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## Professional Reading

PAUL V. GUiTE, *Compiler*

THE FOLLOWING LIST of articles of current interest to archivists and manuscript curators has been compiled from recent periodical literature. The listing is selective and is not intended to supplant the more complete annual bibliographies published in the *American Archivist*. It is meant to provide the reader with more immediate access to current professional literature than he or she might otherwise have.

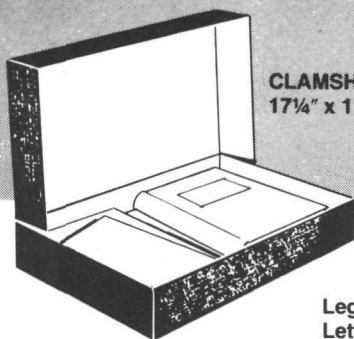
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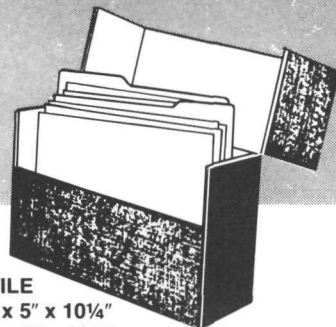
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## Technical Notes

CLARK W. NELSON, *Editor*

**Information Distributor.** An innovative office product that prints with a laser, receives and transmits documents electronically over ordinary telephone lines, and links word processing and data processing, has been announced by the Office Products Division of the International Business Machines Corporation.

The new IBM 6670 Information Distributor brings together multiple technologies into a single unit. It combines electronic communications, laser printing for both word processing and data processing applications, text processing, and copying. The product will initially be marketed in New York City, Chicago, and Los Angeles.

Its laser printer condenses oversize computer printouts onto letter-size paper of original print quality. It also prints on both sides of a page and changes typesyles electronically on the same page. Printing formats can be individually customized, text and data can be merged, and the unit can be used as a convenience copier.

The IBM 6670 can print multiple sets of documents at speeds of up to

1,800 characters per second, or 36 pages a minute. Each printed page is of original quality. Numerous recipients of a one-page letter or lengthy report, distributed electronically, can each receive copies.

The multi-purpose IBM 6670, newest member of the Office System 6 family, provides these capabilities and functions:

- (1) High-speed, non-impact printing of information from communications lines or magnetic cards, with the ability to process the text, or merge text and data, in customized print formats.
- (2) Condensed format printing of oversize, computer generated printouts in a high-quality typestyle on both sides of letter-size paper, without special computer programming.
- (3) High-speed communication of documents over switched or leased telephone lines.
- (4) Convenience office copying at up to thirty-six copies a minute, with the ability to interrupt a communications or text-processing function and automatically resume that function when copying is completed.

(5) Magnetic card reading and recording. The IBM 6670 can store multiple customized formats.

The IBM 6670 Information Distributor expands the choices for users of print technology in the office. Laser printing is now added to the traditional impact printing of the IBM *Selectric* and electronic typewriters and Office System 6, and the ink jet printing of the IBM 6640 Document Printer.

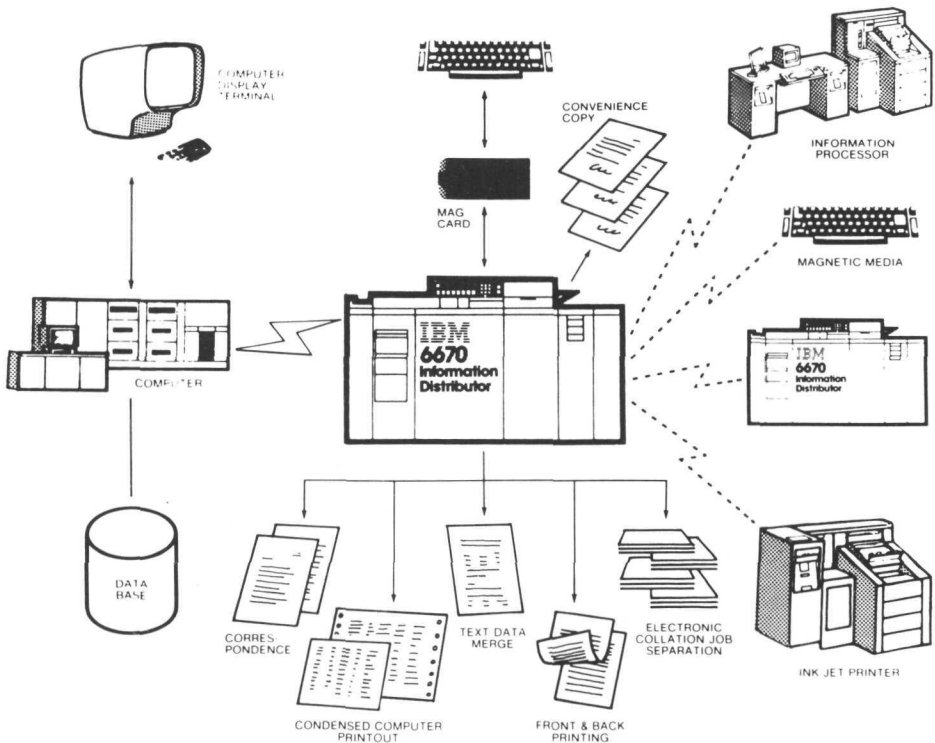
The Information Distributor can be used in conjunction with Office System 6 Information Processors, IBM Mag Card Typewriters, IBM 6640 Document Printers, suitably programmed computers, or other IBM 6670 units. A communications network can be designed using various configurations of

these products, depending upon the user's requirements.

The unit's laser technology permits up to four separate typesets to be printed on a single page in any sequence. As an example of its flexibility, individual characters can be printed alternately in any of the four typesets. Nine typesets are available.

The IBM 6670 Information Distributor also electronically collates documents, whether printed from magnetic cards or via communications from IBM word processing products or computers.

The product was developed and is being manufactured in the Office Products Division's facility in Boulder, Colorado. Additional information is



available from International Business Machines Corp., Office Products Division, Parson's Pond Drive, Franklin Lakes, NJ 07417, telephone: 201/848-3454.

**Ultraviolet Lamps.** The use of ultraviolet light to authenticate works of art and discover forgeries is well known. Ultra-Violet Products, Inc., 5100 Walnut Grove Ave., San Gabriel, CA 91778, telephone: 213/285-3123, offers a full line of ultraviolet lamps that may be helpful to archival agencies in determining whether documents have been altered and signatures changed. The firm offers an improved series of battery-operated ultraviolet lamps, the M-40 and M-teen series.

The M-40 series features a 6-watt lamp available in either a single short-wave or long-wave lamp version or a multiband lamp version (both lamps together). The M-teen series is a compact, pocket-size lamp with a solid-state design.

Other compact ultraviolet lamps made by the firm are specifically designed for stamp collectors. These convenient-to-use models are also excellent for examining paper documents in archives. They do, however, require an electrical connection.

**School Records on Microfiche.** The DeKalb County School System, Georgia, is using micrographics to convert its cumulative student history and payroll and personnel records to microfiche. The DeKalb system, the largest in Georgia, with approximately 9,000 employees and an active enrollment of approximately 85,000 students from kindergarten through 12th grade, operates twenty-two high schools, seventy-nine elementary schools, a two-year community college, and a two-year vocational-technical school.

Using facilities of the Atlanta center

of Computer Micrographics, Inc. (CMI), DeKalb converts its computer tape data to microfiche through computer output microfilm. The information contained on fiche is returned to DeKalb within twenty-four hours after it is picked up.

On a yearly basis, CMI produces almost 10,000 original fiche cards and approximately 59,000 duplicates of various reports.

The data is treated as a major resource of the school system and, as such, is made available to authorized personnel for planning and management purposes. By having CMI convert the data to microfiche, DeKalb officials feel they have improved the accessibility and security of the data as well as the efficiency of their overall operations.

DeKalb's preliminary studies of the microfiche program showed that in the case, for example, of retrieving student records, the high school counselors were by necessity spending time looking for paper copies of student histories from the files, thus detracting from the primary responsibilities of counseling. Following the sessions, the reports had to be re-filed, and occasionally documents were misfiled.

With the cumulative records produced on microfiche, each of DeKalb's eighty-two counselors, equipped with a reader and a compact file of all student records, can look up information needed in the counseling session in a matter of seconds and, by using a reader/printer at the school, have hard copies of the data available.

In actual operation, DeKalb found that it is possible for each counselor to save an average of one-half hour per day by minimizing the need to deal with paper records of students.

In addition to the cumulative student history records, the DeKalb



County School System has CMI convert computer-generated administrative information to microfiche.

**Barrier Free Design Directory of Consultants.** With the publication of *Accessibility Assistance*, the first national directory of consultants on barrier free design, the National Center for a Barrier Free Environment has provided another important service to persons and organizations interested in the creation of an accessible environment. The directory was developed under contract to the Community Services Administration, which will distribute copies to its more than 2,000 grantee and delegate agencies nationwide. Copies are also available for public purchase for \$3.25 each, prepaid (or \$4.25 if billing is required), from the National Center for a Barrier Free Environment, Seventh St. and Florida Ave., NE., Washington, DC 20002; or from the Community Services Administration.

Although applications for directory listing were widely solicited, the publication of the directory in no way implies that the persons named therein constitute a complete list of consultants having expertise in barrier free design, and no unfavorable inference should be drawn from failure to be listed. Persons or organizations wishing to be considered for listing in possible future editions should contact the National Center.

The National Center for a Barrier Free Environment cannot vouch for the quality of work performed by the consultants, and listing in the directory in no way constitutes an endorsement or recommendation by either the National Center or the Community Services Administration. Listed consultants are prohibited from referring, directly or indirectly, to the National

Center or CSA in any advertisement, publication, announcement, or any other communication that would imply direct or indirect endorsement by either organization. None of the consultants listed are considered to be registered with either CSA or the National Center.

**NFPA Publication.** *Introduction to Fire Protection Law* is the newest publication in the National Fire Protection Association's textbook series.

Written by D. L. Rosenbauer, M. Ed., J.D., it is intended for students in fire science programs, for members of the fire service, for the insurance industry, and for fire protection professionals in health care facilities, manufacturing plants, and all other areas of business and industry.

This 540-page text is a basic introduction to four major areas of the law: civil, criminal, constitutional, and administrative. These are the legal areas of greatest impact on fire service personnel in the performance of their duties and the areas most important to the decision-making process in fire department management.

Opening with a comprehensive overview of the American judicial and legal system, *Introduction to Fire Protection Law* makes extensive use of case studies to explain the subject areas and their relationship to fire service duties, liabilities, and responsibilities.

Legal aspects of arson investigation, search and seizure, forcible entry, and inspections are among other subjects covered in the text, which has a detailed subject index and an extensive glossary of legal terminology. The book is clothbound and measures 6½ by 9¼ inches.

Correlated with the textbook is a fifty-four page soft-cover *Instructor's Manual*, offered by NFPA as a separate publication.

D. L. Rosenbauer is an attorney and a published author who specializes in preparation of educational materials. One chapter of the new book is by Vincent M. Brannigan, J.D., of the University of Maryland faculty; his background includes extensive legal experience with national fire-related and consumer agencies.

*Introduction to Fire Protection Law* (NFPA Catalog No. TXT-5) is priced at \$14.95, with a schedule of discounts beginning with orders for twenty-five copies. The companion *Instructor's Manual* (TXT-5A) is \$3.50 per copy. Address orders to: NFPA Publications Sales Department, 470 Atlantic Ave., Boston, MA 02210; telephone: 617/426-2525.

**Telephone for the Deaf.** Stanford Research Institute International, 333 Ravenswood Ave., Menlo Park, CA 94025, is developing a new communication device that should conveniently and inexpensively enable deaf people to communicate over the telephone with either deaf or non-deaf people. Funding for the project is coming from HEW's Office of Human Development.

The new device is designed to be lightweight and portable. It can be attached to any conventional telephone receiver. After dialing conventionally, communication is carried on by typing messages on a small keyboard, with the connecting party reading the reply on a small display. The new device can also be used locally, whereby the deaf person can communicate directly with any person in his or her immediate vicinity using the alphabetic display on the phone.

SRI International envisions a wide range of uses for the new device. Special numbers could be assigned in the larger centers such as police, hospitals,



and libraries for handling such calls by deaf people.

The researchers at SRI feel that the new hand-held terminal will be available to the public in about two or three years.

**Touch Mark Deters Forgers.** A new fingerprinting device designed to combat forged signatures and identification cards is now available to the general public, announced the National Notary Association.

*Touch Mark*, the trade name for the new instrument, eliminates the inky mess associated with the fingerprinting process, which has long been recognized as the ultimate form of identification.

The "rubber-stamp" type device imprints two inkless ovals on a document. The person whose proof of identity is required presses his finger across one oval and then across the next, leaving a permanent print on the

latter. No residue is left on the person's finger.

*Touch Mark*, although introduced specially for the notarial profession, could be useful to anyone who must frequently request identification. Many banks and other financial institutions already use similar instruments.

Because notaries witness documents that could be subject to forgery, including deeds, contracts, liens, and affidavits, they risk unintentional involvement in forgery which could lead to lawsuits.

Current identification methods involve drivers' licenses and credit cards, and obtaining the patron's signatures in the notary's recordbook. These methods, however, are less reliable than ever before due to today's often undetectable forgery techniques.

By obtaining the constituent's print on both the document and in his journal, the notary preserves virtually irrefutable evidence of the person's

identity. Using this technique, it is felt that would-be forgers would avoid the notary using *Touch Mark*.

