

NEWSLETTER
OF THE
SOCIETY OF
AMERICAN
ARCHIVISTS

JUL/AUG 2006

SAA

archival outlook

Dive In!

- Appraising Web Records
- New Skills for a Digital Era
- SAA's Strategic Priorities

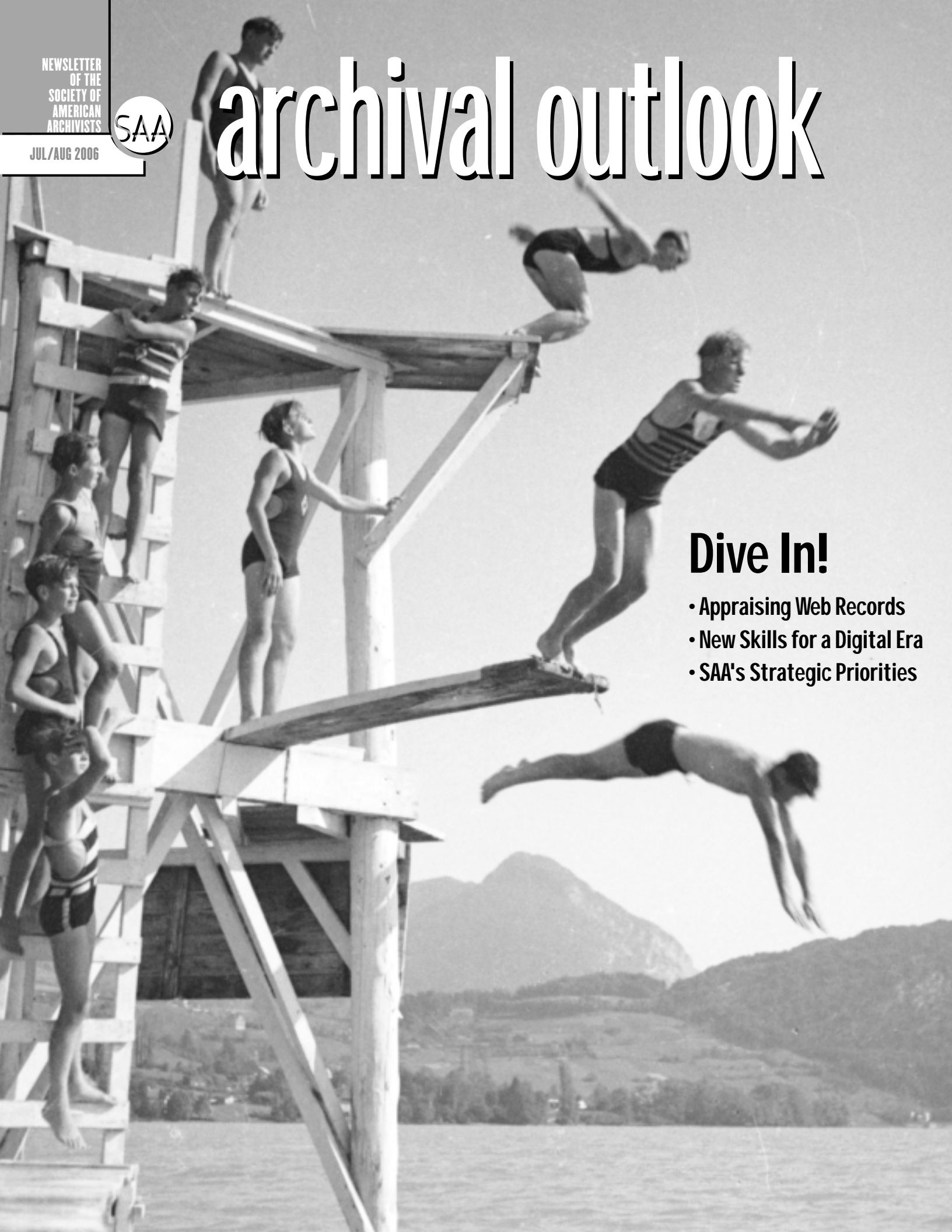


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on the cover

Dive In! Lifeguards diving into Lake Annecy in the French Alps, ca. 1930, where Tufts University alumnus Donald MacJannet and his wife Charlotte ran a summer camp for many years. In 1958, the MacJannets purchased an 11th-century priory at Talloires in the mountains above Annecy, which was used for camp activities. In 1978, the MacJannets donated the priory and surrounding land to the school, which is now the home of the Tufts University European Center. Photo from the Donald and Charlotte MacJannet Collection, courtesy Digital Collections and Archives, Tufts University. Submitted by **ANNE SAUER** and **ELIOT WILCZEK**.

archival outlook

the society of american archivists

serves the education and information needs of its
members and provides leadership to help
ensure the identification, preservation
and use of the nation's historical record.

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New Skills, New Knowledge, and New Attitudes for a Digital Era

When I took office as president of the Society of American Archivists, I wanted to focus on one basic question: What do archivists need to know to be comfortable working with digital materials? One of the challenges has been to find the right tone when addressing the impact of technology. I wanted to communicate my belief that unless archivists respond to the challenge, technology could have a devastating impact on the profession. At the same time, I didn't want people to feel so threatened that they were paralyzed. It was important to respect the work that had been done, while also recognizing how much more we need to do. I hoped to find the right words to inspire archivists. I wanted to give us the sense that we can do something that would make a difference. I hoped to encourage everyone to do something, no matter how small, because even small steps can make a big difference.

Technology presents opportunities as well as threats. If archivists are willing to respond, the profession will thrive in the digital era. Unfortunately, many archivists don't have the skills or knowledge to know how to respond.

A little over a year ago, the question of skills and knowledge surfaced when Allen Weinstein, now the Archivist of the United States, met with leaders of the Council of State Archivists, the National Association of Government Archives and Records Administrators, and SAA. Weinstein proposed a colloquium to bring together archivists with experience working with electronic records to consider an answer to the question about skills and knowledge. That colloquium, sponsored by NARA, SAA, and the Arizona State Library and Archives (my employer) took place in early June. I thank Allen Weinstein and GladysAnn Wells, director of the Arizona State Library and Archives, for their support of this project.

The "New Skills for a Digital Era" colloquium brought together more than 60 archivists, librarians, records managers, and technologists—all with significant experience with digital records and publications. Participants represented many different kinds of repositories: government, corporate, and collecting, both large and small. The group included young and seasoned professionals, managers and staff. The diverse group brought to the table a wide range of perspectives and insights.

In her keynote address, Margaret Hedstrom, associate professor at the University of Michigan School of Information, helped frame the discussion by describing skills as a smooth sequence of interrelated actions that are based on a series of choices that vary based on previous steps.¹ Skills, she observed, become second nature. When learning to drive, one

must pay careful attention to the steps and sequence: clutch, ignition, shift, check for traffic and pedestrians, feather the accelerator, and let up the clutch. With a bit of practice, drivers perform these steps—to use a colloquialism—"by the seat of their pants."

Because skills are second nature, it's difficult to identify their underlying steps and choices. The New Skills participants took up the challenge of reflecting on how they do their jobs. The conversations were intense, insightful, and exciting. The proceedings, which will provide a more systematic analysis of all participants' ideas, will be published online by SAA later this year. I'd like to offer some personal reflections on themes I heard.

**What may be most essential
for archivists to prepare
themselves for the digital era
is neither skills nor knowl-
edge, but new attitudes.**

Skills and knowledge are two sides of the same coin. "Skill" connotes applied, rather than theoretical, knowledge. To be effective in our jobs, we must have both. Theory guides why we take certain actions. Craftsmanship is the successful marriage of theory and practice, a union that transforms mere product into art. The skills to work with digital records will necessarily be different from those to work with paper and

other formats. But we still need to do the same basic things: selection, acquisition, organization and description, reference, and preservation. Much of our knowledge of what to do in the physical environment translates well into the virtual realm. Not only do we need practical skills to work with digital materials, we need to reconsider the theoretical knowledge that guides that work. Only then will we be digital craftsmen.

We need both technical and social skills. Records are used in a human context. Knowledge of papers, inks, and filing systems is critical to understanding traditional records, but so is knowledge of records creators and those who use the records. In the digital era, we must consider how technology has influenced those groups, but we must also learn to work effectively with technologists. That means we must be able to articulate archival concepts using vocabulary and syntax that is familiar to technologists. That may mean learning the basics of systems analysis and modeling.

Not everyone needs to know everything. Although it may be obvious to some, it's easy to overlook the simple fact that

¹ Hedstrom discussion of skills cites Richard Nelson and Sidney Winter, *An Evolutionary Theory of Economic Change* (Belknap Press, 1982).

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Reaching New Heights

As we made our way west in mid-June for a long-weekend break, I browsed the June 15 issue of *American Way* (the American Airlines magazine) with interest and hope. A freelance writer for the magazine had contacted the SAA office a few months before and asked for the names of some corporate archivists whom she might interview for an article. I knew that Elizabeth Adkins (SAA president-elect and director of corporate archives at Ford Motor Co.) had been interviewed, but neither of us had heard when the article might be published.

I tugged Paul's sleeve and read to him from "Let Me Look in the Back . . . For Many Businesses, Corporate Archives Are Like Hidden Treasure" by Sara Doran (pages 48-50):

"Most of the country's most admired and recognized companies have corporate archives," says Elizabeth Adkins, president-elect of the Society of American Archivists, a 4,500-member* organization. "Companies recognize that they have a place in history that is often unique."

I went on to read to him mentions of JP Morgan Chase & Co.'s archives and Nike's archives and Gap's archives and Chevron's archives.

And a quote from Phil Mooney, director of corporate archives for Coca-Cola:

"Our corporate archives help to build foundations already established and, if you do it right, will prevent people from reinventing the wheel every two years. . . . Someone always thinks that they have this great new idea, which was actually done 10 times in the past. If you don't know where to go to test that idea, you're likely to do something wrong at considerable cost."

And from Becky Haglund Tousey, senior archives manager for Kraft Foods:

"We get a lot of requests from brand teams to look at the history of packaging and how products have been positioned over the years. People work on one brand and then move on to a different brand, so there's a real need to get a sense of the history of a brand they're responsible for."

The author stresses: "For corporate attorneys, archives are essential to stemming lawsuits related to copyright or trademark infringement. . . . Several years ago, attorneys for Kraft Foods . . . produced decades-old sales brochures from the archives to

prove that they had a long and continual history using a product trademark."

And she continues: ". . . creating and maintaining corporate archives is a daunting task. The general rule of thumb: You can't save everything. Archivists well trained in their work target certain kinds of documents, partnership and patent papers, and product samples. They understand that an in-house memo written by a corporate leader may someday tell the larger story of our economic times or even stand up in a court in the event of a lawsuit. They recognize that old TV footage . . . and memorable slogans . . . are cultural hints. . . ."

Paul works for the American Society of Plastic Surgeons, and we have a running taunt about press coverage of "our" professions and associations. Sure, he has "Dr. 90210" and periodic scandals and states trying to charge sales tax for cosmetic procedures and, occasionally, a wonderful story about a life-changing reconstructive surgery. Okay, so everyone knows (or think they know) what a plastic surgeon does.

"Do you have any idea how many people see the airline magazines during summer travel?" he gasped.

"Well, not *exactly*, but I'll bet it's a lot. . . ." I responded coyly.

According to Molly Conway, *AW*'s Central Advertising Manager based in Chicago, the magazine claims an average of 1,627,000 exposures per issue throughout the year. I've read the article a few [dozen] times by now. "Archives" is used 30 times, "archivist" appears three times, and even "archival" receives a mention. Let's see: That's 34 x 1,627,000 for a very grand total of 55,318,000 hits, right? (My arithmetic exaggerates slightly, but it makes for a good taunt!)

Public awareness has been and remains a top priority for SAA and the profession it serves. In May, the SAA Council voted to include funding in the FY2007 budget for an activity that will stimulate collaborative efforts to celebrate American Archives Month in October of every year (see page 14). We're starting very late this year, but will mail to all SAA members in early September our first American Archives Month public relations kit. If your institution already has Archives Week plans in place, great! We hope you'll join in a national effort next year. And if you have no plans in place, here's an opportunity to start small and give it a try.

If we work together, in a few years, who's to say the sky's the limit? ❖

* That number is 4,613 as of the end of June.



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Toward the Appraisal of Web Records

THOMAS E. BROWN

Before bringing web records into archival custody, an archival program must first consider archival principles, not technological issues. Appraisal is the first archival consideration in determining whether to bring in or accession web records. Few, if any, archives have established appraisal criteria for web records, but this should be the starting point. The National Archives and Records Administration (NARA) mantra has long been that very few records of a government agency warrant permanent preservation. The published report is that only one-percent attains this status.¹ The extent of permanent records in other organizations and institutions probably mirrors the concept that very few records should be retained permanently. So for NARA, are one percent of the web records of the federal government permanent? If so, what are the criteria to determine which one percent? If web records deviate from this standard, this should be justified. As NARA moves toward answering this question, the thinking may be applicable to other archival institutions.

