributor. To obtain a copy of the report, fax your name and address to Marie B. Allen at (202)501-7452.

American Archivist

The Fall 1991 issue (54:4) of the *American Archivist* was mailed to members and subscribers in late October. The Winter 1992 issue (55:1) was mailed in early November. The Spring 1992 issue is in production and slated for printing in December.

Clarification

In the September 1992 issue of the *SAA Newsletter*, the article "History Saved," about the Los Angeles Uprising and the Southern California Library which escaped damage, included a photo of a mural. This mural was commissioned in 1990 by the Social Public Art Resource Center in the "Great Walls Unlimited: Neighborhood Pride Program" under contract with the City of Los Angeles, Cultural Affairs Department. The artist is Mike Alewitz.

Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held January 25 - February 5, 1993, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers a portion of the tuition, travel, and housing expenses at the Institute. To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted to Frank C. Mevers, New Hampshire State Archives, 71 S. Fruit Street, Concord, New Hampshire 03301, by December 1, 1992. If you have any questions, contact Frank Mevers at (603) 271-2236.

Academy of Certified Archivists Newsletter

Volume 16/ November 1992

The Academy at Three

by Maygene Daniels
Immediate Past ACA President

At its 1992 annual business meeting in Montreal, the Academy of Certified Archivists celebrated its third birthday. Given the organization's scope and ambitions, we often forget that the ACA is still a very young organization, and that each year it has developed in directions new to the archival profession.

When the Academy was organized at the SAA's annual meeting in St. Louis, three years ago, it had a new certification examination, developed by the Interim Board on Certification, and a wave of applications for membership by petition. The examination was as of yet untested (the first exam was offered to 21 applicants at the St. Louis meeting) and the organization's members knew little of the ACA's future or even its organizational character. The task of processing petitions for certification was far from complete, and pressing issues relating to new examination procedures remained to be resolved. The organization had no constitution or by-laws, no tax status, no history, and no stationary.

Since then, the Academy has been organized and incorporated, its secretariat established, and its publicity and outreach programs formulated. It has established committees and task forces to examine its most pressing issues, including outreach and program development, financial management, and ethics. An examination committee charged with oversight of the certification examination has worked intensively to ensure the examination's continued quality and relevance. The Academy has developed a strong flexible relationship with the Professional Examination Service, and has implemented an ambitious examination publicity and information program.

This year with the development of a proposed program and time table for recertification, the Academy has passed another important milestone. After review and discussion has been completed, a certification maintenance program that will help ensure the organization's vitality, will be finalized and implemented.

In three years, the ACA has become a structured, manageable organization. Perhaps most important, the Academy's organizational character and goals have been increasingly clear. Dedicated to a single purpose, certification of

archivists, the Academy's activities are dictated by the examination cycle and the imperative requirement that certification be a significant measure of practice-based archival knowledge.

With its goals clearly defined, the ACA has begun to have a broad impact on the archival profession. By identifying the elements of knowledge and skills needed for archival practice, the ACA offers individuals the opportunity to demonstrate their competence in an objective forum, and to measure and improve their knowledge and skills against current archival practice. It helps employers identify qualified individuals for archival positions and rewards practice-related skills and knowledge with appropriate opportunities. It has led to promotions and increased prominence for many certified archivists and has improved the standing of archival programs by underscoring the professional basis of archival practice.

In the future, certification also may begin to have broader, long-term impact in increased job status for archivists, enhanced public understanding of archival principles and practice, and improved professional standing. It may provide a catalyst for more educational offerings for beginning archivists and archivists in mid-career, and may encourage increased institutional support and recognition for professional accomplishment.

The ACA is still a very new organization whose impact is only beginning to be felt. Its influence will grow steadily in the next decade, as the momentum of the program continues to build.

83 Take 1992 Exam

September 14, 1992, from 9 a.m. to noon, eighty-three candidates took the 1992 certification exam in six cities. Twenty-four took the exam in Montreal; twenty-three in Salt Lake City, Utah; nine in Arlington, Texas; eight in Washington, D.C.; twelve in Chicago, Illinois; and seven in Atlanta, Georgia. Ninety-one applications were received, four applicants were ineligible, and four eligible candidates decided not to sit for the exam. Best wishes to the candidates!

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.

Examination Sites and Date

The 1993 examination will be given in conjunction with the 1993 Society of American Archivists annual meeting in New Orleans, Louisiana, with additional sites in Boston, Massachusetts; San Francisco, California, and Chicago, Illinois. The SAA meeting will be held August 30-September 5, 1993. The exact date and time of the examination is to be announced. The examination will be given at the same date and time at all sites.

Application Deadlines

To register for the 1993 examination, the following applications and fee schedule applies. All applications and fees (\$50) must be postmarked no later than midnight, June 11, 1993. Applications postmarked after June 11, 1993 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.

Application

The 1993 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. The handbook and application will be mailed out in February 1993.

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Yes, I am interested in becoming a certified archivist. Please send information about taking the examination to:

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- New Orleans, Louisiana
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1994

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September 6-11
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1995

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August 29-September 3
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1996

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August 27-September 1
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Join us at the Annual Meetings!

Contact: Debra S. Mills, Meeting Planner
The Society of American Archivists
(312) 922-0140

Highlights of the ACA Board Meeting

The ACA Board met in Montreal Canada, September 14, 1992. Highlights of the meeting were as follows:

Report of the Vice-President - Deborah Skaggs

The Examination Committee met in Chicago May 16-17, 1992 (the week after the ACA Board meeting). All the items (questions) in the item bank were reviewed and revised as necessary. Thereafter, a new exam was prepared for 1992.

Exam sites for 1993 are New Orleans, Louisiana; Boston, Massachusetts; San Francisco, California; and Chicago, Illinois. Exam sites for 1994 are Indianapolis, Indiana; New York, New York; Atlanta, Georgia; Seattle, Washington.

Report of the Secretary - Karen L. Jefferson

The *ACA Newsletter* will be published three times a year rather than six times to help reduce expenditures. Press releases and special mailings will be sent out to keep members and archivists aware of ACA activities.

A new membership directory will be prepared. Survey forms to update the directory listings will be mailed in 1993.

The ACA brochure will be updated after a program for certification maintenance is adopted.

Report of the Treasurer - Ron Watt

Summary of 1991-92 Finances:

Expenditures	\$37,249.42
Income	\$22,526.91
Assets	\$70,496.70

Projected budget for 1992-93:	\$24,000
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For the complete financial report, contact ACA Treasurer Ron Watt at (801) 240-2464.]

ACA Archives Task Force Report - Wilda Logan Willis

A task force to explore the establishment of an archives for ACA records was approved at the May 1992 ACA Board meeting. The Task Force members are Wilda Logan Willis - chairperson, Patrick Quinn, and Frank Cook. Ms. Willis submitted a written report for the Board to consider. The report included a preliminary survey of the current records of the ACA. It was recommended that the ACA deposit its archives at the University of Wisconsin. The SAA records are deposited there, and include the early records documenting the development of the ACA. The Board will consider the recommendations at the next Board meeting.

Outreach Committee

The Outreach Committee was established as a standing committee at the May 1992 Board meeting. The Committee is an outgrowth of the Outreach and Development Task Force. Kaye Lanning Minchew is the chairperson, and has been instructed to draft a charge for the committee recommending a structure, and prioritizing the projects to be implemented. The first activity of the Committee Chairperson was to purchase, "CA" stickers. The stickers were distributed at the Montreal meeting and placed on name badges to highlight membership in ACA. They are available to members by calling the ACA Secretariat.

New Business

Three new task forces were established: Discipline Task Force; Constitution and By-laws Task Force; and Task Force on Examination Qualification.

● The Discipline Task Force was established as a follow up to the work of the Task Force on Ethics. The Discipline Task Force is to review the issues raised by the Task Force on Ethics. Issues of particular concern are to identify circumstances in which it would be appropriate to withdraw certification; the procedures

by which cases that might require disciplinary action should be brought to the attention of the Academy; and procedures for considering such matters. Recommendations should also be made on how to publicize such policies and procedures to the membership. The ACA President will appoint the three members of the task force.