*Touch Mark* protects both the notary and the public, at moderate cost. The device, marketed exclusively through the National Notary Association, 23012 Ventura Blvd., Woodland Hills, CA 91364 (telephone: 213/347-2035), sells for \$24.95 and provides up to 1,000 prints (2½ cents per fingerprint).

#### **Agent for Hazardous Liquid Spills.**

The United States Testing Company, Inc., Hoboken, New Jersey, has announced the availability of *SPILL/CLEAN*, a new product formulated for use in laboratories to contain spills of hazardous liquid chemicals.

*SPILL/CLEAN* will effectively contain most acids, caustics, flammable solvents, and other hazardous liquid compounds. It is designed for easy two-step cleanup—the user simply sprinkles it onto the spill until the liquid



gels, and then places the gelled material in an appropriate disposal bag, and seals.

In the event of a spill, many common laboratory chemicals—acetone, benzene, ethanol, sulfuric acid, formaldehyde, trichloroethylene—can cause serious personal injury or costly equipment damage. *SPILL/CLEAN* will contain these compounds and others quickly and safely.

The new product was developed and trial-tested by one of America's leading independent commercial laboratories. Since 1880, the Testing Company has provided analytical services, testing instruments, and laboratory supplies to clients from commerce, industry, and government.

*SPILL/CLEAN* is available in two-pound containers and in bulk quantities. For free literature and price information, contact the United States Testing Company, Inc., Environmental Sciences Division, 1415 Park Avenue, Hoboken, NJ 07030 (telephone: 201/792-2400).

**Fuji Photo Merger.** The merger of U.S. Microfilm Sales Corporation into Fuji Photo Film U.S.A., Inc., has been announced. The merger was effective 1 June 1979 with U.S. Microfilm becoming the Micrographic Division of Fuji Photo Film U.S.A., responsible for marketing Fuji microfilm products.

U.S. Microfilm Sales Corporation was formed in November 1964 to serve as the exclusive distributor of Fuji brand microfilm. The company is based in Woburn, Massachusetts, with branch offices in San Francisco and St. Louis.

The merger will not change present marketing programs for microfilm products. The national sales force of U.S. Microfilm will remain as presently constituted. The basic reason for the

merger is to streamline Fuji's growing microfilm business by eliminating the duplication that is inevitable when two organizations share a common function.

**New Xerox Copiers.** The two copier models introduced by Xerox are known within the copier industry as "the copier" and "the copy shop."

The copier, the Xerox 2300, is a small desk-top copier (see illustration) with a rate of 10 copies-per-minute and a first copy time of six seconds. As a desk-top unit, it takes up less than half a desk top. In spite of the small size, the 2300 has several features which make it an excellent value for the low volume market.

According to Xerox, the 2300 copies with excellent xerographic quality. It requires no adjustment for length of copy paper, and will operate with paper as small as 8½ by 5½ inches up to 8½ by 14 inches in 16 to 28 pound weights. Copies also can be made on pre-printed forms, labels, or transparencies. The first Xerox copier to use fixed optics and a moving platen, the 2300 offers a design with built-in reliability and ease-of-service capabilities.

Ease of operation is also a feature of the Xerox 2300. Four international symbols serve as operator codes when lighted. They include: wait for warm up, the copier is ready, add paper, and check the paper path. A control to lighten or darken copies from colored or light originals adds to the versatility of the 2300. An operator needs only to place the original on the platen, dial from 1 to 15 copies, and push the "print" button. The copy selector automatically counts backward to "one" as copies are produced.

✓ Copies made on 8½ by 5½ inch statement paper create a billing application which makes the new copier



highly valuable for the many small professional offices that keep their records on this smaller-size paper.

The desktop Xerox 2300 is the lowest-priced Xerox copier available.

The copy shop, the Xerox 3450, is designed to have the flexibility and versatility that can be found in a complete copy shop. In this single unit, a Xerox 3450 customer gets simplified feeding of multiple originals; automatic sorting of multipage copies; same-size copying of oversize documents; reduction of these oversize documents to compact letter size copies; push-button choice of two paper trays; copy-contrast control; and built-in computer diagnostics.

Copy speed of the 3450 is 30 copies-a-minute with a first copy time of just under six seconds. The document han-

dlers lines up originals precisely and feeds them rapidly. If originals are legal size, the operator pushes a single button to switch, even in mid-job, to legal-size paper loaded in the second paper tray. Large-size documents can be copied same size up to 14 by 18 inches or reduced to letter size using one of two reduction modes, 62 percent or 72 percent of original size.

Sorting of multi-page copies can be programmed by pushing a single button.

Three other features make the 3450 reliable and simple to operate. Built-in-microcomputer diagnostics permit a Xerox technical representative to check out every system in the machine in minutes—and fix it faster.

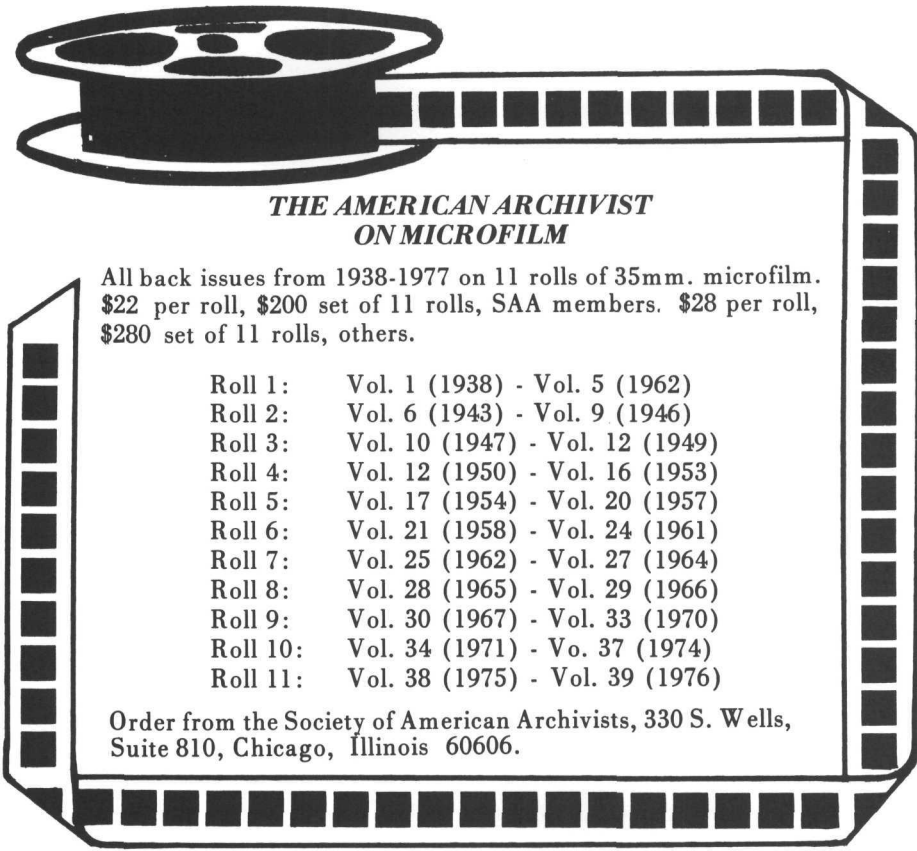
An automatic density control scans every copy for density and adjusts the

copy contrast controls to keep copies uniform.

To prevent the next user from making more copies than necessary, self-cancelling controls return all settings to the "basic programmed mode" of

a single copy after 60 seconds.

Additional details on both units are available from Xerox Corp., Xerox Square, Rochester, NY 14644 (telephone: 716/423-5078).



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## News Notes

THOMAS E. WEIR, JR., *Editor*  
 F. L. EATON, *Assistant Editor*

Information for publication may be sent direct to the News Notes Editor, the *American Archivist*, National Archives Building, Washington, DC 20408; or to one of the following reporters: news of **State and Local Archives** to Richard J. Cox, Records Management Division, Department of Legislative Reference, City of Baltimore, MD 21202; news of **Religious Archives** to John W. V. Smith, Anderson College, School of Theology, Anderson, IN 46011; news of **Scientific and Technical Archives** to Arthur R. Abel, National Park Service, Edison National Historic Site, Main Street and Lakeside Avenue, West Orange, NJ 07052; news of **Business Archives** to Jim Babbitt, Bank of America Archives, PO Box 37000, San Francisco, CA 94137; news of **State and Regional Archival Associations** to Alice Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, OH 45221; and news of **Manuscript Repositories** to Peter J. Parker, Historical Society of Pennsylvania, Manuscripts Department, 1300 Locust Street, Philadelphia, PA 19107.

The project of the **American Institute of Physics**, Center for History of Physics, to preserve historical source materials documenting the history of modern astrophysics is entering a new phase. Work on oral history interviews is nearing completion and efforts to preserve papers are increasing. All interviews have been transcribed and 90 percent of 1978 interviews and all earlier interviews have been edited by the interviewers. Nearly half are now open to scholars, subject to restrictions specified by the person interviewed. The center now has over 375 hours of interviews with more than 100 astronomers and astrophysicists.

The preservation of papers segment of the project has already begun with the location of many valuable collections in private or institutional custody. Among mate-

rials examined were the records of Kitt Peak Observatory, Lowell Observatory, Yale University Observatory, Warner & Swasey Observatory, Yerkes Observatory, Lick Observatory, and the editorial correspondence of the *Astrophysical Journal*. To expand the coverage of papers in private hands, a brief questionnaire was sent to 100 astronomers asking for information about their personal papers and offering help in preserving them.

The project is now in the third year of a three-year grant from the National Science Foundation (NSF). Primary attention for the remaining period of the grant will go to completing the processing of the oral history interviews and to identifying, collecting, and particularly microfilming selected documents important to the history



of modern astrophysics. The microfilming will continue beyond the end of the NSF grant, supported by the Friends of the Center for History of Physics, the American Philosophical Library, and the Regenstein Library of the University of Chicago. Subject to restrictions imposed by the interviewees or donors, copies of the interviews and microfilm of the other materials will eventually be deposited at the American Philosophical Society Library and the Regenstein Library.

The American Physical Sciences Society and the American Philosophical Society have recently authorized the designation of the University of Minnesota as a depository for the **Archive for the History of Quantum Physics (AHQP)**. The AHQP originated in 1962 as a project under the directorship of Thomas S. Kuhn to assemble the private correspondence and other unpublished scientific manuscripts of Niels Bohr and other contributors to the evolution of quantum mechanics and other crucial developments in the history of physics in this century. The University of Minnesota becomes the fifth world-wide depository. The original depositories of the AHQP were established at the American Philosophical Society (Philadelphia), the Niels Bohr Institute (Copenhagen), and the University of California at Berkeley, with an additional depository at the American Institute of Physics, Center for History of Physics, in New York. Minnesota's AHQP will be housed in the Physics Library. Further information regarding the collection may be obtained from Roger H. Stuewer, School of Physics and Astronomy, University of Minnesota, Minneapolis, MN 55455.

The **Archives Management and Historical Editing Program**, of the New York University, has begun publication of a newsletter, *The Archivist Historian*. The newsletter includes news of the professional progress of graduates, as well as articles by students and graduates describing their archival projects.

As the first step in a project to develop an Alabama architectural archives, the **Au-**

**burn University Archives** has become the designated depository for the Alabama Council of the American Institute of Architects. The first accession includes office files, correspondence, slides, publications, and council minutes. The minutes cover the period from the founding of the council's predecessor in 1916 to the present. The next phase of the Alabama architectural archives project will be a survey of architectural firms and institutions to discover what records of Alabama architecture exist.

The Society of American Archivists held its second **Business Archives Workshop**, 30 April–4 May 1979, in New York. The program included a three-day basic introduction to archival methods and procedures and two days of special topic presentations on photographs, automation, records management, and marketing. Representatives from more than twenty-five corporations attended the workshop.

The School of Library Service at **Columbia University** has received a grant from the National Endowment for the Humanities to fund a planning study for the establishment of a training program for conservators and the administrators of programs for conservation of library and archival materials. The program will use the resources of the School of Library Service and of the Conservation Center at New York University. Paul N. Banks, conservator of the Newberry Library, will work at Columbia for the second half of 1979 investigating the problems of organizing the program. He will make recommendations for personnel and facilities to supplement those currently available at the cooperating institutions. The first phase of the study includes visits to existing programs in museum conservation at the New York University; Cooperstown, New York; Winterthur, Delaware; and the Fogg Museum at Harvard. Banks will also consult with administrators of preservation programs at the Library of Congress, the National Archives, the New York Public Library, and Columbia University. The second phase of the program will be the

development of the program including admissions requirements, laboratory and internship components, faculty and staff needs, physical facilities, and probable costs beyond those already borne by the two institutions. One curriculum will be devised for administrators and a second for conservators.

The Subcommittee on Courts, Civil Liberties, and the Administration of Justice, of the U.S. House of Representatives Committee on the Judiciary, has appointed a citizens' advisory committee to help define fair use under the 1976 Copyright Act with regard to videotaping programs off the air for educational use. The staff of the Copyright Office of the Library of Congress will act as consultants to the committee, which includes representatives of broadcasters, publishers, educational organizations, authors, and lawyers. Transcripts of the **Conference on Off-Air Taping for Educational Uses** will be available from the Copyright Office, Library of Congress, Washington, DC 20449.

**Dataproducts Corporation** of Woodland Hills, California, established an archives early in 1979. Richard Forman, records administrator and historian, heads the archives. Holdings include photographs, press clippings, financial statements, correspondence, and training materials. Access is restricted to staff members and persons with prior authorization from the company's management.