The literature on web records and archives is fairly slim. In *Federal Computer Week* last year, Tim Sprehe briefly addressed the question. No stranger to

archives and web records, Sprehe had examined the records management issues associated with websites under an NHPRC grant (97-014). He commented, "I do not believe that every website is a record. If a website is already captured elsewhere, I see no reason why it should be captured again." He did allow for a few exceptions, "If the head of an agency conducts a webinar where he or she receives and answers questions, those should be captured." According to Sprehe, items that are available only on the web should be captured. Jeanne Young in the same piece said that a web site is simply a modern system for mail distribution.

**"... there will be no
grandfather clause for any
web records tomorrow
that an archives may
acquire today."**

"Saving Web sites is like saving typewriter ribbon." Hence her criteria seemingly is even more limiting than Sprehe's.²

In his *Bulletin of the National Archives* on appraisal of government records, Theodore Schellenberg addressed public relations officers' records. One could draw an analogy that websites are really extensions of public relations officers and apply his principles to web records. He wrote that public relations

officers are concerned chiefly with publications and publicity materials: "Publications produced in the performance of substantive functions should, as a rule, be preserved in libraries rather than in an archival institution. This the case with respect to bulletins, pamphlets, circulars, and other issuances produced by agencies engaged in scientific, statistical, or research activities. There are, however, exceptions to this rule. Records sets of administrative publications created by an agency that are basic to an understanding of its functioning or organization . . . should be retained in an archival institution."³ Following this logic, an organization's intranet website might more likely have records of archival value than an Internet website. Applying Sprehe's approach, we might want to examine those web records from an agency's intranet site that are not duplicated elsewhere and authorize the disposal of all other web records. The Internet web records, again following Schellenberg, should properly go to the Depository Library Program at the Government Printing Office for federal records or, as another example, to the library at a university.

As of today, NARA has appraised only two series of web records as permanent through its normal appraisal process for federal records. First, the web records from the National Commission on Terrorist Attacks Upon the United States (also known as the 9-11 Commission) were permanent. The justification was because of the high visibility of the Commission and because extensive restrictions curtail access to almost all of the other Commission records. This latter argument has been used to justify the permanent



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Three to Tango

SAA and Student Members Collaborate to Help Promote Archival Internships

BRIAN DOYLE and SHANNON BOHLE

Students comprise a special class of members who are vital to the health of the archival profession. It is often said that students represent “the future,” which is why SAA invests in their professional development through sponsorship of student chapters as well as deep discounts on membership dues and annual meeting registration. Likewise, many students invest a great deal of time and energy to the betterment of SAA and to the advancement of the archival enterprise.

In the spring of 2005, three graduate student members at Kent State University—Shannon Bohle, Mark Bloom, and Nathan Troup—contacted SAA staff to discuss a collaborative project to develop an online database of archival internships. For these students, the need for such a resource seemed clear. Previously, students wishing to undertake an internship or practicum had to consult directly with each potential institution or learn of opportunities through word-of-mouth. Because notices of internships were scattered, students were unaware of all of the opportunities available.

Internships complement the theoretical and conceptual frameworks explored in the classroom with practical, hands-on experience. Archival repositories, in turn, benefit from lower-cost (if not free) skilled labor needed to carry out fundamental tasks, such as processing, preservation, digitization, transcription, and archival reference work. It is surprising, therefore, that interns are not more readily used as resources to handle the huge backlogs and employee shortages that many institutions are faced with, according to Shannon Bohle.

Bohle, Bloom, and Troup proposed to help alleviate this gap by creating an international database of internships to match would-be interns with compatible institutions and learning opportunities, with SAA as the “third leg” or intermediary.

Do the IT Thing

A database was developed by the group as part of a Database Systems graduate course under the supervision of Dr. Yin Zhang. This semester-long course focused on developing an understanding of professional database design concepts and techniques. For their final project, students were encouraged to envision and design a database that would serve a specific purpose and would be utilized, either personally by the students or by an existing organization.

“This project is a great example of how Kent State students apply what they learn in the classroom to solve real-world problems and enhance their learning during the process,” said Zhang.

The complete project included a number of stages, including the compilation of all potentially relevant pieces of information (attributes) and the grouping of those items into appropriate category titles (entities). “Business rules” were also constructed and database design techniques were applied to make

the database as compact as possible, to avoid redundancy, and to reduce the likelihood for data entry errors. The last design phase was to create a data dictionary, which helps explain the designers’ organization and intention for each of the data fields.

Implementation of this database, including the creation of complex queries, forms, and reports, was also completed for the course project. Deployment via the SAA website, however, has been tabled pending completion of SAA Headquarter’s own membership database conversion and migration project, scheduled to begin this fall. In the meantime, internship information has been posted in HTML format and may be found online at www.archivists.org/students/internships.asp.

Do the Network Thing

This collaborative project represents an important effort to resolve existing challenges in the archival profession and also exemplifies work in progress to address SAA’s strategic goals in the area of technology.

Databases are the most common tool for search and retrieval of “born digital” documents and digitized materials

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Facing the Future

SAA's 2006–2007 Strategic Priorities

RICHARD PEARCE-MOSES, SAA President, 2005–2006, and RANDALL C. JIMERSON, SAA President, 2004–2005

What does the future hold for the archives profession? And what can SAA do to address the issues that archivists are likely to face in the years to come?

In February 2005, the SAA Council embarked on a strategic planning journey that began with creation of a “radar screen” of 10 to 12 challenges or threats to the profession—disruptive forces that will likely have a significant impact on our profession and that could be harmful if not addressed. Council members narrowed that list to the three highest priorities, defined desired outcomes (i.e., what the world might look like if each issue were resolved); and then developed comprehensive lists of concrete activities (i.e., what the Society might do) to achieve the desired outcomes.

Since that first meeting, Council members have reviewed and refined the issues, sought broad member input via online discussion lists and an annual meeting forum, and proposed activities for inclusion in the FY2007 (July 1, 2006–June 30, 2007) budget.

While it would be natural to wish for “closure” in our planning, the strategic planning process that SAA has adopted is ongoing, requiring us—continually—to:

- Monitor external and internal environments to determine which critical concerns will have the greatest impact on our members and which are within our capacity to act upon effectively,
- Solicit member input to ensure that we're in tune with your concerns and that we're not missing some really big issues,
- Update desired outcomes as appropriate, and
- Consider what actions we can take that might make the desired outcomes happen.

Based on your input during the past year, Council members tweaked our “radar screen.” As of now—and these can and will change over time—the following three “critical issues” are the highest priorities identified by SAA's Council. In each case below we provide the issue statement, the desired outcomes, and the three highest-priority activities that we identified to respond to the issue. The single highest-priority activity in each area (noted via asterisk) is included in the Society's FY 2007 budget.

TECHNOLOGY

Issue Statement: Rapidly changing information technologies challenge archival principles and practices, and demand increasingly effective leadership from the archival community to prevent loss of records and

improve preservation of and access to modern archival records in all formats.

Desired Outcomes: When SAA and the archival profession successfully come to terms with this challenge, all of the following statements will be true:

1. All archivists possess recognized core competencies on how to manage, appraise, acquire, and provide access to electronic records and other digital assets.
2. Archivists are able to communicate and collaborate with information technologists and members of allied professions at a basic level.
3. Some archivists have advanced knowledge of electronic records and digital asset management techniques so that they can serve as a source of expert knowledge, conduct research, and anticipate changes in technology so that the profession is better prepared to respond.
4. Archivists, records managers, and IT professionals develop, accept, and implement widely accepted standards for archival functions (eg, accessioning, appraisal, arrangement and description, preservation, access) for born-digital records and digitized archival assets utilizing readily available tools.
5. Archivists have a variety of educational opportunities to acquire and improve electronic records-related competencies at the introductory, advanced, and continuing education levels.
6. Archivists will formulate appropriate advocacy strategies based upon a sophisticated understanding of the role of information policy in the creation and accessibility of records.

Three Highest-Ranked Proposed Activities:

1. Work with appropriate SAA groups to identify competencies and standards and collect, review, and clarify best practices relating to all areas of archival practice that are affected by electronic records and digital asset issues.*
2. Create an Archives Technology Web Portal and collaborative communication tools on the SAA website to provide up-to-date news and information on technology issues, linking to calendar events, code snippets, projects, white papers, announcements of training events, etc.
3. Co-sponsor an annual “technology summer camp” for the development and sharing of research relating to technology in archives and allied professions. It could include hands-on experience and a chance for conversation between archivists and those from other information disciplines.

DIVERSITY

Issue Statement: The relevance of archives to society and the completeness of the documentary record hinge in part on the profession's success in ensuring that its members and the holdings that they manage reflect the diversity of society as a whole.

Desired Outcomes: When SAA and the archival profession successfully come to terms with this challenge, all of the following statements will be true:

1. Underrepresented populations will have greater knowledge, skills, and support to identify, manage, preserve, use, and interpret records vital to our cultural heritage.
2. SAA's membership and leadership will steadily become representative of American society as a whole.
3. Greater numbers of students from diverse backgrounds will have an opportunity to be exposed to the archival profession and to the value of preserving documentary evidence.
4. Archivists will be committed to ensuring that the holdings within their repositories represent the diversity of perspectives in society.

Three Highest-Ranked Proposed Activities:

1. Produce specialized and bilingual promotional literature for college placement offices and fairs, using Hispanic universities (HACUs) and historically black colleges and universities (HBCUs) as primary target audiences.*
2. Translate into Spanish existing brochures and selected content on the website to serve as a "welcome mat" for Latino populations.
3. Develop a fact sheet that highlights current diversity-based efforts, focusing particularly on efforts with underrepresented groups.

PUBLIC AWARENESS AND ADVOCACY

Issue Statement: Archivists face a daunting and too often unsuccessful challenge in competing for decision makers' limited funds and support, which endangers the goals of ensuring citizens' rights, enabling organizational accountability, and making history accessible through archival programs.

Desired Outcomes: As the nation's largest and oldest archival association, SAA should take a sustained leadership role in promoting public awareness of professional archivists and archival work. Advocacy must become one of the profession's core concerns and SAA must develop the capabilities for conducting effective, ongoing advocacy work. We must build partnerships with other archival and related professional associations at the national, regional, and local level in order to command the greater resources that will be needed to influence public awareness effectively.

When SAA and the archival profession successfully come to terms with this challenge, all of the following statements will be true:

1. Congress funds the "Partnership for the American Historical Record" (PAHR) at a level allowing greatly increased support for state and local archives programs. This would mean a National Archives budget of \$500 million, with at least \$20 million allocated for PAHR.
2. American Archives Month is a well-established program with wide participation by archival programs that attracts steadily increasing media coverage and public awareness.
3. SAA members are able to provide a simple, accurate, and compelling description of what an archivist does and the value of archives.

Three Highest-Ranked Proposed Activities:

1. Launch American Archives Month in October 2006, working in conjunction with other organizations that currently celebrate Archives Week/Month.*
2. Continue and enhance support for the "Partnership for the American Historical Record."
3. Develop and promote a simple, accurate, and compelling description of what an archivist does and the value of archives.

* * *

For more on these issues and how the strategic planning process has evolved, see the SAA website at www.archivists.org/governance/strategic_priorities.asp. If you have questions or concerns about these issues or the strategic planning process, contact the SAA president (president@archivists.org) or Executive Director Nancy Beaumont (nbeaumont@archivists.org or 312/922-0140).

Committee, Section, and Roundtable leaders are invited to attend a Strategic Issues Leadership Forum on Wednesday, August 2, from 2:00 to 5:00 pm, at the Hilton Washington, in conjunction with DC 2006. ❖

Archival Internships

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and are also used to manage metadata in various formats including EAD, METS, TEI, and MARC. An understanding of how databases are designed and implemented is increasingly important for the effective management of electronic records and other digital assets, which is why this course fit into the objectives of Kent State University's technology-driven MLIS program. Likewise, professional networking—the sharing of ideas, information, and knowledge with colleagues—remains a vital means by which archivists can stay connected. For more information, contact Brian Doyle at bdoyle@archivists.org. ❖

Chicago 2007

Program Committee Gears Up to Review Your Proposals

DANNA BELL-RUSSEL and BECKY HAGLUND TOUSEY, 2007 Program Committee Co-Chairs

In just a few months the Chicago 2007 Program Committee will begin the important process of selecting which sessions will become part of SAA's 71st Annual Meeting. (See the Call for Proposals on page 11. We hope you'll participate!)

SAA's program committees traditionally consider a number of factors when evaluating session proposals:

- Is the proposal complete, and have all session participants agreed to participate?
- Does the proposal focus on a topic that will be of interest to SAA members?
- Do the speakers have sufficient knowledge of the topic? Will they be able to move beyond presentation of their papers to interact with the audience?
- Has the topic been covered in previous programs (and therefore may not be as critical for this meeting)?
- And, yes, occasionally program committee members consider whether the session would be of interest to them as conference attendees.

In addition to these standard benchmarks, program committees have also taken into consideration whether a session proposal is endorsed by a section or roundtable. In the past, different program committees have treated endorsements in different ways. Some have placed a lot of emphasis on endorsements in their decision-making process; others have not.

SOP for "Endorsements"

In 2004 several component groups and individuals appealed to the SAA Council to establish a standard operating procedure for program committees so that there would be consistency in how endorsements are used in evaluating proposals. Among the questions that came up were: Should an endorsed program receive preferential treatment? How should program committees compare or "weight" an endorsed session versus one that is not endorsed? How does one quantify specific aspects of a process that is to some degree subjective?

