



Newsletter

The Society of American Archivists

January 1993



Big Cotton Planters, circa 1915, Autauga County, Alabama

According to a longtime resident of Autauga County, the men around the automobile—J.W. Oliver, Howard Doster, John Wadsworth, Jack Taylor, and John Alexander—were probably on their way to or returning from an agricultural meeting at the Alabama Polytechnic Institute (now Auburn University), the state's land-grant institution. The late Elbert Williams, a media specialist with the Alabama Cooperative Extension Service, claimed that this photograph was designed to depict the typical large plantation owner, suspicious of book farmers in Auburn. The title—Big Cotton Planters—may refer to acreage, girth, or both. (*Courtesy of the Auburn University Archives*)

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You ought to be in !

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

You ought to be in

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

SAA Newsletter

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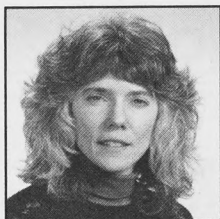
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from the President's Desk

by Anne R. Kenney

SAA's New Internship Program

One of my goals as SAA President is to infuse new blood and energy into the work of the Society. Toward that end, Council adopted, on a three-year trial basis, an internship program that is aimed at encouraging the participation of those new to the profession as non-voting members on committees, task forces, and boards. In the first year of this program, I am happy to report that the following twelve individuals are serving as interns:

- Penny Ahlstrand, *Committee on Public Information*
- Kevin Crawford, *Committee on Automated Records and Techniques*
- Judy Engelberg, *Legal and Legislative Affairs Committee*
- Tammy Gobert, *Program Committee*
- Pam Hackbart-Dean, *Education Office Advisory Board*
- Aimee Kaplan, *Status of Women Committee*
- Laura McLemore, *Standards Board*
- Peter Nelson, *Committee on Archival Information Exchange*
- Bill Ross, *Editorial Board*
- John Slate, *Membership Committee*
- George Trimarco, *Library/Archives Task Force*
- Stephen Wagner, *Committee on Education and Professional Development*.

I recently asked these interns and the chairs of their respective groups how the program was working. While many of the interns responded that their role is still developing, they all offered favorable initial impressions. Penny Ahlstrand wrote, "I was immediately interested in being an intern when I read about the program because I felt like I didn't know much about SAA. Just applying for the spot was an education as I learned what committees there are and what each does." Pam Hackbart-Dean attended the Education Office Advisory Board meeting in Montreal and felt "it was a great way to learn more about what the board did and to meet the committee members." Many

of the interns expressed satisfaction in being treated as full members of their groups, and are positive about what they bring to this program. "At times, my inexperience seemed to benefit the group, as did being from another part of the country," commented Penny Ahlstrand.

Interns are indeed assuming major responsibilities. The SAA Membership Committee is collaborating with the African American and Third World Archivists Roundtable, the Committee on Regional Archival Activity, the Status of Women Committee, and the Lesbian and Gay Archives Roundtable to develop a proposal for a mentoring program to match new members with experienced professionals. It fell to interns John Slate (Membership) and Aimee Kaplan (Status of Women) to find out about mentoring programs in allied fields. To that end John is conducting a literature search using databases available through the Electronic Information Center at the University of Texas, and has been corresponding with various ALA groups. Aimee will coordinate her research with John as she investigates how well mentoring relationships have worked.

Ellen Garrison, chair of the Editorial Board, has established a number of Working Groups for 1992-93. Intern Bill Ross is heading one that will compare the board's formal charge to actual practice in recent years. The goal of this review will be to update the board's guidelines to reflect current responsibilities.

Peter Nelson, intern with the Committee on Archival Information Exchange, has two tasks for the year: to prepare the meeting minutes and to monitor the work of the committee. As Peter told me, "At first, these duties might appear too superficial, but I assure you they are not. Taking the minutes at the Montreal meeting turned out to be exactly the right job for me as I tried to comprehend the intricacies of the committee's work . . . CAIE can appear to new archivists as a bewildering thicket of acronyms!"

Stephen C. Wagner is also responsible for minute taking for the Committee on

Education and Professional Development. He conceded "that is not bad, because it forces me to follow the direction of the meeting closely." At the Montreal meeting Stephen participated in the discussion of the proposed Masters of Archival Studies guidelines, and will be reviewing a subsequent draft this winter. He will also be involved in CEPD's examination of continuing education guidelines.

Karen Paul, chair of Legislative and Legal Affairs Committee, reported that intern Judy Engelberg has been asked to review and comment on legislation that will be introduced in the coming year, specifically the NARA authorization and the GPO Gateway/Window proposals. Laura McLemore, intern with the Standards Board, has the responsibility of researching the list of standards that have been reviewed by the Board to update proper citations in preparation for publishing the list. Kevin Crawford will be working with CART member Tom Ruller in putting together a series of technical leaflets in the area of automated records and techniques.

Tammy Gobert has two responsibilities as intern with the 1993 Program Committee. She carries a full member's load and assists chair Elaine Engst with administrative functions. Tammy prepared four session proposals (three of which were subsequently chosen), attended the Program Committee meeting in Chicago, and has been assigned six sessions to shepherd through until New Orleans. In preparation for the committee's meeting, she worked with Elaine to categorize proposals and took notes on which proposals were selected or altered during the meeting. Incidentally, Tammy indicated that she may propose a session on the internship program for the 1994 meeting in Indianapolis!

For those of you new to the profession who would like to become involved, an internship might be the right choice. See pages 16-17 for more information. These appointments will be made by Vice President Edie Hedlin, in consultation with the chairs of participating committees, task forces, and boards.

Senate Report on Mismanagement at the NARA

by Page Putnam Miller

On November 2, Senator John Glenn (D-OH), Chairman of the Committee on Governmental Affairs, released a report, following a year-long investigation, titled "Serious Management Problems at the National Archives and Records Administration." Glenn undertook this study as part of his ongoing oversight of Inspector General Offices. In 1988 Congress amended the Inspector General Act to include the National Archives as one of 33 additional agencies that should establish an Inspector General office. The law required the agency head to select an Inspector General who could act in an impartial and independent manner to detect and prevent fraud, waste, and abuse in the agency.

The report focuses on a flawed selection process at the National Archives that gave inflated recommendations to an internal candidate who had neither the training nor experience of many of the other nineteen applicants for the position

of Inspector General. With nine appendices and almost two hundred endnotes, the report documents the selection process and the performance of the National Archives' first Inspector General. The National Archives' leadership decided to post the opening for the position of Inspector General only in the Washington area, provided a response time of less than two weeks, and interviewed only Lawrence Oberg, (one of two internal candidates) who was then selected to head the new Inspector General office.

The report also details subsequent examples of inappropriate conduct by Oberg, stating that he violated statutory requirements calling for impartiality and confidentiality and a prohibition against engaging in agency operations and taking supervision from anyone other than the agency head. In releasing the report, Senator Glenn stressed that at the National Archives "a situation existed where the Inspector General continued to act in a

subordinate position to his previous bosses, the Deputy Archivist and Assistant Archivist." In a case such as this "it is virtually impossible," Glenn stated, "for the Inspector General office to exhibit impartiality in its work."

The report concludes that "the management of the National Archives and Records Administration has, during the years 1989-1992, reflected a pattern of expedience and control which has been regularly substituted for sound management." The report attributes part of the problem to the U.S. Archivist having "removed himself unduly from management responsibilities" and failing to provide needed supervision.

In a series of recommendations, the Committee urges a review of the Archivist by the President; a review of the Inspector General by the Archivist; and a review by the Archivist of the conduct of other National Archives' officials. Following the release of the report, Don Wilson, the U.S. Archivist, wrote to the Chairman of the President's Council on Integrity and Efficiency, Frank Hodsoll, to whom Senator Glenn had referred the Committee report. In the letter to Hodsoll, Wilson stated that he would "heartily welcome" his review and that "every NARA staff member will cooperate fully in any inquiries your staff undertakes."

Then on November 23 Wilson issued a six-point "Action Plan" that he said "will resolve those problems and perceptions," that had been identified in the Senate report. [Ed. note: The "Action Plan" is outlined on page 5.] The plan deals with several personnel issues. Wilson relieved the current Inspector General of his duties and detailed Claudine Weiher, the current Deputy Archivist, to the position of assistant archivist for the Office of Special and Regional Archives. Raymond Mosley, who had held that position, becomes Acting Deputy Archivist.

Several points in the "Action Plan" address Wilson's desire "to create a more participatory management structure" and a more cooperative spirit with both Congressional Committees and the outside constituency groups. He announced the establishment of a new internal manage-

SAA Responds to Senate Report

SAA issued the following news release in mid November: The Society of American Archivists' Executive Committee is reviewing the recent report of the Committee on Governmental Affairs of the United States Senate, entitled "Serious Management Problems at the National Archives and Records Administration." This report raises major charges against U.S. Archivist Don Wilson and other top administrators. As the largest professional body of archivists in the world, the Society of American Archivists is concerned about the allegations which, if true, suggest violations of both the law and SAA's Code of Ethics for Archivists.

"We concur with the report's recommendation that the situation be reviewed by the President of the United States, and urge that this review be swift and thorough," said SAA President Anne R. Kenney of Cornell University.

In a National Archives press release, Don Wilson promised his full cooperation with this review process. The Senate investigation, chaired by Senator

John Glenn (D-OH), is paralleled in part by a separate review conducted by a subcommittee of the House Committee on Government Operations, chaired by Representative Bob Wise (D-WV).

"While regretting the circumstances surrounding these investigations, SAA is pleased to see Congress devoting attention to the effectiveness of one of the nation's premier cultural institutions," Kenney added. "Nonetheless, it is SAA's hope that the timing of these investigations will not compromise the political independence of the National Archives."

In the last session of Congress, legislation was introduced that would have led to periodic reauthorization of the National Archives. If similar legislation is reintroduced this spring and Congress conducts hearings, the Executive Committee of SAA hopes that the hearing would not focus narrowly on the present charges, but rather would provide an opportunity for a broader assessment of the needs and performance of the National Archives as well as addressing the issue of oversight.