● The Constitution and By-laws Task Force was established to review the current document for revision as necessary. Under the current structure, the Board of Regents are underutilized while the Officers are overburdened. The Task Force will make recommendations to more evenly distribute the responsibilities among the Board members. Also, under the current structure, the President and Vice-President leave office at the same time, as do the Secretary and Treasurer. This results in a loss of continuity in the administration of the Board. The Task Force will consider recommendations to stratify the terms of office. The five member task force will be comprised of two former ACA officers or Board members, one current officer or board member, and two other ACA members. The ACA President will appoint the task force members. Mary Jo Pugh has been appointed to serve as the current Board member.

● The Task Force on Examination Qualification will study and make recommendations about the proposal submitted to the Board at its May meeting. The proposal recommended the explicit linking of graduate archival education and certification. It recommends that candidates with a master's degree that includes at least nine hours of archival education and a practicum of 140 hours be allowed to sit for the examination. Upon successful completion of the exam the candidate would become eligible for certification after presenting evidence of a minimum of one year qualifying professional archival experience. The proposal also recommends that eligibility based on the bachelor's degree be eliminated after three years. The ACA President will appoint the three-member task force.

Highlights of 1992 Business / Breakfast Meeting

The ACA held its annual business/breakfast meeting September 15, 1992, in the scenic Point Le Vue room in Le Centre Sheraton, Montreal, Canada. One hundred and twenty archivists and their guests attended the early morning session that was held from 7:00 a.m. until 8:15 a.m. Incoming, outgoing, and continuing Board members were introduced. Reports on ACA activities were given by the Board Officers, and the work of the task forces was acknowledged. Blue and white "CA" stickers were distributed to the membership to place on their name tags. The names of the forty-six new members who successfully passed the 1991 exam were read. Those present at the meeting were asked to stand and be acknowledged. Certificates of appreciation for dedicated service and outstanding leadership were given to outgoing Board members: Maygene Daniels, President; Deborah Skaggs, Vice President; Patrick Quinn and Linda Evans, Board of Regents. The meeting closed with remarks from the newly-elected ACA President Bert Rhoads.

Forum Held On Certification Maintenance

The proposal for certification maintenance was mailed to all certified archivists in August. The ACA sponsored a forum on the proposal on September 16th, from 7:00pm - 9:00pm at the SAA conference in Montreal, Canada. The forum was chaired by David B. Gracy II, and some ACA Board members and members of the Task Force on Recertification were available to respond to the questions. Although the attendance was light, the discussion was lively. Those in attendance generally supported the proposal but questions and concerns were raised about the credit based application. Most concerns questioned the areas in which points would be given and/or the number of points given for a specific activity; and how the program would be implemented and when. The Board continues to welcome comments about the proposal. Letters may be sent to the Board through the ACA Secretariat address. And copies of the proposal on certification maintenance can be obtained by calling (312) 922-0140.

Some Thoughts on Certification Maintenance

The following responses are excerpts from some of the letters sent to the ACA Board about the proposal on certification maintenance. The excerpts are to provide an indication of the sentiments of some archivists and do not reflect the full comments of those who wrote letters.

● ...Given that a minimum of 100 points or credits is to be earned for recertification in a five year period, the present proposed structure for recertification seems capable of being met by virtually any working archivist "sleepwalking" through this period. In other words, there is little incentive (or pressure?) on anyone to keep up with a "mastery of a body of knowledge and skills" or to "stay abreast" of "new theoretical ideas, new technologies, improved methodologies, and changes in law and public policy." My general impression is that ACA has reached down to create a program for the lowest common denominator rather than to take a stronger stand on professional competencies, standards and knowledge.

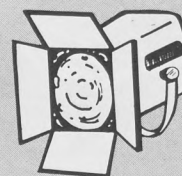
● ...Congratulations to those who obviously spent much time preparing the guidelines. They are comprehensive and offer numerous options for maintaining certification.... I wish to add my voice to those who suggest either increasing the credits to 125 or 150 if area 1 (employment) is included, or remain at 100 if employment is dropped, or limited to 20 or 25 credits. I am reminded of the wise, successful business owner who observed that some people have ten years of experience, others one year of experience ten times. Continued

employment does not always equate continued professional growth. The credit requirements must be sufficiently demanding for other information professions to recognize our commitment to and demand for continuing professional growth.

● ...To be brief, the whole certification maintenance program should be scrapped. The only method to recertify any certified archivist (from the ACA secretariat, regents, and committee members on down) should be to pass the examination.

● ...The Board and ACA Committees are to be commended for their often thankless effort in ensuring the success of the Academy and in seeing it through its infancy.... Overall, the proposal appears to be solid and very comprehensive in its coverage of relevant points. However, there are some specific areas of concern.... For example, part-time employees may not be offered as many chances for continuing education, publication or professional activities etc. (possibly due to monetary reasons or seniority) and may find it impossible to accumulate the required 100 points...

● ...I am philosophically opposed to the tendency "that the Academy encourages certified archivists to sit for the examination instead of applying for the credit-based option." If there must be recertification, then the tendency should be exactly the opposite; that is, certification maintenance should be fostered. Being "tested" is totally inappropriate for practicing, seasoned professionals with advanced degrees...



Lend a Photo or Sample Form and Receive a Free Publication!

Starting an Archives, by Elizabeth Yakel, is a new manual currently in progress that will be published jointly by the Society of American Archivists and Scarecrow Press. The author wants your assistance to enhance the text with photographs, sample forms, and other materials. If you have any items listed below, please forward them to the author. All those whose donations are used will receive a complimentary copy of *Starting an Archives*. In addition, individual and/or institutional credit will be given for all materials used.

The following photographs are needed (8"x10" or 5"x7" black/white glossies preferred):

- archives and archival activities—retrieval in stacks, preferably with smoke detectors, fire extinguishers, or other preventive devices in view; reference interviews and researchers at work; processing archival materials; exhibit preparations, public programming, friends' groups, and advisory boards.
- photographs of the first page of a finding aid, part of a record group or series, a repository guide, a repository staff at a meeting, staff working together, a micrographics set-up, computers.
- different types of archival media—paper, photographs, electronic records, ledgers, visual materials; temperature and humidity monitoring devices.

The following items are also needed:

- mission statements, statements of archival authority, acquisitions policies, accession forms, reference forms, research rules, annual reports, a blank MARC AMC worksheet, brochures.

Please clearly identify all material submitted. Photographs should be identified by place, date, activity, person, photographer, and institutions. Material will be returned if accompanied by a request and a self-addressed, stamped envelope. Please submit all items by January 1, 1993, to Elizabeth Yakel, 2355 Lancashire #1B, Ann Arbor, Michigan 48105.

....**FRANK B. EVANS** of the National Archives and Records Administration was named an honorary member of the International Council on Archives by the XIIth International Congress on Archives during its annual meeting in Montreal in early September. The award, the most prestigious honor given by ICA, noted Evans's numerous contributions to the archival profession throughout the world, his creation of the UNESCO-ICA RAMP program and series of archival studies and his continuing leadership in national and international archival forums....**LESLIE MORRIS**, former curator of Rare Books and Manuscripts at the Rosenbach Museum & Library in Philadelphia, is now Curator of Manuscripts in the Harvard Collections Library....**GENE J. WILLIAMS**, formerly with the North Carolina Division of Archives and History, has been appointed university archivist at East Carolina University, Greenville, North Carolina....

JUDITH B. ROSS, an experienced librarian and marketing specialist, has joined the staff of the Historical Society of Western Pennsylvania as archivist for the Western Pennsylvania Jewish Archives....**TIMOTHY J. SPINDLER** has been appointed archivist of the Robert L. Parkinson Library and Research Center, Circus World Museum, Baraboo, Wisconsin. Spindler is an August graduate of the University of Wisconsin in Milwaukee, where he received a master's degree in library and information science, with special emphasis in archival work....**FRANKLIN C. MUSE** has been recently appointed archivist for CoreStates Financial Corp. Muse was formerly an archives consultant for the Historical Society of the U.S. Court of Appeals of the Third Judicial Circuit....

Obituary

Brenda McCallum, 43, head librarian of the Popular Culture Library at Bowling Green State University, died on August 25, 1992. Prior to her appointment as Assistant Professor/Head Librarian of the Popular Culture Library in July 1986, Ms. McCallum was director/archivist of the Archive of American Minority Cultures at the University of Alabama. She was instrumental in expanding the collection and attracting national and international researchers to the Popular Culture Library at BGSU. She was active in library and university activities and was a member of many professional organizations including the Society of American Archivists, the American Folklore Society, Popular Cultural Association, Midwest Archives Conference, and American Library Association. She graduated Summa Cum Laude with a B.A. in American Studies and English Literature from Rutgers University in 1975 and received her M.A. in 1979 from the State University of New York (Oneonta) in American Folk Culture. Ms. McCallum is survived by her parents, sister, spouse, and son.