In August 2005 the SAA Council adopted a revision to procedures for section, roundtable, and committee endorsement of Annual Meeting proposals. The revision details deadlines for receipt of endorsements by the Program Committee, limits group endorsements to two program proposals, and notes that, "The Program Committee will give appropriate weight to single and multiple groups' endorsements when selecting proposals that support the meeting's theme or the broader goal of providing a diverse program that meets the needs of members. . . . Endorsement(s) of a session do(es) not, however, guarantee that the Committee will accept a session presentation."

Endorsements were not used in developing the program for the 2006 Joint Annual Meeting; the 2007 meeting will be the first for which the newly adopted procedures will be in place.

Process for 2007

So, how will the 2007 Program Committee deal with endorsements? Typically each Program Committee member reviews every session proposal that is submitted, giving each proposal a score based on a pre-determined scale (e.g., 1 to 5 or 1 to 10). Committee members are encouraged to consider a number of factors in their review, such as whether there are multiple sessions on the same topic or with the same speakers; whether one session "outranks" another because it is more fully described or its proposed speakers have more expertise on the topic; and the quality of the session proposal description and whether it provides enough information to help committee members understand what participants will gain from attending the session. Once all committee members submit their scores, the chair or co-chairs calculate the average score for each proposal and send committee members a list of the session proposals ranked in order of their score. Because there is not time to discuss every proposal in depth during the one face-to-face meeting of the Program Committee, it's usually decided that those proposals falling below a certain number will not be reviewed. In the past, this would mean that even if a proposal received an endorsement, it would not be discussed if its numerical score fell below the "cut-off" point.

The 2007 Program Committee will do things a bit differently. All endorsed proposals will be discussed even if they fall below the cut-off point. We intend that this will ensure that all endorsed programs will be reviewed by the entire Program Committee and given due consideration. This will, in fact, give endorsed proposals extra weight in the consideration process, while still allowing the Program Committee the latitude to look at the overall mix of session proposals to provide a balanced conference program that will meet the needs of all SAA members.

Although endorsed programs will be given an extra review during Chicago 2007 Program Committee deliberations, it is extremely important to understand that—as discussed and decided by the SAA Council—an endorsement is not a guarantee that a session will be selected.

It is vital that SAA sections and roundtables contribute actively to the program development process by suggesting, developing, and supporting session proposals that will meet the diverse needs of SAA members. Please contact us if you have questions or want advice on developing effective session proposals. Contact Danna Bell-Russel at dbell@loc.gov or Becky Haglund Tousey at btousey@kraft.com. ❖



CALL FOR SESSION PROPOSALS

CHICAGO 2007: THE 71ST ANNUAL MEETING OF THE SOCIETY OF AMERICAN ARCHIVISTS

AUGUST 27 - SEPTEMBER 2, 2007

The 2007 Program Committee invites submissions for session proposals for CHICAGO 2007: The 71st Annual Meeting of the Society of American Archivists in Chicago, Illinois, August 27 - September 2, 2007. We invite you to participate in development of the meeting by 1) proposing sessions that will be of interest to the profession or 2) volunteering to share your own knowledge and expertise as a presenter.

An important goal for CHICAGO 2007 is to present a program that builds on the SAA Annual Meeting's traditional strengths - a wide variety of topics, cutting-edge discussions of technology, a balance of theory and practice, and world-renown presenters - while inviting new ideas and concepts that may stimulate additional interest, involvement, and educational benefit. The program should address topics of concern to diverse perspectives and constituencies and to archivists at all levels of experience.

Please submit a fully fleshed-out session proposal, including the names of all speakers and an indication of their agreement to participate. (Session proposals that include only some of the speakers or that are missing a check-off for speaker participation are very difficult to assess when compared to complete proposals, and thus are less likely to be accepted.) Proposals that incorporate the following will receive special consideration:

- Section or Roundtable endorsements. (Each SAA section and roundtable may endorse up to two proposals. PLEASE NOTE that an endorsement does not guarantee acceptance.)
- Content targeted to "new" archivists as well as to more experienced veterans of the profession.
- Content that continues the collaboration and synergies achieved by the 2006 Joint Annual Meeting of SAA, the National Association of Government Archives and Records Administrators, and the Council of State Archivists.
- A focus on SAA's top three strategic priorities: technology, diversity, and public awareness.

Proposals that address other aspects of contemporary archival theory and practice also are strongly encouraged and welcome. Suggestions and tips for preparing a successful proposal are available on the SAA website at: www.archivists.org/conference/proposals101.

The 2007 Program Committee encourages submission of proposals that may include, but are not limited to, the following formats:

- **Traditional.** Open session (ie, unlimited attendance) of 90 minutes, consisting of two or three fully prepared papers of 15 minutes each and a comment-and-discussion period. Please do not propose sessions of more than three presenters. Paper titles are required.
New for 2007: A chair is not required for this format; chair duties may be performed by one of the speakers, who must also be designated as the key contact for the session.

- **Work in Progress.** Open session of 90 minutes, consisting of two presentations of 15 minutes each, describing ongoing research topics and including at least 60 minutes for feedback and discussion. Paper titles are required.
 - **Panel Discussion.** Open session of 90 minutes, consisting of a panel of three to five individuals who informally discuss a variety of theories or perspectives on the given topic. No paper titles are required. A moderator or commentator is recommended.
 - **Workshop.** Limited-enrollment session of 2 hours, usually designed to teach or refine skills. No paper titles are required.
 - **Seminar/Roundtable.** Limited-enrollment session of 2 hours, usually designed as a directed discussion among attendees sharing a common experience or preparation.
 - **Special Focus Session.** Open session of 60 minutes designed to highlight innovative archives or records management programs, new techniques, and research projects. Audience participation is significant. No paper titles are required.
- ★ **NEW in 2007!** ★
- **Poster Presentation.** Report in which information is summarized using brief written statements and graphic materials, such as photographs, charts, graphs, and/or diagrams, mounted on a poster board measuring four feet high by six feet wide. Posters will be on display during Exhibit Hall hours. Presenters will be assigned a specific date and time at which they must be at their poster to discuss it with participants.

An important reminder: Archivists and records managers who participate in the program must register and secure institutional or personal funding. Participants who are not archivists or records managers, or who are from outside the United States, are eligible for complimentary registration upon request. SAA cannot provide funding for speakers, whether they are international, non-archivists, non-records managers, members, or nonmembers.

For additional information, contact either of the 2007 Program Committee Co-chairs:

Danna Bell-Russel
Library of Congress
202-707-4159
dbell@loc.gov

Becky Haglund Tousey
Kraft Foods Inc.
847-646-2981
btousey@kraft.com

To submit a proposal, please use the form on the SAA website at www.archivists.org/conference/chicago2007

Proposals must be submitted no later than October 9, 2006.



CALL FOR PRE-CONFERENCE PROGRAM PROPOSALS

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The SAA Committee on Education invites submission of proposals for one- or two-day Pre-Conference Programs held in conjunction with CHICAGO 2007: The 71st Annual Meeting of the Society of American Archivists in Chicago, Illinois, August 27–September 2, 2007. Proposals should build on or enhance SAA's current continuing education curriculum. Existing programs are listed in the SAA catalog at www.archivists.org/prof-education/course_catalog.asp.

The committee is especially interested in proposals that address:

- Archival user studies—how to tap your statistics to find out what users want (not marketing).
- Indigenous moral rights in archival materials—understanding indigenous materials management protocols.
- Building FAQs and online reference services.
- Innovative outreach and advocacy in special collections—new ways to reach out, advocate for, and publicize your collections, services, etc.
- “Train the Trainer” workshop.

Proposals for new education programs may be developed with specific groups in mind or for the broader SAA audience. Programs are presented in one of the following formats:

- *Workshop*: Intensive, problem-focused learning experience that actively involves up to 30 participants in identifying and analyzing problems and in developing and evaluating solutions.
- *Seminar*: Educational session in which 40+ participants obtain information from a knowledgeable resource person in a given content area, allowing time for questions, interaction, and discussion.

The Committee welcomes proposals from archivists as well as professionals in related fields.

To submit a proposal, please use the Pre-conference Proposal Form on the SAA website at www.archivists.org/chicago2007.

Proposals must be e-mailed (preferred) or postmarked by **October 7, 2006**, and must include all supporting materials required by the Committee on Education in order to be considered.

Send your proposal(s) to: sdesutter@archivists.org OR Solveig DeSutter, Director of Education, Society of American Archivists, 527 South Wells Street, 5th Floor, Chicago, IL 60607-3922; fax 312/347-1452.

For more information or assistance, contact Solveig DeSutter at 312/922-0140 or sdesutter@archivists.org.



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SAA Council Adopts FY2007 Budget, Establishes "Society of American Archivists Foundation"

With its collective eye on the "radar screen" of critical issues that the profession faces (see related story, page 8), the SAA Council in early May adopted a budget for FY 2008 that provides funding of \$35,000 for activities to address priorities in technology, diversity, and public awareness. The budget for July 1, 2006–June 30, 2007, projects income of \$2,313,050, expenses of \$2,312,050, and net revenue of \$1,000. Also funded are activities to increase the development of new education and publications offerings, strengthen SAA's advocacy efforts, stimulate membership growth, and seek new sources of non-dues revenue.

In other action, Council members:

- Approved draft "Archival Continuing Education (ACE) Guidelines," developed by the Committee on Education's Subcommittee on Continuing Education, to be published for member comment. Based on member feedback, the Council will consider the final document at its August 1 meeting.
- Met with National Coalition for History Executive Director R. Bruce Craig to discuss SAA's role within the NCH Policy Board and explore options for enhancing the Society's advocacy efforts.
- Voted to propose a change in the SAA Constitution that would eliminate the need for Fellows to maintain their membership in the Society after election to Fellow status. The proposed amendment was announced to all members via an email message in late May, and will be put to a vote of members at the annual membership meeting in Washington, DC, on Saturday, August 5.
- Voted to inform members of a proposed change in the SAA Bylaws that would permit online balloting, following due diligence of the SAA Council in ensuring the security and reliability of the process and access by all members to participate in elections. This item too, will be discussed at the annual membership meeting.
- Adopted a Membership Development Action Plan (developed by a task force of the Membership Committee) for 2006-2008 that focuses on retention of current members and recruitment of students and government archivists. SAA's membership rolls have increased steadily in the past three years, and membership at May-end totaled 4,013 individual members and 546 institutional members.

- Agreed to issue a call to recruit a new coordinator of the Archives and Archivists List, which Robert Schmidt at Miami University of Ohio has coordinated for many years. Schmidt has announced his desire to retire from that position. Council members also voted to charge SAA Archivist Michael Doyle (University of Wisconsin-Milwaukee) to appraise the long-term value of the A&A List messages and propose to the Council a records retention schedule for the List archives.
- Drafted Council resolutions and a Council Exemplary Service Award to recognize the outstanding contributions of several individuals and organizations. The awards will be presented at the SAA Awards Ceremony at DC 2006 in Washington on Friday, August 4.
- Elected Peter Gottlieb to serve a one-year term as the Council members' representative on the SAA Executive Committee. Second-year Council members Mark Duffy and Aimee Felker were appointed to the SAA Nominating Committee.
- Approved the minutes of the January 2006 Council meeting, which are available for viewing at www.archivists.org/governance/index.asp. ❖

The Society of American Archivists Foundation

Since 1963 SAA has administered a 501(c)(3) organization, called the SAA Special Projects Fund, that accepts and distributes donations in support of student scholarships, awards, and such ongoing services as education and publications research and development.

The SAA Council in January 2006 approved reformulation of the Special Funds into a foundation, with the following mission statement:

The [Foundation] is the nation's leading source of nonprofit funding dedicated solely to the interests of archives and archivists. The mission of the [Foundation] is to enrich the knowledge and enhance the contributions of current and future generations by championing efforts to preserve and make accessible evidence of human activity and records of enduring value. [The Foundation] achieves this mission by funding professional and public education initiatives through programs and scholarships. Other activities include research, publications, and awards.

At its May meeting, the Council adopted a series of recommendations from its Development Committee that establish the name, governance structure, and key activities of the foundation, including:

- SAA's 501(c)(3) Special Funds will be renamed and reconstituted as the Society of American Archivists Foundation.
- The Foundation Board of Directors will consist of all members of the SAA Council.

Convening as the Foundation Board of Directors, the group then adopted several recommendations that establish a temporary structure (i.e., until such time as bylaws are adopted, the current SAA president and vice president will serve as the chair and vice chair of the Foundation), charge a group to prepare bylaws and establish other governance structures and policies to ensure fiduciary accountability, and create a fundraising committee.

The SAA Council and SAA Foundation Board of Directors will meet again on Tuesday, August 1, in conjunction with DC 2006, the Joint Annual Meeting of SAA, the Council of State Archivists, and the National Association of Government Archives and Records Administrators. If you have questions or concerns that you would like to bring to the Council's attention, contact President Richard Pearce-Moses (president@archivists.org) or Executive Director Nancy Beaumont (nbeaumont@archivists.org; 312/922-

0140). The deadline for submission of recommendations to the Council is Friday, July 14.

New Order Fulfillment Service

Due to membership growth and increased book sales, SAA outsourced order fulfillment to a company that specializes in warehousing and shipping of books for associations. The transition took place the week of July 3. Fulfillment was suspended for a week to accommodate the inventory move from the SAA office to the offsite facility in suburban Chicago. Full service resumed on July 11.