The **United Bank of Denver N.A.** established an archives in January 1978 with Archivist Jerry Minkoff in charge. Holdings date from 1884 to the present, and include photographs, signature books, advertising material, financial reports, and house organs.

An organization with programs which may be of interest to archivists is the **Grantsmanship Center**, a non-profit educational institution at 1031 South Grand Avenue, Los Angeles, CA 90015. The center's principal function is conducting one-week workshops in cities throughout the

United States and virtually year round to train people in the techniques of applying for grants from government and private agencies.

Michael T. Stieber, Archivist at the **Hunt Institute for Botanical Documentation**, Carnegie-Mellon University, Pittsburgh, PA 15213, announces that the first part ("A"- "C") of a *Guide to the Archives of the Hunt Institute* will be in press by June 1979. The guide will be an alphabetical accounting of the individual botanists, horticulturists, and botanical artists whose collected letters or papers (or single autograph letters) are in the Hunt's collections. Sets of papers as well as individual items are inventoried in detail. Each part will be indexed as published, with a cumulative index to all parts on completion of the *Guide*.

Hunt Institute will also shortly publish a full *Catalogue of the Portrait Collection*, which will account for the likenesses of some 20,000 botanists, horticulturists, botanical artists, and patrons from the sixteenth to the twentieth centuries. Vital statistics and particular specialties of each will be included.

*For the Record . . .*, the newsletter of the **Illinois State Archives**, carries in its Winter 1979 issue an article describing the origins and progress of the state archives project of transferring to a machine-readable format various documents concerning the public domain. Some details of the project were described in this department in an earlier issue. (*The American Archivist* 39 [October 1976]:535.)

The **Indiana State Commission on Public Records**, in existence for forty-three years, worked on two major problems during 1978. In an attempt to eliminate unneeded records, the commission fixed disposition schedules for 1,362 record series covering twenty-six state agencies. The better to protect personal privacy, the commission began to exercise its power to restrict public access to private information. The first records to be considered for restriction are medical records.

The **Iowa Governor's Conference on Libraries and Information Services**, held in Des Moines, 27–29 March 1979, adopted a resolution on collection, preservation, and accessibility of historical materials. The resolution calls for more adequate support for the two State Historical Department libraries; a new building for the Division of Historical Museums and Archives, including conservation facilities; preservation of newspapers; and the establishment of regional historical research centers. At about the same time, however, an Iowa House-Senate subcommittee refused a proposal for a new state historical building to replace the 1896 building, enlarged in 1908.

The **Iowa Historical Materials Preservation Society** held a seminar on county records in April. Sixty-three people attended. The meeting began with the showing of the film *Texas Bound*, which explains the value of county records and describes the Texas county records inventory project. Mark Jones, Iowa County Records Survey Project archivist, explained the two-year Iowa program. On completion of the survey, the project will distribute inventories for twelve sample counties and will have prepared an inventory procedures manual, inspected records storage facilities in more than forty counties, explained storage problems to county officials and the public, examined the *Code of Iowa* to recommend changes or additions to the law, and studied county records procedures in other states.

A slide presentation showing storage conditions of county records in Iowa was followed by a question and answer period with county officials. Presentations were also made by volunteers who had worked on county surveys, by public officials who spoke on reference problems encountered by counties, and by researchers who had used county records.

More information on plans for Iowa code revision is contained in an article by State Archivist Edward McConnell in the *Iowa Historical Materials Preservation Society Newsletter* (June 1979). McConnell's suggestions include legislation to create a central ar-

chives administration, local records commissions to assist in making disposal decisions for county records, creation of disposition authority for the central archives administration, a provision to allow for microcopying records selected for retention in microform only, and replevin authority. The archivist intends to work with the Iowa State Association of Counties; the League of Iowa Municipalities; the Iowa State Bar Association; state, county, municipal, and school district auditors; associations of local office holders; and local historical and genealogical societies.

The staff of the **Iowa State Archives** has been arranging and describing the historically valuable records in the archives custody. They are working with records presently stored in the Harvester Building, in Des Moines. The fifth floor of the building is being remodeled and, when finished, will be the home of the state archives. Temperature and humidity controls will be installed to help safeguard the records against deterioration. State Archivist Edward McConnell hopes eventually to move many of the early state records from the state historical building where they are now located to the state archives in the Harvester Building.

The Stiftung Volkswagenwerk of Hanover, West Germany, has awarded New York's **Leo Baeck Institute** a grant for a three-year project to prepare and publish an English language guide to the institute's extensive archival holdings. This guide will be the second published volume describing holdings of the institute. In 1970, a 600-page catalog in German covered the institute's newspaper and periodical collections. The new catalog will index material found in some 2,500 institute collections touching upon virtually every facet of German-Jewish life during the past 200 years. As planned, the material will be indexed by subject, place, and personal name; collections will be listed alphabetically and described by series.

The *Library Journal* for 15 May 1979

carries an article by Robert H. Patterson entitled "Organizing for Preservation." The article outlines a series of ten priorities for a library preservation program and supplies a bibliography for each step in the program. Although designed to aid libraries that do not have a preservation program in organizing such a program, the article will be of use to archivists whose institutions are already involved in preservation.

A history center has been established by **Manufacturers Hanover Corporation**, in New York City. Barbara B. Kohn, assistant secretary and corporate historian, is responsible for the development of the center's collection of correspondence, committee minutes, annual reports, house organs, advertising and promotional material, and memorabilia.

The District of Columbia branch of the **Mid-Atlantic Regional Archives Conference (MARAC)** held an organizing meeting at the archives of the Smithsonian Institution, on 28 June 1979.

The April 1979 flood of the Pearl River in Jackson, Mississippi, did not reach the state archives; but the records of the Natural Sciences Museum were damaged. The state archives provided intensive care for the museum records while the parent agency, the **Mississippi Department of Archives and History**, offered assistance to flood victims in the restoration of books, furniture, and paintings, in addition to records.

James B. Rhoads retired as Archivist of the United States, effective 31 August 1979. He joined the **National Archives and Records Service** in 1952 and became Archivist in 1968. He was president of the Society of American Archivists during 1974-75 and became president of the International Council on Archives in 1976.

Mabel E. Deutrich, Assistant Archivist for the National Archives, also retired on 31 August, ending an archival career that began in 1950. She served the Society of

American Archivists well in many ways, including the first chairmanship of the Committee on the Status of Women in the Archival Profession.

The Bureau of the Census, working with the National Archives and Records Service, has transferred data from the 1960 census from its original data processing format to a more modern computer tape. Four years ago, the bureau realized that the 1960 records were on magnetic tapes capable of being used only on obsolete equipment. To prevent the loss of the data, the bureau and the National Archives worked together to transfer the data to currently usable tape.

The federal government is changing the size of its letter stationery from 8 x 10 ½ inches to the standard business 8 ½ x 11 inches. Although the new paper will cost more per sheet and will make some equipment obsolete, savings are expected to result from a decreased use of paper and from time saved in typing letters and reports.

The **National Historical Publications and Records Commission (NHPRC)** has issued its third report to the President since 1950, the first since 1963. The report emphasized the creation of the State Historical Records Advisory Boards and the effect of the commission's records grant program on archival and manuscript management in the country.

In April, the commission sponsored the third and final annual conference of historical editors funded by the Andrew W. Mellon Foundation. Six sessions were held, including an open discussion at the conclusion. The first session, on selection of documents, was chaired by Robert A. Hill, editor of the Marcus Garvey papers. Among the issues discussed were the problems of the publication of extensive documents only a small portion of which concern the person whose papers are being published; the problems of routine and administrative correspondence; and the problem of generalizing about the selection of documents in a manner that overcomes the editor's personal views and the prevailing fashions of historiography.

William B. Willcox, editor of the Benjamin Franklin papers, chaired the session on transcription. The session ended without reaching a consensus, after discussion of the problems of literal transcription, described by one participant as "going wrong with confidence." Willcox argued that not only is literal transcription sometimes impossible, but that it is extremely time consuming. He therefore preferred modernization. Others noted that the editor should make clear to the reader when the text has been changed, but the counter-argument was raised that changes such as converting a dash to a period do not affect the meaning but result in greater clarity. Some participants felt that any change distorted the intent of the author and the effect on the recipient.

The session on annotation was chaired by Robert Seager II, editor of the Henry Clay papers. He considered the "greatest sin" of the editors to be the display of superfluous erudition in annotative footnotes. His guidelines at the Clay project provide what he feels is "cost-effective annotation" for the "intelligent reader" supplemented by an extensive cross-reference subject index. The discussion focused on the effectiveness of subject indexing in reducing the need for footnotes. It was suggested that annotations be limited to explanations of the relationship between the person or subject identified and the subject of the edition.

Frank G. Burke, executive director of the NHPRC, chaired the fourth session, covering word processing. He noted that the three main principles of word processing are: convenience activities such as the ease of correcting errors; the facilitative process; and the advantages of automation for such activities as sorting, matching, comparing, and indexing. The final special session on microform supplements was chaired by E. James Ferguson, editor of the Robert Morris papers. The discussion covered principally the advantages of microfilming original documents versus typescripts. Manuscript documents are frequently difficult to read on film or fiche. Typescripts are more readable and require

considerably less space to reproduce in microcopy.

The NHPRC has changed slightly the requirements for applicants to its intern program. In the past, students who were history majors or graduate students could work in the unpaid intern program. The program has been expanded to include students of library science or archival administration if their minors are in history, and to accept as interns people working as archivists, without regard to their educational background.

In recent legislation, the **Nevada Division of State, County, and Municipal Archives** has been transferred from the Office of the Secretary of State to the State Library. In addition to the administrative move, the state archives has physically moved. It is now located in permanent quarters in the Printing Office in Carson City, the second oldest building in the state. The building has been completely remodeled for its new purpose.

Frank Mevers, formerly editor of the Josiah Bartlett papers and the William Plummers papers, has been appointed state archivist of **New Hampshire**. The legislation creating the state archivist position also moved the state archives administration from the State Department of Finance to the Office of Secretary of State and makes the state archivist the State Historical Records Coordinator for the National Historical Publications and Records Commission, on a permanent basis.

Another informal archival organization has been started, this time in the area of New York City. The **Metropolitan New York Archivists' Roundtable** will meet monthly except during the summer "to exchange ideas, enjoy good fellowship, and hear speakers of distinction." For more information, write: Michael Lutzker, Department of History, New York University, New York, NY 10003.

A new journal, *The Public Historian: A Journal of Public History*, has begun publi-

cation at the University of California at Santa Barbara. The journal is intended to serve historians who work in government, business, the media, historic preservation, and historical societies and museums.

The **San Diego History Research Center** provides, free of charge, consultative services to individuals and organizations in the San Diego community, for the development and administration of specialized archival collections and implementation of records management programs.

As a bicentennial project, **Joseph E. Seagram & Sons**, distillers, financed the photographing of American county courthouses. The company financed the project because the county courthouses were symbolic of the social and political affairs of the communities in which they stand. The corporate curator's office is directing the project with guidance from the Library of Congress. The Library will become the repository for the collection. In addition to the 8,000 photographs and negatives, the project will include an index by state, county seat, photographer, and subject, including architectural details. To make the collections easily accessible, some of the photographs will be put on microfiche and distributed so that photographs can be more widely viewed and copies can be requested by mail.

The journal *Special Libraries* carried an article in its May/June 1979 issue which might be of interest to archivists. The article describes a special double-masters program at the library schools of the University of California at Los Angeles that encourages students to take, in addition to library courses, management courses. The program now allows for combined work on an M.L.S. and an M.A. in the management of non-profit organizations and will soon be expanded to allow the second masters to be taken in business administration. (See the article in this issue, pp. 443-55, on double masters degrees in history and archives.)

The staff of the **United Negro College Fund Archives** has begun to arrange and describe the records of the fund. In addition to the historical records, the archives program will include a records management section, an oral history collection, and a survey of other repositories for records relating to the United Negro College Fund. The fund was founded in 1944 and provides a community-chest approach to fund raising for, at the present, forty-one predominantly black colleges.

The **University of Virginia Law School** has recently opened to researchers its archives founded in December 1977. The archives staff works closely with the university library's Department of Manuscripts and Archives, but is not a part of that organization. The law school archives will preserve the administrative records of the school, records of faculty committees, and records of student organizations. It will also collect papers of faculty and former students as well as personal papers of judges who served on federal or state courts within Virginia, material pertaining to the development of legal education in the state, papers of Virginia lawyers and law firms, and materials supporting research in fields of specialization at the law school, such as ocean law and policy, legal history, and international law. The archives will begin by soliciting papers of faculty members, alumnae, and alumni and will later move into other fields.

Executive directors and presidents of more than sixty information related associations met for two days in May and again in July to discuss plans for the November 1979 **White House Conference on Library and Information Services**. The meetings were co-sponsored by the White House Conference and the American Society for Information Science. Principal addresses were by Congressman Albert Gore, Jr., and Richard Neustadt, assistant director of the domestic policy staff at the White House. The Society of American Archivists was represented by Ann Morgan Campbell, executive director, and Edward Weldon, state archivist of New York.

The new headquarters building of the **Xerox Corporation**, in Stamford, Connecticut, has a 100-object exhibit representing 10,000 years of recorded information. The objects range in age from Mesopotamian clay tablets to etched plates sent into deep space on the Pioneer 10 spacecraft. Among items featured are Dead Sea scrolls found near the fortress of Masada, a leaf from the forty-two line Gutenberg Bible, a page from the first folio of Shakespeare's *Taming of the Shrew*, and a Buddhist Dharani from Japan, dated 770 A.D.