From the Archivist of the United States

by Don W. Wilson

At the height of the Second World War, General Dwight D. Eisenhower wrote: "The waging of war is accompanied by manifestations of the most ennobling of human virtue—courage, steadfastness, selflessness, devotion to duty, love of comrade, generosity, and sacrifice—instances of these become of such common occurrence that only the most dramatic are recorded. It is right that these should stand forever an inspiration to posterity..."

Part of the National Archives effort to commemorate the 50th anniversary of U.S. participation in World War II is an exhibition entitled "Personal Accounts: Pearl Harbor to V-J Day." Curated by Gary Yarrington of the Lyndon Baines Johnson Library, the exhibition includes diaries, letters, photographs, recordings, artifacts, and other objects—all rich in information and insights—that reflect the kaleidoscope of experiences and emotions the war thrust upon participants, from commanding general to ordinary soldier.

The materials in "Personal Accounts" convey vividly the ennobling virtues that General Eisenhower referred to. Sometimes dramatic but often not, they did get recorded for posterity, and they do inspire us today. Some of them come from the holdings of the National Archives; many others are on loan. In the sweep of their subject matter, the materials in this exhibition reflect many different aspects of the war. They set personal experiences against the backdrop of global warfare. They also provide occasional glimpses of how the forces we opposed viewed the conflict.

The contents of this exhibition thus are at once intensely personal and universal. They communicate across time, and across all other barriers, the human meaning of human conflict. The unique and powerful personal accounts in this exhibition remind us of the hardships and the excitement of military service, of the great moments and the supremely individual ones that made up this country's wartime history. Thanks to our system of presidential libraries, and to generous assistance from the private sector, the National Archives is able to display "Personal Accounts" in ten locations from California to Massachusetts before it comes to Wash-

ington, D.C., in 1995. Many thousands of people are seeing for themselves just what World War II meant to other people fifty years ago. Each of us who views the exhibition will be affected in our own particular ways, just as those who recorded these personal accounts were affected differently by the war, but each of us will be touched somehow.

This exhibition, like all the activities that the National Archives has initiated or joined in sponsoring during this commemoration, seeks to glorify neither World War II nor the combat that was its deadly reality. Instead, these activities honor those who served, and especially those who sacrificed, so that democracy and liberty might be preserved at their darkest hour. This 50th anniversary may well be the last time that we can thank them personally for their efforts during that pivotal period half a century ago.

"Personal Accounts," along with those other activities I referred to, reminds those whose memories of the Second World War are blurred and distant but also educates those who are too young to have personally experienced this period of high drama in our national existence. Veterans are able to put their own experiences into a global context, and those who did not experience the Second World War firsthand can grasp what it meant to those who did.

This is why the National Archives, or any other archival repository, organizes an exhibition like "Personal Accounts": to communicate, through the uniquely authentic voices of original documents, the experience of other people in other times—to bring people and documents into intimate contact so that all of us can discover for ourselves and reflect upon what they can tell us. Those who created the personal accounts in our exhibition had, as Yarrington puts it, "a ringside seat to history"; we who visit the exhibition are able to look over their shoulders and experience it with them.

Exhibitions like "Personal Accounts" are not intended merely to entertain, though we hope they do attract and sustain interest. Nor are they isolated phenomena, for they support and strengthen other archival functions. Primarily, an exhibition

demonstrates what an archival repository collects, preserves, and makes available to users. Public awareness and understanding are essential for adequate support and resources. Those who visit an archives to see an exhibition like "Personal Accounts" come away knowing more about the institution; an archives may become a part of their overall cultural vocabulary. An exhibition also encourages viewers to explore and appreciate their individual and collective histories. It often contributes to scholarship, too, either by bringing new information to light or by presenting known information in a fresh manner. As a result, both the topic of the exhibition and the nature of archival work become better understood by wider audiences.

In addition, exhibitions encourage closer ties among repositories, which must borrow from each other in order to augment their resources. They encourage, too, closer ties with individuals and groups who can lend documents and other items to round out those the repository itself can furnish. And exhibitions are beneficial to an archives in other ways. Putting one together compels it to analyze its holdings more critically, in order to select what merits display, and to exercise its imagination, in order to communicate with the intended audiences. When an archives knows its holdings better, and its potential audiences better, it can serve all its users better. Exhibitions are, therefore, worth every bit of the time and energy they take to organize and mount.

The human meaning of World War II was brought home to me by a pencilled note on a newspaper in "Personal Accounts." On the front page announcing the Japanese surrender, someone had scrawled: "Mother's birthday." This tells me that people want to link larger events to their own lives. This was true of those who fought in the war and of those who contributed on the homefront. It is also true of those who come to see the exhibition for themselves. The goal of the National Archives is to enable our users to establish those personal links with our shared past. An exhibition like "Personal Accounts" helps to do that, and I hope you will be able to see it.



Washington Beat

by Page Putnam Miller

FY93 Appropriations

Eager to adjourn, Congress passed thirteen appropriations bills during the first week of October. The Treasury, Postal Service, and General Government appropriations bill, signed by the President, includes \$165 million for the National Archives, with \$5 million earmarked for the National Historical Publications and Records Commission (NHPRC). The National Archives, which received \$152 million this year, will have a \$13 million increase for FY93. There is no additional operational money because almost all of the increase will go toward preparations for the move to Archives II, a new research facility that will open in 1994. The \$5 million appropriation for NHPRC represents a seven percent decrease from the FY92 funding level.

Access to JFK Assassination Material

Congress recently passed a bill which would make available to the public most of the government's secret files relating to the 1963 assassination of President Kennedy. Although the bill states that agencies have two years to identify, organize, and review pertinent records, there is a provision for a one-year extension. It will probably be three years before all of the estimated one and a half million Congressional, agency, and Presidential pages are available in the National Archives for researcher's use. The Senate bill specified that in establishing the Kennedy Assassination Records Collection "the archivist shall endure the physical integrity and original provenance of all records." The final version of the bill did not include a publication by the National Historical Publications and Records Commission of selected materials, a provision of the House bill. The JFK legislation requires a showing of clear and convincing evidence of postponing the opening of any material and asserts the need to balance the public's need to know with national security concerns.

Law Passed to Clarify Fair Use of Unpublished Copyright Material

Just prior to adjourning, the Senate passed H.R. 4412, a bill to clarify the "fair use" of unpublished copyrighted material,

which had been passed by the House in August. The Senate had passed a similar bill almost a year ago; but in the interest of getting something passed before the end of the 102nd Congress, the Senate agreed to the House version. H.R. 4412 states: "Be it enacted by the Senate and the House of Representatives of the United States of America in Congress assembled, that section 107 of title 17, United States Code, is amended by adding at the end the following: 'The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all factors set forth in paragraphs (1) through (4).'"

Paragraphs 1 through 4 provide four statutory factors that the courts are instructed to consider in making "fair use" judgments. These are: purpose and character of use; nature of copyrighted material (whether published or unpublished); the amount and substantiality of the portion used; and effect of the use on the market value of copyrighted work. House Report 102-836 which accompanied H.R. 4412 however, concerned scholars for it seemed to approve only very limited use of copyrighted unpublished material.

Although the House and Senate bills contain similar language, the way the sponsors of these bills interpret them has been quite different. Representative William Hughes (D-NJ) advocates a narrow interpretation and Senator Paul Simon (D-IL) a broad view. Since the House Report seemed to endorse a narrow view of fair use, Senators Simon, Patrick Leahy (D-VT), Edward Kennedy (D-MA), Charles Grassley (R-IA), Howard Metzenbaum (D-OH), and Herbert Kohl (D-WI) made a joint floor statement at the time the Senate passed H.R. 4412 to emphasize their legislative intent. They asserted that "the effect of Salinger and New Era decisions has been profound, resulting in chilling uncertainty and serious apprehension in the publishing community regarding fair use of unpublished material."