"It was an opportune time for the transition with the end of the fiscal year on June 30th and the July 4th holiday," said Teresa Brinati, SAA director of publishing.

You'll still order books online at www.archivists.org/catalog. Questions about orders should be directed to SAA staffer Rodney Franklin at rfranklin@archivists.org or 312/922-0140.

"Outsourcing fulfillment will allow us to be more efficient in shipping books and to better serve our members," Brinati added.

Other enhancements to the publishing operation are planned and include augmenting the online catalog and publishing a new print catalog. Stay tuned!

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An Update on the Declassification Process at NARA

As a historian, I have relied personally on access to records in the stacks and vaults of the National Archives and Records Administration. They document not only the actions of the U.S. government, but also justifications and deliberations surrounding those actions. They are the lifeblood for those of us who write about the nation's past.

Just as important, government records provide information that Americans are entitled to have as citizens of a democracy, a system of government based on openness and accountability where government actions are normally transparent.

Earlier this year, I was astonished to learn of actions that seriously threaten these traditions of openness, accountability, and transparency. Previously declassified records in the National Archives had been

quietly removed from open shelves by their originating agencies with an eye toward reclassification—without public notice or reasons being cited. Affected were records that researchers had already used, in some cases for decades.

Classified agreements are the antithesis of our reason for being, and NARA will never again be a party to such agreements.

The subsequent audit I ordered found that, since 1999, more than 25,000 publicly available records, previously unclassified, had been withdrawn from NARA's stacks by their originating agencies. A random sample of 1,353 records revealed that a stunningly large portion of them—more than one-third—were *wrongly* reclassified.

The audit report also stated that in some cases, unclassified records were withdrawn to obfuscate, or hide, the reclassified records that the originating agency was actually attempting to protect. These practices, which undermine one of NARA's basic missions—to preserve the authenticity of files under its stewardship—must never be repeated.

The audit report and other documents related to this issue are available on NARA's website at www.archives.gov/declassification/.

In 1995, President Clinton signed an executive order that required the declassification of all records that were at least 25 years old, with the exception of sensitive documents pertaining to national security. This concept of "automatic declassification" was also

retained when President Bush amended the 1995 order in March 2003.

However, by 1999, some agencies that had created certain documents believed this material had been *improperly* declassified. Since they asserted legal control over the information in these records because it was purportedly classified, the agencies began to withdraw them from NARA's open shelves. (All of this began before I became Archivist in February 2005.)

Many of the record withdrawals were made in accordance with two written, classified agreements with NARA that the public became aware of only this spring—one with the Central Intelligence Agency signed in 2001, another with the U.S. Air Force in 2002. These agreements are now public and are posted on NARA's website.

At NARA, we are in the business of assuring access. There can never be a classified aspect to our mission. Classified agreements are the antithesis of our reason for being, and NARA will never again be a party to such agreements.

Agencies have the prerogative to classify their requests to NARA if disclosure of the reasons would compromise national security. While we focus on preserving records and ensuring their availability to the American public, we also know the public expects us to safeguard classified records that, if made public, could expose the nation to serious threats and potential harm.

However, if any records are removed in the future for defensible reasons of national security, the American people will always, at the very least, know when that occurs and how many records are affected.

To ensure that the kind of activity I have described is both rare and transparent, we are taking several steps that have both short-range and long-range implications.

During a 60-day moratorium on records withdrawals in the spring, NARA staff met with officials of the agencies involved and agreed on new guidelines for such activity in the future. These guidelines are now being written as official regulations in a process that will include a period for public comment. Moreover, the guidelines will ensure that any future activity of this sort will be transparent and will provide for clear accountability.

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Reclassification Audit Report

In April National Archives officials released an audit report of what has been characterized as a “secret” NARA-sanctioned document reclassification effort by the CIA and several defense-related federal agencies. The 28-page report titled “Withdrawal of Records for Public Access at the National Archives and Records Administration for Classification Purposes” (www.archives.gov/isoo/reports/2006-audit-report.pdf) revealed that while the reclassification of about two-thirds of the documents pulled from NARA’s public shelves was technically justified, a third—some 25,315 historical documents—were “clearly inappropriate” and did not contain sensitive information that justified classification.

The audit was initiated in response to complaints from independent historian Matthew Aid who, in February 2006 in the course of his personal research, discovered that many documents that he had previously viewed at NARA had been withdrawn from public shelves. His inquiries brought the matter to the attention of the George Washington University’s National Security Archive, which pulled together a coalition of concerned entities, including the National Coalition for History, which brought evidence of the reclassification program to the attention of NARA officials.

The audit revealed that NARA acquiesced too readily to the withdrawal of records, partly because it has not had the resources available to keep pace with the agency re-review. But the most significant deficiency identified in the audit is, according to a NARA statement, “the absence of standards, including requisite levels of transparency governing agency re-review activity at the National Archives.”

Five different agencies were involved: CIA, Air Force, Department of Energy, Federal Emergency Management Agency, and the National Archives. The audit revealed that document re-review was conducted not just at NARA’s College Park facility but at the Eisenhower, Kennedy, and Bush presidential libraries as well.

The affected agencies have agreed to interim guidelines that require the public be informed when records are withdrawn from public access. Agencies have also agreed in principle to creation of a pilot National Declassification Initiative that will address the policies, procedures, structure, and resources needed to create a more reliable executive branch-wide declassification program. Finally, NARA has pledged to work with agencies to insure that documents removed improperly from open shelves “will be restored to public access as expeditiously as possible.”

FBI Seeks to Review and Cull Jack Anderson Papers

According to an April report in the *Chronicle of Higher Education*, George Washington University is about to receive nearly 200 boxes of papers documenting the life and career

of investigative journalist Jack Anderson, but the Federal Bureau of Investigation (FBI) wants access first to scan and pull documents prior to their public release. It is well known that Anderson, who died last December at age 83, had scores of sources inside government and used their information to document the contents of his “Washington Merry-go-Round” column. His insider sources passed on information that enabled Anderson to investigate and write about Watergate, CIA assassination schemes, and countless other secret operations, many of which have turned into political and institutional scandals for the FBI, CIA, and other national security agencies as well as politicians on both sides of the aisle.

According to the *Chronicle*, “the government wants to see the documents before anyone else. Agents from the Federal Bureau of Investigation have told university officials and members of the Anderson family that they want to go through the archive, and that agents will remove any item they deem confidential or top secret.” The *Chronicle* reports that the trustees of the Anderson estate have yet to transfer ownership of the archive to George Washington University but they are outraged and plan to fight the FBI’s request.

continued on page 25

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dPlan—Online Disaster-Planning Tool

The Northeast Document Conservation Center and the Massachusetts Board of Library Commissioners recently launched “dPlan,” a free web-based, fill-in-the-blank program for writing institutional disaster plans. To use it, log on to www.dplan.org and enter your institution’s information into a template that guides you through the creation of a comprehensive disaster plan. Explore dPlan’s features in an introductory demo on the homepage. dPlan’s easy-to-use program automatically supplies language for a final plan. The resulting disaster plan contains checklists of all disaster procedures, salvage priorities, preventive maintenance schedules, current contact information for personnel, insurance and IT help, as well as a list of supply sources and emergency services. Once completed, your password-protected plan is stored on a secure server so that it can be updated on a regular basis. An automatic email is sent every six months to remind you to update your plan.

dPlan is designed to help institutions of all sizes and was

produced with funding from the Institute of Museum and Library Services and the National Center for Preservation Technology and Training. For more information, contact Lori Foley of NEDCC at lfoley@nedcc.org or Gregor Trinkaus-Randall of MBLC at gregor.trinkaus-randall@state.ma.us

Email Management in the U.S.

RLG DigiNews, a bimonthly publication of the Research Libraries Group, with editorial support by the Department of Research and Assessment Services at Cornell University Library, recently featured a two-part series on email management in the United States. Authored by Richard Entlich, the articles dealt with federal-level issues and regulations (April issue) and state-level policies (June issue).

“You’ve Got Mail—Now What? Regulatory and Policy Dilemmas in Email Management, Part I: U.S. Federal Environment” is at www.rlg.org/en/page.php?Page_ID=20916#article3.

The article on state-level email policy, “You’ve Got Mail—Now What? Regulatory and Policy Dilemmas in Email Management, Part II. U.S. State Environment,” is at www.rlg.org/en/page.php?Page_ID=20952#article4.

In addition to conducting a general review of policy issues, Entlich also compiled a listing of state-level policies on email management, retention and usage in the 50 states. He consulted a number of existing compilations to draw up the list, including those by CoSA and NAGARA. The listing of policies in the 50 states is called “Email Management, Retention, and Usage Policies in the 50 United States” and is at www.rlg.org/en/pdfs/v10_n3_faq_policytable.pdf.

Send feedback to Richard Entlich at rge1@cornell.edu.

NARA “Eyewitness” Exhibit Opens

A new exhibition, “Eyewitness: American Originals from the National Archives,” opened in the National Archives building in Washington, D.C., in June and features firsthand original accounts that chronicle some of the most dramatic moments in history: the storming of the Bastille in Paris during the French Revolution, the explosion of the Hindenburg, and the assassination of President Kennedy. Many of these accounts, never before exhibited, offer a fresh and surprising perspective on familiar events. Highlights include:

- Letter from George Washington to John Hancock re: bioterrorism (small pox), December 4, 1775.
- Lady Bird Johnson’s diary excerpt describing the events of November 22, 1963.
- Testimony of John Lewis in a court case resulting from 1965 March from Selma to Montgomery, Alabama, in support of voting rights.

The free exhibition is on display through January 1, 2007.



Bentley Hosts Intern from France

From April 17 to June 9, the Bentley Historical Library at the University of Michigan hosted intern **AUBIN LEROY** from the Institut National du Patrimoine in Paris. The Institute, which provides high-level training for curators, conservators, and archivists of cultural heritage in France, places its graduating students in internships abroad. While in residence in Ann Arbor, Leroy was introduced to the practices of the Bentley and neighboring archives, libraries, and historic sites. He undertook a special project to compare the promotion of industrial heritage in France and the United States and also prepared an essay in French on the architectural collection of Albert Kahn (www.umich.edu/~bhl/bhl/mhchome/architec.htm). Upon his return to France, he assumed an administrative position within the local governmental archives system. ❖



Website Devoted to Capturing Websites for Preservation

The Library of Congress (LC) recently launched a website—www.loc.gov/webcapture—devoted to information about its program to capture and preserve historically important websites so that they can be accessed by future generations of users.

The Web Capture Program is directly related to LC's larger digital preservation program, called the National Digital Information Infrastructure and Preservation Program (www.digitalpreservation.gov). The subject areas in which LC has been collecting websites (only after it receives formal permission from website content owners to do so) include: recent Supreme Court nominations; Hurricane Katrina; and the papal transition following the death of John Paul II. Current collecting projects include the crisis in Darfur, Sudan; the Iraq War; and the upcoming 2006 elections.

For more information, contact Guy Lamolinara at glam@loc.gov.

Historical Society of Frederick County Receives National Award

The Historical Society of Frederick County, Maryland, received the 2006 Award for Outstanding Commitment to the Preservation and Care of Collections presented jointly by Heritage Preservation and the American Institute for Conservation of Historic and Artistic Works. The Society, one of the smallest organizations to have received this prestigious award since its inception in 1999, was cited as "a gem" because of the attention it has given to the care of collections which can serve as a model for smaller museums and historical societies everywhere. For more information: www.heritagepreservation.org/awards/aic2006.htm.

JSTOR Participates in Iraqi Virtual Science Library

JSTOR, an online archive of scholarly journal literature, recently announced that it is participating in the Iraqi Virtual Science Library (IVSL). The archive is one of several resources being offered by IVSL, a program managed by the National Academies of Science and sponsored by the U.S. Department of State and U.S. Department of Defense. According to the National Academies, Iraq's engineering and scientific capabilities lag more than 20 years behind international standards. IVSL provides a web portal to the critical scientific and technical information that Iraqi scientists and engineers will need to rebuild and modernize their country.

Smithsonian Gives Showtime Semi-Exclusive Access

The Smithsonian Institution is locked into its semi-exclusive television contract with Showtime Networks Inc. for 30 years, Smithsonian Secretary Lawrence M. Small told a House oversight committee May 26, according to an article in the *Washington Post*. Filmmakers, historians, and

members of Congress have criticized the contract, which has never been made public.

Small disclosed several other details about the deal:

- The Smithsonian is guaranteed \$500,000 a year, and can earn additional money if "Smithsonian on Demand," Showtime programming based on Smithsonian holdings, is popular with cable subscribers.
- Showtime invested "tens of millions of dollars upfront" to start "Smithsonian on Demand."
- The Smithsonian can do six television programs a year with other filmmakers outside the Showtime contract.