Continued on page 22

"Action Plan" from the U.S. Archivist

by Don W. Wilson

NOVEMBER 23, 1992 — In 1987, I became the first Archivist of the United States appointed by the President under the new independence law for the National Archives and Records Administration. My stated goal then as now was to lead the National Archives from a custodial-oriented agency to a premier national cultural institution. I enunciated a ten-point plan which I believe still charts us on that course.

The agency is now faced with a critical report issued by the Senate Governmental Affairs Committee. In order to address the management concerns outlined in the Senate report, I am moving ahead with a plan of action that will resolve those problems and perceptions.

This action plan is designed to keep us on that originally charted course, to prepare the institution for the new management challenges of occupying Archives II, and to set in place a strategic plan for the 1990s. I believe these actions will positively address the problems and perceptions raised by the Senate report, as well as a number of concerns by our major constituencies. Upon implementation, these actions will create a more participatory management structure for staff and supporters to understand and influence the programs and priorities of the National Archives.

While my own reviews and independent investigations will be on-going until the allegations in the Senate report are resolved, it is my hope that this plan will assure the archival community and staff that the National Archives is moving forward to meet every challenge. Each part of the plan addresses a specific need or a widely-held perception of the agency.

I. I have relieved the current Inspector General of his duties and have placed him on administrative leave pending conclusion of my own investigation. I have named the Assistant Inspector General to be Acting Inspector General.

II. I will continue to work with the Department of Justice and the President's Council on Integrity and Efficiency (PCIE) for a full and impartial review of

the allegations contained in the Senate report. Toward this end, I have asked the Chairman of the PCIE to designate for NARA an Inspector General who will examine the matters in the Senate report. The Chairman has indicated his willingness to designate an independent inspector general, and I now expect the designate to complete this review and to file a report no later than February 1, 1993. As I have indicated to Senator Glenn, while I disagree with some of the characterizations in the Senate report about the meaning and motive of certain actions of my subordinates, I strongly welcome this impartial review. Such a review will also provide the named employees a prompt, objective, and timely resolution of the matter.

III. I have detailed the current Deputy Archivist of the United States, Claudine Weiher, and appointed Raymond Mosley as the Acting Deputy Archivist. This has been undertaken with a great deal of thought and consultation with Ms. Weiher and others inside and outside the agency. This detail is not connected to the allegations in the report. This action addresses solely the perception that the Archivist is not functioning as the supervisor of agency programs and priorities.

As an additional step, I am creating a new management council to deal with NARA-wide priorities, problems, and policy decisions. This management council will be composed of Office Heads and Staff Directors, and will report directly to me. The council will make recommendations regarding needs and priorities following full discussion of problems and alternative courses of action.

IV. I have already begun and will continue to develop a new spirit of cooperation with both of our Congressional oversight committees. Senior NARA staff will offer full advice and assistance to the committees in achieving the mutually shared goals of preserving and protecting our nation's documentary heritage and making available the records of our government.

V. I strongly support and will expand the strategic planning process for the National

Archives to include full management participation, active consultation with National Archives constituents, and the use of professionally recognized planning experts. This process will be used to adapt the management structure in order to implement the goals and objectives of the resulting strategic plan. My goal is to have a model strategic plan for NARA, integrated with both budget and personnel planning and allocation, by February 15, 1993.

VI. I will reestablish the National Archives Advisory Council to formalize and institutionalize the ongoing external participation in the activities of the National Archives. I am convinced that in order to demonstrate the National Archives commitment to those concerned with our documentary heritage, the establishment of this committee by February 15, 1993, is now essential.

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Fellow Nominations Sought

The SAA Committee on Professional Standards invites members of the Society to nominate colleagues for election as Fellows of the Society in 1993.

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

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

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

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

A nomination form is printed on pages 7 and 8 of this newsletter. Completed forms must be postmarked by April 30, 1992, and addressed to the chair, Trudy H. Peterson, National Archives (NN), Washington, D.C. 20408. A nomination submitted in 1992 that did not result in the election of a Fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Amplifications or revisions may be submitted if desired.

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

SAA Fellows

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

Bruce W. Dearstyne
Mabel E. Deutrich
Leon de Vallinger
Anne Polk Diffendal
Charles M. Dollar
Mary Jane M. Dowd
Lawrence Dowler
Kenneth W. Duckett
Sherrod E. East
Terrence Eastwood
Linda Edgerly
Timothy L. Ericson
Frank B. Evans
Max J. Evans*
H. B. Fant
C. Herbert Finch*
Shonnie Finnegan
Meyer H. Fishbein
John A. Fleckner
James E. Fogerty
Elsie Freeman-Finch
Carolyn L. Geda
Robert S. Gordon
David B. Gracy II
Susan Grigg
Larry J. Hackman
F. Gerald Ham
Bruce C. Harding
Edie Hedlin
Margaret L. Hedstrom

Ruth Walter Helmuth
Linda Henry
Steven L. Hensen
H. Thomas Hickerson
Andrea A. Hinding
Sue E. Holbert
Richard A. Jacobs
Almer K. Johnson, Jr.*
Edward N. Johnson
H. G. Jones
William L. Joyce
Lucile Kane
Anne R. Kenney
John M. Kinney*
Philip D. Lagerquist
W. Kaye Lamb
Charles E. Lee*
Richard W. Leopold*
Lydia Lucas
Richard H. Lytle
Paul H. McCarthy, Jr.
Donald R. McCoy
William L. McDowell, Jr.*
Philip P. Mason
Linda M. Matthews
Eva Moseley
Charles G. Palm
Edward C. Papenfuse*
Marguerite J. Pease
Ann Pederson

Trudy Huskamp Peterson
Harold T. Pinkett
Seymour J. Pomrenze
Jean F. Preston
Mary Jo Pugh
Virginia C. Purdy
Patrick M. Quinn
Leonard Rapport
Dolores C. Renze
James B. Rhoads
Alan D. Ridge*
Mary Lynn Ritzenthaler
William L. Rofes
Nancy A. Sahli
Helen W. Samuels
Charles R. Schultz
Jane F. Smith
Wilfred I. Smith
August R. Suelflow
Hugh A. Taylor
Victoria Irons Walch
Peter Walne*
Robert M. Warner
Joan Warnow-Blewett
Edward Weldon
Merle William Wells
Daniel T. Williams
Dorman H. Winfrey*

* indicates inactive SAA membership




FELLOW NOMINATION FORM

Nominators must be members of the Society of American Archivists. Please complete the form below or submit the same information in typed or computer-generated copy.

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

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

NAME OF CANDIDATE		DATE OF SAA MEMBERSHIP
PRESENT INSTITUTIONAL AFFILIATION		POSITION
EDUCATION COLLEGE/UNIVERSITY	DATE	DEGREE/CERTIFICATE RECEIVED
OTHER TRAINING INSTITUTION AND LOCATION	DATE	TRAINING RECEIVED
PREVIOUS PROFESSIONAL POSITIONS EMPLOYING INSTITUTIONS	DATE	POSITION TITLE
HONORS, AWARDS, FELLOWSHIPS ORGANIZATION	DATE	HONORS/AWARDS RECEIVED



SAA Fellow Nomination Fellow

MAJOR PUBLISHED MATERIALS

PUBLISHER

DATE

TITLE

SAA ACTIVITIES (OFFICES HELD, COMMITTEE ACTIVITIES, ANNUAL MEETING PROGRAM APPEARANCES, SPECIAL PROJECTS, ETC.)

OTHER CONTRIBUTIONS TO THE ARCHIVAL PROFESSION (INCLUDE REGIONAL AND INTERNATIONAL ACTIVITIES)

LIST NAMES AND ADDRESSES OF THREE PERSONS FAMILIAR WITH NOMINEE'S WORK (NEED NOT BE SAA MEMBERS).

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

Submitted by _____

Signature _____

Institution _____ Date _____

SEND NOMINATIONS TO:

Trudy H. Peterson, National Archives and Records Administration, (NN), Washington, D.C. 20408.

NOMINATION DEADLINE: APRIL 30, 1993.

1993 Awards Competition

The Society of American Archivists announces its 1993 awards competition to recognize achievements of the 1992 calendar year. Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Thomas Battle and Lydia Lucas. Awards will be presented on September 2, 1993, at the SAA annual meeting in New Orleans.

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

Requests for additional information and forms should be addressed to either Thomas Battle, Howard University, 13004 Chalfont Avenue, Fort Washington, Maryland 20744, (202) 806-7241, fax (202) 806-6405; or Lydia Lucas, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, Minnesota 55102-1906, (612) 297-5542, fax (612) 296-9961. **The deadline for awards nominations is April 30, 1993.** Nominations will not be considered unless all materials, including books and other supporting documentation, are received by that date.

Distinguished Service Award

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

J. Franklin Jameson Archival Advocacy Award

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

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

C.F.W. Coker Prize for Finding Aids

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

Philip M. Hamer and Elizabeth Hamer Kegan Award

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

Waldo Gifford Leland Prize

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

Theodore Calvin Pease Award

Created in 1987, this award recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship

programs. Eligible manuscripts must be unpublished, 15-20 pages in length, and conform to stylistic guidelines of the *American Archivist*. Papers examining major trends and issues in archival administration are preferred. The award honors Theodore Calvin Pease, first editor of the *American Archivist*.

Oliver Wendell Holmes Award

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

Sister M. Claude Lane Award

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

Use the nomination form on the next page for these awards. The deadline is April 30, 1993.

Fellows' Posner Prize

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

Colonial Dames Scholarship Award

Established in 1974, this award enables two archivists each year to attend the Modern Archives Institute of the National Archives and Records Administration. The Award is given in conjunction with the Colonial Dames of America, Chapter III, Washington, D.C. For more information, contact Frank C. Mevers, New Hampshire State Archives, 71 S. Fruit Street, Concord, New Hampshire 03301.