Their statement observed that these two cases had threatened to establish a virtual per se rule against fair use of any unpublished materials, such as letters and diaries." These Senators concluded that

"it is no exaggeration to say that if the trend were to continue, it could severely damage the ability of journalists and scholars to use unpublished primary materials. This would be a crippling blow to accurate scholarship and reporting."

The floor statement made clear that the purpose of H.R. 4412 is to "undo the harm caused by the overly restrictive standards adopted in *Salinger* and *New Era*, and to clearly and indisputably reject the view that the unpublished nature of the work triggers a virtual per se ruling against a finding of fair use." The senators specifically noted that H.R. 4412 was necessary to address the limitations of the recent *Wright v. Warner Books* which "did not explicitly disavow the narrow formulation of the fair use doctrine espoused in *Salinger* and *New Era*."

With passage of this legislation, the courts will be instructed to make a carefully reasoned and complete consideration of each of the fair use factors set forth in Section 107 of the Copyright Act.

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Education Notes

by Jane Kenamore

Continuing Education Courses

At this writing, the following courses have been scheduled for winter and spring 1993:

Understanding the USMARC Format for Archival and Manuscripts Control

February 11-12, 1993

*The Historic New Orleans Collection
New Orleans, Louisiana*

INSTRUCTORS: Marion Matters, Consultant, and Debbie Pendleton, Alabama Department of Archives and History
This is the third USMARC format workshop scheduled in the 1992-93 season. We do not anticipate holding any others prior to the 1993 Annual Meeting in New Orleans next September.

Designed to provide participants with an understanding of the structure of the USMARC format for archival and manuscripts control, this course will provide particular training in the use of USMARC format fields. Participants learn through lecture and informal exercises showing USMARC tagging of typical archival descriptions and supporting material.

From Photos to User Fees: Managing Photographic Reproduction Services

February 27, 1993

*Arizona State University
Tempe, Arizona*

INSTRUCTOR: Susan Seyl of the Oregon Historical Society.
Co-sponsored by the Coordinating Committee for History in Arizona and the Department of Public History of Arizona State University

This course is designed for archives and museum managers, who want to plan, manage, price, and market effectively reproductions of all types of archival holdings. Several subjects will be covered, including planning for a photo-reproduction service; establishing policies to cover pricing and uses for reproductions; identifying a competent photo lab; and developing a marketing plan.

Donor Relations

March 31, 1993

St. Augustine, Florida

(in conjunction with the annual meeting of the Society of Florida Archivists)

April 30, 1993

*John F. Kennedy Presidential Library
Boston, Massachusetts*

(in conjunction with the spring meeting of the New England Archivists)

INSTRUCTOR FOR BOTH WORKSHOPS:

David J. Murrah of Texas Tech University

Archivists and museum managers who depend on donations to develop their collections should attend this workshop.

Topics include:

- developing a collecting strategy (importance of having a collecting policy in place; marketing and promoting the repository; identifying donors; strategy for solicitation; negotiation);
- the ethics of collecting;
- legal considerations (deeds of gift, use restrictions); and
- when and how to say "No" to unsolicited material.

Architectural Records: Identification, Preservation, and Access

April 15, 1993

Atlanta, Georgia

(in conjunction with the spring meeting of the Society of Georgia Archivists)

INSTRUCTOR: Waverly B. Lowell of the National Archives/Pacific Sierra Region

Everyone has architectural records in their repositories, but few archivists have the knowledge to care for the records in a manner that will provide adequate preservation and access. This workshop will help archivists meet the challenges that these materials pose for those trained to work with textual records.

An overview will be presented of the different types of architectural records that exist and how to identify them, as well as appraise, arrange and describe, use, and practical ways to preserve the records. In addition, the archivist will learn to be an activist in collecting and preserving documentation of the built and planned environment.

Advanced Appraisal

April 28-29

San Jose, California

(in conjunction with the spring meeting of the Society of California Archivists)

INSTRUCTOR: Frank Boles of Central Michigan University

This course is designed for archivists who want to go beyond fundamental theory to examine factors that affect appraisal. Participants will examine the relevance of several different considerations that affect appraisal decisions, such as value of information (including such elements as content analysis, potential use, and the relationship to other documentation); the costs of acquisition, preservation, and reference; and implications of the selection decision relative to internal policies and external relations.

Archives, Personal Papers, and Manuscripts

May 12-13, 1993

*Bismarck Hotel
Chicago, Illinois*

(in conjunction with the Midwest Archivists Conference spring meeting)
INSTRUCTOR: Steven L. Hensen, of Duke University, and author of *Archives, Personal Papers, and Manuscripts* (Chicago: Society of American Archivists, 1989)

This course is designed for archivists and librarians, who are responsible for the cataloging of archives and manuscripts. Using the publication *Archives, Personal Papers, and Manuscripts* as a basis for instruction, the following topics will be covered:

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

Museum Archives:

An Introduction

May 14-15, 1993

Fort Worth, Texas

(as a preconference course, scheduled in conjunction with the annual meeting of the American Association of Museums)
INSTRUCTORS: Maygene Daniels of The National Gallery; Kathleen M. Hartt of The Museum of Fine Arts, Houston; and Laurie A. Baty, of The National Historical Publications and Records Commission.

This course is designed for museum personnel and archivists, who are interested in learning more about archives programs in museum settings. The instructors will lead participants through the fundamentals of archival theory and practice: appraisal, accessioning, arrangement, description, reference, legal issues, ethics, standards, care of non-print materials, and opportunities for funding a museum archives.

Update on Guidelines for a Master's Degree in Archival Studies

Frank Boles, chair of the Committee on Education and Professional Development (CEPD), reports that CEPD met during the Society's annual meeting in Montreal and discussed at length the latest draft of guidelines for a master's degree in archival studies.

CEPD is in conceptual agreement over the need for such guidelines and also found common ground in the overall content and basic themes outlined in the draft document. Discussion did occur over the organization of some portions of the draft. In particular, the Committee chose to redraft the curriculum section to reflect a clearer conceptualization of what members believe should be the curricular elements of a master's degree in archival studies. The committee also agreed to revise the introduction to create a more forceful justification for the guidelines. Boles appointed a subcommittee of three to redraft guidelines. CEPD will review the revised draft at the mid-winter meeting; if the Committee approves the work of the subcommittee, the Committee chair will forward the document to the Standards Board for distribution and review throughout the Society.

Using the Canadian guidelines as a model, CEPD began work in spring 1991 on the new SAA Guidelines for a Master's Degree in Archival Studies. The latest draft calls for a graduate program in archival studies that is autonomous in nature and has at least one full-time, tenure track faculty position, supplemented by adjunct faculty. The draft also outlines desired curriculum elements in core knowledge areas (i.e. archival history, theory, methods, records management); shared knowledge areas (i.e. management, information and library science, history); and infrastructural requirements for the degree program.

For more information, contact Frank Boles at (517)774-3352 or Jane Kenamore at (312)922-0140.



Archival Information Processing for Sound Recordings by David H. Thomas

**Catalog Librarian and Sound Archivist
Rodgers & Hammerstein Archives of Recorded Sound
New York Public Library**

... a theoretical and practical discussion of the creation of the database for the noncommercial sound recordings in the Rodgers & Hammerstein Archives ... going beyond either standard archival practice, which provided limited points of access leading to a register, or standard library cataloging, which provides multiple points of access but is too time consuming for an archival situation.

This "database has helped turn chaos into order, 'stuff in the box' into processed collections, curator's memory into printed finding aids, miscellaneous retaping into systematic preservation routines, and labor-intensive scanning of archival registers into quick and easy computer searching" —Christine Hoffman (Assistant Chief of the Rogers & Hammerstein Archives).

... an important addition to the knowledge of every archivist, librarian, and private collector who has any interest or involvement with sound recordings.

ISBN 0-914954-45-8. *MLA Technical Report Number 21*, 132p.

Cost: \$33.00 (\$27.00 to MLA members).

Available from library booksellers or from The Music Library Association, P.O. Box 487, Canton, MA 02021.

Institutions requesting billing will be charged for handling.



Preservation

by Evelyn Frangakis and Danielle Feuillan

A number of significant Archival Preservation Management Program activities have occurred since the last newsletter issue. The Program faculty convened in Chicago between August 30 and September 1 to further develop and fine tune the curriculum and to receive training in teaching methods and techniques. Dr. Jack Prostko, Associate Director of the Center for Teaching and Learning at Stanford University, acted as an excellent meeting facilitator and faculty trainer. It was a very productive and informative meeting.