Smithsonian officials explained how the deal originated and what the new partnership means to scholars and historians seeking access to the Smithsonian's voluminous collections and its experts. Some members of Congress have strenuously objected to the secrecy around the contract. They also complained that it wasn't shared with them before it was announced in March. As a sign of its displeasure, the House Appropriations Committee reduced the proposed Smithsonian budget by \$20 million. ♦

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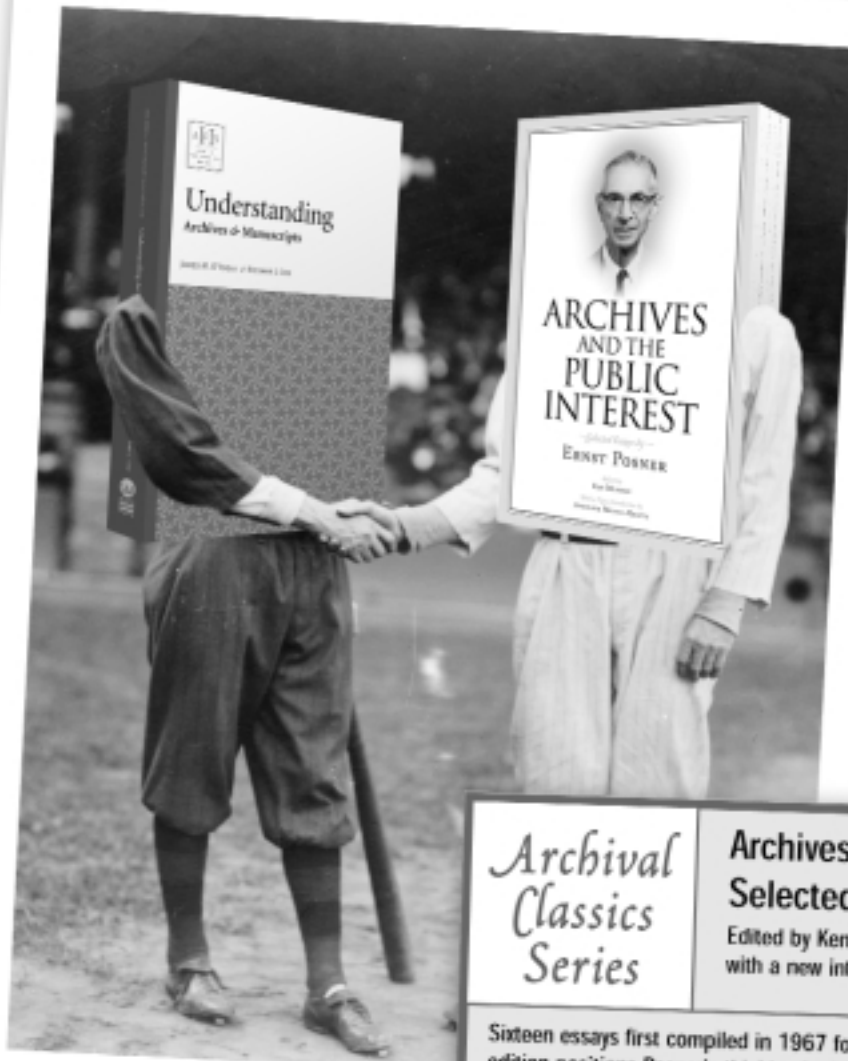
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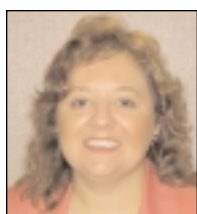


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THOMAS E. BROWN retired in June from the National Archives and Records Administration after 30 years of service. For the past 18 years he has been manager, Archival Services, Center for Electronic Records. He was named a Fellow of SAA in 1996 and recently received a lifetime achievement award from the International Association for Social Science Information Service.

The California State Archives named **SYDNEY BAILEY** administrator of the Western Archives Institute. Bailey has worked at the State Archives for more than 15 years and currently co-administers the State Records Appraisal program. Outgoing Administrator and State Archivist Nancy Zimmelman will assist with transition. In addition, State Archives Executive Assistant Sherrie Lujan will provide administrative support for the program.



The Ohio Historical Society announces the appointment of **JELAIN CHUBB** as State Archivist of Ohio. Since 1998 Chubb has worked in the Missouri State Archives, serving as administrative archivist managing the Local Records Program. Prior to that she served as local records archivist at the Kansas State Historical Society. Chubb

holds a master of arts in applied history and a master of library and information science from the University of South Carolina.



PAUL CONWAY will join the University of Michigan School of Information faculty this fall as an associate professor. For the past five years, Conway has served as director for information technology services and director for digital asset initiatives at Duke University. Conway is a University of Michigan graduate, holding

a master's in history and a doctoral degree in information and library studies.



RICHARD J. COX, professor and lead faculty member in Archival Studies at the University of Pittsburgh School of Information Sciences, was recently elected chair, Library and Information Sciences Academic Program. He will be responsible for administering all aspects of the MLIS and PhD programs for the next three years, and as part of a major reorganization of the

school he will be serving on the SIS Council representing the LIS program.

PAM HACKBART-DEAN has been appointed director of the Special Collections Research Center at Southern Illinois University in Carbondale, which has collections documenting 20th-century American and British literature, American philosophy, theatre, Irish studies, First Amendment freedoms, U.S. politics, university history, and Southern Illinois history and culture. She was formerly Head of Special Collections at Georgia State University in Atlanta.



H. THOMAS HICKERSON has been appointed director of Information Resources at the University of Calgary (Alberta, Canada). Hickerson had an extensive career at Cornell University, where he was the associate university librarian for Information Technologies and Special Collections and the director of the Division of Digital Library and Information Technologies.



GEOFF HUTH was recently appointed the director of Government Records Services for the New York State Archives, where he oversees the development and delivery of quality records management and archives services to local governments and state agencies. Previously he was manager of the State Archives Records Service

Development Unit, and for most of the 1990s served as the State Archives' Regional Advisory Officer covering New York's North Country. He joined the State Archives in 1991.

CHARLES R. SCHULTZ, Clements Archivist and Director of Records Management at Texas A&M University, recently received the North American Society for Oceanic History's K. Jack Bauer Award for distinguished service and lifetime contributions to the field of maritime history. Schultz was cited for his leadership service and as an "exemplary member" who "has made notable research contributions to the field of American maritime history" for more than three decades.



JOAN M. SCHWARTZ, formerly chief of Photography Acquisition and Research at the National Archives of Canada and now associate professor/Queen's National Scholar at Queen's University, Kingston, Canada, recently was awarded a three-year Standard Research Grant from the Social Sciences and Humanities Research

Council of Canada for a project titled "Envisioning Canada: The contribution of photographic publications to the creation of a 'national imaginary' in mid-nineteenth-century Canada."



RICHARD SZARY has been appointed director of the Louis Round Wilson Library and associate university librarian for Special Collections at the University of North Carolina at Chapel Hill Library. In this newly created position, Szary will provide leadership for the library, which consists of the Manuscripts Department (com-

prising the Southern Historical Collection, Southern Folklife Collection, and University Archives), the North Carolina Collection (including the North Carolina Collection Gallery and Photographic Archives), and the Rare Book Collection. Szary comes to UNC from the Yale University Library, where he served since 1991 as the Carrie S. Beinecke Director of Manuscripts and Archives and University Archivist. ❖

Obituaries

LESLIE HANSEN KOPP, 53, a dance and music archivist, died of metastatic breast cancer on May 27, 2006, in New York City.



Photo by Joan Echtenkamp Klein.

She was born in Newport News, Va., on August 2, 1952. She received her bachelor's degree from East Carolina University in 1974 and a master's degree in musicology from Temple University. With her colleague Michael Scherker, she was the co-founder and director of Preserve, Inc., an organization dedicated to the preservation of the records of dance and other performing arts. Preserve sponsored the

Decade of Dance Preservation Symposium in 1998, a conference that featured panels of dancers, scholars, archivists, librarians, and computer technicians.

Her career also included work for the Dia Art Foundation, the Dance Notation Bureau, the Metropolitan Museum's Department of Musical Instruments, the New York State Historical Documents Inventory, the George Balanchine Foundation, and The New York Public Library for the Performing Arts. She was the editor of *Dance Archives: A Practical Manual for Documenting and Preserving the Ephemeral Art* (1995), which received the Mid-Atlantic Regional Archives Conference's Arline Custer Memorial Award. At the time of her death she was at work on a biography of one of her mentors, the musicologist and musical instrument curator Emanuel Winternitz. She was a charter member of SAA's Performing Arts Roundtable.

Leslie will be remembered for her exuberant sense of humor, which she never lost, even in illness. At a reception during the 2005 SAA Annual Meeting in New Orleans, her uproarious and irreverent account of her cancer surgery reduced her colleagues to tears—of laughter. She will also be remembered for the delight she took in her work, whatever she was doing. At meetings of the Archivists Round Table of New York and MARAC workshops, she donned leotards and taught her colleagues how to stretch, relax, and safely lift heavy record center cartons, and how to record and follow the "Labanotation" system of dance notation.

Leslie loved baseball, children, New York City, her friends and colleagues, cats, Blackadder, good food and wine, and all the lively arts. Most of all, she adored her daughter Hanna, who brought much joy to her life. In addition to Hanna, she is survived by her partner, Carolyn Jennings.

Memorial contributions may be made to: Department of Musical Instruments, Metropolitan Museum of Art, 1000 Fifth Avenue, NY, NY 10028-0198 (212/570-3919); or the Jacob Perlow Hospice, c/o Continuum Hospice Care, 1775 Broadway, Suite 300, NY, NY 10019 (212/649-5526).

—Mimi Bowling

JUDY PROSSER-ARMSTRONG, 52, long-time staff member of the Museum of Colorado, died January 20, 2006, of natural causes complicated by cystic fibrosis.

Judy held dual master's degrees in journalism and history and a master's in American studies from the University of Wyoming. She also earned a MLIS degree from Emporia State University in Kansas and later became a Certified Archivist. She began her career as assistant public information officer at the Wyoming State Archives before becoming director of the Saratoga (Wyoming) Historical and Cultural Museum. In 1979 she joined the Museum of Western Colorado, where she served for 26 distinguished years in a variety of positions: registrar, curator of archives, collections manager, librarian, and finally as director of the Lloyd Files Research Library.

Judy delighted in working with research requests and together with her cadre of volunteers aided thousands of people interested in local history and ancestry. In 2004 she was named Woman of the Year through the Creative Visions Express Network of the American Business Women's Association and was also a Mesa County (Colorado) Employee of the Month.

Judy is survived by her husband, Harley Armstrong.

—*The Rocky Mountain Archivist* (Spring 2006)

JOAN WARNOW-BLEWETT, 73, a key staff member of the American Institute of Physics Center for History of Physics for 32 years, died May 30, 2006. She joined AIP in 1965 as librarian of the Niels Bohr Library; in 1974 she was promoted to



Joan Warnow-Blewett on vacation in Provence, ca. 1995.

associate director of the Center. In January 1965, when Joan came to work at the Niels Bohr Library, the AIP Center for History of Physics had not yet been founded. She pioneered the "documentation strategy" approach to preservation by working cooperatively with archivists to save papers of individual

physicists, whenever possible at their home institutions. The strategy had to evolve to cope with the challenges of documenting the new institutions of the postwar physics community. To meet the need Joan initiated documentation research projects, in which archivists were joined by historians, sociologists, and scientists to study from an archival perspective such institutions as the postwar national laboratory and the multi-institutional collaboration. Under Joan's innovative leadership, the AIP received SAA's Distinguished Service Award in 1985. Joan was named an SAA Fellow in 1990.

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President's Message

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skills and knowledge vary according to context and roles. Different activities require different skills and knowledge. An archivist acquiring a digital collection may need to know a variety of techniques to transfer the records, such as file transfer protocol or how to burn records to a DVD. An archivist processing the records may benefit from knowledge of natural language processing programs to aid in organization and generate metadata. A third archivist working on preservation will likely need to know something about data transformation and migration. Managers and staff do different things, and therefore need different skills and knowledge. Although managers may not need the same level of expertise as staff working directly with the records, they need to understand enough to ensure that the staff are making good choices, to ensure the quality of their work, and to plan for the future.

Archivists don't have to do everything. In one break-out group, someone expressed the concern that it appeared archivists need a whole host of professional skills—programmer, business process analyst, workplace anthropologist, psychologist, and even evangelist. Clearly the more skills one has, the better. But there are limits. At a minimum, we should know how these different professions can help us do our jobs better. Some archivists may cross-train in one or two other fields to explore those possibilities at a more advanced level. But even the most advanced archivists don't need to be masters of many fields; they will know when to turn to other professionals for assistance. We do that today. Most archivists know enough about preservation to ensure that their collections are properly housed, and they may even have some rudimentary repair skills, such as surface cleaning or flattening. When faced with a complex problem, they turn to a professional conservator.

In addition to these themes, I heard some specific skills that you may want to think about acquiring (or honing if your skills are rusty). Many at the colloquium felt that at least a rudimentary knowledge of these skills would be desirable for all archivists. Depending on your job, you may want to try to master some.

Navigating operating systems and file systems. Knowing the basics of how a computer organizes files and how to perform some simple operations is essential for anyone working directly with digital records. At a basic level, you should probably understand folders and how to move, copy, and rename files. At a more intermediate level, you may need to understand how to perform these operations on selected sets of files, how to create lists of files, how to compare the contents of files, and how to map drives.