The **Historical Society of York County**, Pennsylvania, has recently increased the security in its research room by installing metal lockers for patron use and adding registration procedures for researchers. The society has begun a survey of historical records in the county courthouse, the first survey since the 1930s.

## RELIGIOUS ARCHIVES

**Baptist.** The annual meeting of the Southern Baptist Historical Society was held in Nashville, Tennessee, 24–25 April 1979. The theme was "Baptist Polity: A Look at Church Order." Dale Moody, Robert T. Handy, and James L. Sullivan were three of the speakers. The program included a workshop on Baptist historical work in the various states.

John R. Woodard, director of the North Carolina Baptist Historical Collection, Wake Forest University, publishes a bi-monthly news sheet entitled *Tar Heel Baptist Footprints*. In a recent issue he reports that seventy-two Baptist churches in that state will be celebrating 100th anniversaries during 1979. Woodard is continuing a program of on-site microfilming of the church records of every Baptist congregation in the state.

**Billy Graham Center Archives.** This rapidly expanding archival facility on the campus of Wheaton College publishes a periodic newsletter and checklist entitled *From the Graham Center Archives* listing new collections, oral history interviews, and updates on previously announced collections.

New microfilms and other records which have been added are also listed. Persons interested in receiving the publication should write: The Archives of the Billy Graham Center, Box 607, Wheaton College, Wheaton, IL 60187.

**Catholic.** Representatives of forty-five American dioceses and archdioceses assembled, 20–23 March 1979, in a national meeting at Bergamo Center in Dayton, Ohio, to discuss problems and concerns of diocesan archives. Participating archivists came from almost one-third of the dioceses in the nation, representing archival programs in almost every stage of development. Areas of concern were identified as: (1) the role of the archivist in diocesan administrative structure, (2) the need for both moral and financial support, (3) adequate space for diocesan archives, (4) development of written policies, (5) involvement of archivists in current records management, and (6) participation in the larger archival profession. The group decided to continue to meet on an annual basis with seven archivists designated as a planning committee. James M. O'Toole, archivist for the Diocese of Boston, serves as secretary for the committee.

The Archdiocese of Newark recently transferred custody of its chancery records (1853–1928) to Seton Hall University. Bishops' diaries and correspondence; records of benevolent, charitable, and fraternal organizations; priests' biographical data and papers; parish histories; and sacramental records constitute the bulk of this material, currently housed in Seton Hall's McLaughlin Library.

Sister Mary Linus Bax, C.P.P.S., published, early this year, *Community Annals*, a manual for preparing and preserving the chronicles of a religious community. This guidebook provides directions for compiling annals and collecting and arranging materials of historical significance to the community. Copies, for \$2.50, postpaid, are available from the author at: Salem Heights Archives, Sisters of the Precious Blood, 4830 Salem Heights, Dayton, OH 45416.

The *Catholic Archives Newsletter* reported a good response to its first issue, of January 1979. As of 1 June, 220 subscriptions had been received, nearly half of the original solicitation. Subscribers are located in forty-three states, two Canadian provinces, and France, Italy, and Peru. The newsletter notes that most of its subscribers are diocesan archives and the archives of orders of women. The editor requests more support from men's orders, Catholic colleges, and other Catholic institutions. (Write: James M. O'Toole, Editor, *Catholic Archives Newsletter*, Archives of the Archdiocese of Boston, 2121 Commonwealth Ave., Brighton, MA 02135).

**Episcopal.** The archives of Trinity Church, in lower Manhattan, are being arranged and described as part of a three-year project to make the church's records available for research. The earliest document in the archives is a 1644 land grant for property on which the church was eventually built. The staff of one professional archivist and two paid interns is receiving assistance in preservation procedures from the New York University Fine Arts Library, and they have already mounted an exhibit from the records.

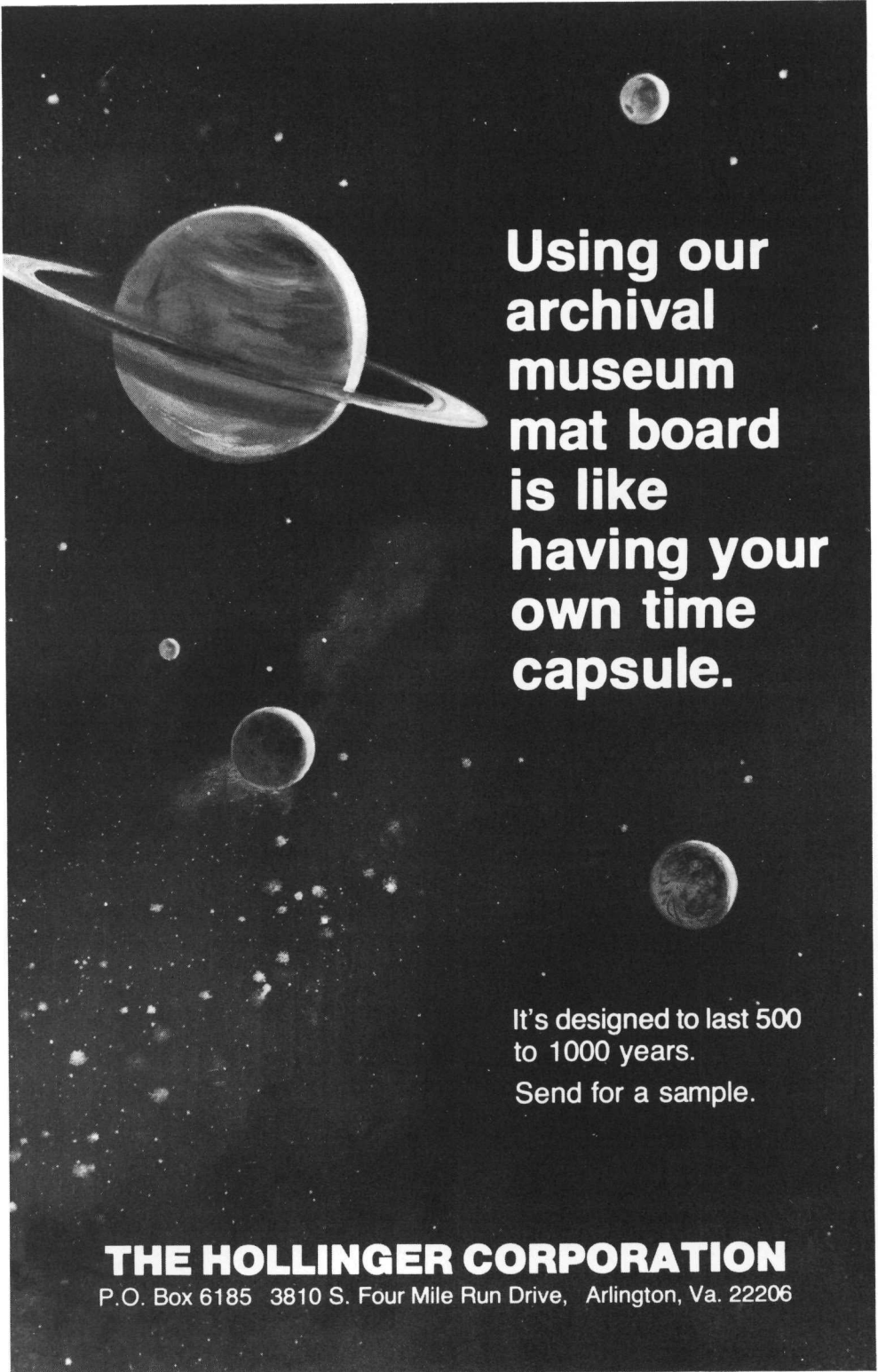
**Lutheran.** On 1 June 1979, Rev. Roger Moldenhauer accepted the position of archivist-librarian of the Concordia Historical Institute in St. Louis, Missouri. He will supervise the registration and maintenance of the institute's collections, which now consist of more than 2.5 million papers and manuscripts, plus books, microfilm, audiovisual materials, and museum objects. He will also take charge of the reference and research services of the institute until funds become available for a replacement for Rev. Marvin A. Huggins who served as reference and research assistant for eight years before accepting a call to Immanuel Lutheran Church in Norton, Kansas, last year. August R. Suelflow continues as director of the institute, which dedicated a major addition to its facility on 11 February 1979.

**Orthodox Church in America.** In March

1979, a meeting was held in Syosset, New York, concerning the archives of the Russian Orthodox Church. In attendance were John McDonough, a manuscript historian from the Library of Congress; Phyllis DeMuth, from the Alaska State Library; Barbara Smith, representing the Alaska Historical Commission; and Eldred Smith, Rudolph Vecoli, and Andrea Hinding, from the University of Minnesota. The meeting was held by the Department of History and Archives of the Orthodox Church in America, which was represented by the Right Reverend Alexander Schmemmann, dean of St. Vladimir's Seminary and a former chairman of the department; John Erikson, present chairman; Serge Troubetzkoy, archivist; the Reverend Dennis Rhodes, assistant archivist; and members of the church administration. A definite program of cooperation was decided upon between the church and the University of Minnesota, a program that will result in the transfer to the church of that portion of the Russian church archives presently in the custody of the Immigration History Research Center of the University Archives. Funding is being sought to finance the project and to provide for the arrangement, description, and microfilming of the consolidated materials.

**Salvation Army.** The first issue of the *Salvation Army Historical News-View*, published by the Archives and Research Center in New York City, appeared in April 1979. The news sheet, directed toward members of the Historical Commission of the Eastern Territory and "all who share a concern for the gathering and preserving of our historical records," reports staff activities, accessions, and archival happenings around the world. The center reports completion of the processing of the papers of Brigadier Madison J. H. Ferris, legal counsel for the Salvation Army, 1897-1916, documenting the early legal history of the Army in the United States. Announcement was made also of plans to organize a Canadian Heritage Council which will sponsor a heritage center adjacent to the School for Officers' Training, in Toronto.





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# The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

## Minutes

Council Meeting, 2 October 1978

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President Walter Rundell, Jr., called the meeting to order at 9:00 A.M. at the Hyatt Regency Hotel, Nashville, Tennessee. Present were Vice President Hugh A. Taylor, Treasurer Mary Lynn McCree, and Council members Edmund Berkeley, Jr., Frank G. Burke, J. Frank Cook, David B. Gracy II, Richard Lytle, and Edward Weldon. Council members Andrea Hinding and J. R. K. Kantor were absent. Editor Virginia C. Purdy, Executive Director Ann Morgan Campbell, and Council member-elect Paul H. McCarthy attended without vote.

The proposed agenda for the meeting was adopted, and the minutes of the 13 April Council meeting were approved.

### *President's Report*

A. *ACLS*. President Rundell reported that the Society's application for admission to the American Council of Learned Societies is still pending. A report will be made to the Council when a decision on the application is reported to the Society.

B. *Bonding*. At the direction of the Council, the headquarters office has investigated bonding the Society's staff members and the treasurer. The bond will be in effect by mid-November.

C. *Committees*. President Rundell reminded the Council that committees are a function of the Society, and must receive Council approval prior to initiating a project. Committees may not seek outside funds for projects without the authorization of the Executive Committee or the Council.

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Material for this department should be sent to the Executive Director, Society of American Archivists, Suite 810, 330 S. Wells Street, Chicago, IL 60606.

### *Vice President's Report*

A. *Appointments.* Vice President Taylor announced that chairpersons have been appointed for most committees for the 1978-79 term. In cases where it was difficult to find a committee chair, and where committees did not appear to have an active agenda, no chair was appointed.

Maynard Brichford has agreed to continue to serve as 1979 Program Committee chairman, even though he has acquired additional responsibilities as the Society's vice-president. Brichford will choose a co-chair to assist him with the planning of the program.

B. *OAH Speaker.* SAA has traditionally sponsored a luncheon featuring a speaker at the annual meeting of the Organization of American Historians. Because of the increasing cost of luncheons, the Council directed the headquarters office to investigate a less-expensive format.

Taylor announced that Carl A. Brasseaux, University of Southwestern Louisiana, will be SAA's featured speaker at the OAH meeting. His topic will be Cajun-Creole relations in the eighteenth and nineteenth centuries.

### *Treasurer's Report*

A. *Financial Report.* SAA Treasurer Mary Lynn McCree reported that the Society's 1977 audited financial report showed the Society to be healthy. Expenses and revenues for the past year were up and the headquarters office was well managed.

The Society is preparing to change its fiscal year from one beginning in January to one beginning in July. When approval by the Internal Revenue Service is received, the new fiscal year will be implemented.

B. *Investments.* At the direction of the Executive Committee, the Society purchased stock in the following companies: American Telephone & Telegraph Co., Beatrice Foods Co., Coca-Cola Company, Exxon Corp., General Motors Corp., John Hancock Income Security, International Business Machines Corp., Peoples Gas Co., The Southern Company, Southern Pacific Co., and Tucson Gas and Electric Company. The market value of the stocks has not changed significantly since the purchase, yet the dividend income is substantially greater than the interest income derived from former savings and loan accounts.

### *Executive Director's Report*

A. *Finances.* Executive Director Ann Morgan Campbell presented a revised general fund budget including new allocations for space rental, telephone, and an increased allocation for the *American Archivist*. The revised budget which projected expenses of \$198,225 and revenues at \$199,555 for the period July 1978-June 1979 was approved.