To date the following instructors have been selected for the special media component of the Program:

- Gary Albright, *NEDCC* (photographic materials, series I)
- Fynette Eaton, *National Archives* (electronic media, series I)
- Alan Lewis, *National Archives* (audiovisual materials, series I)
- Charles Dollar, *National Archives* (electronic media, series II)
- Brenda Banks, *Georgia State Archives*
- Nicholas Burckel, *Washington University, St. Louis Missouri*
- Judith Fortson, *Hoover Institution, Stanford University*
- David Gracy II, *University of Texas, School of Library Science*
- Howard Lowell, *Delaware State Archives*

The Preservation Program staff conducted a site visit for the Midwestern workshop series and confirmed that the Campbell Center for Historic Preservation in Mount Carroll, Illinois, will be the host site for workshops B and C of that series, Chicago being the host site for workshop A.

We would like to take this opportunity to acknowledge the varied and general work of the Preservation Program's Advisory Committee. They have been extremely helpful in the areas of recruitment, publicity, and overall availability. Some members will even be teaching in the Program itself. They are as follows:

- Trudy Peterson, *National Archives*
- Bob Sink, *New York Public Library*

At this printing the Northeastern Series has kicked off the Program with workshop A in progress in New Brunswick, New Jersey. Evelyn Frangakis and Diana Alper are teaching a full series composed of fifteen participants. We are pleased to report that a full range of archival repositories is represented within this group.

Please note that the following deadlines remain for the Archival Preservation Management Program:

- Application Deadline for the Western Series: July 1, 1993
- Application Deadline for the Southeastern Series: October 1, 1993

For more Program information please contact the Preservation Office at (312) 922-014.

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Ann Pederson review in:

American Archivist, vol. 53 (1990) p. 666-675

"...an open forum comparing and contrasting archives, library, and museum practices, assumptions, and directions."

Lawrence J. McCrank review in:

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

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News Clips

NHPRC Grant Funds Cut for FY93

The budget for the National Historical Publications and Records Commission has been cut seven percent for the coming 1993 fiscal year.

The NHPRC provides grants to nonprofit organizations nationwide to preserve historical records and make them accessible. Grant recipients include archives, historical societies, museums, universities and state and local governments.

NHPRC's appropriation for fiscal year 1992 was \$5.4 million for grant funds. The Congress has passed a conference committee bill that reduces the appropriation to \$5 million for fiscal year 1993. President Bush has signed the bill.

The conference committee met to reconcile conflicting bills for appropriations for the Treasury, Postal Service, and General Government. NHPRC grant funds are a line item in the National Archives budget, which is in that bill. The House of Representatives had voted to cut NHPRC grants to \$4 million, a 25% reduction, as requested in the President's budget proposals for FY 1993. The Senate had voted to raise NHPRC funds to \$6 million, an 11% increase. The conference committee, and subsequently the Congress as a whole, split the difference.

Microfilming Project of Communist Party Archives Begins

The Committee for Archives of the Government of the Russian Federation (Roskomarkhiv) and the Hoover Institution have begun a joint project to microfilm records and inventories of the Communist Party of the former Soviet Union, as well as selected holdings of the State Archives. These materials are at three repositories: Center for Contemporary Documentation (formerly the Central Committee Archives), Russian Center for Preservation and Study of Contemporary Historical Documents (formerly the Central Party Archives of the Institute for Marxism/Leninism), and the State Archives of the Russian Federation (successor agency of the Archive of the October Revolution and the Historical Archive of the Russian Federation).

The project has three components: the development of an archival and scholarly exchange program to benefit Russian studies; the preservation of approximately 25 million sheets of archival documentation on 25,000 reels of microfilm; and the marketing and distribution of the microfilm. The project, expected to cost \$3 million, will take five years to complete.

ALA-Standards for Accreditation

The *1992 Standards for Accreditation of Master's Programs in Library and Information Studies* was recently published by the American Library Association. The publication represents the culmination of a process began in 1988 with the review of the 1972 Standards for Accreditation and concluded with adoption of the final draft of the present Standards by the ALA Council earlier in the year. The Standards will be effective January 1, 1993.

The Committee on Accreditation is presently engaged in a major review and overhaul of the processes that will be used to

evaluate educational programs under the new Standards and has appointed an Ad Hoc Advisory Panel on the Revision of the Accreditation Process. Direct comments and questions to Prudence W. Dalrymple, Office for Accreditation, American Library Association, 50 E. Huron St., Chicago, Illinois 60611. Single copies of the *1992 Standards for Accreditation of Master's Programs in Library and Information Studies* are available on request by sending self-addressed label and \$1 in currency or stamps (no checks) to 1992 Standards, Office for Accreditation, at the address listed above.

New Archival Publication from ALA

The Archival Enterprise: Modern Archival Principles, Practices and Management Techniques, by Bruce W. Dearstyne, was published this month by the American Library Association. Reflecting the belief that archival work is fundamentally important to society, culture, education, and economic progress, this 272-page book introduces archival theory and practice, describes the elements of historical records programs, explains archival techniques and procedures, and analyzes issues and challenges facing the profession today. The cost is \$55. To order, contact ALA at 1-800-545-2433.

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Calendar

December 8, 1992

SOLINET Preservation Workshop, "Preserving Collections in a Hostile Environment," held at Florida Division of Library & Automation Services, Tallahassee, Florida. Instructor: Dr. Michael Trinkley of the The Chicora Foundation. Cost: \$70 for members and \$100 for non-members & FEDLINK. For registration information, contact Amy Bernath, 1-800-999-8558 or (404) 892-0943

February 25-26, 1993

"APPM and Archival Cataloging: A Workshop in the Practical Application of *Archives, Personal Papers, and Manuscripts*, 2nd Edition," held at the Guest Quarters Suite Hotel in Austin, Texas. The speaker is Steve Hensen, author of *APPM*, 2nd edition. Sponsored by the Graduate School of Library and Information Science at the University of Texas at Austin. Limited to 40 registrants. Fee is \$250 (\$275 if registration is postmarked after January 25, 1993). You must bring your own copy of *APPM*, 2nd edition, for use in the workshop. Copies may be ordered from the Publications Department of the Society of American Archivists, Chicago, phone (312) 922-0140. To register for the seminar, contact Mrs. Mel Boggins, (512) 471-8806, or fax (512) 471-3971.

March 18, 1993

National Archives 8th Annual Preservation Conference, "Is it Bigger than a Bread Box? Preservation of Oversized Documents, Maps, and Engineering Drawings." For a registration form, contact NARA Preservation Conference Coordinator at (202) 501-5355, or fax (202) 219-1543.

April 30, 1993

Sponsored by the Graduate School of Library and Information Science at the University of Texas at Austin, "Planning for Preservation," will be held on campus at the Thompson Conference Center. Fee is \$65 (\$75 if registration is postmarked after April 12, 1993). The speakers are Paul N. Banks and Carolyn L. Harris, faculty of the Preservation and Conservation Education Program (PCEP) at the University of Texas at Austin.

May 20-22, 1993

Society of Southwest Archivists annual meeting in Houston, Texas. Contact Elizabeth White, Harris County Medical Archive, Texas Medical Center Library, 1133 M.D. Anderson Blvd., Houston, Texas 77030.

May 21-22, 1993

Institute on the Preservation of Magnetic Media at Georgia State University. Developed by the ALA Association for Library Collections and Technical Services/Preservation of Library Materials Section and co-sponsored by the Society of American Archivists. SAA members eligible for reduced registration rates. For more information, contact Jan Merrill-Oldham, (203) 486-6019.

June 1-5, 1993

"Collections in Historical Buildings," a joint conference of the American Institute for Conservation of Historic and Artistic Works and the Association for Preservation Technology, International, in Denver, Colorado. For more information, contact: American Institute for Conservation of Historic and Artistic Works, 1400 Sixteenth Street, Suite 340, Washington, D.C. 20036, (202) 232-6636.

Grants

Forest History Society Travel Grants

The Forest History Society announces the availability of Alfred D. Bell, Jr. travel grants for 1993. Those wishing to apply to study at the Society's library and archives may receive up to \$750 in support of travel and lodging expenses. Five Bell grants were awarded during 1992. For information on the Society's holdings and application procedures, write: Bell Travel Grants, Forest History Society, 701 Vickers Avenue, Durham, North Carolina 27701, (919) 682-9319.