Markup languages. Extensible Markup Language (XML) is becoming the *lingua franca* of technologists. Most archivists should understand the concept of how tags can be used to add

semantic structure and formatting to a document. They should be familiar with different types of markup languages. At an intermediate level, archivists should be able to do simple markup, and at an advanced level they may want to be able to develop document type definitions (DTDs) and use Extensible Stylesheet Transformations (XSLT).

Databases. The heart of archives is analyzing and organizing knowledge. Databases are the fundamental tool to do that in the digital environment. Virtually all archivists—managers and staff, regardless of the work they do—can benefit by developing relatively simple databases using desktop applications. Intermediate and advanced archivists may want more robust software and advanced skills to take full advantage of these tools.

Programming. Many colloquium participants felt that archivists don't need to know how to program, but a few felt it was very nearly essential for all archivists. To reiterate what I said above, archivists can't know everything and archivists need to know when to turn to a professional. Minimally, it will make it easier to talk to technologists. But a little knowledge of programming can really unleash the power of computers to do basic tasks for sorting, filtering, and analyzing records. Even managers will benefit from some familiarity with programming to know if the work a contract programmer proposes is reasonable and sustainable.

What may be most essential for archivists to prepare themselves for the digital era is neither skills nor knowledge, but new attitudes. Archivists need to adopt a pioneer spirit, a willingness to face the unknown. To do that, we must be willing to take risks and experiment. We need the resourcefulness and courage to create something in this alien world. We cannot let the perfect be the enemy of the possible, and we must be willing to try untested solutions. Fynnette Eaton, Change Management Officer for the NARA Electronic Records Archives, taught me one of the first and most important lessons I've learned about electronic records: Whatever we do we may fail, but if we do nothing, failure is guaranteed.

Archivists must have chutzpah; we need to become articulate advocates for our profession and our programs. We can't wait until we're invited to the table to talk about our concerns. We need to step up to the plate and assert our right to exercise our social mandate to preserve those records of enduring value. We need leadership skills and the willingness to take the lead on collaborative projects to make sure projects address archival issues. To be effective, we need the skills of an effective team builder and of a team player.

The challenge of this new frontier is daunting. And it is easy to forget that no one will become a master in a day. We must not be overwhelmed by the magnitude of the problem. Rather, we must do what we can today. The path to the digital future may not be clear, and we will certainly face obstacles and dead ends. But the journey of a thousand miles begins with a single step. Where will your journey take you? ❖

Archivist of the United States

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NARA's Information Security Oversight Office (ISOO) and the Office of Records Services are working with the affected agencies to see that improperly removed documents are back on the shelves as soon as possible. With ISOO and the affected agencies, NARA staff is developing a pilot National Declassification Initiative, which will seek to address the timely and appropriate declassification and release of all types of federal records containing national security information held by NARA. I will receive a report on these actions this summer.

Also, we intend to do everything possible within our budgetary constraints to expedite the processing of both paper and electronic classified files so we can begin to reduce the unconscionable backlog of unprocessed documents.

As NARA continues to deal with this matter, we welcome your interest, and if there are new developments, you will be informed sooner rather than later. ❖

Toward the Appraisal of Web Records

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retention of the public use data files that the Census Bureau creates from the decennial census microdata. The second set of permanent web records came from the U.S. Centennial of Flight Commission. The justification for this was that the website was a major undertaking of the Commission, received extensive discussion in the Commission's final report, and contained many unique components. With this appraisal history, the one percent standard may be holding for web records.

An old data processing acronym is GIGO for "garbage in, garbage out." But an archives may still do so and bring in the web record garbage without a rigorous appraisal. In ten or twenty years when the novelty of the web has waned, those who will be standing in our shoes will have to deaccession these web records placed in archival custody. To use Leonard Rapport's concept, there will be no grandfather clause for any web records tomorrow that an archives may acquire today.⁴ ❖

—Thomas E. Brown is newly retired from the National Archives and Record Administration after 30 years of service. Prior to retirement, he was the manager, Archival Service, Electronic and Special Media Records Services Division.

1 "When One Percent Means a Lot: The Percentage of Permanent Records in the National Archives," *Organization of American Historians OAH Newsletter*, Vol. 13, No. 2 (May 1985).

2 Aliya Sternstein, "Put that home page in the circular file: Feds waste too much energy preserving agency sites," *Federal Computer Week*, (January 10, 2005) @ www.fcw.com.

3 T. R. Schellenberg, "The Appraisal of Modern Public Records," *Bulletins of the National Archives* 8 (October 1956): 250-251.

4 Leonard Rapport, "No Grandfather Clause: Reappraising Accessioned Records," *American Archivist* 44 (Spring 1981): 143-150

Obituaries

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Another component of Joan's responsibility was the National Catalog of Sources for History of Physics and Allied Sciences. As the center's historical projects and preservation work expanded, so did the catalog. Eventually its name was changed from "National" to "International" catalog. Joan's major innovation was to persuade institutions outside the United States to conduct surveys to locate relevant collections in their countries and share the information with the International Catalog.

Joan's educational projects included "Moments of Discovery" (www.aip.org/history/mod/) and three major exhibits: "Einstein Centennial Exhibit," "Physics in 1922" (for the 50th anniversary meeting of the International Union of Pure and Applied Physics), and "George Ellery Hale Centennial Exhibit."

Joan enjoyed telling how she came to the American Institute of Physics through an advertisement in the *New York Times* that, fortunately, didn't mention physics or science. (She had a degree in library service and graduate studies in literature, but had steered clear of the sciences!) She also liked to say that in order to save and care for papers of scientists, archivists don't have to marry a physicist as she did—the eminent accelerator physicist John P. Blewett, who passed away in 2000.

Joan retired full-time to North Carolina in 1998. In 2005 she married the noted historian of physics Martin Klein.

—American Institute of Physics

Reclassification Audit Report

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Public Interest Declassification Board Meeting

On May 9, 2006, the Public Interest Declassification Board (PIDB) conducted its first public meeting at the National Archives. PIDB was authorized in 2000 and charged to advise the president and other executive branch officials on classification and declassification policy. It is composed of nine members, five appointed by the president, one each by the Speaker and Minority Leader of the House, as well as one each by the Majority and Minority Leader of the Senate. Members of the board are to be pre-eminent in the fields of history, national security, foreign policy, intelligence policy, social science, law, or archives. The members are: L. Britt Snider (chair), Martin Faga, Steven Garfinkel, Elizabeth Rindskopf Parker, Richard Norton Smith, David Skaggs, and Joan Vail Grimson. ISOO Director William Leonard serves as executive secretary to the board and reported about the recently released audit report of the multi-agency reclassification effort (see related story above). Jay Bosanko, who was detailed for 60 days by Archivist of the United States Allen Weinstein to coordinate the Declassification Initiative, explained that the initiative seeks to better integrate the work that agencies currently undertake in declassification and hopes to explore what can be done to improve the policies, procedures, structure, and resources in order to create a more viable and reliable executive-branch wide declassification program. ❖



SAA EDUCATION CALENDAR

FALL 2006

Understanding Photographs: Introduction to Archival Principles and Practices

October 5-6, 2006—Chicago

Describing Archives: A Content Standard (DACS)

October 16, 2006—Haverford, PA

October 20, 2006—Durham, NH

November 8, 2006—Salt Lake City

An Introduction to Archival Exhibitions

October 13, 2006—Denver

Digital Libraries and Digital Archives

October 25, 2006—Nashville

Building Digital Collections

October 26, 2006—Morristown, NJ

Legal Aspects of Photography Rights, Archive Management and Permissions

October 27, 2006—Bismarck, ND

Business Archives . . . Establishing and Managing an Archives

November 1-3, 2006—Chicago

Understanding Archives: Introduction to Archival Principles and Practices

November 6-7, 2006—St. Meinrad, IN

MARC According to DACS: Archival Cataloging to the New Descriptive Standard

November 9-10, 2006—Salt Lake City

Copyright: The Archivist and the Law

November 9-10, 2006—Lexington, KY

Managing Literary Manuscripts

November 17, 2006—New York City

SOON TO BE ANNOUNCED:

Introduction to Audio Archives

Fall 2006—New York City

Advanced Appraisal for Archivists

Fall 2006—Clear Lake, TX

Introduction to Databases

October 2006—Nashville, TN

Style Sheets for EAD-Delivering Your Finding Aids on the Web

Fall 2006 – Northwest Region

The Art of Processing Manuscripts

Fall 2006 – Kansas

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2006 CALENDAR

July 30–August 5

Joint Annual Meeting of NAGARA, CoSA, and SAA in Washington, DC, at the Washington Hilton and Towers. For more info:

www.archivists.org or *www.nagara.org*.

September 5–8

U.K. Society of Archivists annual conference at the University of Lancaster. For more info, visit *http://www.archives.org.uk/*

October 6–7

Midwest Archives Conference symposium on Mark Greene and Dennis Meissner's "More Product, Less Process," regarding techniques for reducing archival backlogs and rethinking the tradition of detailed collections processing; Omaha, Nebraska; *www.midwestarchives.org/*.

October 8–10

International Conference on the Preservation of Digital Objects (iPRES 2006); Ithaca, New York; *http://ipres.library.cornell.edu/*.

October 11–14

Association of Moving Image Archivists Annual Conference; Anchorage, Alaska. Contact: AMIA@amianet.org.

October 16–November 10

"Sharing Conservation Decisions" organized in collaboration with the Institut National du Patrimoine (France), the Instituto Centrale di Restauro and the Opificio delle Pietre Dure (Italy) and will take place in Rome. This four-week course will address improving complex conservation decisions by involving the various professions and stakeholders and ensuring transparency, clarity and the effectiveness of the process. For information, contact Catherine Antomarchi, *ca@iccrom.org*.

October 16–27

"Reducing Risks to Collections" by ICCROM and the Canadian Conservation Institute in Ottawa, Canada. This two-week course will discuss and practice the risk management approach to the management of cultural property. For information, contact Catherine Antomarchi, *ca@iccrom.org*.

October 22–25

51st ARMA International Annual Conference in San Antonio, Texas; *www.arma.org/*.

October 26–28

MARAC fall meeting; Morristown, New Jersey; *www.lib.umd.edu/MARAC/conferences/conferences.html*.

November 1

Deadline to register for the Modern Archives Institute, National Archives and Records Administration, Washington, DC. Contact: Modern Archives Institute, Professional Development and Training (PDT), National

Archives and Records Administration, Room 3110, 8601 Adelphi Road, College Park MD 20740-6001; www.archives.gov/index.html.

November 8–10

"Sofia 2006: Globalization, Digitization, Access and Preservation of Cultural Heritage"; Sofia, Bulgaria; <http://slim.emporia.edu/globenet/Sofia2006/Index.htm>.

November 13–17

Session I of the Preservation Management Institute 2006-2007; Rutgers University, New Brunswick, New Jersey. The Institute is designed for working librarians and archivists who have preservation responsibilities but limited formal preservation education. The other two sessions are April 23–27 and Oct. 15–19, 2007. www.scils.rutgers.edu/programs/pds/pmi.jsp.

November 20–26

"CITRA—Sharing Memory through Globalization," XXXIXth International Conference of the Round Table on Archives; Curaçao, Netherlands Antilles. www.ica.org.

FUNDING

Carl Albert Congressional Research and Studies Center Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program, which provides financial assistance to researchers working at the Center's archives. Awards of \$500–\$1,000 are normally granted as reimbursement for travel and lodging. The Center's holdings include the papers of many former members of Congress, such as Robert S. Kerr, Fred Harris, and Speaker Carl Albert of Oklahoma; Helen Gahagan Douglas and Jeffery Cohelan of California; Sidney Clarke of Kansas; and Neil Gallagher of New Jersey. Besides the history of Congress, congressional leadership, national and Oklahoma politics, and election campaigns, the collections also document government policy affecting agriculture, Native Americans, energy, foreign affairs, the environment, the economy, and other areas. The Center's collections are described online at www.ou.edu/special/albertctr/archives/. The Visiting Scholars Program is open to any applicant. Emphasis is given to those pursuing postdoctoral research in history, political science, and other fields. Graduate students involved in research for publication, thesis, or dissertation are encouraged to apply. Interested undergraduates and lay researchers are also invited to apply. The Center evaluates each research proposal based upon its merits, and funding for a variety of topics is expected. No standardized form is needed for application. Instead, a series of documents should be sent to the Center, including: (1) a description

of the research proposal in fewer than 1000 words; (2) a personal vita; (3) an explanation of how the Center's resources will assist the researcher; (4) a budget proposal; and (5) a letter of reference from an established scholar in the discipline attesting to the significance of the research. **Applications are accepted at any time.** For more information, please contact: Archivist, Carl Albert Center, 630 Parrington Oval, Room 101, University of Oklahoma, Norman, OK 73019; 405/325-5401; fax 405/325-6419; channeman@ou.edu.

Archie K. Davis Fellowships

To encourage more extensive and intensive research in the history, literature, and culture of North Carolina, the North Caroliniana Society offers on a competitive basis Archie K. Davis Fellowships to assist scholars in gaining access to collections. Modest stipends vary in size and are intended to cover only a portion of travel and subsistence expenses while fellows conduct research in North Caroliniana. Research in pre-twentieth century documentation is particularly encouraged, but awards also have been made for studies of more recent materials. Further information is available from www.ncsociety.org/davis or by mail from Dr. H.G. Jones, North Caroliniana Society, Wilson Library, UNC, Campus Box 3930, Chapel Hill, NC 27514-8890.