A discussion of the annual meeting registration fee followed. Earlier this year, the Executive Committee had considered a proposal to reduce the registration fee for student members of the Society. The Executive Committee did not endorse the proposal. It was felt that the registration fee was a very small portion of the total expense incurred for attending the meeting. In addition, the present student

membership fee is so low that the remainder of the membership is already taxed heavily to support students. On a motion by Richard Lytle, seconded by Frank Burke, the Council voted to support the position taken by the Executive Committee.

B. *Membership.* The executive director reported an appreciable growth in individual and institutional membership in the Society during the past year. The number of non-member subscriptions to the *American Archivist* has not changed significantly.

C. *Presidential Papers Legislation.* Campbell reported that the Society had important opportunities to influence presidential records legislation in 1978. She represented the SAA in appearances before both House and Senate committees in this regard. Bills are presently pending in both houses.

D. *Publications.* During the past year, SAA members received a copy of the 1978 *Directory of Individual Members* of the Society of American Archivists. Also available without charge was the 1978 *Education Directory*.

The Society has recently published a new manual, *Business Archives: An Introduction*, written by Edie Hedlin, Wells Fargo Bank. An introduction to religious archives by August Suelflow, Concordia Historical Institute, is now in progress. The Society has designated funds for the publication of a college and university archives reader, which is being prepared by the Committee on College and University Archives. Larry Hackman, NHPRC, is producing a manual on funding. NHPRC has funded the preparation of six new basic manuals: archival administration, by Robert M. Warner, University of Michigan; automation, by H. Thomas Hickerson, Cornell University; cartographic records and architectural drawings, by Ralph Ehrenberg, National Archives and Records Service; exhibits, by Gail Casterline, Chicago Historical Society; reprography, by Carolyn Hoover Sung, Library of Congress; and public programs, by Ann E. Pederson, Georgia Department of Archives and History. The Committee on Buildings and Technical Equipment, under the direction of Chairman Richard Strassberg, will produce a catalog of archival supplies and equipment; the catalog will be distributed to all SAA members in 1979.

E. *HRS Project.* Loretta Hefner, Principal Investigator II for the Historical Records Survey Project during the past year, has completed the descriptive list of the extant unpublished records of the Historical Records Survey. There is a possibility that the list of Historical Records Survey sources will be expanded into a guide if supplemental funding is obtained.

#### *Other Business*

*Committee on Committees.* The recommendations of the Committee on Committees were reviewed and discussed by the Council. (See July '78 *SAA Newsletter*, pp. 11–13, or the *American Archivist*, July 1979, pp. 398–400, for committee report.) The following changes were proposed:

*Task Forces.* Add "Status of Women" to examples of recommended task forces.

*Standing and Joint Committee.* Delete number 8, Status of Women.

*General Organizational Changes.* Alter paragraph number 2 to read as follows: "The composition of the Professional Standards Committee should be altered so that the 5 members are the most recent living past presidents. The chair should pass annually to the immediate past president. The major responsibilities of the committee should

be rewritten to include (a) monitoring the constitution, (b) reviewing issues related to professional ethics, and (c) selecting Fellows. The president of the Society serves as an ex-officio member."

On a motion made by J. Frank Cook and seconded by David B. Gracy II, the Council voted to present the above revisions to the membership at the business meeting.

*Certification, Institutional Evaluation, Accreditation.* The Council considered the proposed plans for individual certification, institutional evaluation, and accreditation of archival education. There was extensive discussion regarding the merits and difficulties of the three plans, whether they should all be adopted, and if so, the order in which they should be instituted. No action was taken.

*Archives of the SAA.* The University of Wisconsin-Madison, Division of Archives, has offered to serve as the permanent depository for the records of the Society of American Archivists. J. Frank Cook reviewed the proposed arrangement. On a motion by Edward Weldon, seconded by Mary Lynn McCree, the Council voted to accept the offer of the University of Wisconsin. Frank Cook abstained.

*Anglo-American Cataloging Rules II (AACR II).* Council members expressed serious concern over the manner in which AACR II has addressed the cataloging of manuscripts and archives. A motion by Frank G. Burke, seconded by David B. Gracy II, was passed expressing the Council's concern. SAA Council member Richard Lytle will be available to advise future AACR deliberations.

*Proposed Statement on Access.* James E. O'Neill, chairman of the Committee on Reference and Access Policies, joined the Council for the discussion of the Joint Statement on Access to Original Research Materials in Libraries, Archives, and Manuscript Repositories. This statement is intended to replace the existing access statements of the American Library Association, the Association of College and Research Libraries (AACRL), and the Society of American Archivists. The statement was discussed and approved by the Society of American Archivists Committee on Reference and Access Policies, by the SAA's counterpart committee in AACRL, and by the AACRL Board of Directors.

On a motion by Mary Lynn McCree, seconded by Frank G. Burke, the Council voted to adopt the revised access statement which follows.

American Library Association—Society of American Archivists  
Joint Statement  
on  
Access to Original Research Materials  
in  
Libraries, Archives, and Manuscript Repositories\*

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\* This statement has been developed jointly by the Committee on Manuscripts Collections of the Rare Books and Manuscripts Section of the Association of College and Research Libraries (ACRL), and by the Committee on Reference and Access Policies of the Society of American Archivists. It supersedes and replaces the 1976 ACRL "Statement on Access to Original Research Materials in Libraries, Archives, and Manuscript Repositories" (*College and Research Libraries News* 37 [November 1976]: 272-73), as well as the 1974 "Standards for Access to Research Materials in Archival and Manuscript Repositories" (*American Archivist* 37 [January 1974]: 153-54).

1. It is the responsibility of a library, archives, or manuscript repository to make available original research materials in its possession on equal terms of access. Since the accessibility of material depends on knowing of its existence, it is the responsibility of a repository to inform researchers of the collections and archival groups in its custody. This may be accomplished through a card catalog, inventories and other internal finding aids, published guides or reports to the National Union Catalog of Manuscript Collections where appropriate, and the freely offered assistance of staff members, who, however, should not be expected to engage in extended research.
2. To protect and insure the continued accessibility of the material in its custody, the repository may impose several conditions which it should publish or otherwise make known to users.
  - a. The repository may limit the use of fragile or unusually valuable materials, so long as suitable reproductions are made available for the use of all researchers.
  - b. All materials must be used in accordance with the rules of and under the supervision of the repository. Each repository should publish and furnish to potential researchers its rules governing access and use. Such rules must be equally applied and enforced.
  - c. The repository may refuse access to unprocessed materials, so long as such refusal is applied to all researchers.
  - d. Normally, a repository will not send research materials for use outside its building or jurisdiction. Under special circumstances a collection or a portion of it may be loaned or placed on deposit with another institution.
  - e. The repository may refuse access to an individual researcher who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the material.
  - f. As a protection to its holdings, a repository may reasonably require acceptable identification of persons wishing to use its materials, as well as a signature indicating they have read a statement defining the policies and regulations of the repository.
3. Each repository should publish or otherwise make available to researchers a suggested form of citation crediting the repository and identifying items within its holdings for later reference. Citations to copies of materials in other repositories should include the location of the originals, if known.
4. Whenever possible a repository should inform a researcher about known copyrighted material, the owner or owners of the copyrights, and the researcher's obligations with regard to such material.
5. A repository should not deny access to materials to any person or persons, nor grant privileged or exclusive use of materials to any person or persons, nor conceal the existence of any body of material from any researcher, unless required to do so by law, donor, or purchase stipulations.
6. A repository should, whenever possible, inform a researcher of parallel research by other individuals using the same materials. With the written acquiescence of those other individuals, a repository may supply their names upon request.
7. Repositories are committed to preserving manuscript and archival materials and to making them available for research as soon as possible. At the same time, it is recognized that every repository has certain obligations to guard against unwarranted invasion of personal privacy and to protect confidentiality in its holdings in accordance with law and that every private donor has the right to impose reasonable restrictions upon his papers to protect privacy or confidentiality for a reasonable period of time.
  - a. It is the responsibility of the repository to inform researchers of the restrictions which apply to individual collections or archival groups.
  - b. The repository should discourage donors from imposing unreasonable restrictions and should encourage a specific time limitation on such restrictions as are imposed.

- c. The repository should periodically reevaluate restricted material and work toward the removal of restrictions when they are no longer required.
8. A repository should not charge fees for making available the materials in its holdings. However, reasonable fees may be charged for the copying of material or for the provision of special services or facilities not provided to all researchers.

*ERA.* The Committee on the Status of Women requested that the Council pass a resolution in support of an extension of time for the ratification of the Equal Rights Amendment.

After extensive discussion regarding the constitutionality of an extension of the ratification time and the propriety of the Society taking a position on a political issue, J. Frank Cook presented the following motion: "All people should be guaranteed equal rights without regard to sex. It is important that the Society of American Archivists indicate its commitment to this principle. We therefore urge that an amendment to the Federal Constitution guaranteeing such equal rights be reintroduced at the earliest possible moment in the next Congress." The motion was not seconded.

Richard Lytle moved that the Council support an extension of the time allowed for ratification of the ERA. The motion was not seconded.

In an effort to clarify the Council's rationale for its position on ERA, Richard Lytle moved that it is inappropriate for the SAA to take a stance on the ERA issue. The motion was seconded by J. Frank Cook. The motion passed. J. Frank Cook voted against the motion, Hugh Taylor abstained.

*National Conservation Advisory Council.* The Society of American Archivists has been invited to join the National Conservation Advisory Council (NCAC), as an observer. Observers are encouraged to attend meetings and to participate in discussions of the NCAC, a national forum and coordinating body for improving the state of conservation of cultural property in the U.S. The Council determined that SAA will not become an observer at this time, but will keep informed of the NCAC's activity through NHPRC's representative to the council.

*Foreign Exchange Opportunities.* President Rundell presented a proposal that the Society set aside a fund of \$5,000 from which the interest would be used to finance the travel of foreign archivists in the U.S. The mechanics of disbursing the funds would be devised by the Committee on International Archival Affairs. Frank Burke moved that the Council adopt the suggestion in principle, and refer it to the Committee on International Archival Affairs. Edward Weldon seconded the motion which was passed unanimously.

*Standardization of the Description of Archives and Manuscripts.* Correspondence urging Vice President Hugh Taylor to address the matter of standardization of the description of archives and manuscripts was referred to the Task Force on National Information Systems, chaired by Richard Lytle.

#### *Awards.*

*A. Leland Prize.* The subcommittee on the 1978 Leland Award suggested that the rules for awards be changed so that the author of the publication must be a member of the Society of American Archivists at the time the award is made, rather than stipulating that the award be limited to a North American publication.

The Council expressed concern about limiting the award to SAA members, and recognized the difficulty of allowing non-English publications to be eligible for the award. Council requested that the subcommittee review the bequest which

established the prize and, with the above concerns in mind, prepare for Council's consideration another proposal regarding changing the rules for the prize.

*B. Colonial Dames Scholarship.* The Colonial Dames Scholarship, funded by the Colonial Dames of America, Chapter III, Washington, D.C., is awarded twice annually. The scholarship pays transportation, tuition, and per diem for qualified persons to attend the Institute: Introduction to Modern Archives Administration, offered by the National Archives and Records Service. The subcommittee on the Colonial Dames Award has suggested that the rules be changed so that winners of the scholarship are free to choose which institute they prefer to attend.

On a motion by Frank G. Burke, seconded by Mary Lynn McCree, the Council directed that negotiations with the Dames be reopened regarding the award procedure. The Council requested that the subcommittee on the Colonial Dames Award prepare a report on the present status of previous winners of the award.

The meeting was adjourned at 4 P.M.

#### Council Meeting, 6 October 1978

President Hugh A. Taylor called the meeting to order, 6 October 1978 at 7 A.M. in the Hyatt Regency Hotel, Nashville, Tennessee. Present were Vice President Maynard Brichford, Treasurer Mary Lynn McCree, Council members Edmund Berkeley, Frank G. Burke, Shonnie Finnegan, David B. Gracy II, Edward Weldon, and Paul McCarthy. Not present were Council members Andrea Hinding and Richard Lytle. Attending without vote were Editor Virginia C. Purdy and Executive Director Ann Morgan Campbell.

*Committee on Committees.* Noting that successful implementation of the new committee structure recommended by the Committee on Committees and endorsed by the annual business meeting will entail considerable planning and coordination, President Taylor appointed the chair of the committee, Nicholas Burckel, and Shonnie Finnegan and Ann Morgan Campbell to prepare a plan of implementation for the Council's approval in April 1979.

The entire Council joined President Taylor in expressing appreciation to the committee for its outstanding work on behalf of the Society.

In an action taken on 2 October the Council had decided to recommend that the Committee on the Status of Women in the Archival Profession be made a task force rather than a standing committee. However, in a Council caucus which was announced at the open membership forum on 4 October and held immediately thereafter, it was decided to endorse the original recommendation of the Committee on Committees that the women's group be a standing committee. Council members Berkeley, Burke, and Gracy were not able to attend the open forum and caucus due to schedule conflicts. They asked that the minutes show that they were opposed to the action taken by the Council caucus.

*College and University Archives Reader.* A college and university archives reader, prepared by a subcommittee of the College and University Archives Committee, is nearing completion. Publication is anticipated in early 1979. The committee has proposed that the product of another of its subcommittees, draft guidelines for college and university archives, be included in the reader. It was the consensus of Council that it would be premature to publish the draft guidelines in the reader.



They should first be submitted to the Council, the Committee on Institutional Evaluation, and to the membership at large, for review. When the draft guidelines are received by Council, they will be published in the *SAA Newsletter* and the reactions of the membership will be sought before final consideration and adoption in late 1979 or in 1980.