AWARDS NOMINATION FORM

Name of Award _____

Person/Organization to receive Award _____

Address _____

City/State/Zip _____

Country _____ Telephone () _____

Person making the nomination _____

Address _____

City/State/Zip _____

Telephone () _____

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

How does the nominee meet the criteria of the award?

What are the outstanding characteristics of the nominee?

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

RETURN FIVE COPIES OF THIS FORM BY APRIL 30, 1993. Send nominations for the Distinguished Service Award, C.F.W. Coker Prize, Theodore Calvin Pease Award, and Oliver Wendell Holmes Award to Thomas Battle, Howard University, 13004 Chalfont Avenue, Fort Washington, Maryland 20744, (202) 806-7241. Send nominations for the Philip M. Hamer and Elizabeth Hamer Kegan Award, J. Franklin Jameson Archival Advocacy Award, Sister M. Claude Lane Award, and Waldo Gifford Leland Prize to Lydia Lucas, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, Minnesota 55102-1906, (612) 297-5542.

New Member Roster

The following new members joined the Society of American Archivists during October and November.
Welcome aboard!

Individual Members:

Allen, Caroline M
Student
Anderson, Linnea M
Armerino, Vincent
Student
Armstrong-Ingram, R Jackson
Saint Joseph County
Bartoszek, Jo
Dallas Fort Worth Airport
Berge, Anna
Berkowski, Gerry
Provincial Archives of Manitoba
Blackman, Peter John
Student
Brereton, Ms B A
Student
Bronson-Geoffroy, Dru
Springfield Armory NHS
Bulman, Diana
Robert Miller Gallery
Capitos, Anthony J
Student
Carden, Marianne
Student
Chapin, Mona L
Cincinnati Art Museum
Conner, Connie L
Evangelical Lutheran Church in America
Cosgrave, Marianne
Damico, Andrew J
Student
Davidson, Jennifer
Desulis, Kate
Adler Planetarium
Dettmer, Klaus
Dickler, Jan
Student
Essig, Mary
Kirkville College of Osteopathic Medicine
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Southern Methodist University
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University of New York-Albany
University of Texas at Austin
Volusia County Library Center
Yale University Library
York University Libraries



Short Subjects

In this Issue...

The January 1993 SAA Newsletter has been mailed along with two other invaluable references. Attached in the center of the newsletter is the *Directory of Archival Organizations in the United States and Canada*. Contact persons and newsletter editors from fifty-nine regional and national professional organizations are listed in this directory.

The 1993-94 edition of the SAA *Directory of Consultants* was also included in this mailing. Approximately eighty consultants from the United States, one from Canada, and one from Japan are listed in three easy-access categories:

Archivists; Conservators and Preservation Administrators; and Manuscript Appraisers. The directory also contains a geographic index. Additional copies of this directory are free upon request. Please contact SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605, or call the publications department at (312) 922-0140.

Clinton/Gore Transition Team Taps SAA Leadership

Brenda Banks, SAA Council member, is heading a working group responsible for the National Archives and Records Administration and the Library of Congress in the Clinton/Gore Transition Team's review of executive branch and other federal agencies. Assisting Banks are SAA President Anne R. Kenney and Executive Director Anne Diffendal, as well as Phillipa Jackson and Arman Tashdian.

The group joined other members of the Arts and Humanities Task Force, part of the Education, Labor, and Arts and Humanities "cluster" in Washington, D.C., during the week of December 14, where they met with agency officials and Congressional staff. They identified major substantive and administrative issues and problems—both immediate and long-term—confronting the agencies, and prepared a report to be included in briefing books for senior officials of the incoming administration.

Updates to 1992-93 Leadership List

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Management of Archives and Manuscript Collections for Librarians (Drexel Library Quarterly, January 1975), by Richard Lytle is out-of-print and no longer available from the Society of American Archivists.

A Journal for All Seasons

As reported in the last issue of this newsletter, the Fall 1991 *American Archivist* (54:4) was mailed to members and subscribers in late October. The Winter 1992 issue (55:1), also known as the special international issue with the color cover, was mailed in November. Currently in production are the next three issues of the journal: Spring 1992 (55:2), Summer 1992 (55:3), and Fall 1992 (55:4). Spring and Summer are slated for printing later this winter, and the Fall issue will be printed in the spring.

The Archival Fundamentals Series

This month *Selecting and Appraising Archives and Manuscripts* by F. Gerald Ham is being printed and bound. Copies will be available from the SAA publications department at the beginning of February. The cost is \$19 for SAA members and \$25 for nonmembers, plus shipping/handling. This is the sixth volume in the Archival Fundamentals Series.

The seventh and final volume in the series, *Preserving Archives and Manuscripts*, by Mary Lynn Ritzenthaler is in the early stages of print production. Copies should be available sometime this summer.

As soon as the entire series is completed, a special series price will be announced. Stay tuned for further details.

Other volumes in the series include:

Understanding Archives and Manuscripts, by Jim O'Toole;

Arranging and Describing Archives and Manuscripts, by Fredric Miller;

Managing Archival Manuscript Repositories, by William Nolte and Thomas Wilsted;

Providing Reference Services for

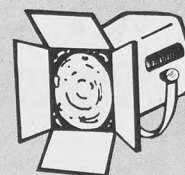
Archives and Manuscripts, by Mary Jo Pugh; and

A Glossary for Archivists, Manuscript Curators and Records Managers, by Lewis and Lynn Lady Bellardo.

SAA Education Survey

A total of 90 SAA members returned the preliminary Education Survey distributed at the SAA Annual Meeting in Montreal. See "Education Notes" on page 17 for results of the survey.

Spotlight



Naugler Memorial Fund Established

The University of British Columbia has established a scholarship fund within their archival training program in honor of the late Harold Naugler, SAA Fellow and a distinguished colleague in the field of automated records and techniques (see the July 1992 SAA Newsletter, p. 7). Send any donations to the Harold Naugler Memorial Fund, c/o American Foundation for UBC, Suite 155, 1718 "M" Street, N.W., Washington, D.C. 20036. Contributions are tax deductible and will go to fund the education of future archivists.

Guidelines from the Business Archives Section

Choosing the Right Repository is a set of guidelines to help those businesses that recognize the historical importance of their records and are considering donating these records to a research library or historical society. These guidelines, prepared by the Business Archives Section, describe typical archival materials, how a company would go about locating an appropriate repository, and the relationship between the company and repository. For a free copy of *Choosing the Right Repository*, contact Hal Keiner, Chair, SAA Business Archives Section, CIGNA Companies Archives L-9, 900 Cottage Grove, Hartford, Connecticut 06152, (203) 726-3844.

Montreal Meeting Cassettes

Thirty-nine of the 82 sessions presented at SAA's 56th annual meeting in Montreal last September are available on cassette. These selected sessions are listed on an order form that appeared in the last issue of the SAA Newsletter (November 1992, pp. 11-12). The tapes are representative of the great range of archival concerns addressed at the meeting: theoretical and practical, national and international, historical and contemporary, government and private. All five of the 2020 VISION sessions, which presented perspectives on broad changes in society and their likely impact on the archival profession, were taped. Contact SAA Meeting Planner Debra Mills, (312) 922-0140, for an order form.

BRENDA BANKS of the Georgia Department of Archives and History has been appointed the new NAGARA representative on the National Historical Publications and Records Commission....ROBERT M. WARNER of the University of Michigan received the 1992 NHPRC Distinguished Service Award. The award recognizes individuals whose careers have demonstrated extraordinary commitment and achievement in forwarding the mission of the National Historical Publications and Records Commission. In 1981, Warner was appointed Archivist of the United States, a position from which he led the National Archives' successful drive for independence and from which he guided the agency through its early years of transition. In his five years as archivist and chairman of NHPRC, he was deeply involved in the work of the Commission and keenly committed to its pathbreaking effort to help states assess records conditions and needs, an effort which led to innovative work throughout the nation....SUSAN ILLIS has joined the staff of the Historical Society of Western Pennsylvania as project archivist....

Obituary

Fred Shelley, retired Director of the national microreproduction program of the National Historical Publications and Records Commission and SAA Fellow, died of cancer on October 27. Mr. Shelley was a native of Pratt, Kansas. He received his bachelor's and master's degrees from Emporia State University and served in the army during World War II. Prior to working with the National Archives and Records Administration, he worked in the manuscript division of the Library of Congress, served as librarian of the Maryland Historical Society, and was editor of the *Maryland Historical Magazine*. He was also librarian of the New Jersey Historical Society in Newark. He began at NHPRC in 1965 and remained there until his retirement in 1977.

**Deadline for the
March 1993
SAA Newsletter:
February 5**



From the Archivist of the United States

by Don W. Wilson

The suddenness, and the finality, with which the Cold War ended continues to astound the senses and jar the emotions of anyone who lived through a significant portion of it. This fundamental geopolitical and philosophical standoff between the United States and the U.S.S.R. profoundly influenced the diplomatic relations, domestic politics, intellectual and cultural life, and overall world outlook of most Americans and Soviets alike. But now that period has come to an end, and we must deal with the legacy of the Cold War. For the National Archives, that legacy includes millions of classified records already in our custody and millions more that agencies will ultimately deliver to us.

Declassifying these records presents unique challenges that we have not faced before. Both the diplomatic establishment and the intelligence agencies grew in size and importance during the Cold War, and the high stakes with which they played contributed to a heightened desire for secrecy. Military technologies became ever more sophisticated, and the development of new weapons resulted in extraordinary security classifications. Newly created multi-national organizations brought with them the problem of handling classified information involving other governments. The complexity of Cold War decision-making in general, with its increased use of interagency communication and consultation, added layers of authority and interest. All of these factors pose difficulties when it comes to declassifying Cold War-era records.

The current declassification process is slow and cumbersome. In the absence of a specific, automatic declassification date, the National Archives must try to review classified records systematically while it responds to the requests of researchers to see particular records. Using guidance from the agencies that created the records, trained National Archives specialists and paraprofessionals review those materials that would seem to have the highest research interest—and that are most likely to be declassified.