California Institute of Technology

The Victor and Joy Wouk Grant-in-Aid Program offers research assistance up to \$2000 for work in the Papers of Victor Wouk in the Caltech Archives. The Maurice A. Biot Archives Fund and other designated funds offer research assistance up to \$1500 to use the collections at the Caltech Archives. For all funds, applications will be accepted from students working towards a graduate degree or from established scholars. Graduate students must have completed one year of study prior to receiving a grant-in-aid. For the Biot award, preference will be given to those working in the history of technology, especially in the fields of aeronautics, applied mechanics and geophysics. No applicant may receive more than two awards, and awards will not be given to the same applicant in consecutive 12-month periods. Grants-in-aid may be used for travel and living expenses, for photocopy or other photo-reproduction costs related to the research project, and for miscellaneous research expenses. For further information: <http://archives.caltech.edu>. **Applications will be reviewed quarterly, on January 1, April 1, July 1 and October 1 of each year.**

Ian Maclean Research Grant

The National Archives of Australia has established a new award open to archivists from all countries who are interested in conducting research that will benefit the archival profession and promote the important contribution that archives make to society. To encourage innovation in research, part-

nerships between archivists and allied/other professionals are eligible. Joint applications from archivists residing in different countries are also encouraged. Stipend will be to AU\$15,000 (approximately US\$11,000) at the discretion of the judging panel. Additional funding will be available to overseas applicants for travel to Australia if necessary. Prospective applicants should contact Derina McLaughlin at (+ 61 2) 6212 3986 or derina.mclaughlin@naa.gov.au before applying to discuss the scope of their research project. Further information: www.naa.gov.au.

The Pepper Foundation's Visiting Scholars Program

The Claude Pepper Foundation seeks applicants for its visiting scholars program, which provides financial assistance for researchers working at the Claude Pepper Center's archives at Florida State University. The Claude Pepper Library's holdings include papers, photographs, recordings, and memorabilia of the late U.S. Senator/Congressman Claude Pepper and his wife, Mildred Webster Pepper. Pepper served in the U.S. Senate from 1936-1950 and the U.S. House of Representatives from 1962-1989. The visiting scholar's program is open to any applicant pursuing research in any of the areas related to issues addressed by Claude Pepper. **Application deadlines are Apr. 15 and Oct. 15.** For additional information and an application form, contact: Grants Coordinator, Claude Pepper Center, 636 West Call Street, Tallahassee, FL 32306-1122; 850/644-9309; fax 850/644-9301; mclaughli@mailers.fsu.edu; <http://pepper.cpb.fsu.edu/library>.

Morris K. Udall Archives Research Travel Grant

The University of Arizona Library Special Collections houses the papers of Morris K. Udall, Stewart L. Udall, David K. Udall, Levi Udall and Jesse Udall. The Library's holdings also include related papers of noted politicians Dennis DeConcini, Lewis Douglas, Henry Ashurst and George Hunt. To encourage faculty, independent researchers, and students to use these materials, the Morris K. Udall Archives Research Travel Grant will award up to two \$1,000 research travel grants per year. Preference will be given to projects relating to issues addressed by Morris K. Udall and Stewart L. Udall during their long careers of public service: environment, natural resources, Native American policy, conservation, nuclear energy, public policy theory and environmental conflict resolution. **Eligibility:** The grants are open to scholars, students, and independent researchers. **Awards:** The \$1,000 research travel grants will be awarded as reimbursement for travel to and lodging expenses in Tucson, Arizona. These grants do not support travel to locations other than Tucson. **Application Procedures:** Applications will be accepted and reviewed throughout the year. Please mail a completed application form with three sets of the following materials: 1) A brief 2–4 page essay describing

your research interests and specific goals of your proposed project; and 2) a 2–3 page brief vitae. To request an application, contact: Amara Edwards, University of Arizona Library Special Collections, P.O. Box 210055, Tucson, AZ 85721-0055, edwardsamara@u.library.arizona.edu

Rockefeller Archive Center Visiting Archivist Fellowship

The Rockefeller Archive Center has established a Visiting Archivist Fellowship geared to professional archivists from the developing world. The Visiting Archivist will be in residence at the Center for up to one month for the purpose of enhancing professional development and expanding his/her knowledge of the Center's holdings relating to the fellow's country or region. The Visiting Archivist will receive a \$5,000 stipend for a four-week period. The stipend is intended to cover the costs of housing, food and local transportation. Inquiries about the program and requests for application materials should be sent to Darwin H. Stapleton, Executive Director, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, New York 10591.

UNC Harry Golden Visiting Scholars Awards

The Special Collections Department of the Atkins Library, University of North Carolina at Charlotte, announces the opening of competition for the Harry Golden Visiting Scholars Awards for 2007–2008. The program was established to honor the memory of Harry Golden, civil rights activist, author of the best selling book, *Only in America*, and publisher of the *Carolina Israelite*. Two grants of \$500–\$1,000 will be awarded annually to researchers using materials that are held by the Special Collections Department. Preference will be given to projects focused on the history and culture of the twentieth-century South. For more information: http://dlib.unc.edu/special_collections/. **The deadline for applications is January 5, 2007.**

CALL FOR PAPERS

Black History Conference

The Association for African American Historical Research and Preservation (AAHRP) is accepting proposals for topics pertaining to Black history, culture, and genealogy for its Fourth Annual Black History Conference, February 3, 2007, at Seattle University, Seattle, Washington. Theme: "The Black Experience: Presenting History's Hidden Pages (Previously Unknown, Forgotten, Dismissed, Avoided, or Submerged)." For more info: www.aaahrp.org.

Three New NHPRC Grants

The application deadline for all three grants is October 2, 2006

Archives Leadership Institute

The National Historical Publications and Records Commission (NHPRC) seeks proposals from organizations to design and implement an Archives Leadership Institute to provide executive leadership training for archivists and records managers, as well as sharpening skills in nonprofit management and areas of particular concern in archives. The Institute is envisioned as comparable to the Museum Leadership Institute run by the Getty Institute; the Seminar in Historical Administration sponsored by the American Association of State and Local History, the American Association of Museums, Colonial Williamsburg, Indiana Historical Society, the National Park Service, and the National Trust for Historic Preservation; the Frye Leadership Institute for Higher Education Professionals; and the NHPRC-sponsored Institute for the Editing of Historical Documents.

The Archival Leadership Institute seeks to bring to tomorrow's leaders the insights and understanding necessary for increasing public use and appreciation of archives. One award, for a period of up to three years beginning in January 2007, will be made, with the expectation that at least two institutes will take place during that period. The total available funds are up to \$250,000, and cost sharing may be waived. The Commission anticipates that the developer of an effective institute will have an ongoing relationship with the Commission in future years. For more info: www.archives.gov/nhprc/announcement/leadership.html.

Digitizing Historical Records

The Commission seeks proposals to test and implement cost-effective methods to scan historical record collections and make digital versions freely available on the Internet. The key aspect to this pilot program is to demonstrate how entire archival collections can be digitized and uploaded to the Web, thereby making materials more quickly and readily available to the public.

Projects must focus on digitizing archival components that consist of nationally significant materials. Archival components may be entire collections or series. The selected materials should already be

processed so that projects can use existing information to create metadata for the digitized collection. The selected materials should include enough records to test the feasibility and value of disseminating large quantities of historical sources based on standard archival methods of description and arrangement (most likely using existing Encoded Archival Description finding aids). Goals of these projects are to produce entire collections or series useable online as digital images and descriptions of methods and practices that other institutions can use to reproduce the results. The Commission intends to allocate one to three awards of up to a total of \$150,000 each. Each project may be up to three years in duration. The Commission will provide up to 50 percent of the total project costs, which grantees must match through cost sharing. For more info: www.archives.gov/nhprc/announcement/digitizing.html.

Historical Documentary Editing Fellowships

The Commission will re-institute its Historical Documentary Editing Fellowships in FY 2007. Only current and active NHPRC-supported publications projects are eligible to apply, and the projects themselves will be responsible for screening and hiring their own fellows through the NHPRC grant funds. Applicants should demonstrate the capability to provide strong post-graduate training in documentary editing, including document collection, accessioning, and control; selection; transcription; annotation; proofreading; indexing; and project management.

The Commission provides this funding to ensure that recent History PhDs or advanced graduate students have exposure to historical editing techniques and careers. The host institution may use a limited amount of funds to cover costs of recruiting a fellow and giving the fellow limited travel and educational opportunities.

Awards are for one-year grants of \$55,000 each, with no cost sharing requirements. Depending on the quality of proposals and availability of funding, the Commission expects to fund one to two fellowship projects, each with a single fellow.

For more info: www.archives.gov/nhprc/announcement/editing.html. ❖



PROFESSIONAL OPPORTUNITIES

Rate Schedule

(effective July 1, 2006) 99¢ per word

SAA members receive a percentage discount:

- 10% for Individual Members (or 89¢ per word)
- 50% for Regular Institutional Members (or 49¢ per word)
- 60% for Sustaining Institutional Members (or 39¢ per word)

(For an additional fee, professional opportunities also can be posted on SAA's website in the Online Employment Bulletin at www.archivists.org/employment/index.asp.)

Closing Dates and Suitability for Print Publication

Archival Outlook is mailed to SAA members via bulk-rate postage. In order to ensure that your job search is still active upon receipt of the newsletter, please make sure your closing date or application deadline, if any, is no earlier than the 15th of the second cover month of the issue in question. For example, if you are submitting an announcement for the January/February issue, your application deadline should not precede February 15.

Editorial Policies

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. It is assumed that all employers comply with Equal Opportunity/Affirmative-Action regulations. SAA will edit ads that do not conform.

How to Submit a Professional Opportunity

Job announcements should be submitted via the secure form at www.archivists.org/forms/jobs.asp.

For further information, please email jobs@archivists.org.

ASSISTANT ARCHIVIST FOR UNIVERSITY RECORDS AND DIGITAL PROJECTS

*Ball State University
Muncie, IN*

Professional position available immediately.

Responsibilities: Engage in the acquisition, processing, digitization, preservation, and use of Archives and Special Collections materials; administer university records management program that includes electronic records; act as liaison to university offices and create record schedules; participate in digitization projects and create web pages, databases, and online resources; provide reference and research assistance; promote use of collections through online exhibits, publications, presentations, instructional sessions, and other outreach activities. **Minimum qualifications:** MLS/MLIS/MIS degree from an ALA accredited program at time of appointment or an advanced degree in related information technology field; course work or equivalent experience in archives and/or manuscripts; experience with information technology applications in an archives and/or library environment, including imaging technology, web page development, and electronic databases; knowledge of records management practices, including issues related to electronic records; working knowledge of basic Microsoft Office applications; effective oral and written communication skills. **Preferred qualification:** experience working in an academic library and/or university archives with audio, video, and electronic formats. Salary negotiable from a minimum of \$38,000. Send letter of application, resume, transcripts of graduate degree(s) (unofficial copies acceptable), and the names and contact information for three references (at least one of which is a current or former supervisor). Review of applications will begin immediately and will continue until the position is filled. Ball State University is an equal opportunity, affirmative action employer and is strongly and actively committed to diversity within its community. **To apply, contact:** Dixie DeWitt, Ball State University, University Libraries, Muncie, IN 47306; 765/285-5277; ddewitt@bsu.edu; www.bsu.edu/library.

ARCHIVIST

*Nationwide
Columbus, OH*

Nationwide is a Fortune 100 Company and is one of the largest insurance and financial services companies in the world! We have an outstanding opportunity for an Archivist professional in our corporate headquarters located in Columbus, Ohio. **Duties:** Archivist will re-establish dormant corporate archives, which will include appraising, acquiring, arranging, describing, managing, preserving, and providing internal access to non-library corporate archival materials. Other duties include: providing research on demand for business units,

producing displays and exhibits for internal use, internal marketing of archives within the enterprise, and researching and writing detailed company history. Archivist will deal with general public on a limited basis, plus other duties as required. **Strengths:** Archivist should be skilled at internal promotion and be able to quickly establish working relationships with affiliated companies to perform archival services across enterprise. Supervisory experience a plus. Ability to operate independently. Familiarity with SirsiDynix Horizon a plus. Active participation in and coursework with national archives organizations preferred.

Qualifications: M.A. degree in archival studies or history preferred. Archival training and/or a library science M.L.S. with an emphasis on archives preferred, familiarity with the MARC format and at least five years of archival experience. **To apply, contact:** holtzgj@nationwide.com.

ARCHIVIST

*Gap, Inc.
New York, NY*

Job# SR-605029. Major Responsibilities: Own the collecting, processing, photography and ongoing usage and maintenance of New York based archival materials using established guidelines; Partner with Archives Manager to identify records through interviews, records compliance and site surveys, for inclusion in the archives program; Hire, train and supervise contractors to assist in processing, photography and research; Own archival vault space management; Assist individuals and groups requesting materials from the archives; and Oversee administration of all aspects of Archive Database for NY. **Minimum Qualifications:** 1-3 years experience with In-depth knowledge of archival technical skills including all facets of archival processing; Experience with archiving a variety of media including various formats of video, photography, audio recordings, paper materials, and textiles with background in handling and preserving textiles preferred; Strong knowledge of databases including asset capture and metadata hierarchy; Knowledge of Macintosh based imaging applications (i.e. Photoshop, Illustrator), digital cameras and photographic lighting; Excellent research skills including familiarity with working with primary materials, as well as secondary sources and internet searches; Strong project management skills that can be applied to diverse array of projects; Ability to work independently on projects and prioritize tasks; BA required, MLS degree or advanced study in a related field preferred; Certified Archivist (CA) preferred. Job will include lifting boxes up to 40 lbs., climbing ladders in archive, and pushing hand trucks. **To apply, contact:** careers@gap.com. <http://www.gapinc.com>.