*Plans for individual certification, institutional evaluation, and accreditation of archival education.* The Council engaged in an extended discussion of the three plans before the Society. The plans had been considered in an open membership forum earlier in the week. Based on the discussion at the forum and additional information gathered during the week of the annual meeting, the Council unanimously adopted McCarthy's motion, seconded by Burke, that implementation of the plan for evaluation of educational programs be given highest priority.

President Taylor asked Maynard Brichford, Mary Lynn McCree, and Ann Morgan Campbell to seek additional information regarding approaches to evaluation of educational programs. Further consideration of individual certification will be deferred for the time being. The Committee on Institutional Evaluation will be asked to proceed with their work with an interim goal of preparing self-evaluation guidelines for various kinds of archival institutions.

*Task Force on the 80s.* The Council considered a proposal received from Eleanor McKay that a task force on the 80s be established to engage in a comprehensive assessment of the Society's priorities, goals, and projects. While granting that there is a continuing need for coordination and planning of the Society's programs, the Council felt that it was the body that should fulfill this role. No action was taken on the McKay proposal.

*Annual Meeting Sites.* Council took no action on the following resolution which was submitted by Richard Lytle:

*Resolved,* that Council take the following action regarding holding annual conventions of the Society in states which have not ratified the Equal Rights Amendment:

- (1) Poll the entire membership regarding boycott of non-ratifying states and determine SAA policy by the results of that poll. The form of the poll will be a vote on the exact wording of the motion passed at the business meeting.
- (2) Suspend all negotiations regarding the Richmond convention. If the poll cannot be completed before it is necessary to make contractual arrangements for the 1982 convention, select a ratifying state.
- (3) Should the present ERA fail of ratification in March 1979, locate the 1982 convention in Richmond if it has not been necessary to make contractual arrangements before that time.

A motion made by Finnegan and seconded by Berkeley that the Society's 1982 annual meeting be scheduled for Boston was passed. McCree's motion, seconded by Berkeley, that the 1983 meeting be held in San Antonio was also passed. The Council requested the executive director to investigate the possibility of scheduling the 1984 meeting in Minneapolis/St. Paul.

*Publications Committee.* Council discussed its need to review the Society's expanding publications program. Burke's motion that a three-person publications committee be appointed from Council was seconded by Berkeley and passed.

The committee will review manuscripts submitted to the Society (except those intended for publication in the *American Archivist* or the *SAA Newsletter*) and make

recommendations to the Council regarding disposition of those manuscripts. In addition, the group will review the publishing program of the Society and make recommendations to Council regarding the program.

In executive session, the Council selected Edward Weldon to be its representative on the Executive Committee in 1978–79.

The meeting was adjourned at 10:30 A.M..

#### Council Meeting, 23 and 24 April 1979

President Hugh A. Taylor called the Council meeting to order on 23 April 1979 at 3:00 P.M. in the SAA headquarters office. Present were Vice President Maynard Brichford, Council members Edmund Berkeley, Frank G. Burke, Shonnie Finnegan, David B. Gracy II, Andrea Hinding, Richard Lytle, Paul H. McCarthy Jr., and Edward Weldon. Attending without vote were Editor Virginia C. Purdy, Executive Director Ann Morgan Campbell, and Joyce Gianatasio, Director of Administrative Services. Absent was Treasurer Mary Lynn McCree.

The proposed meeting agenda was amended and adopted. The minutes of the October 1978 meetings were corrected and approved.

*President's Report.* The president announced the following appointments. Weldon has been appointed to the National Historical Publications and Records Commission, and McCree has been reappointed to serve on the commission. J. R. K. Kantor and J. Frank Cook have been appointed to the *American Archivist* Editorial Board. The Council Committee on Publications consists of Gracy, chair; Finnegan; and Berkeley. Douglas Bakken is co-chairing the 1979 Program Committee with Brichford. The new members of the Workshop Advisory Committee are Chairman Patrick Nolan, James Fogarty, Trudy Peterson, Anne Diffendal, and William Joyce. Alan Ridge has been appointed to serve on the Board of Regents of the Institute of Certified Records Managers. Helen Slotkin, Joan Warnow, and Brichford have been appointed to the Society of American Archivists/Society for the History of Technology/History of Science Society Joint Committee on the Documentation of Science and Technology. Berkeley has resigned as chair of the Archival Security Advisory Committee. Taylor thanked him for his services. It was agreed there is no longer a need for an Archival Security Advisory Committee since the grant-funded phase of the project is nearing its end. Berkeley has been appointed to the AHA/OAH/SAA Joint Committee of Archivists and Historians.

Taylor reported on the SAA breakfast that was held recently at the OAH annual meeting. It was suggested that SAA propose a session for the next OAH meeting, rather than combine a paper presentation with a dining function.

Taylor received a letter from Terry Eastwood, president of the Association of Canadian Archivists (ACA), expressing concern that the developing SAA education guidelines would be used in an effort to influence activities of the profession in Canada. On behalf of the SAA, Taylor assured the ACA that such was not the intention of SAA unless at some time the two associations wanted to pursue joint guidelines.

Taylor noted that two founding members and past presidents of the Society had died recently. Morris Radoff, SAA president from 1954–55 died in December 1978. Elizabeth Hamer Kegan, president from 1975–76, died in March 1979.

*Vice President's Report.* The vice president reported on the activities of the 1979 program committee; the Council committee on the administrative and financial implications of an SAA approval procedure for archival education programs; and the Task Force on National Information Systems for Archives and Manuscripts. Brichford has appointed Kenneth Duckett and Trudy Peterson to chair the '80 Program Committee.

*Investments.* Reporting for Treasurer Mary Lynn McCree, Campbell summarized the status of the Society's investments. Approximately \$100,000 is invested in long-term certificates of deposit. The Society's stock portfolio is valued at approximately \$94,000; approximately \$40,000 is in a savings account at a commercial bank. The annual return on the investments ranges from 5 percent from the commercial savings bank account (which is maintained as a source of operating funds); 7.7 percent from the stock portfolio; to almost 10 percent from some of the certificates of deposit. The executive director suggested that future consideration should be given to investing some of the Society's reserves in real estate.

*FY80 Budget.* The executive director presented a general fund budget for the period July 1979–June 1980. Anticipated revenues were \$274,000. Anticipated expenditures reached \$298,450. Proposed disbursements for publications accounted for \$26,000 of the preceding figure. Many of these projects had been scheduled for completion in FY79. A budget surplus in FY79 of over \$30,000 will be available to offset FY80's projected deficit, according to Campbell. The executive director also furnished members of Council with an analysis of expenses and revenues by program area: the *American Archivist*, *SAA Newsletter*, publications program, meetings, membership services, and representation; an analysis of income sources; and an analysis of personnel costs as a proportion of the total general fund disbursements.

Final action on the budget was deferred until later in the meeting, pending Council's detailed consideration of proposed publications. (When the budget was considered, it was approved with revisions to the publications section which did not substantially change proposed revenues and disbursements.)

*NEH Grant.* The executive director reported that SAA has received a \$57,176 grant from the National Endowment for the Humanities to support continued work in the field of short term archival education.

*Staff Retirement Plan.* The executive director was instructed to investigate the possibility of establishing a retirement plan for SAA staff members.

*SAA '79.* Sleeping-room rates at the Palmer House, the headquarters hotel for SAA '79, will be \$27–\$32 for singles, \$37–\$42 for doubles—unusually low for a major Chicago hotel. Meal prices for banquet functions will be quite high—separate tickets will cost \$17 for the presidential banquet, \$11 for the closing luncheon. Council discussed the possibility of discontinuing banquet functions at annual meetings because of the high costs involved.

President Taylor announced that he will initiate the "President's Mile" at SAA '79—a mile-long early morning walk. All members will be invited to participate.

*SAA '82.* During the Council meeting in Nashville, the headquarters office was instructed to investigate Boston as the site for the 1982 meeting. (Richmond had been the site until the membership voted at the 1978 business meeting to request that, beginning with 1981, Council should not schedule annual meetings in states that have not ratified ERA.) The Boston Park Plaza is very promising as head-

quarters hotel. Current room rates at the Park Plaza range from \$38–\$40 for singles, \$44–\$46 for doubles.

*SAA '83 & '84.* The headquarters office is investigating San Antonio and Minneapolis as possible sites for future meetings.

*Editor's Report.* The editor reported that the April issue of the *American Archivist* was published in April—putting the journal on schedule for the first time in several years. In an effort to publish the Council minutes in the *American Archivist* on a more timely basis, minutes will be approved by mail.

*Report on Committee Reorganization.* Planning is underway to implement the new committee system which will go into effect September 25 at the Chicago annual meeting.

The Council meeting was recessed at 5:10 P.M. until 24 April.

The Council meeting was reconvened 24 April at 9:00 A.M.

*National Archives' Proposed Building.* Deputy Archivist of the United States James O'Neill joined the Council to discuss the National Archives plans for an additional new facility on Pennsylvania Avenue.

*Report on Plan for Approval of Archival Education Programs.* The Council Committee on Implementation (McCree, Brichford, and Campbell) drafted a proposal which has been adopted with revisions by the Education and Professional Development Committee. It entails pilot evaluations of a limited number of programs and a survey/self-examination of all existing programs.

*College and University Guidelines.* The College and University Archives Committee again proposed publishing the draft college and university guidelines in the college and university reader which is being prepared for publication. Council discussed the nature of the reader and the question of whether the guidelines were ready for publication. It was concluded that SAA's review process was incomplete. Hinding moved that the Wisconsin Core Mission Statement be published in the college and university reader in the event that guidelines were determined to be necessary. The motion was withdrawn.

Berkeley moved that the proposed guidelines for college and university archives be remanded to the College and University Committee with a formal copy to the Committee on Institutional Accreditation, with instructions that both committees consider the matter and develop mutually agreed upon guidelines for consideration at the next Council meeting. The motion was seconded by Weldon and passed.

*Publications Committee.* Gracy, chairman of the Council Committee on Publications, presented the committee's recommendations on manuscripts and projects which it had considered. After Council's discussion and revisions of the recommendations, the following was adopted on a motion by Weldon, seconded by Hinding.

1. *Minnesota Basic Manual*—Authors will prepare a revised version in light of committee's recommendations, and resubmit the manuscript.
2. *College and University Archives Reader*—Book will be published with the Wisconsin Core Mission Statement.
3. *Modern Archives and Manuscripts: A Select Bibliography*—Lytle and Berkeley will investigate the possibility of coordinating the format of the annual *American Archivist* bibliography

with that of the Evans *Bibliography*. The Council will reconsider reprinting the *Bibliography* after hearing Lytle's and Berkeley's report.

4. *Index for the American Archivist*—Annual indexes are in preparation for the current volume and are planned for the future. The publication of a cumulative index to the *American Archivist* for the years 1968–78 does not rank as a high priority and will not be pursued at this time.

5. *College and University Archives Directory*—The directory will be published when material is complete.

6. *Basic Manual Series*—The basic manual series will be kept in print. The authors may correct typographical errors before the volumes are reprinted, but no changes will be made which would require repagination or changes in format.

7. *Ann Arbor Conference on Machine-Readable Records Papers*—The papers of the Conference on Machine-Readable Records are being revised for publication.

8. *Norton on Archives*—SAA will accept Thornton Mitchell's offer of the rights to *Norton on Archives* (Carbondale and Edwardsville: Southern Illinois University Press, 1975) and will reprint it.

9. *Archivists' Catalog*—Council requires an elaboration in writing of the solicitation and production schedule, format of the directory, supplies to be included, provisions for a commentary, etc. The Committee on Buildings and Technical Equipment should propose a task force to accomplish this end.

10. *Manual for the Arrangement and Description of Archives*, by Samuel Muller, J.A. Feith, and R. Fruin (New York: H.W. Wilson Co., 1940)—The Council Committee on Publications will work with the headquarters office to determine the costs of reprinting the manual, taking into consideration hard copy/microfiche costs, royalties, and sales potential, for Council consideration in October.

11. *Solicitation Brochure*—The solicitation brochure requires further review before final action by the Council's Committee on Publications.

12. *Drexel Library Quarterly Issue on Management of Manuscripts*—The executive director will investigate the cost of reprinting the issue and will proceed with reprinting if the project appears to be cost-effective.

President Taylor commended the members of the Committee on Publications for their diligence in reviewing the numerous publications on behalf of the Council. In the event that time does not permit Council to consider the recommendations of the Committee on Publications at a regularly scheduled meeting, Council agreed to have the committee advise Council and solicit approval of its recommendations by mail.

The following charge for the Council Committee on Publications was approved on a motion by Gracy, seconded by Hinding.

The Council Committee on Publications shall advise Council upon the publications program of the Society of American Archivists. The publications program encompasses all publications produced by the SAA EXCEPT the *American Archivist*; the *SAA Newsletter*; items from whatever source printed for distribution at Society business meetings; and routine office forms, stationery, programs, and pamphlets for the annual meeting and for the business function of the Society and the executive director's office. Normally, the publications to be considered by the Publications Committee will be readers, manuals, monographs, catalogs, reprints from the *American Archivist*, and reprints of monographs.

The committee is to:

(1) review the goals, procedures, and priorities of the SAA Publications Program and make recommendations to Council.

The committee shall from time to time determine and rank the types and subjects of publications most appropriate for issuance by the SAA. Council shall communicate these

priorities to the membership both to encourage work in areas of significant archival concern and to provide an important yardstick by which to measure the usefulness of proposed publications.