Ideally, the National Archives would work its way systematically through the classified records. Unfortunately, that is

not possible. Since we cannot exceed the authority delegated to us by the agencies that originated the records or impose our own judgment, the kind of guidance we receive from the agencies is crucial. Some of the guidance that has been provided is so broad that we must refer records back to the appropriate agency—often, to multiple agencies—for a decision. Agencies also reserve authority in some or all areas, which means they must review any records in those areas. Only some records can be declassified in bulk; the remainder must be reviewed page by page by at least two trained reviewers. The mixture of declassified and classified information in some formats also can interfere with systematic declassification. Moreover, finding aids and indexes can themselves be classified, and typically they can be released only after all the classified information they relate to has been released.

Meanwhile, the National Archives receives from researchers numerous requests for mandatory review of certain security-classified materials that are not undergoing systematic review, as well as many additional requests under the Freedom of Information Act (FOIA). If the National Archives does not have declassification authority for these materials, we must photocopy every page requested and forward the copies to the agency or agencies of origin for a review and determination. Handling these requests, which are governed by very specific regulations and judicial decisions, often forces the National Archives to set aside its systematic declassification schedule. Limited resources, and the complex nature of the review process, makes declassification slow work, and even then it is not always successful.

The relaxation of Cold War tensions and our move to Archives II means that the National Archives will probably be accessioning many more millions of classified records than we had previously anticipated. Tens of millions of additional records will be added to the backlogs that the National Archives—and its researchers—are already experiencing, just as scholarly interest in the Cold War is increasing.

For all these reasons, I believe that the present declassification process is flawed

so badly that it cannot be repaired. Nor should it be. I support the introduction of a fixed declassification date, so that older materials can be more quickly released without the costly, page-by-page review that is now required. A reasonable fixed date would seem to be forty years: materials older than that would be automatically released; those less than forty years old would be reviewed for possible release, perhaps under more limited restrictions that now exist. If necessary, the United States could phase in an automatic declassification system, setting a date a few years hence when all materials more than fifty years old would be released and another date, somewhat later, when the automatic forty-year rule would take effect. Our goal ought to be to have a fifty-year rule in effect by 1998, the 50th anniversary of the Berlin Crisis that did so much to define the Cold War.

When the nations that were our adversaries are now our friends (or no longer exist at all), is there any justification for keeping secret the information about our relations with them four decades ago? If we in the United States do not act promptly, those countries may well release information about these topics before we in a free society do. Is there any reason to maintain the existing costly declassification process when the reasons for secrecy have for the most part vanished?

Only when Cold War records more than forty years old are automatically released for research use will we free ourselves from this burden that must no longer be carried. And only when we have access to these records will we as a society fully understand the national security history of the United States, how we influenced the Cold War, and how it affected us. The declassification system that is presently in operation is itself a relic of the Cold War. Just as we are thinking in new terms about the world in which we live, we must think differently about the records that date from the Cold War. The 103rd Congress and a new Administration are likely to come to grips with this issue, and the National Archives looks forward to the direction that their deliberations will provide us.

Directory of Archival Organizations in the United States and Canada



The Society of
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1993

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

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45. **Southeast Archives and Records Conference**

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49. **Association of Canadian Archivists**

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50. **Association des archivistes du Quebec**

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51. **Alberta Society of Archivists**

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53. **Association of
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54. **Council of Archives
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57. **Ontario Association
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58. **Archives Council
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59. **Saskatchewan
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A Message from the Vice President

by Edie Hedlin

Greetings from the Chilterns! In a highly unusual situation, I find myself simultaneously a resident of England and an officer in the Society. While this most certainly was unintended, the fates have conspired to offer me and you a new challenge. However, in today's era of fast and easy communications, the challenge is far from daunting.

First, a word about my location. I am living about 40 miles west of London in a picturesque area known variously as the Chilterns, Thamesway, or Oxfordshire. More precisely, however, I am in the tiny community of Tokers Green, which is close to the city of Reading. My husband's employer is to be blamed or credited for this turn of events, and we are here for a two-year stint.

During that time I have every intention of remaining in close contact with the SAA Executive Office, with other elected representatives, and with the membership. My methods are tried and true: fax machines, e-mail, postal service, telephone calls, and yes, personal visits. I assure you, they work. Not every method is operational (I'm still arranging for an e-mail account), but they soon will be. Fax service has placed me in almost daily contact with the Executive Office, for instance, and the mail does arrive. As for on-site appearances, I am returning to the states for two weeks in January, spending time in Washington and Chicago, attending Council meetings, and focusing on SAA appointments. I will return again in June, and will see you in New Orleans in September.

Which brings me to the real topic at hand. During the coming months, I will be making appointments to a wide range of committees, task forces, and boards. To do this well, I need to hear from you. Where would you like to serve? What assignments would you welcome? Whom would you recommend for appointment? Those currently serving as chairs of an SAA body can expect to hear from me. Others who wish to contribute their thoughts or their names to the appointment process should most definitely contact me. I cannot promise to meet every expectation, but I can promise to consider seriously all ideas or offers of service that are presented to me. I am happy to say that I've received some letters from volunteers already. More, many more, are welcome.

Additionally, I wish to emphasize that President Anne Kenney's initiative of assigning interns to committees will continue. Her desire is to encourage newer members to become active and at the same time broaden the range of participants in the affairs of the Society. Please see the next page for more information on the internship program. If you have been a member for less than five years and would like to support the work of a committee or task force, this may be the program for you.

You will find a brief description of selected committees and three boards beginning on this page. In addition, there are several "representative" positions to joint committees, such as the AHA/OAH/SAA Committee, the ALA/SAA Committee, and the ARMA/SAA Committee. These appointments, and most others, require individuals with experience in the matters of concern to the group. However, the only way we can find the best people to

appoint is to have the broadest possible base from which to choose. If you don't help us by contributing to this base, both you and the Society may miss an opportunity.

Assuming that I have sparked an interest in regular or internship appointments, the final issue is one of communication. How does one get in touch with me? Your options are multiple. My mailing address, as listed in the 1992-93 Leadership List in the November *SAA Newsletter*, is: FBIS/American Embassy, PSC 801 Box 57, FPO AE 09498-4057. Letters mailed to this address require U.S. postage. If you use international postage, then my home address is appropriate: "Badgers," Rokeby Drive, Tokers Green, OXON RG4 9EN, England. A statement of your areas of interest along with a resume or some evidence of relevant experience would be welcome. Those wishing to call can reach me at: 44 734 722343. My fax number is: 44 734 724662

You may also send letters to me via the SAA office in Chicago or call the office for my (soon-to-be) e-mail identifier. I hope to be hearing from you.

Intern with SAA

Students and newcomers to the Society have an opportunity to serve as interns to selected SAA committees, task forces, and boards, as listed below. The internship program, initiated by President Anne Kenney and formally adopted by Council last summer, is aimed at encouraging newer members of the profession to become informed and involved in the affairs of the Society. SAA members are eligible to serve as interns if they have been members of SAA for less than five years. The Vice President/President Elect appoints, as appropriate, an intern in consultation with the chair of a prospective group. Interns serve as non-voting members for a term of one year. They are expected to attend the SAA annual meeting and assist in the work of the group throughout the year.

For an application form, contact the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140. Upon submission of the form, applicants will be contacted by SAA Vice President Edie Hedlin.

BOARDS

Editorial Board develops goals and monitors the direction of the Society's publications activities, both serial and occasional.

Education Office Advisory Board works with the SAA staff in establishing directions for the Society's continuing education program and monitoring the effectiveness of offerings in light of professional needs.

Standards Board oversees the process of developing, reviewing, and implementing standards pertinent to archival practice and to the archival profession, and for providing for effective interaction with other standards-developing organizations whose work affects archival practice.

STANDING COMMITTEES

Committee on Archival Information Exchange (CAIE) is responsible for developing and promoting standards for the exchange of information among archival repositories about their holdings and programs.

Committee on Automated Records and Techniques (CART) is responsible for monitoring developments in the administration of automated records and the use of automated techniques in archives, and for increasing awareness among SAA members of the impact of automation on archives.

Awards Committee, through its subcommittees for each award, evaluates nominees and selects winners for each award, conducts the awards ceremony held each year during the Society's annual meeting, and develops criteria and guidelines for awards.

Committee on Education and Professional Development (CEPD) assesses the educational needs of the profession and prepares and promotes standards for archival education programs, those based in graduate schools as well as continuing education workshops, seminars, and institutes.

Committee on Goals and Priorities (CGAP) proposes and analyzes goals and objectives for the archival profession and for the Society of American Archivists, and suggests strategies and activities to accomplish these goals.

Host Committee assists the SAA staff with local arrangements for the Society's annual meeting.

Committee on Institutional Evaluation and Development (CIED) promotes standards for archival programs and the development of tools for assessing and evaluating archival and manuscript repositories in order to improve the management of archival and professional services.

Committee on International Archival Affairs promotes contacts and communication between American Archivists and professional colleagues worldwide, encouraging participation in international archival activities and monitoring issues of international concern on behalf of the Society.

Committee on Legal and Legislative Issues monitors and informs SAA leaders and members about legal and legislative activity having archival implications.

Membership Committee assists the SAA staff and Council in increasing the numbers of individual and institutional members and ensuring the retention of these members through the offering of services that meet their needs.

Program Committee develops and implements program sessions for the Society's annual meeting.

Committee on Public Information assists the SAA staff and Council in its public relations functions including promoting media coverage of the archival profession and its activities and identifying activities to raise the public perception of archives.

Committee on Regional Archival Activity services as liaison between SAA and the various, local, state, provincial, and regional archival organization and works with these organizations in order to improve archival cooperation.

Committee on the Status of Women monitors the status of women in the archival profession, and promotes the participation of women in all phases of SAA's activities and the profession as a whole.