Film Preservation Program

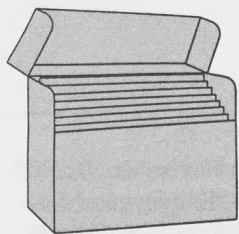
This joint program of the National Endowment for the Arts and the National Center for Film and Video Preservation at the American Film Institute awards grants to help organizations preserve and restore films of artistic and cultural value. The Film Preservation Program does not fund film purchase, the preservation of videotape, nor the transfer of film to video. Grants are made on a matching basis, and generally will be for less than \$25,000. Up to fifty percent of the matching amount may be composed of in-kind contributions. Applications must be postmarked no later than January 31, 1993. For an application or additional information on the program contact: AFI/NEA Film Preservation Program, National Center for Film and Video Preservation at the American Film Institute, the John F. Kennedy Center, Washington, D.C. 20566, (202) 828-4070.

Getty Graduate Internships

Up to three twelve-month internships at the Getty Conservation Institute in Marina del Rey, California, are available to graduate students with appropriate background in conservation, science, or issues related to conservation documentation and information. All internships begin in September 1993. Grant amounts are \$12,462 and \$18,000, respectively, plus health benefits. Applications and all supporting documentation must be postmarked no later than December 15, 1992. Contact Dept. of Education and Academic Affairs, The J. Paul Getty Museum, P.O. Box 2112, California 90407-2112, (310)-459-7611, ext. 254

United States Capitol Historical Society Fellowship

Applications are invited for the eighth year of the United States Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is \$1500 per month. Applications must be received by February 15, 1993. For further information contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington D.C. 20515, (202) 225-1222.



Professional Opportunities

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

The following rate schedule, 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 SAA at (312) 922-0140.

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

ARCHIVIST I

*Oberlin College Archives
Oberlin, Ohio*

One-year entry-level professional appointment in college archives to begin January 1, 1993. Under the direction of the Archivist, the assistant arranges and describes institutional records and manuscript collections; prepares finding aids and USMARC AMC records; performs reference work and other duties as assigned. **Qualifications:** Requires graduate degree (MA or MLS) and archival training or related experience. Familiarity with computer applications to archival description expected. **Salary:** From \$21,750 to \$23,000, plus generous benefits. Send letter of application and resume with the names of three references to: Search Committee, Oberlin College Archives, 420 Mudd Center, Oberlin, Ohio 44704. Applications received by December 4, 1992, will receive first consideration, but applications will be accepted until the position is filled.

MANUSCRIPTS LIBRARIAN / ARCHIVIST

*Mandeville Dept. of Special Collections
University of California
San Diego, California*

Salary Range: Assistant Librarian, \$28,668 - \$36,696 or Associate Librarian, \$35,052 - \$50,496. UCSD is an equal-opportunity, affirmative-action employer and specifically seeks candidates who can make contributions in an environment of cultural and ethnic diversity. **Responsibilities:** Under the general guidance of the Head of Special Collections, has responsibility for the appraisal, accessioning, arrangement, description, and processing of all manuscripts and archives materials. Assists department head with manuscripts collection development and preparation of all grant proposals to support the manuscript collections. Gathers and organizes selected non-current records of UCSD. Participates in departmental reference services and provides specialized reference service for manuscripts and archives. Supervises a unit that currently includes to FTE paraprofessionals and 4

students. Participates in the development of automated processes for the organization of, intellectual access to, and retrieval of manuscript holdings, including the development of effective guides and machine-readable files that describe the collections. Participates in the development and implementation of departmental policies and procedures. During the first year of this appointment, incumbent will help supervise the staff hired on a Department of Education Title UC grant to process the papers of several scientists.

Qualifications: MLS degree, or equivalent training in archival management. Must have thorough knowledge of archival theory and practice, plus knowledge of methods of historical research. Minimum three years experience in manuscript/archival processing in special collections/archives facility. Excellent written and oral communications skills essential. Familiarity with AMC and other computer-based applications to processing are required. Supervisory experience as manuscripts librarian/curator or archivists highly desirable. Appointment at the Associate level requires extensive curatorial, processing or cataloging experience. UCSD librarians are expected to participate in librarywide planning and be active professionally. **Closing Date:** December 7, 1992. To apply send resume, cover letter, and list of three references to: University of California, San Diego, Janet Tait, Academic Personnel Coordinator, Library Personnel Office, 0175H-7, 9500 Gilman Drive, La Jolla, California 92093-0175.

HEAD, SPECIAL COLLECTIONS DEPARTMENT / DIRECTOR OF SOUTHERN LABOR ARCHIVES

*Georgia State University
Atlanta, Georgia*

Georgia State University Library invites applications for the position of Head, Special Collections/Director of the Southern Labor Archives, faculty rank, tenure track position. The Special Collections Department collects, preserves and makes available for research materials in seven collections: the Southern Labor Archives, the

Professional Opportunities

Georgia State University Archives, the Popular Music Collections, the Rare Book Collections, the Media Center, the Photograph Collection, and the Georgia Government Documentation Project. Positions in the Department include five faculty-rank archivists, two project archivists, seven support staff and approximately twelve part-time student assistants. The position is one of six department heads and reports to the Associate University Librarian.

Responsibilities: Overall responsibility for the administration of the department and of all special collection functions. Specific duties include: responsibility for the acquisition, cataloging, preservation, and accessibility of the seven special collections; fostering the donor and patron relations with the labor community, university community, music industry and other groups; securing outside support for special projects in the department not met through regular state funding; selecting, training, and evaluating personnel; budgeting for equipment, supplies, and personnel; and planning for future space, staffing, and other needs of the department; participating in library-wide planning with other department heads and library committees. **Qualifications:** Master's degree in an appropriate subject field or an ALA-accredited MLS is required; a PhD in a related field is preferred; five years experience in the area of archival and manuscript management; background in labor history preferred; successful performance in progressively responsible professional positions; demonstrated management and communication skills; significant experience with donor relations and fund raising; evidence of substantial professional development of others; and working knowledge of technology relevant to archival repositories. **Salary Range:** \$45,000 to +\$50,000 for twelve months. Salary and faculty rank dependent on qualifications and experience. To apply, submit letter of interest, resume, and names, telephone numbers, and addresses of three references. Materials received by January 29, 1993 will receive priority consideration. Send materials to: Mrs. Dianne M. Smith, Library Administrative Office, Georgia State University Library, 100 Decatur Street, SE, Atlanta, Georgia 30303-3081. Georgia State University is an EO/AA employer.

DIRECTOR, RESEARCH CENTER *Gene Autry Western Heritage Museum* *Los Angeles, California*

Responsible for planning, organizing, staffing, and managing all operations within the museum's research center. Develops and manages research collections relating to the history of the American West in fact and fiction. Designs goals and objectives, develops policies and procedures, and formulates and tracks budgets aimed at opening the center to the research community in the summer of 1995. **Duties Include:** Selecting books, serials, and special collections; evaluating collections; monitoring budget expenditures; leading reference and outreach activities; designing and implementing plans for automated systems; coordinating technical services and collections management; and serving as institutional archivist. Supervises two professional librarians and one library assistant. **Qualifications:** Relevant advanced degrees. Thorough understanding of research needs and the organization of scholarly literature. Significant achievement in developing and managing research collections. Demonstrated interest in scholarly activities. **Salary:** From \$35,000. Send a letter of application, resume, and the names of three references by January 7, 1993, to Holly Chapman, Director of Personnel and Administration, Gene Autry Western Heritage Museum, 4700 Western Heritage Way, Los Angeles, California 90027-1462.

AUDIOVISUAL CATALOG **LIBRARIAN**

Colonial Williamsburg Foundation
Williamsburg, Virginia

Manages cataloging of image collections and works on a retrospective project to catalog 600,000 images in a MARC-based on-line library system, provides reference services, negotiates transfer of new photography from other departments, implements preservation procedures, supervises routine clerical maintenance. Requires MLS degree from ALA-accredited institution or graduate degree in the humanities and work experience directly related to work to be performed, 1-3 years work experience with library automation and excellent oral and written communication skills. Send Colonial Williamsburg appli-

cation and resume by November 30, 1992 to Joanna Bryant - 13, Employment Analyst, The Colonial Williamsburg Foundation, P.O. Box 1776, Williamsburg, Virginia 23187-1776. Call (804) 220-7660 for application.