DATA AND IMAGE ARCHIVIST

*Skidmore, Owings & Merrill
Chicago, IL*

Prominent architectural firm looking for an experienced digital archivist to manage the organization of project data and imagery. Responsibilities include developing logical naming conventions, determining keywords for tagging and establishing protocols for obtaining and updating information and images. **To apply, contact:** Alena Cloud, Marketing Manager, Skidmore, Owings & Merrill, 224 S. Michigan Avenue, Chicago, IL 60604; 312/360-4707; alena.cloud@som.com.

DIGITAL ARCHIVIST

*Amscan Inc.
Elmsford, NY*

Amscan, the leader in the party goods industry is looking for an experienced Digital Archivist to work within our Party Division. The successful candidate will maintain large archives of over 10 years of product and packaging designs. Maintain a large library of concept art. Analyze production workflows and design archiving systems tailored to our unique needs. Fill artwork retrieval requests. Qualified candidates must have BA, strong Mac skills, knowledge of QuarkXPress, Photoshop, FreeHand and Illustrator a plus. Experience with server/network environment and current asset management solutions a strong plus. Team player with strong analytical/organization/communication skills, attention to detail and accuracy is essential. This is a strictly technical/production oriented position. Art skills are not required. If you'd like to learn more about Amscan, please visit us at www.amscan.com. **To apply, contact:** HR Manager, Amscan Inc., 80 Grasslands Road, Elmsford, NY 10523; 914/345-2020; fax 914/345-8145; hrmanager@amscan.com.

ELECTRONIC RECORDS ARCHIVIST

*University Archives & Historical Collections
Michigan State University
East Lansing, MI*

Three year appointment in continuing appointment system. **Responsibilities:** This position will work to establish system needs and requirements for digital records-keeping systems of the University. Reporting to the Director of the University Archives & Historical Collections and working in collaboration with the University Records Archivist, the Electronic Records Archivist will help design and evaluate electronic records-keeping systems in accordance with the mandate of the Archives to provide for the University records management and archival records functions. The position works with systems designers and customers as well as counsels administrative offices and units in the management of records in digital formats to comply with University mandates and to reflect best

practices. The Electronic Records Archivist in collaboration with other archives staff will identify digital records of continuing institutional value and will develop strategies for long-term preservation and access. Excellent skills in consultation, collaboration, and communication are required in order to work with diverse audiences and University personnel. An integral member of the UA&HC staff, this person will perform regular archival duties, including reference service and other duties as assigned. **Requirements:** Minimum qualifications are a M.A. in History, Library Science, Archival Science, or related field, and a graduate of an archival education program that meets the guidelines of the Society of American Archivists, or have achieved Certified Archivist status. The successful candidate must demonstrate knowledge of the management of electronic records and expertise in working with electronic records. Michigan State University is a pioneer land grant AAU research institution, with over 44,000 students, 3,900 faculty, located on over 5,000 acres. The University provides a competitive benefit program, 22 days of vacation, and 6 University vacation days. Salary open to negotiation, depending on qualifications and experience, as well as starting date. Further information on the Michigan State University Archives & Historical Collections can be found at <http://www.archives.msu.edu>. All applicants who wish to be considered for the position must submit a CV, a letter highlighting their interest and qualifications pertinent to the position, and at least three references with contact information. The search committee will begin reviewing applications on August 10, 2006 and continue until the position is filled. Women and minorities are encouraged to apply. Persons with Disabilities may request and receive reasonable accommodations. Michigan State University is an affirmative action, equal opportunity institution. **To apply, contact:** Chair, Electronic Records Archivist Search Committee, Michigan State University, University Archives & Historical Collections, 101 Conrad Hall, East Lansing, MI 48824-1327; 517/355-2330. Do not apply via email or fax.

INFORMATION MANAGER

*DTE Energy Services
Ann Arbor, MI*

Do records and information excite you? If so, DTE Energy is seeking an experienced Information Manager professional to join our Ann Arbor, MI facility. Take the lead in developing a best-in-class Records and Information Management (RIM) program for the organization. Responsibilities include developing, implementing, and managing, the Company records systems and centers, contract administration, and records retention. Position also provides guidance and input into other functional areas which affect the recorded information of the

organization. Proven ability to exercise independent discretion and judgment within established policies, procedures and practices needed, as well as create these as needed. In depth knowledge of RIM principles and practices a must. Strong knowledge of records mgmt and associated software, prefer Documentum 5.3. Advanced knowledge of MS applications and database management necessary. Possess effective management skills, ability to lead and motivate people. Strong organizational skills with ability to meet deadlines and manage multiple tasks. Strong ability to perceive and analyze problems, plan and develop alternatives. Must be able to work effectively with all levels of the organization with tact and diplomacy. Ability and willingness to travel to multiple locations (30% or more of the time). To qualify, you must have a bachelor's degree from an accredited college or university in a business related field, with at least three (3) years experience in records management, preferably in a leadership position, with a Certification in Records Management (CRM) preferred. **To apply, contact:** Human Resources, DTE Energy Services, fax 734-302-8240; esrecruiting@dteenergy.com.

LIBRARIAN

*Anchorage Museum
Anchorage, AK*

The Anchorage Museum, located in Anchorage, Alaska is accepting applications for a Librarian. This position is responsible for developing and maintaining the specialized book and periodical collection of the museum library, including selection, acquisition, online cataloging, processing, filing, and shelving and providing reference services to staff and public. **Qualifications include:** 1) ALA-accredited master's degree in library science; 2) Three to five years of relevant library experience in the development, acquisition, on-line cataloging, and reference assistance with library collections. Compensation includes competitive salary and generous benefit package. Reply to J. Hoflich for an application and complete job description. Position closes when filled. **To apply, contact:** Jacquelyn B. Hoflich, PHR, Anchorage Museum Association, 121 West 7th Avenue, Anchorage, AK 99501; 907/343-6110; fax 907/343-6149; hoflichjb@ci.anchorage.ak.us; www.anchoragemuseum.org.

LIBRARIAN/ASSISTANT ARCHIVIST

*Library of Rush University Medical Center
Chicago, IL*

The Library of Rush University Medical Center seeks applications for the position of Librarian/Assistant Archivist. The successful candidate will provide processing and administrative services for the Archives of Rush University Medical Center and its predecessor institutions and subsidiary units, and of staff and other individuals closely associated with those institutions. **Duties:** Provides appraisal, arrangement, description (includes composing

finding aids), and minor preservation of archival collections. Assists with exhibits, research and reference demands. Uses databases for reports, cataloging, and information retrieval.

Qualifications: ALA-accredited master's degree in library/information science; 2 or more years of specialized archives experience; working knowledge of archival theory and management, computer applications, and technology; good communication skills, written and verbal. Preferred experience with DB/Textworks, Microsoft Office, digitization/OCR software.

Salary: Full time salaried, \$38K, annually. Rush has a comprehensive benefits package including tuition reimbursement. EOE M/F/D/V. **To apply, contact:** Esko Peterson, Rush University Medical Center, 729 S. Paulina, Chicago, IL 60612; Esko_Peterson@rush.edu.

MANAGER, MICROGRAPHICS AND IMAGING SERVICES

*Kentucky Department for Libraries and Archives
Frankfort, KY*

The Kentucky Department for Libraries and Archives (KDLA) invites applications for the position of manager, Micrographics and Imaging Services Branch, in KDLA's Public Records Division, which operates Kentucky's State Archives. This full-time, state-merit system position manages a central services facility that provides archival quality micrographics services, including source document microfilming, film processing, silver and diazo duplication, quality assurance operations, and comprehensive digital imaging services to state and local government agencies, on a cost recovery basis. The manager supervises three section supervisors, an administrative assistant, and three quality assurance specialists; promotes branch services, and coordinates a micrographics laboratory certification program. For a full description of the position, please visit <http://www.kdla.ky.gov/libsupport/jobline/kdla17.htm>, which also contains information on how to apply online for this position. Preference will be given to a candidate with supervisory experience; experience with source document microfilming to an archival standard; familiarity with microfilm processing and silver and diazo duplication technologies and equipment; and familiarity with digital imaging technologies and equipment, including the Kodak 4810 and 9620 Archive Writer, the Sunrise 2000+ scanner, the Minolta PS 7000 book scanner, and the Kodak I 660 and I 840 scanners. **To apply:** Submit completed application, available online at <http://personnel.ky.gov/employment/onlineap.htm>, promptly to personnel@ky.gov. **For additional information, contact:** Beth Steinle, Personnel Manager, KDLA, 300 Coffee Tree Road, P.O. Box 537, Frankfort, KY 40602; 502/564-8300, ex t. 299; beth.steinle@ky.gov.

MANAGER RESEARCH SERVICES/ARCHIVIST

*The Ford Foundation
New York, NY*

Manages the work of Research Services which

serves the information and research needs of the Foundation's leadership, staff and outside researchers, including scholars, and the grantee community. Serves as historian of the Foundation. Works with other units of Information Services to arrange for the retention, processing and preservation of the Foundation's archival records. Develops and works on special projects, particularly digital conversion and electronic document repository projects. Manages the Foundation's Research Center. Serves as liaison to the research, archives and library communities. **Required Qualifications:** Master's degree in humanities, social sciences, archival/library studies, or related discipline; Five or more years' experience with archives, indexing and information retrieval systems; Experience in archival or library reference services and excellent research skills; Exceptional analytical, communication, interpersonal, writing and presentation skills; Strong customer service orientation; and Managerial or supervisory experience, including project management.

Preferred Qualifications: Knowledge of the Foundation, its history, and its programs; Knowledge of the fields of philanthropy, and of the other fields in which the Foundation works; Experience with historical research and writing; and Knowledge of digitization and electronic records issues. **Hiring Guidelines:** \$73,500–\$87,700. Excellent benefits include Foundation-paid comprehensive medical and dental insurance, retirement plan, generous vacation, and tuition reimbursement. Equal employment opportunity and having a diverse staff are fundamental principles at The Ford Foundation, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law. **To apply, contact:** Theresa Smith, The Ford Foundation, 320 East 43rd Street, New York, NY 10017; www.fordfound.org/employment.

PROJECT ARCHIVIST

*Edmund S. Muskie Papers
Bates College
Lewiston, ME*

Bates College is beginning a 15-month project with funding from the National Historical Publications and Records Commission to process significant accruals to the Edmund S. Muskie Papers. This position offers the opportunity to work with the papers of one of the nation's most effective legislators, who was a leader in environmental, budgetary and reform issues. Reporting to the Director of Archives and Special Collections and Project Director, the Project Archivist is responsible for the day-to-day oversight of the project which will result in the arrangement, descrip-

tion and preservation of 200 linear feet of material. The Project Archivist will integrate material intellectually and physically with the collection by adding to the existing series structure, identifying new series as necessary, updating the finding aid and container lists, and entering descriptive data into a collections management database. The Project Archivist will also identify materials on non-standard or obsolete formats and either reformat them in-house or through an outside vendor, and will conduct and supervise basic preventive preservation for paper-based records. Supervises three student assistants. Required qualifications include an M.L.S. degree with appropriate coursework in archives management or advanced study in a related area, and professional experience in the arrangement and description of historical records. Candidates must possess a working knowledge of archival and descriptive standards, an understanding of intellectual property rights affecting archival materials, excellent interpersonal skills, and must be able to work as part of a team. Desired qualifications include knowledge of Edmund Muskie's life and career, supervisory experience, experience using a relational database to manage archival collections, and experience working with audio and visual collections. Review of resumes will begin IMMEDIATELY and the position will remain open until filled. Please send cover letter, resume, and the names, addresses, and phone numbers of three current references to: Project Archivist Search Committee, Bates College, Human Resources, 215 College Street, Lewiston, ME 04240. Visit our Web Page at <http://www.bates.edu> or call our job line at 207/753-6959. *Bates College values a diverse college community and seeks to assure equal opportunity through a continuing and effective Affirmative Action program.*

UNIVERSITY ARCHIVIST

*Robert R. Muntz Library
University of Texas at Tyler
Tyler, TX*

The Robert R. Muntz Library of the University of Texas at Tyler is seeking qualified applicants for the position of University Archivist. This position is responsible for coordinating the development of UT Tyler's University Archives, including acquisition, processing, and preservation of special collections.

Qualifications: Required: ALA-accredited Master's Degree, graduate courses in archival management. **Preferred:** Additional graduate degree in history or related field, ACA certification. **Salary and Benefits:** \$37,000. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax. **To apply, contact:** Judy Parker, OHR, University of Texas at Tyler, 3900 University Blvd., Tyler, TX 75799; 903/566-7234; Judy_Parker@mail.uttyl.edu; <http://www.uttyler.edu/ohr/jobopening.htm>.



society of american archivists

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