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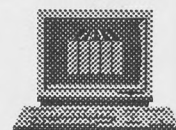
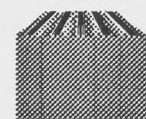
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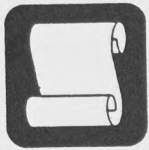
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Education Notes

by Jane Kenamore

Spring Workshop Update

The following workshops have been scheduled since the last issue of the *SAA Newsletter*:

Selling Your Program: Public Relations for Archivists

March 11 / New Bern, North Carolina

INSTRUCTOR: Julie P. Bressor, Shelburne Farms, Vermont

Co-sponsored by the Society of North Carolina Archivists.

In these days of diminishing resources, archivists cannot afford to let their services go unnoticed. This workshop will present ways to use public relations effectively and increase visibility and recognition for archives programs. Using advance readings, lecture, discussion, case studies, and exercises, the instructor will

- define the role of a public relations program in the marketplace and in an organization or office;
- present current trends in communication and marketing strategies; describe how to develop a "PR" attitude that will enable the archivist to make PR opportunities out of day-to-day activities;
- present a plan for establishing a public relations program that will fit the mission, goals, and resources;
- give ways to neutralize bad news.

Security in Archives and Manuscript Repositories

April 29 / Boise, Idaho

INSTRUCTORS: Richard Strassberg/Mary Bowling

Co-sponsored by the Council of Inter-Mountain Archivists and Northwest Archivists

News of archival thefts are no longer restricted to professional literature. Problems have become so widespread that stories appear all too frequently in the news media. This one-day course will examine the big business of archival theft:

- What is stolen?
- Who steals?
- What is the psychology of theft?
- How can archivists fight back?

The instructors will present ways to avoid theft or loss through security policies and procedures that cover staff and researchers, storage and reading room design, techniques of processing, collection management, and secure exhibition policies.

OTHER WORKSHOPS to be offered in the spring are listed below. Detailed descriptions of these workshops appeared in the November *SAA Newsletter*. For more information, contact Jane Kenamore in the SAA Education Office at (312) 922-0140.

Understanding the USMARC Format for Archival and Manuscripts Control

February 11-12 / New Orleans, Louisiana

From Photos to User Fees: Managing Photographic Reproduction Services

February 27 / Tempe, Arizona

Donor Relations

March 31 / St. Augustine, Florida - with the spring meeting of the Society of Florida Archivists.

April 30 / Boston, Massachusetts - with the spring meeting of New England Archivists.

Architectural Records: Identification, Preservation, and Access

April 15 / Atlanta, Georgia - with the spring meeting of the Society of Georgia Archivists.

Advanced Appraisal

April 28-29 / San Jose, California - with the spring meeting of the Society of California Archivists.

Archives, Personal Papers, and Manuscripts

May 12-13 / Chicago, Illinois - with the spring meeting of the Midwest Archives Conference.

Museum Archives: An Introduction

May 14-15 / Fort Worth, Texas - in conjunction with the annual meeting of the American Association of Museums.

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.

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SAA Participates in NAFEO Project

The National Association for Equal Opportunity in Higher Education (NAFEO) has received funding from the National Endowment for the Humanities for a project designed to increase access to primary source materials located in Historically Black Colleges and Universities (HBCUs). The project will feature a four-day conference on March 31-April 3, 1993 (repeated in spring 1994), to introduce representatives from twenty HBCUs to archival theory and practice. Each participating college or university will send a librarian and an historian to the meeting, that will feature the SAA workshop *Archives: An Introduction*. The conference will also include a panel of archivists from HBCUs with established archives programs and a discussion of funding sources.

Instructors for the SAA workshop will be Brenda Banks of the Georgia Department of Archives and History and Donald West of the Avery Research Center for African American History and Culture. Banks and West will also serve as follow-up consultants to a selected group of participants.

SAA Education Survey

A total of ninety members returned the preliminary Education Survey distributed at the SAA Annual Meeting in Montreal. Respondents reported that they would like to see new workshops developed or expanded in several topics, including the following: legal issues, appraisal, electronic records, disaster planning and recovery, automating archival functions, exhibits and public programming, and strategic planning. Forty-five percent reported that they would consider participating in some form of distance education, while thirty-seven percent reported that they would not.

A more extensive survey will go out to the entire membership with the 1993 ballot. For a copy of the complete

results of the preliminary Education Survey, please contact the SAA Education Office.

1993 Program Committee Meets in Chicago

The 1993 Program Committee for the SAA Annual Meeting in New Orleans, met in Chicago on November 13-16. Prior to the meeting, Committee members reviewed and rated 160 session proposals. Beginning on Friday, November 13, and continuing through the following Monday morning the committee discussed over 120 proposals and selected a final program of 87 sessions. In keeping with SAA policy, the program sessions represent a full range of subject matter, and the scheduled speakers reflect the overall composition of the membership in terms of gender, geography, and ethnic representation.

In response to SAA President Anne Kenney's Latin American initiative, the Committee selected five proposals that reflect research or professional issues involving that area of the world. Scheduled session topics include the Colonial records in North America, the sugar industry, Spanish Colonial Revival architecture and landscape design, the archival profession in Mexico, and archival issues in the Western hemisphere featuring a panel of national archivists.

The Program Committee also selected several sessions in the seminar/roundtable format for the 1993 meeting. These limited enrollment sessions are not designed to provide ready answers for the inexperienced, but to provide a forum for experienced archivists to discuss professional issues, such as subject access and indexing in archives, authority control, processing backlogs, and description of visual materials. It is hoped that the discussions will reach some conclusions and stimulate ideas for formal papers to be presented at the 1994 Annual Meeting.



Preservation

by Evelyn Frangakis and Danielle Feuillan

The Preservation Management Training Program initiated the first of three workshops in the Northeastern Series in New Brunswick, New Jersey, November 7-12. Twelve archivists from the northeast region of the United States, one from Canada and one from Greece were selected to participate in this series. Workshop A instructors, Diana Alper of the National Archives and Evelyn Frangakis, director of the program, presented a dynamic curriculum that included preservation planning, the nature of paper, collection survey methodology techniques, environmental control, and disaster preparedness and recovery. Three guest lecturers also assisted in the series. Gary Albright of the Northeast Document Conservation Center spoke on the nature of photographic materials; Alan Lewis of the National Archives addressed audiovisual preservation issues; and electronic media discussions were led by Fynette Eaton of the National Archives.

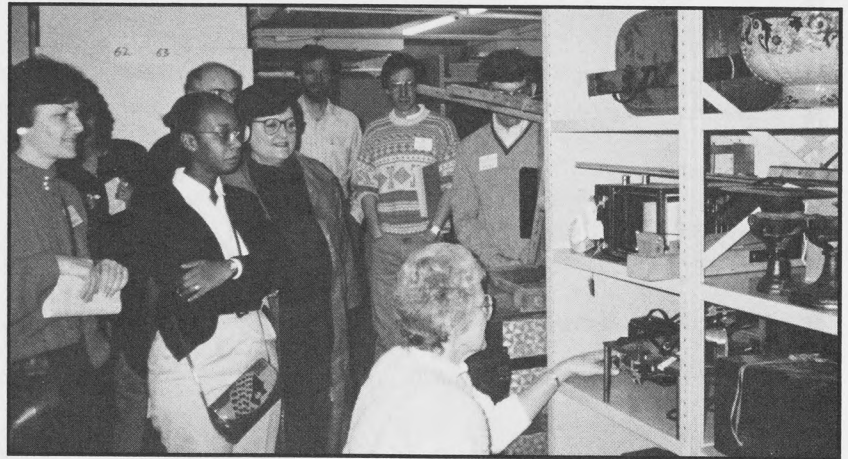
This workshop is the beginning of a year-long training process designed to provide participants with the knowledge and skills to build comprehensive preservation programs at their own institutions. In the interim periods between each of three workshops, participants will undertake assignments related to establishing policies and integrating preservation into their overall archival programs. Workshops B and C in the Northeastern Series will meet in March and August, respectively.

The Training Program utilizes a variety of teaching methods and techniques, such as break-out groups, role-playing exercises, case studies, lecture/discussion, audiovisuals, as well as various hands-on techniques. One such hands-on experience was a site visit to the Rutgers University Department of Special Collections and Archives. Participants had the opportunity to survey the archives from a preservation perspective. This valuable training exercise subsequently will be applied at participants' own institutions as part of an interim workshop assignment.

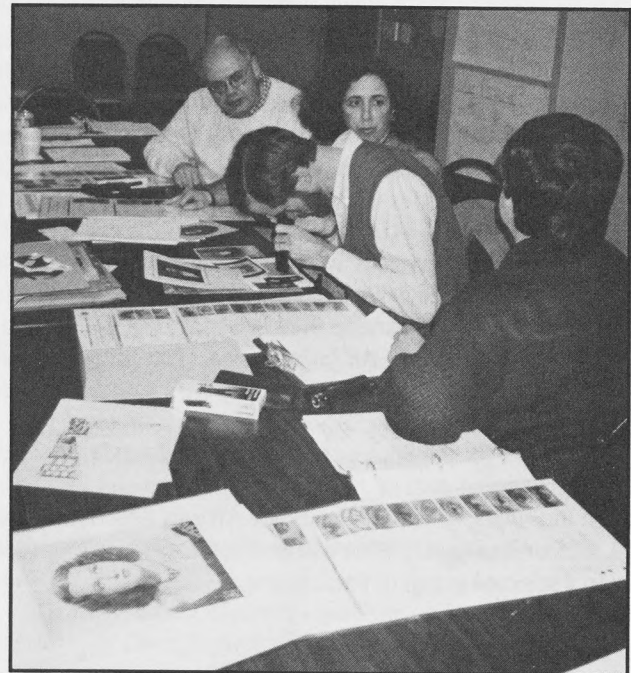
Participants had a chance to get their hands wet (literally!) when a range of materials from paper, photographs, and audio-visuals to electronic media were submerged in water and then dried in a disaster recovery exercise. The disaster preparedness and recovery exercises are also being applied during the interim between workshops.