MANUSCRIPT ARCHIVIST

Atlanta Historical Society
Atlanta, Georgia

Responsibilities: Catalog archival collections including input on OCLC records worksheets. Assist with collection development, supervise one full-time assistant, interns, and volunteers. Effectively communicate with patrons and staff. Serve on committees, assist with research. **Qualifications:** History background with MLS from an ALA-accredited institution; knowledge of records management; three years experience in archival work; excellent communications and writing skills. Salary competitive. Send letter of application, resume, names of three references to: Anne A. Salter, Atlanta Historical Society, 3101 Andrews Drive, NW, Atlanta, Georgia 30305.

LIBRARIAN II / ARCHIVIST

City of Beaumont
Beaumont, Texas

The Tyrell Historical Library is a growing research center devoted to archives, Texas, and genealogy, with active community support. Located in the heart of Beaumont's museum complex, the beautifully restored building is on the National Register. **Responsibilities:** Conducts professional level duties to assist with the management of the Tyrrell Historical Library and the City's archival records. Instructs and supervises assigned library and archives staff, including volunteers. Participates in the collection, preservation, cataloging, and maintenance of historical materials. Supervises and participates in the development of reference aids, indexes, collection guides, bibliographies, and abstracts. Conducts the physical transfer of archival manuscript materials to the Tyrrell Historical Library; inventories and processes archival records. Assists the manager with grant projects and public relations. Performs related duties as required. **Qualifications:** Master's degree

in Library and Information Science from an ALA-accredited school, or a master's degree in history with formal archival training required. Familiarity with archival automation. **Starting Salary Range:** \$22,800 - \$24,192. Send resume and three professional references to: Cary Erickson, Personnel Analyst, City of Beaumont, P.O. Box 3827, Beaumont, Texas 77704. Applications accepted until position is filled.

REFERENCE ARCHIVIST

*State of Utah Department of
Administrative Services
Division of Archives & Records Service
Salt Lake City, Utah*

Responsibilities: Under general supervision, reference archivists have the responsibility to provide reference services to the general public concerning state and local government records. This includes responding to telephone, mail, and personal requests, understanding both paper and automated finding aids and reference aids, and providing assistance and guidance in the use of holdings. Other duties include management of established public programs such as displays, tours, education packets, and development and implementation of new outreach tools. **Qualifications:** Knowledge of the principles and practices of modern archival reference techniques and public programming based on training or experience. Minimum of bachelor's degree in history, public administration, library, and/or information sciences or a related field such as education or museum studies, plus two years of paid professional, related employment or substitution as follows: related graduate-level education for one year of the required employment or four years full-time paid professional, related employment for the required education. **Salary:** Minimum \$22,989 per year with generous benefits package. **Applications:** Send to Connie Reed, Human Resources Manager, Utah Department of Administrative Services, 3120 State Office Building, Salt Lake City, Utah 84114. Please obtain an application form from the Department of Administrative Services. Only applications on an official Utah State Application Form will be considered. **Deadline:** December 2, 1992.

HEAD OF PHOTOGRAPH, SOUND AND FILM ARCHIVE

*State Historical Society of Wisconsin
Madison, Wisconsin*

The State Historical Society of Wisconsin invites applications for the position of Head of its Photograph, Sound and Film Archive, a large, distinguished repository of visual and sound collections. **Responsibilities:** Supervising 4.5 FTE staff; planning, development, and operation of the Archive; creating and implementing collecting policies; acquiring collections; establishing user access techniques, policies and procedures; providing reference services; collection preservation; and outreach and publicity to statewide and national audiences. **Qualifications:** Graduate training in appropriate professional and/or academic fields; five or more years of professional experience, with supervisory responsibilities strongly preferred; mastery of principles and techniques (including automated techniques) for organization, preservation, and access to collections; skills in assisting diverse users of collections and in imaginative promotion of collections; a successful record in fund raising and grant writing. **Salary:** Range is \$34,377 - \$42,171, dependent upon qualifications, plus excellent benefits package. **Deadline:** November 15th. Send resume with a statement of interest and names of three references to Mike Blair, Personnel Specialist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706. Address inquiries to Peter Gottlieb, State Archivist, at the same address, phone (608) 264-6480.

Search Reopened VISUAL COLLECTIONS ARCHIVIST

*The Indiana Historical Society
Indianapolis, Indiana*

Description: The Indiana Historical Society (IHS) is accepting applications for visual collections archivist, a full-time position in the IHS Library's visual collections department. The Historical Society, founded in 1830 and located in Indianapolis, is a private, non-profit corporation. The IHS Library (William Henry Smith Memorial Library) is a repository of rare books, visual materials, manuscripts,

archives, architectural collections, maps, ephemera, and related research materials that document the history of Indiana and the Old Northwest. The department of visual collections holds approximately 1.5 million items. The visual collections archivist reports to the curator of visual collections. **Responsibilities:** Processing visual materials; assisting with the acquisition of new material; maintaining departmental collection files and shelf list. Other duties include: retrieving and reshelving materials for researchers; assisting in policy and procedure formation and assisting with reference inquiries. A complete position description is available upon request. **Qualifications:** (1) Two years of experience in working with visual materials in an archives, library, or museum; and (2) a master's degree in archival administration, library science, or museum studies, with an emphasis in visual collections. **Salary:** The starting salary for this position is in the upper twenties and is commensurate with skills and experience. The Society, an equal-opportunity employer, offers an excellent benefits package. **Applications:** Accepted until position is filled. Send a cover letter, resume, graduate transcripts, and the names, current addresses, and telephone numbers of three professional references to: Susan P. Brown, Human Resources Director, Indiana Historical Society, 315 West Ohio Street, Indianapolis, Indiana 46202-3299.

MANUSCRIPTS CURATOR, SPECIAL COLLECTIONS

*The Milbank Memorial Library
Teachers College
Columbia University
New York, New York*

Responsibilities: The Manuscripts Curator carries major responsibility for acquisition, processing, and reference service for the archives and manuscripts collections, photographs and visual materials, and rare and distinctive collections of published material. The work will include: (1) accessioning, arranging and describing archival and manuscripts collections; (2) recording holdings in manual and online cataloging systems; (3) contributing to the preparation of a guide to the library's archival and manuscripts hold-

Professional Opportunities

ings; (4) providing reference to users of the archival, manuscripts and rare book holdings of Special Collections; and (5) assisting the Head of Special Collections in planning and carrying out acquisitions, management, and development programs. **Qualifications:** (1) master's degree in library science or history including formal training in archival principles and practices; (2) ability to work effectively with researchers, library and college staff, and prospective donors. **Salary:** Dependent on qualifications and experience. Minimum: \$26,000. **Position Available:** As soon as the search is completed. Liberal fringe benefits include BC/BS, Major Medical, dental, vision and flexible spending plans, TIAA/CREF retirement, tuition exemption, 24 vacation days, 13 paid holidays. Please send your resume and the names and addresses of three references to: Maureen Horgan, Planning Coordinator, Milbank Memorial Library/Box 307, Teachers College, Columbia University, 525 West 120th Street, New York, New York 10027. Teachers College as an institution has long been committed to a policy of equal opportunity in employment. In offering higher education the discipline areas of education, psychology, and health services, the college is committed to providing expended employment opportunities to minorities, in its own activities and in society.

STATE ARCHIVIST

*The Minnesota Historical Society
St. Paul, Minnesota*

Description: The Minnesota Historical Society, responsible for permanent state and local government records, seeks applicants for State Archivist. The State Archives Department, headed by this position, identifies records for permanent retention; transfers and accessions archival records into MHS holdings; determines public access; and handles other aspects of government records policy and procedure. One of the five departments in the Society's Division of Library and Archives, it works closely with other departments—Reference, Processing, Acquisitions and Curatorial, and Conservation. A deputy state archivist and two records analysts comprise the department's professional

staff. Current holdings are 40,000 cubic feet. The State Archivist must demonstrate leadership in government records management; work closely with the state's Department of Administration and other records management agencies to appraise and schedule records; understand the research value of government records; implement privacy and freedom of information responsibilities; advocate the program across the state through public speaking, written communication, and interaction with government officials; and have familiarity with electronic records and other evolving and specialized media. **Qualifications:** Background in administration of archival programs; substantive involvement with large government records, institutional or corporate records program; knowledge of records management issues; ability to work with a varied constituency; demonstrated ability to manage a staff and budget. Graduate degree in history, government administration, archival administration, or related field strongly preferred. **Salary:** Starting annual salary range \$38,400 - \$41,400. Send letters of application and resumes to: Lila Goff, Assistant Director for Library and Archives, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102. **Deadline:** December 4, 1992.