(2) review, in the roles of both a publisher and an editor, every manuscript offered for publication by the SAA.

The committee shall consider and rank each manuscript in terms of the SAA's publication priorities. Manuscripts appropriate for consideration are those submitted to, or solicited by, the SAA for publication and those to be published elsewhere for which the SAA imprimatur is requested.

The committee shall also evaluate the intellectual content and stylistic adequacy of each piece. The committee will then recommend to Council acceptance or rejection of each submission. Council shall make the final decision and communicate that decision to the author(s). Once a manuscript is accepted, the committee shall review on behalf of Council substantive changes suggested by the editor and shall be the arbiter in cases of dispute between editor and author.

In making its decision in favor of publication the committee shall take into consideration the potential cost and return of the project.

To assist the executive director in carrying out the publications program the committee shall:

- a. Determine whether outside readers are necessary to assist in judging the acceptability of a manuscript; provide names of appropriate readers to the executive director for contact; and review the resulting analyses.
- b. Recommend articles to be reprinted from the *American Archivist*. (This in no way shall be extended to give the committee a voice in determining what materials are included in the *American Archivist*).
- c. Advise the executive director on format and design of publications.
- d. Comment upon proposals for publications submitted by groups within the SAA and by other parties.

*FY '80 Budget.* The Council reviewed, amended, and approved the FY80 budget.

*Task Force on National Information Systems.* Lytle reported that the task force has not been active since Council's last meeting.

*Election Procedures.* Council has approved the following procedures in the event that a run-off election should be required:

*Vice President.* If no candidate receives 40 percent of the vote, the two candidates receiving the highest number of votes will be slated in a runoff election.

*Council.* If only one candidate for Council receives 40 percent of the vote, the two candidates receiving the next highest vote totals will be slated in a runoff election.

If no candidate for Council receives 40 percent of the vote, the three candidates receiving the highest vote totals will be slated in a runoff election, and voters may vote for two candidates.

*Nominating Committee.* If only two candidates for the Nominating Committee receive 40 percent of the vote, the two candidates with the next highest vote totals will be slated in a runoff election.

If only one candidate for the Nominating Committee receives 40 percent of the vote, the three candidates with the next highest vote totals will be slated in a runoff election, and voters may vote for two candidates.

If no candidate for the Nominating Committee receives 40 percent of the vote, the four candidates receiving the highest vote totals will be slated in a runoff election, and voters may vote for three candidates.

The 40 percent rule is suspended in any runoff election.

Council rewrote paragraph number 6 of bylaw number 7 to clarify the intent of the bylaw. The sentence which read "Ballots shall be mailed to all individual members two months before the annual meeting" has been changed to read: "Ballots shall be mailed to all individual members *no later than* two months before the annual meeting."

The procedures and the revised bylaw were approved on a motion by Burke, seconded by Lytle.

*Report of the Ethics Committee.* The Council received the "Code of Ethics and Commentary" prepared by the Ethics Committee, and appointed Berkeley, David E. Horn, and Campbell to prepare the code and commentary for publication in the July *Newsletter*.

*New Procedures for the Business Meeting.* Hinding moved that the president appoint a resolutions committee for the purpose of expediting the business of the Society at the annual meeting. The motion, seconded by Berkeley, passed. Weldon and Berkeley volunteered to assist President Taylor in organizing and developing guidelines for the Resolutions Committee.

*Resolutions of International Archival Affairs Committee.* The Council received a proposal from the International Archival Affairs Committee regarding the administration of a supplementary travel award. The award will be funded by the interest on \$5,000 (approximately \$400 per year) set aside by SAA for non-American archivists to travel in the U.S. and Canada. The committee has proposed that the award be called the Oliver Wendell Holmes Travel Award in honor of SAA's past president. Pending Holmes's approval of the name of the award, the adoption of the name and the plan to administer the award was moved by Berkeley, seconded by Hinding, and passed.

*AACR.* The Society has been invited to designate a representative to a working group being organized by the National Council of Library and Information Associations concerning future revisions of Anglo-American Cataloging Rules. President Taylor will make an appointment.

*Group Insurance Program.* A group insurance program with INA was proposed. The insurance would be available to SAA members at no cost to SAA. Gracy moved adoption of the program. The motion was seconded by Berkeley, and passed.

*Program Standards for Archival Education.* On a motion by Hinding, seconded by Berkeley, the Council directed that the "Draft Program Standards for Archival Education: The Practicum" be published in the *Newsletter* for comment.

*Interim Report of the Replevin Committee.* Weldon moved that a report of the Replevin Committee be published in the August *Extra Newsletter*. Philip Mason, chair of the committee, will be asked to revise the interim report for publication. The motion was seconded by Finnegan and passed.

*Pennsylvania Avenue Development Project.* Weldon presented the following resolution to the Council: "The Council of the Society of American Archivists enthusiastically supports the proposal to construct a new facility for the National Archives and endorses the plan prepared by the Pennsylvania Avenue Development Corporation. Besides providing needed space for securing the historically valuable records of the Federal Government, this addition will enable the National Archives and Records Service to continue to expand its leadership in archival education and training, in technical research and development, and in services to

the public. The Council urges Congress to approve the new facility." The motion was seconded by Berkeley and passed. Burke abstained.

The meeting was adjourned at 4:00 P.M.

ANN MORGAN CAMPBELL, *Executive Director*

### Recent Death

WILLIAM H. COMBS died on 6 April 1979 at the age of eighty-two. A member of the Michigan State University faculty since 1938, he spent his later years serving President John Hannah in a variety of major administrative positions. While serving in these positions he became increasingly concerned about the care and preservation of the university's records.

When he officially retired, in 1968, he was appointed university archivist. Two years later the Historical Collections was merged with the University Archives to create one administrative unit. By the time of his death, the MSU Archives and Historical Collections, used by an ever-increasing number of researchers and donors, had become a vital and productive agency of the university.

In addition to serving his own institution, Bill was active in both the Society of American Archivists and the Michigan Archival Association. In 1970 he delivered a paper to the SAA on the administrative positioning of archives in universities, a paper that still results in inquiries from interested parties.

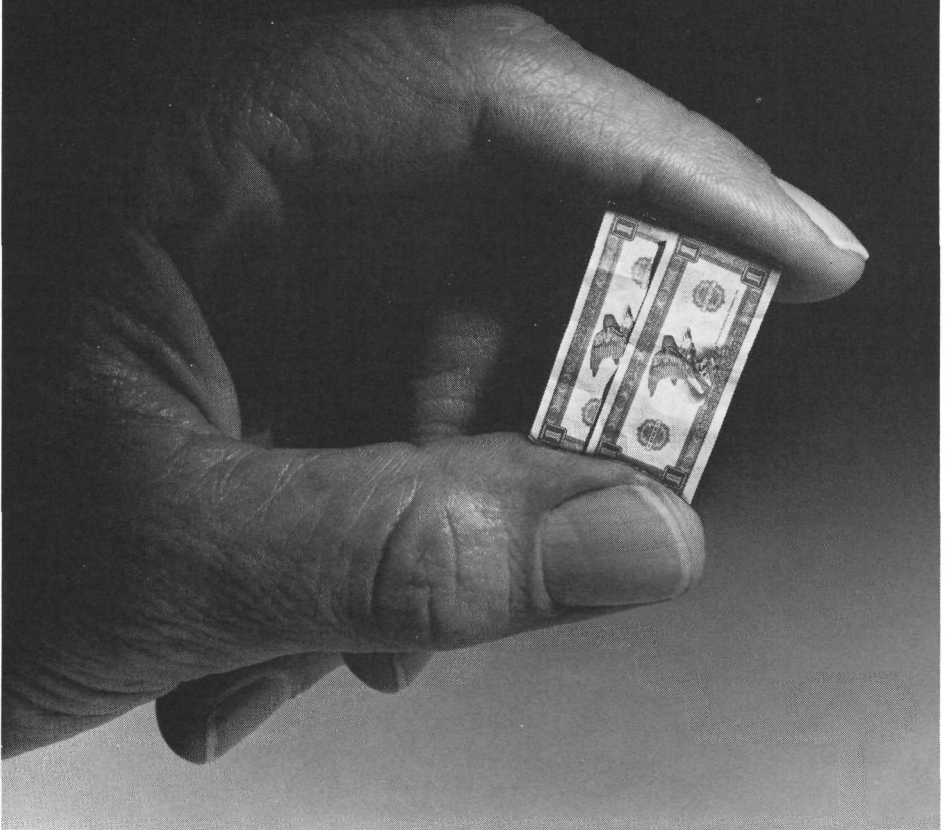
Coming to the archival profession late in life, he nonetheless gave it his full attention and sought to professionalize himself and his archives. Always gracious and friendly, he was highly regarded by his archival colleagues throughout Michigan.

A William H. Combs Memorial Fund for archival research at Michigan State University is being established. Anyone wishing to contribute may send donations to the Michigan State University Development Fund, William H. Combs Memorial Fund, 220 Nisbet Building, 1407 S. Harrison Road, East Lansing, MI 48824.

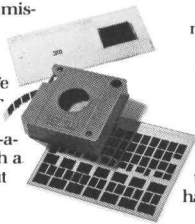
FREDERICK L. HONHART, *Michigan State University Archives*



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# 3M

## Basic Archival Workshops

TIMOTHY WALCH

IN AUGUST 1977 the Society of American Archivists received a grant from the National Endowment for the Humanities to explore the increased interest in short-term archival education. The most enlightening component of the program was a series of six pilot-workshops conducted in different parts of the country and cosponsored by appropriate regional and state archival associations. Through the pilot workshops the Society collected statistics about the participants and about the popularity of various archival topics and teaching methods.

The 183 SAA workshop participants provided personal information including their job titles, sponsoring institutions, and the size and the use of their collections. Most of the participants (47 percent) defined themselves as archivists, 32 percent indicated that they were librarians, 11 percent were members of religious orders or clergy, 5 percent were records managers, and 5 percent were volunteers. The most common sponsoring institutions were colleges and universities (32 percent), followed by historical societies (17 percent), religious institutions (15 percent), government agencies (14 percent), libraries (10 percent), museums (7 percent), and corporations (4 percent). A majority of the sponsoring institutions (55 percent) had less than 500 cubic feet of material; 15 percent had between 500 to 1,000 cubic feet; 17 percent had between 1,000 and 5,000 cubic feet; and 12 percent had more than 5,000 cubic feet. Most of the participants (52 percent) did not keep statistics on the use of their collections. Of those keeping statistics, the majority had fewer than 500 research requests per year. For the most part, these collections were unprocessed and unused.

Participants came to the workshops with a variety of preconceptions and expectations about discussion topics, but they also shared many interests. Most participants were very interested in arrangement, description, conservation, appraisal, care of photographs, and visits to archival repositories. They showed little interest, however, in the history of the profession, archival terminology, reference and outreach services, security, and oral history.

Workshop participants were concerned also about the teaching methods used in the various sessions. The term *workshop* implies practical, participatory instruction, and registrants attending the SAA workshops expected to participate in the learning process. They were not satisfied with lectures and theoretical discussions, but wanted to gain practical experience. Responding to participant interests the workshop staff and faculty devised a number of teaching tools which involved students in the learning process.

Two types of curricular materials developed and used with a measured degree of effectiveness by workshop instructors were case studies and topic outlines. Workshop participants became actively involved in session topics when case studies were used. Topic outlines helped to insure a uniform presentation of information by workshop instructors and provided a useful set of notes for participants. Both the case studies and topic outlines were noteworthy products of most of the workshops.

The type of curricular material which generated the most interest during the

workshop was an arrangement and description practicum. The practicum packet consisted of a representative sample of photocopied items from the papers of a prominent professor of journalism. Each item represented approximately 1½ boxes of the type of record (correspondence, legal records, writings, etc.) in the actual collection. Four participants were seated at each table and each table was given one packet of the items. They were told to treat the material as though it had arrived at their archives in fifteen records-transfer cases with no apparent order. As archivists, they were to appraise the materials, establish an arrangement, and write a series list for the collection. The practicum was conducted in the afternoon, following morning lectures on principles of arrangement and description. Participants were given one hour to work on the collection by themselves; during the second hour they were joined by workshop faculty members who sat with each group and answered questions. The last hour of the exercise was devoted to a discussion of the various appraisal decisions, arrangements, and series lists devised by each group. The session concluded with the faculty making general comments and suggestions.

Overall, the practicum proved to be an effective exercise because it *involved* participants in the arrangement and description process. In a small way, it demonstrated some of the problems faced by working archivists: what to preserve, how to arrange, how to describe. Both students and faculty assessed the exercise very positively, yet much more can be done to develop this form of instruction.

Anyone considering the use of a practicum would do well to group participants according to type and size of institution. If this is not possible, participants should be grouped according to experience. Workshop directors might also consider using different practica simultaneously, or giving each student one practicum on the first day of the workshop and allowing students to process their collection throughout the entire workshop.

It is not possible to gauge exactly the impact of these workshops on the participants. Certainly, the participants are now more conscious of the sophistication of archival work. Indeed, many commented that the workshops convinced them that they had a great deal to learn before they would consider themselves archivists. They completed the workshops with a heightened awareness of archival responsibilities and a sense of professional direction.

Improving the quality of basic archival workshops is tied closely to the larger issue of archival education and professional development. Most archivists would agree that one workshop is not sufficient training for an archivist, yet archivists would also agree that basic archival workshops are a common and important means of providing archival training. Thus it is increasingly important that the archival profession define the limitations of basic archival workshops and explain clearly what can and cannot be accomplished in such a short-term educational experience. The Society of American Archivists, through its Basic Archival Workshop Program, hopes to assist archival educators searching for answers to these questions.