On the social side, Susan Swartzburg, on behalf the MARAC-New Jersey Caucus, hosted a pot-luck supper at her apartment where participants met with Caucus members and individuals from the area interested in archives and preservation.

Workshop A in the Midwestern Series begins this month in Chicago and will build on the success of the Northeastern Series.



Top: Diana Hevener, Vanessa Simmons, Diana Maull, Bob Chase, Steve Grimes, and Karma Beal (kneeling) examine historic environmental recording equipment at Rutgers University. *Bottom:* Ed Wirth, Nancy Marelli, Bob Chase, and Diana Maull participate in a photo identification exercise.



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

Western Series: July 1, 1993

Southeastern Series: October 1, 1993

For more program information, please contact the SAA Preservation Office at (312) 922-0140.

Standards Activity Report

by Linda Matthews

As of December 3, 1992

SAA Standards Development Projects

SAA Committee on Institutional Evaluation (CIED)

● *SAA Principles of Institutional Evaluation*

Published in the July 1992 *SAA Newsletter* for review and comment. Committee reviewed all comments at its meeting on 9/21/92 and prepared a revised draft which will be submitted to the Standards Board.

For additional information contact Mary Bowling, Chair, CIED, New York Public Library, 5th Ave. and 42nd St., Room #324, New York, New York 10018.

SAA Committee on Education and Professional Development (CEPD)

● *Guidelines for Master's degree in Archival Studies*

Committee will discuss a draft at its mid-year meeting in late February. Draft will be submitted to Standards Board for coordination of review and comment process.

For additional information contact CEPD Chair Frank Boles, Clarke Historical Library, Central Michigan University, Mt. Pleasant, Michigan 48859.

Received by SAA from Other Organizations

International Council on Archives (ICA)

● *ICA Statement of Principles Regarding Archival Description*, 1st version, revision

● *ISAD(G): General International Standard Archival Description*
Received from the International Council on Archives, Ad Hoc Commission on Descriptive Standards for review and comment.

Activity since report in September 1992 *SAA Newsletter*: CAIE prepared response for SAA at its meeting on 9/14/92 and submitted to SAA Council for discussion at its meeting this month.

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

For additional information contact CAIE Chair Sharon Thibodeau, National Archives and Records Administration, Washington, D.C. 20408.

National Information Standards Organization (NISO)

Received by SAA's voting representative (Chris Ward) and alternate (Vicki Walch through December 1992, Lynn Bellardo beginning January 1993) who circulate proposed NISO standards to appropriate subgroups and individuals within SAA.

Recent votes/comments on NISO standards:

● *ANSI Z39.5 Abbreviation of Titles of Publications* Balloting closed 11/3/92. SAA voted yes.

● *ANSI Z39.62 Eye-Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm on Open Reels*

Balloting closed 8/17/92. SAA voted yes with comments.

Does your group have a standard under development or is it considering starting such a project? To obtain further information on how to make it an official SAA standards development project, contact Linda Matthews, Special Collections, Woodruff Library, Emory University, Atlanta, Georgia 30322-2870.

● *ANSI Z39.70 Format for Circulation Transactions*

Circulated for comment 5/15-8/17. SAA did not comment.

NISO standards currently circulating for review (date balloting closes for each is in parentheses):

● *ANSI Z39.7 Library Statistics* (1/15/93)

● *ANSI Z39.19 Construction, Format, and Management of Monolingual Thesauri* (1/15/93)

For additional information contact SAA's NISO Representative Christine Ward, NY State Archives, Cultural Education Center, Albany, NY 12230.

NOTE: Beginning early this year, NISO will have a listserve on INTERNET through which information will be circulated about standards under development or being balloted. More information will be provided at a later date.

ALA/SAA Joint Committee on Archives and Library Relationships

● *ALA/SAA Joint Statement on Access*

Received from the ALA/SAA Joint Committee for SAA approval.

Activity since last report in September 1992 *SAA Newsletter*: ALA/SAA Joint Committee has prepared a revised draft based on comments received. Draft will be discussed at the committee meeting on January 23, 1993, at the ALA mid-winter conference in Denver. Draft, if approved, will be returned to Standards Board with documentation of comment and revisions.

For additional information contact Tom Hickerson, SAA chair, ALA/SAA Joint Committee, Special Collections, Cornell University, 2B Kroch Library, Ithaca, NY 14853-5301.

ALA/ACRL Rare Books and Manuscripts Section

● *RBMS Guidelines Regarding Thefts in Libraries*

● *RBMS Guidelines for Borrowing Special Collections Materials for Exhibition*

● *ACRL Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections*

Received from RBMS for consideration for SAA endorsement.

Activity since last report in September 1992 *SAA Newsletter*: Standards Board reviewed documentation from review and comment period. Will submit recommendation for SAA endorsement to Council at January 1993 Council meeting.

All three statements have been published in *C&RL News* (March 1988, May 1990, and March 1990).

1993 CALENDAR

March 18

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.

May 6-8

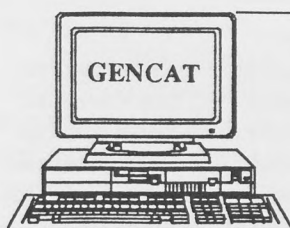
Mid-Atlantic Regional Archives Conference (MARAC) spring meeting in Long Branch, New Jersey, at the Ocean Place Hilton. Theme: Celebrating Archival Diversity. Contact Elsaly Palmisano-Drucker, Local Arrangements chair, at (908) 222-5993 or George Tselos, Publicity Committee, at (201) 736-0550.

May 20-22

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

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.



Thinking of automating?

GENCAT Relational Cataloging Software, developed by Eloquent Systems Inc. for PCs and Local Area Networks, offers archivists and records managers: 1. **User-defined screens** for both data entry and research; 2. **Synonyms** to prevent incomplete searches by cross-referencing similar names and terms; 3. **Authority Files** for user-authorized names and terms to maintain consistent data entry; 4. **Hierarchy Structures** for classifying your data into any number of levels: primary, secondary, tertiary, etc.; 5. **Custom-built Import/Export Utilities** to exchange data with most other systems. For free demonstration materials, please call toll-free today:

1-800-663-8172
(8:30am-5:30pm PST)
Fax: (604) 980-9537.

GENCAT
Relational Cataloging Software

June 1-5

"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.

July 3-8

"Russian Archives, Today and Tomorrow," Moscow-St. Petersburg, Russia. Seminar to view formerly top-secret documents of the Communist Party. For more information, contact Independent University, 3001 Veazey Terrace, N.W., Washington, D.C. 20008, (202) 362-7855.

Mismanagement at NARA

continued from page 4

ment council to deal **with** agency priorities, problems, and policy decisions and expressed the desire to reestablish, by February 15, the National Archives Advisory Council. Support for an expanded strategic planning process was also a part of the "Action Plan." The planning process will "include full management participation, active consultation with National Archives constituents, and the use of professionally recognized planning experts." The goal of this process, Wilson stated, "is to have a model strategic plan for NARA, integrated with both budget and personnel planning and allocation, by February 15, 1993."

Some in the historical and archival professions have expressed for the last several years disappointment that the Archivist, Don Wilson, has not provided needed leadership and has often isolated himself and the agency from users, the Congress, and other agencies. There is considerable discussion within the constituent communities as to whether the proposed "Action Plan" offers too little, too late. In 1989 the NCC member organizations sent to the National Archives a report, "Developing A Premier National Organization: A Report From the User Community to the National Archives," that contained a number of substantive recommendations and received little attention from the Archivist. However, a number of the key NCC recommendations are now, three years later and with prodding from the Senate oversight committee, a part of the "Action Plan."

While there is a desire for stronger leadership, even some of Wilson's critics have voiced concern that the Senate report and the pressure for changes, coming at the time of a Presidential transition, might lead to the politicization of the position of U.S. Archivist.

INSTITUTES AND AWARDS

Travel Awards from The American Heritage Center

The American Heritage Center at the University of Wyoming is offering travel grants for scholars during 1993. Grants up to \$500 each provide support for travel, food, and lodging to carry out research using the American Heritage Center's collections. Subject areas include: Wyoming, the American West, transportation, conservation, water resources, contemporary United States, and the performing arts. Application deadline: March 15, 1993.

For Further Information Contact: Dr. Michael Devine, Director, American Heritage Center, (307) 766-4114.

Museum Archives Institute

The 6th Annual New England Museum Association and Old Sturbridge Village Museum Archives Institute will be held at Old Sturbridge Village, Sturbridge, Mass., April 16-17, and will include both introductory and special topic programs. The introductory program is designed for the beginner who works in a museum or historical society, and will offer a variety of comprehensive and in-depth session focused on basic archival theories and practices. Two programs, "arrangement & description" and "records management & appraisal" will be offered concurrently. Participants may choose to attend either of these sessions.

Experienced archivists may also select the alternate special topic program, a comprehensive study of the legal and ethical issues affecting archival programs.

Participants in either program qualify for 1.2 C.E.U. credits. Contact Penny Holewa, Archivist, Research Library, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, Massachusetts 01566, (508) 347-3362.

Georgia Archives Institute

The 27th Annual Georgia Archives Institute, "An Introduction to Archival Administration," will be held June 14-25 in Atlanta, Georgia. See ad in next column for more information.

NHPRC Fellowships in Archival Administration

The National Historical Publications and Records Commission is now accepting applications from individuals for two Fellowships in Archival Administration. See ad on page 27 for more information.

Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program. Awards are normally from \$500 to \$1,000 to defray the cost of travel and lodging. The Center's holdings are comprised of the papers of 51 members of Congress, most of whom served in the twentieth century. The collections are particularly strong in those subjects of special interest to Oklahoma, but a variety of national issues are also well represented.

To obtain more information or to apply please contact: Archivist, Carl Albert Center, 630 Parrington Oval, University of Oklahoma, Norman, Oklahoma 73019.