TENURE STREAM APPOINTMENT IN ARCHIVAL STUDIES

*Department of History
University of Windsor
Windsor, Ontario, Canada*

The Department of History of the University of Windsor invites applications for a tenure stream position to develop, organize, and teach in a new master's level program in Archival Studies and to direct the University archives. Graduates of this program would receive a master of arts in history and a certificate in archival studies. **Qualifications:** Extensive archival training and experience at an administrative level required; PhD in history preferred; publications, teaching experience, and MA in archival studies desirable; competency in French as well as English will be an advantage. **Responsibilities:** The incumbent's responsibilities will be approximately 60 percent in the history

department and 40 percent in the university archives. Duties in the history department will include teaching courses in archival science, directing student research, and supervising internships. Rank will depend on qualifications. The appointment, subject to final budgetary approval, will be effective July 1, 1993. The University of Windsor is committed to employment equity and welcomes applications from Aboriginal peoples, persons with disabilities, and members of visible minorities. Applications from women are particularly encouraged. In accordance with Canadian immigration requirements, this advertisement is directed to Canadian citizens and permanent residents. Applications, including curriculum vitae and the names of three references, at least one of whom can validate the candidate's academic qualifications, should be sent to: Dr. K. Pryke, Head, Department of History, University of Windsor, Windsor, Ontario, Canada N9B 3P4, fax (519) 971-3610.

ADMINISTRATIVE SPECIALIST 3 (Records Analyst and Document Control Specialist)

*Lawrence Berkeley Laboratory
Environment, Health and Safety Division
Berkeley, California*

Responsibilities: Reporting to the Division Administrator, and in consultation with the Laboratory Archivist, implement the Division's records management and document control programs according to an established long-range plan. Assisting records creators with complex records problems; train division managers and appropriate personnel in records management specific to each department/discipline; manage records inventorying and scheduling; establish a division-wide files management program; transfer inactive records to the LBL Archives and Records Office; and maintain document control program for tracking all EH & S directives. Upon implementation of the EH & S records management and document control program, will receive other special division wide assignments. **Qualifications:** Extensive experience in archives and record management functions, preferably with federal records. Demonstrated knowledge and experience in assisting

records creators, creating and working with standardized file management program. A bachelor's degree with relevant graduate work is preferred. Knowledge of National Archives and Records Administration (NARA) regulations and procedures preferred. Should be able to communicate well concerning both procedures. Should be able to communicate well both verbally and in writing and must be able to lift records cartons up to 35 pounds. Closing date: Open until filled. Accommodations for individuals with disabilities: the Laboratory will provide—upon request by the applicant—reasonable accommodations that will enable the applicant to participate in the selection process and/or perform the essential functions of the job.

SPECIAL COLLECTIONS CURATOR - MANUSCRIPTS

The Getty Center for the History of Art and the Humanities

Santa Monica, California

Reports to the Head of Special Collections. **Responsibilities:** Manages collections of manuscripts, archives, and architectural drawings. Selects, evaluates, and recommends special materials and their supporting reference tools for purchase. Provides specialized reference services and participates with other curatorial staff in supervision of Special Collections reading room. Oversees processing and preservation of special materials. Participates in development of and ensures compliance with security guidelines and special handling requirements. Participates in development of division policies and procedures. **Qualifications:** PhD degree in art history or related discipline, or ALA-accredited MLS degree and graduate degree in subject specialization, or equivalent combination of training and experience; fluency in at least one Western European language plus reading and writing abilities in at least two others; 3-4 years curatorial experience; proven ability to apply knowledge and research methods to the assessment of research materials; experience with on-line databases. Outstanding written and verbal communication skills, including public speaking ability; excellent analytical and organization skills; outstanding interpersonal skills to

work effectively with a wide range of international colleagues and professional contacts. Familiarity with AMC cataloging and supervisory experience preferred. **Hiring Salary Range:** \$40,700 - \$48,200. Excellent Benefits. Send letter of application, resume, and names, addresses, and phone numbers of three references to: Personnel Coordinator, The Getty Center for the History of Art and the Humanities, 401 Wilshire Boulevard, Santa Monica, California 90401. No phone inquiries please.

ARCHIVIST

*National Park Service
Curatorial Services Division
Washington, D.C.*

New position to develop program to manage archives in over 300 National Park areas under direction of NPS Chief Curator. **Responsibilities:** Develops and implements strategy to ensure accountability, intellectual access, and preservation of over 11,000 linear feet of NPS archival collections covering diverse disciplines, including history, archaeology, ethnography, historic architecture, and natural resources. Writes policies and procedures for management of archival collections. Evaluates and develops programs to meet servicewide archival training needs. Provides timely technical information through publications and site visits. Works with federal records management and NARA personnel to ensure archival management program meets federal standards. **Minimum Qualifications:** BA degree in history or other specified field plus experience that complies with the knowledge skills and abilities as identified in Vacancy Announcement Number WPO-92-94. **Salary:** GS-13, \$46,210 - \$60,070. For copy of vacancy announcement and application form contact: WASO Personnel Division, National Park Service, P.O. Box 37127, Washington, DC 20013-7127; (202) 208-4648. **Application Deadline:** November 13, 1992.

ARCHIVIST

As one of the nation's premier electronics manufacturers, Motorola is on the leading edge of discovery—competing successfully in a global marketplace. With a history of success and an even more impressive future, we now seek an experienced archivist to work at the Motorola Museum of Electronics.

You will be responsible for all aspects of the corporate museum archives. This will include: evaluating, acquiring, processing, and conserving appropriate materials; providing reference services; supporting exhibits/educational programs; and establishing a retention/retrieval and information management system.

We require a MA/MLS in Archives Management or related field and a minimum of two years archival experience. Experience in utilizing new technologies, ability to appraise historical and technical records, and ability to work in a diverse group setting are essential.

We offer an excellent compensation and benefits package and a convenient northwest suburban Chicago location. To find out more about Motorola and this exciting opportunity, please send your resume with salary history to: Corporate Staffing, Dept. SW9205, Motorola, Inc., 1303 East Algonquin Road, Schaumburg, Illinois 60196. An Equal Opportunity/Affirmative Action Employer.



MOTOROLA



PUBLICATIONS

Varsity Letters **Documenting Modern** **Colleges and Universities**

Helen W. Samuels

A study of the functions of colleges and universities, this publication is intended to aid those responsible for the documentation of these institutions. The seven functions examined are: to confer credentials, convey knowledge, foster socialization, conduct research, sustain the institution, provide public service, and promote culture. The functional approach provides the means to achieve a comprehensive understanding of an institution and its documentation: a knowledge of what is to be documented and the problems of gathering the desired documentation.

Helen W. Samuels has been Institute Archivist and Head of Special Collections in the MIT Libraries since 1977 and is also a SAA Fellow.

296 pp., hard cover
\$25 members
\$29.50 nonmembers
plus \$5.50 shipping/handling

WITHOUT CONSENT **The Ethics of Disclosing** **Personal Information in** **Public Archives**

Heather MacNeil

This book explores the theoretical and practical issues associated with the administration of access to government-held personal information. Its theme is the balance archivists must strike in negotiating access to such information: how do archivists reconcile research and privacy interests concerning the disclosure of personal information? In situations where the two interests conflict, where does an archivist's professional responsibility lie? Some of the topics discussed include the moral and legal principles underlying the right to privacy; the emergence of specific right to information privacy and its embodiment in Canadian and American law; legislative attempts to reconcile competing interests in access; and trends in sociohistoric research that have contributed to the growing demand for records containing personal information in government archives.

Heather MacNeil is a freelance archivist who has written and lectured on archival ethics and descriptive standards

200 pp., hard cover
\$24 members
\$27.50 nonmembers
plus \$5.50 shipping/handling

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Publications
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(312) 922-0140

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