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TIMOTHY WALCH, through July 1979, served as Special Projects Officer on the headquarters staff of the Society of American Archivists. In August, he joined the staff of the National Historical Publications and Records Commission.

# The President's Page

HUGH A. TAYLOR

## Into the Nineteen Eighties

THE THRESHOLD OF ANOTHER DECADE would seem a good place for us to stand back for a while from the more immediate issues that face our Society and try to perceive something of our future.

To this end, the April meeting of Council was preceded by an informal session of Council members and management which lasted about four hours and was generally agreed to have been successful. Council members were able to express their views on a wide range of subjects; and consensus, both significant and encouraging, was reached on a number of issues. The deep-seated concern of Council for the future of the Society found expression in a manner that is usually inhibited by the constraints of long agendas and limited time.

Prior to the meeting, a number of draft objectives were circulated by the President based on input by Council members; but since those already in the Constitution covered much the same ground, it was agreed that rather than argue about the meanings of words and phrases we would use the draft list as pegs on which to hang our ideas and so give shape and focus to the discussion. For this report, the draft objectives will not be repeated, for they did not exactly coincide with the discussion; subject headings will be used instead. It must be emphasized that the session was absolutely informal, but the Council and membership may wish to follow up at least some of the proposals at a later date. I am indebted to Vice President Brichford for his useful input into this summary.

### 1. *National Culture and the Documentary Record*

Although we were all rather uneasy about the word *culture* and consequently were not prepared to define it at this stage, the term was seen to express a concept that went far beyond historical research as a rationale for collecting documents.

There was a strong feeling that the chance survival of documents, not only in the private sector but also among public records lacking proper control through scheduling, was an inadequate basis upon which to build a strategy of acquisition and documentation.

The Society should be increasingly concerned about the gaps in what has been permanently preserved, and should explore survey techniques which would

amount to a kind of paper archaeology whereby as complete a configuration as possible of documentary survival is uncovered within a limited area. We are perhaps too selective at present in the classes and creators of the documents we identify in our surveys. We noted, however, certain county projects already being undertaken which appeared to be much more inclusive and holistic in their approach to documentary survival.

We should strive to determine in detail both what is presently in repositories and what is of permanent value "out there." This may mean revision of appraisal schedules for records and the study of collection development for manuscripts in concert with neighboring archivists so that, within mandate limitations, each region may seek to solve its own archival problems.

We recognized that there might be a great deal of individual resistance even to recording the whereabouts of valuable family papers; but if it could be shown that in time these might find a permanent home in the same community, there would likely be more cooperation than if they were transferred to a distant repository. On the other hand, documents might be retained in private hands as families begin to establish their own archives and communicate their contents to a data bank. All this may seem rather farfetched, but there are signs that familial awareness through a burgeoning interest in genealogy may lead in the end to some such development. The preservation of records by non-elites would require new and quite different techniques than hitherto, and a whole new style of publicity would need to be developed.

We began to realize that there are far more facets to the *national culture*, however interpreted, than archivists usually perceive, especially as revealed in the non-text media still largely unfamiliar to us in terms of perceptive interpretation and description for the user. The nature and impact of the media themselves, which have a bearing on their content, also require much more study.

We should continually reassess the role of the archivist in society and our relationships with other guardians of the national patrimony (the French word *patri-moine* is particularly useful with its overtones of cultural resources rooted in the soil which produced them) such as museum and gallery curators. Though we should of course "major" in archives, we should have a generalist's grasp of other fields, such as fine art, which may have considerable documentary importance.

We must come to recognize the increasing diversity of archival operations, encompass them within the Society and support them through our publicity and publication programs. Above all we should try to provide, as soon as possible, a general policy statement on archival education embracing this diversity.

Concern was also expressed that the archivist should in some way have input into the form (and forms) of record keeping for permanently valuable material to ensure that the best possible record is being created and preserved on the most appropriate medium. This requires much closer involvement with the records management process which should be seen as part of a continuum in the life cycle of what will ultimately be archival.

We must learn to judge what archival material should remain permanently in its original archival form and what must undergo information transfer to another medium. We are already familiar with this practice, especially in the case of newspapers; but time, space, and acidity may reveal a need for massive transfers

scarcely contemplated at present, or even the concept of archival retention periods short of permanent.

## 2. *The SAA as a "Learned Society"*

We all felt that with our field of archival vision expanding so rapidly, there is, despite the obstacles, a fundamental need for research not only into some of the themes outlined above, but also into our mainline activities such as appraisal and archival management. The intellectual content of our discipline should be increased; we should spend more time in creative deliberation (which is possible) and writing (which is more difficult and time consuming).

Although not all agreed that membership in the American Council of Learned Societies was necessarily the only criterion for a learned society, many felt that we should be demonstrating the less technical side of our work and continue to seek membership in the ACLS. The SAA is an inclusive, generalist, learned, and professional society, even if we do not meet the definition of the ACLS.

## 3. *Conservation*

Conservation is fast becoming too serious a matter to be left entirely to the professional conservators (as they would be the first to agree). Their priorities and principal interests will lie with the careful, skillful but costly, restorative conservation that they alone can properly accomplish. Much greater attention must be given by archivists to preventive conservation, to ordering priorities for restorative conservation in relation to their entire holdings, and to a thorough understanding of the options and techniques available. We should also think of conservation in the context of the total conservation of energy and other resources in order to strike a proper balance.

To this end it was felt necessary that we have a voice in or, at least, monitor the deliberations of the National Conservation Advisory Council (NCAC), which may be in danger of being too heavily weighted in favor of museums and art galleries and are generally directed to the preservation of individual documents. In this regard their record is impressive and entirely appreciated by archivists; but we need, in addition, more emphasis on mass treatment.

It was further suggested that the Society might explore a largely preventive conservation program, similar to that for security which in a way is one aspect of the problem; theft may destroy more completely than fire and water, handling, and misuse, as far as the availability of the information is concerned. Accurate finding aids and effective reading room procedures also contribute to conservation by reducing unnecessary handling of originals.

## 4. *The Legislative Process*

Archivists should learn to identify more readily archival interests in the political scene. They should not act politically but should know how to develop leverage through appropriate administrative structures, and an understanding of the commitments of elected representatives will enable them to discover where the archives can best make an impact. At the same time we need to enlist the support of legislative bodies for our legislation and learn how to obtain its rational consideration on its merits. We should all become more versed in these skills, and exchange information on such problems.

### 5. *The Society*

We recognized that the immense diversity of the archival scene presents a real leadership challenge, for archivists are not usually by nature organization people. It became clear from our discussion that as a Council we had not in the past spent sufficient time on long-range planning, and it is therefore likely that the third Council meeting each year will be resumed for this purpose. This practice would permit the communication to the membership in advance of plans and the means of their implementation. It would avoid the reactive stance of *ad hoc* responses to a series of current crises and problems. The officers and Council considered the possibility of reorganizing the Council to provide for the more effective dispatch of the Society's business and the prompt response to the needs of the membership and the executive director who, by direction of the Council, is responsible for the daily conduct of the Society's affairs.

There could, perhaps, be three committees of Council: Publications (already doing fine work and the model for this arrangement), the Budget, and Resource Development which would become involved in the preparation of grant proposals, among other duties. Thereafter no substantive decisions would be taken except by the Council as a whole on the advice of its committees.

### 6. *The Headquarters Staff*

Members of the HQ staff were invited to the session and asked how they saw the Society from their viewpoint.

Their chief problem lay in the area of committee liaison where there was sometimes an inability on the part of committee members (who are volunteers and do what they can in their own time) to complete their assignments and pay sufficient attention to detail.

This places an undue burden on the permanent staff who must see their projects through to a proper conclusion.

It was agreed that there may be some merit in appointing the Program Committee two years in advance to provide sufficient time for the preparation of the program in its entirety by the committee and for the HQ staff to see the publication through its various stages.

Chairpersons and others should be chosen for their capacity to get projects completed. Committee work must also be a learning experience for some, in which case they should not be charged with a greater responsibility than they can bear.

A brief set of rules for affinity groups, task forces, and committees should be reintroduced which clearly defines the role of Society members and headquarters staff, and what can be expected of each.

Despite the recommendation of the Committee on Committees that a Council member should act as liaison for Professional Affinity Groups (PAG) and Task Forces, this was felt to be as impracticable now as it always had been, but a Council member should be nominated to serve on each task force that, by definition, had a specific assignment and where, in consequence, a close link with Council would be an advantage.

It was also agreed that Council should have a sense of "Cabinet solidarity" when questioned by the membership, and not claim querulous ignorance of what the HQ staff is doing and why. The executive director or president should be

pressed for the facts if these are not known, and an accurate reply provided. Otherwise our headquarters staff are placed on the firing line where, as a Council, we should be.

Meanwhile we should be constantly reviewing the elements in our Society meetings and recommend changes more in keeping with the times. Instead of perpetuating meals with friends in other organizations as a pretext for papers which are, at times, something less than inspiring, we should seek time on their programs for controversial subjects such as "the archivist as destroyer" and reciprocate with time for historians and others to speak to us at our conference.

The cost of the annual banquet is becoming prohibitive. Is there an alternative way of enjoying this pleasant collective experience?

#### 7. *The Users*

We should pay more attention to our users in every facet of archival administration, not only within the search room through logical finding aids and retrieval systems, but also in our priorities for processing and (to some extent) in our acquisition strategy. We need to study our reader constituencies much more carefully, and especially their research techniques; for they have much to teach us about the nature of the records which they use.

On the other hand we, for our part, should continue to educate the unfamiliar user and the general public in the nature of archives, their strengths and limitations, and the essential differences between the media.

#### 8. *The Next Move*

Finally this seemed to be the time, with the nineteen eighties only a year away, to sound out the members on their satisfactions, frustrations, hopes, and practical suggestions through a questionnaire which seeks both advice on future priorities and criticism of past performances, as a prelude to the next decade.

HUGH A. TAYLOR, *President, Society of American Archivists*

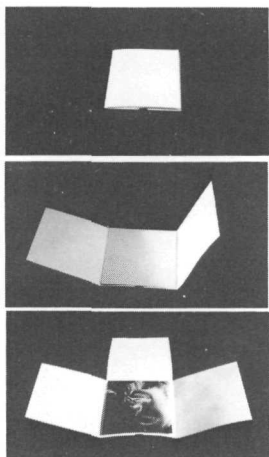


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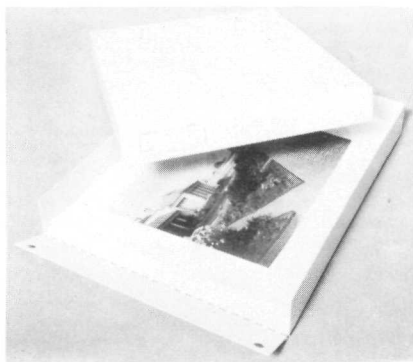


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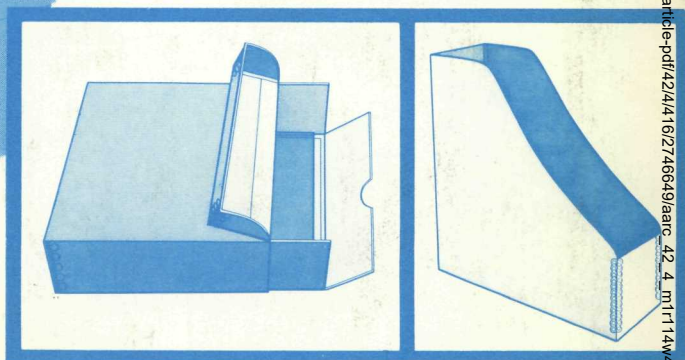
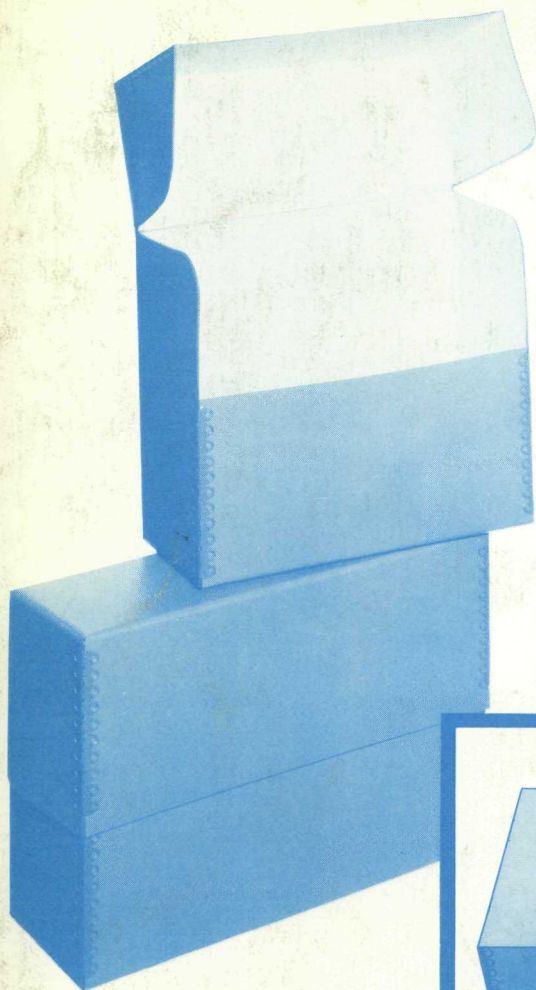
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