GA GA GA GA GA GA GA GA GA GA 27TH ANNUAL GEORGIA ARCHIVES INSTITUTE AN INTRODUCTION TO ARCHIVAL ADMINISTRATION

JUNE 14 - 25, 1993

ATLANTA, GEORGIA

Tuition is \$400. Enrollment is limited and the deadline for receipt of application and resume is April 1, 1993. For more information and application, write:

Dr. Donald E. Oehlerts
School of Library and Information Studies
Clark Atlanta University
Atlanta, Georgia 30314

404-352-0778
404-880-8702

Sponsored by

Clark Atlanta University
School of Library and Information Studies
Georgia Department of Archives and History
Jimmy Carter Library
The University Center in Georgia

WANTED

Info on U.S. Women's Track/Field Events

The first history book on women's track and field in the United States is in progress. Since tidbits of information about early (1880-1950) women athletes and track competitions are scattered throughout the country, any material you may have in your library would be appreciated. Please send the information to Louise Mead Tricard, 443 Carmine Drive, Cocoa Beach, Florida 32931.

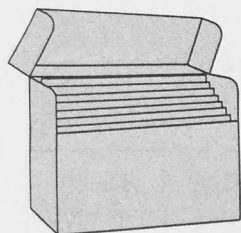
AVAILABLE

Complete Set of the American Archivist Journals

Retired CA and CRM is disposing of his professional collection including a complete set of the *American Archivist*. Send your "wish list" and/or indicate your interest in obtaining the set of journals to Bruce C. Harding, ME 1105 Myrtle, Pullman, Washington 99163-3801, (509) 332-7749.

Antique Archivists Cabinet

Available for sale: antique archivists cabinet with oak, raised panel sides, 14 drawers, plus storage compartment with door. 34"W, 35"D, 60"H. Best offer. Please call Donald Lefcowitz, (716) 633-1066, evenings.



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

*Clemson University
Clemson, South Carolina*

Entry level position. Under the direction of the Head of Special Collections, the archivist will be responsible for the arrangement and description of manuscript collections that include personal papers and records of businesses and organizations. Duties include preliminary conservation, the physical organization of collections, and the creation of finding aids including the preparation of AMC workforms. Additional duties include supervision of staff, and service in the unit's reference room. **Required:** ALA-accredited MLS. **Highly desirable:** Training in archival management, an advanced degree in history, experience with processing and describing large collections, ability to work as a member of a team, skill in communication. **Available:** April 1, 1993.

Salary: \$23,000 minimum; 12-month faculty appointment, SC retirement system or optional TIAA/CREF or VALIC, medical and dental insurance, 18 days of vacation and holidays. Send letter of application with resume and three letters of reference to: Michael Kohl, Chair, Archivist Search Committee, Strom Thurmond Institute Building, Box 343001, Clemson, SC 29634-3001. Review of application files will begin on February 8, 1993.

SPECIAL COLLECTIONS CATALOGING SUPERVISOR and SPECIAL COLLECTIONS CATALOGER

*University of Colorado at Boulder
Boulder, Colorado*

The University of Colorado at Boulder Libraries invites applications for Special Collections Cataloging Supervisor and Special Collections Cataloger. The Special Collections and Western History/Archives departments have approximately 60,000 volumes and 1200 manuscript collections, emphasizing the book arts, American and English literature, mountaineering, twentieth-century photography, labor, the environment, peace, politics, human rights, and the University Archives. These positions catalog materials in a variety of formats, languages, subject, and levels of difficulty, using OCLC and MARC formats, AACR 2, LC classification, LCSH, and rare materials cataloging standards.

These are twelve-month, tenure-track faculty positions with significant contributions to librarianship expected through scholarly and service activities and in keeping with the tenure standards of the University. Benefits include TIAA/CREF; liberal annual and sick leave; and support for scholarly/professional activities. Special Collections Cataloging Supervisor reports to the Head of Special Collections.

Required: A master's degree from an ALA-accredited program; potential for scholarly and professional achievement; five years successful professional cataloging experience with special collections, rare books, and archives in an academic or research library; direct knowledge and experience with online network MARC format applications, the AACR 2, and LC classification and LCSH; and successful supervisory experience. **Preferred:** Evidence of scholarly and professional achievement; additional experience in special collections, rare books, and archives cataloging; reading knowledge of Latin and/or languages other than English; knowledge of the history of the book; an additional advanced degree. The salary, from \$33,000 to \$36,000, will be commensurate with qualifications and experience. Preference will be given to candidates at the associate professor rank, but candidates at all levels will be considered. Special Collections Cataloger reports to the Special Collections Cataloging supervisor.

Required: A master's degree from an ALA accredited program; two years successful professional experience with special collections, rare books or archival cataloging; potential for scholarly and professional achievement. **Preferred:** Evidence of scholarly and professional achievement; additional professional experience with archives; direct knowledge and experience with online network MARC format applications; and reading knowledge of languages other than English; an additional advanced degree. The salary, from \$27,000 to \$29,000, will be commensurate with qualifications and experience. Preference will be given to candidates at the assistant professor rank, but candidates at all levels will be considered. Apply by February 15, 1993 to: Joan S. McConkey, Associate Director for Administrative Services, University of Colorado at Boulder Libraries, Boulder, CO 80309-0184.

Applications should include a statement of qualifications, a current resume, and the names, titles, addresses, and telephone numbers of three references. The University of Colorado at Boulder has a strong institutional commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including women, members of ethnic minorities, and disabled individuals.

PRESERVATION LIBRARIAN

*Yale University Library
New Haven, Connecticut*

Responsibilities: Assists the Head, Preservation Department in managing work of the department and in planning and developing new campus-wide preservation initiatives. In his absence, may serve as department head. Coordinates the review of deteriorated materials. Manages the microfilming laboratory. Carries out preservation education activities. **Qualifications:** MLS from an ALA-accredited library school. Two or more years of professional experience in a preservation program, or the equivalent training with some field experience. Knowledge of microforms and preservation microfilming. Demonstrated ability to plan projects, write reports, and communicate effectively. Supervisory experience preferred. Experience in managing a microfilm laboratory preferred. Familiarity with the care and handling of archives, photographs, film or other non-book materials desired. **Salary:** \$32,700. **Rank:** Librarian II minimum. Benefits include 22 days vacation; 17 holiday, recess and personal days; retirement; health care; and some relocation assistance. To be assured of consideration, please send a letter of application, resume, and the names of three references by March 1, 1993 to: Diane Y. Turner, Director, Library Personnel Services, Yale University Library, Box 1603A Yale Station, New Haven, Connecticut 06520. An EEO, AA employer.

SUPERVISORY ARCHIVIST GS-12

*National Archives and Records Administration, Federal Records Center
Laguna Niguel, California*

Responsibilities: As Chief, Appraisal and Disposition Branch, plans and coordinates operations for the accession, analysis, series identification, and proper description of all records received by the Center. Administers Center's disposition program. Supervises a staff of subordinate employ-

ees. **Qualifications:** 18 semester hours in American history, political science or government, plus 12 semester hours in history, economics, American civilization, political science or public administration and additional education or experience equal to a B.A. degree. Must have progressively professional archival experience, of which at least one year is equivalent to the GS-11 grade level in Federal sector. **Salary:** \$43,522. **To apply:** Send SF-171, Application for Federal Employment (not resumes) and transcripts (or OPM form 1170/17) to NARA, Attn: NAP/DEU, 7th and Pennsylvania Avenue, NW, Washington, D.C. 20408. Cite announcement number DEU 93-3. Completed applications must be received or postmarked by February 19, 1993. Call TDD (202) 501-6100 or (800) 827-4898 for information/forms.

ASSOCIATE CURATOR LIBRARY SPECIAL COLLECTIONS

*Colonial Williamsburg Foundation
Williamsburg, Virginia*

Duties: Manages processing and collection maintenance for manuscript collections in the following formats: original, photocopy, transcript, and microform. Processing includes original cataloging into OCLC database via MARC AMC and the use of LCSH. Collections: 17th to 20th century. Performs reference duty for special collections and general library.

Qualifications: Requires graduate degree in humanities, preferably American History or a Library Science degree from an ALA accredited school; candidate must have at least 1 to 3 years demonstrated experience using the MARC AMC format. Some supervisory, library automation, and work experience in special collections also required. **Salary range:** \$26,000 - 39,000. Send Colonial Williamsburg application and resume by 1/31/93 to: Joanne Bryant, Employment Analyst, The Colonial Williamsburg Foundation, P.O. Box 1776, Williamsburg, Virginia 23187-1776. Call (804) 220-7660 for application. EEO/AA.

INFORMATION POLICY/ARCHIVES AND INFORMATION MANAGEMENT

*University of Maryland
College Park, Maryland*

Tenure-track faculty position in one or both of these areas. Within these areas a background and interest in computer-enhanced intellectual work and/or medical informatics/health sciences information

would fit well in the College's enhancement plan. We are seeking candidates who can join us in bringing new approaches into the field and melding them into the existing knowledge base to solve problems in a wide spectrum of information and education environments. A doctorate in a relevant field is required. The University of Maryland, College Park, is located in the Washington, D.C., metropolitan area and 30 miles from Baltimore. Opportunities exist for working collaboratively with related units on campus, such as University of Maryland Institute for Advanced Computer Studies (UMIACS) and the School of Public Affairs, and with government agencies, such as the National Library of Medicine and Archives II, the adjunct facility of the National Archives, located adjacent to the College Park campus. **Rank and Salary:** Dependent upon qualifications and experience. 9 1/2 month appointment with the opportunity for summer teaching. **Appointment Date:** Fall 1993. Applications will be accepted until February 15, 1993, or until appropriate candidates have been identified. Inquiries and applications should be sent to: Chair, Faculty Search Committee, College of Library and Information Services, University of Maryland, College Park, Maryland 20742-4345, (301) 405-2033. The University of Maryland is an affirmative action and equal opportunity employer.

ARCHIVIST

*Carnegie Mellon University
Pittsburgh, Pennsylvania*

The University Libraries seek an Archivist to join the staff of a rapidly growing archival program. The Archivist will be responsible for establishing an archive for the papers of the late Senator H. John Heinz III and will include arranging and describing collections; creating inventories and other finding aids using microcomputer-based systems; providing reference services; creating USMARC/AMC records in OCLC; researching and/or installing exhibits; and supervising support staff in each of these activities. The Archivist may be involved in projects to microfilm collections and to investigate alternatives for archiving electronic datafiles. The Archivist reports to the University Archivist and is a member of the professional staff of the Carnegie Mellon University Libraries. **Qualifications:** A master's degree in a relevant field, graduate archival training or professional experience, and good communication skills are

Professional Opportunities

required. Experience with microcomputing and OCLC is preferred. **Salary:** From \$23,500, depending upon qualifications and experience. University flexible benefits plan. **To apply:** Send letter of application, resume, and the names of three references to: Head, Administrative Services, 4825 Frew Street, Pittsburgh, Pennsylvania 15213-3890. Applications received by February 15, 1993, will be given first consideration. Minorities and women are particularly encouraged to apply. Carnegie Mellon is an AA/EEO employer.

UNIVERSITY ARCHIVIST

(Anticipated Opening)

University of North Carolina at Charlotte

Responsibilities: Directs the daily operation of the University Archives and Records Management Program. Primary duties are developing retention schedules, appraising and processing archival materials, training office staff in good records management practices, and reference service. Reports to Head of Special Collections Unit. **Qualifications:** Bachelor's degree and one year experience in archival records or records management, or equivalent combination of education and experience required; master's in history, library science, or archival administration preferred. **Also required:** Ability to handle diverse responsibilities, set priorities, and establish and maintain effective working relationships with agency personnel. **Preferred:** 3 or more years related experience; experience in applying computer technology; experience in supervision; strong interpersonal skills. **Salary:** Commensurate with qualifications and experience. **Application:** For full consideration send letter of interest and resume (including names, addresses and phone numbers of at least 3 professional references) to Carole Runnion, Administrative Services Librarian, Atkins Library, The University of North Carolina at Charlotte, N.C. 28223. The review of applications will begin January 31, 1993, and continue until the position is filled. AA/EEO.

MUSEUM ARCHIVIST

*The Oshkosh Public Museum
Oshkosh, Wisconsin*

The Oshkosh Public Museum, an accredited regional Museum serving East Central Wisconsin, is seeking a half-time archivist to manage its collection of materials relating to local history. **Qualifications:** Minimum requirement of bachelor's degree in archives administration, U.S. history or

library science, and three years professional experience. Submit cover letter and resume to: Director, Oshkosh Public Museum, 1331 Algoma Boulevard, Oshkosh, Wisconsin 54901. **Deadline:** January 15, 1993.

DEPUTY DIRECTOR FOR COLLECTIONS AND RESEARCH

*The Country Music Foundation
Nashville, Tennessee*

The Country Music Foundation invites applications for the position of Deputy Director for Collections and Research. The Country Music Foundation is an accredited institutional member of the American Association of Museums (AAM), and operates the Country Music Hall of Fame and Museum, the CMF Library and Media Center, two historic sites, and offers a wide variety of publications and educational programs. **Responsibilities:** Supervising staff of seven museum and library professionals; implementing collecting policies; acquiring collections; developing and providing outreach services to music industry, regional, and national audiences. **Qualifications:** Graduate training in library science, ethnomusicology, folklore, history, or other appropriate professional or academic field; five or more years of professional experience, including supervisory responsibility; mastery of automated techniques of museum and library organization, preservation, and access to collections; skills in imaginative promotion of collections; successful record of fund raising and grant writing; expertise in the popular and folk music traditions of the southern United States. **Salary:** Range is \$35,000 to \$42,000, dependent upon qualifications, plus excellent benefits package. **Deadline:** February 1, 1993. Send resume with a statement of interest and three references to Jane Messmore, Country Music Foundation, 4 Music Square East, Nashville, Tennessee 37203, (615) 256-1639.

MANUSCRIPTS LIBRARIAN

*Washington State Universities Libraries
Pullman, Washington*

Currently open. **Responsibilities:** Under the direction of the Head of Manuscripts, Archives, and Special Collections, is responsible for the appraisal, accessioning, arrangement, description, processing, cataloging, and conservation of manuscripts and aural materials. Assists the head of the unit with the development of the collections and in fund raising to support the Collections. Participates generally in unit

reference services and provides specialized reference service for manuscripts, archives, and aural materials. Responsibilities also include curating exhibits, editing and producing informative, effective guides to the collections, and enhancing awareness and significance of the collections. Participates in the development and implementation of unit policies and procedures. Librarians are appointed as member of the Washington State University Faculty and are expected to participate actively in the University's instructional, research, and service programs. All privileges, obligations, and research responsibilities of faculty are inherent in such membership. Librarians are ranked in grades 2, 3, and 4, equivalent to the academic ranks of Assistant Professor, Associate Professor, and Professor. Librarians are expected to take part in the selection, organization and preservation of library collections, and to contribute to the retrieval and interpretation of all library resources. They are also expected to help establish and maintain effective working relationships with University departments, faculty, students and other library users. A progressive records of professional/scholarly achievement is expected of all librarians. **Required:** ALA accredited MLS or foreign equivalent. Successful professional curatorial and/or processing experience. Excellent written and oral communication skills. Ability to work in concert with colleagues in and out of the unit. **Preferred:** Subject masters/advanced degree (in addition to MLS); USMARC AMC experience; knowledge of methods of historical research; knowledge of foreign language(s); supervisory experience; experience with oral history/sound recording collections. **Salary:** From \$23,000; commensurate with qualifications and experience. **Rank:** Librarian 2 or above; faculty status. **Benefits:** TIAA/CREF, broad insurance program, 22 days vacation, 12 days/year sick leave. **Application Procedure:** Send letter of application, resume, and names of three references to: Donna L. McCool, Associate Director for Administrative Services, Washington State University Libraries, Pullman, Washington 99164-5610. Application review begins December 15; applications accepted until position is filled. Washington State University is an Equal Opportunity/Affirmative Action educator and employer. Members of ethnic minorities, women, Vietnam era or disabled veterans, persons of disability, and/or persons between the ages of 40 and 70 are encouraged to apply.

**The National Historical Publications
and Records Commission**

and

The Andrew W. Mellon Foundation

invite applications from qualified individuals
for their jointly funded

Fellowships in Archival Administration

Nine- to Twelve-month Fellowship

\$35,000 stipend, \$7,000 benefits

Applicants should have between two and five years' experience in professional archival work. While not required, it is desirable that applicants have the equivalent of two semesters of full-time graduate training in a program containing an archives education component. Host institutions for 1993-94 are:

- **Radcliffe College, Schlesinger Library, Cambridge, MA.** The fellow will serve as a member of the library's manuscript department administrative team under the supervision of Eva Moseley, the Curator of Manuscripts. In addition to participating in general activities such as personnel supervision, budgeting, and planning, the fellow will also act as a "shadow" curator of manuscripts. As such, the fellow will participate in acquisition decisions; supervise manuscript processing; and help with reference and loans. Through Harvard University's Tuition Assistance Program the fellow may enroll in three university courses in administration and management or other liberal arts fields. The fellow will attend meetings of the Harvard/Radcliffe Manuscripts/Archives Group, Harvard Photo Curators, and New England Archivists. Four general projects for the fellow are planned. First, the fellow will handle the administration of research stipend awards. Second, the fellow will help in the preparation of exhibitions. Third, the fellow will work with the public service librarian in the preparation of an in-progress revision of the library's policy manual and will update existing user instructions. Fourth, the fellow will update the library's disaster plan. For the technical project, the fellow will create a coordinated mechanism for the regular receipt of archival records of active women's organizations. This project will include the development of a typology of women's organizations; a survey of certain records; planning and organizing a national network of repositories that collect records of contemporary women's organizations; the creation of MARC/AMC summary descriptions of preliminary inventories; and work with organizations with which the library has an ongoing relationship to set up a mechanism to streamline the records management process.
- **Kansas State Historical Society, Library and Archives Division, Topeka, KS.** The fellow will serve on the administrative staff of Patricia A. Michaelis, Director, Library and Archives Division. In addition to administrative duties, the fellow will work directly with long-range planning for the division; budgeting; divisional-staff, division-heads, and society-wide meetings; and will become an ad-hoc member of the Kansas SHRAB. The fellow will also attend the Fall 1993 or Spring 1994 Midwest Archives Conference; meetings of NAGARA, the Kansas City Area Archivists, and the local ARMA chapter; and will participate in the State Division of Personnel's supervisory training program. As part of his/her own training, the fellow may enroll in the University of Kansas's classes in Historical Administration. As a general project, the fellow will work on a task force charged with implementing cataloging based on the MARC/AMC format in both the state archives and the manuscripts department. These activities will include research, long-range planning, budgeting, training and directing the work of staff from several departments, and writing reports. The fellow will also work with the state legislature and constituent groups to create a fund to preserve local government records. For the technical project, the fellow will develop a comprehensive plan for moving the society's documentary holdings to a new building. As part of this project, the fellow will chair a task force to plan the move.

APPLICATION RECEIPT DEADLINE, MARCH 1, 1993

Applications and project descriptions are available from

NHPRC (NP)

National Archives Building

Washington, DC 20408

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PUBLICATIONS

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William Saffady

This publication was written as a primer on records management concepts and methodologies as they apply to records containing machine-readable information. Seven chapters cover topics ranging from inventory methodology, admissibility in evidence to media stability, and system dependence issues for computer-generated records. Terms and concepts are defined in the text, and a 100-plus word glossary summarizes important definitions. Each chapter also includes suggestions for additional reading.

Dr. William Saffady, a Professor of Information Science and Policy at the State University of New York at Albany, has authored more than two dozen books and many articles on information management topics.

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Nancy Carlson Schrock is a library and archives conservator in private practice based in Winchester, Massachusetts.

Mary Campbell Cooper is President of Cooper Information in Cambridge, Massachusetts.

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