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AAF83

**PAPER AND  
PRESERVATION:**

No. 10  
in a series  
of discussions on  
paper products  
for conservation.

# Photographic conservation: What are its special requirements?

## Many. And they're being met.

Earlier in this series (No. 7, reprints on request) we touched on issues related to mounting photographic prints. The question: whether buffered or unbuffered boards are better. Conservators of photography, by and large, now prefer unbuffered boards of high purity, neutral in pH, like our Archivart\* Photographic Board, 100% cotton fiber, acid-free, unbuffered.

Recently, studies on preserving photographic negatives—glass and film—have raised concerns regarding conventional storage procedures. The traditional glued envelopes, it appears, are unsafe. Inserting or removing the negative can cause abrasion damage; smooth paper surface becomes a basic requirement. The papers in these envelopes, further, often contain lignin, residual sulphur and other impurities, which can cause damage to stored negatives, such as silver mirroring. The glued seams create perils both chemical and physical.

Recommended are flapped enclosures; the negatives are set in place and the flaps folded over.

These should be made of either 100% cotton or high-alpha cellulose fibers, free of impurities, with the highest possible smoothness and surface uniformity—and, of course, acid-free. Buffering, it is felt, is appropriate only with acid-generating films such as cellulose nitrate and cellulose diacetate.

To meet these requirements, we have developed a group of specialized products. Archivart\* Negative Enclosures are made in four-flap construction, triple-scored to accommodate films or glass plates. The paper, made of high-alpha fiber free of lignin and sulphur, is strong, neutral in pH and unbuffered, with superior smoothness and formation. Negatives may be viewed on a light table without removing them from their enclosures.

The same paper is available in sheets and rolls: Archivart\* Photographic Storage Paper. It can be used to construct negative enclosures as well as in general conservation, both of photographic materials and of others requiring a non-alkaline environment, such as

specific textiles and silver artifacts. Also available, in three different weights, is Archivart\* Silversafe Photostore, an acid-free, unbuffered paper made of 100% cotton fibers.

Rigid containers for prints, photographic materials and microfilms are provided by our specialized storage boxes. Made of a special acid-free corrugated board, buffered and fungicide-treated, they are shipped flat and assemble in seconds, without fasteners.

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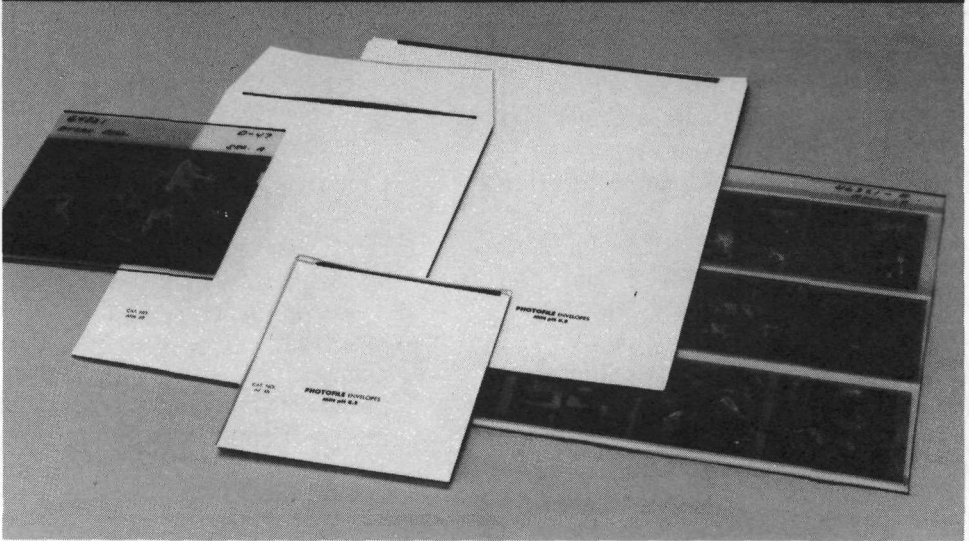
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# Technical Notes

BEN DeWHITT, *Editor*

**Tonal Microphotography: Photos on Microform.** Commercial Microfilm Service, Inc., has developed a process of "tonal microphotography" to retain the gray scale in production of high resolution microform. The company reports that prints made from the resulting microform are remarkably close to the original photograph in appearance. The advantages of security, preservation, space, refiling time, and resource sharing are obvious to archivists. For more information and samples, contact Commercial Microfilm Service, Inc., 14200 N.E. 21st St., Bellevue, WA 98007; (206) 747-6733.

**Dust Cloths Tested.** Michele V. Cloonan has recently been involved in the testing to two dust cloths: Chicopee's STRETCH 'N DUST and Guardsman Chemicals' ONE-WIPE. Informal testing was begun during the cleaning of the Newberry Library's collections in 1982. Laboratory testing of these cloths, however, was not possible until Winter of 1983.

These tests, carried out by Walter C. McCrone Associates, were designed to

demonstrate whether or not the two dust cloths left harmful residues on leather, paper, or book cloth that would contribute to the early deterioration of library materials. Similar tests had been executed by McCrone on other cleaning products for the Library Technology Program of the American Library Association in the late 1960s. The most recent tests made use of microscopic examination, phloroglucinol tests, pH determination, color change, the Elmendorf tear test, and the M.I.T. folding endurance test.

The test results indicated that there was no significant difference between the samples treated with a dust cloth and those that were not treated with any cloth. Therefore, both STRETCH 'N DUST and ONE-WIPE can be safely recommended to librarians who need to clean their collections.

The Newberry Library provided the leather and paper samples, and Bill Minter the cloth samples. A more detailed analysis of the testing will appear in an upcoming issue of *The Abbey Newsletter: Bookbinding and Conservation*.

**National Video Preservation Project Begun.** A preservation program focusing on the videotapes created by independent and avant-garde videomakers has been started by Anthology Film Archives. Unlike other video preservation programs in the United States, this is the first to concern itself with the tapes and special problems of independents. Work on this project began last year. In February Anthology was informed by the New York State Council on the Arts that first year funding of \$3,000 had been approved.

The project has three distinct parts: 1) identification of video works that need to be preserved; 2) rerecording these video works onto state-of-the-art videocassettes; 3) preserving these rerecordings, and perhaps the original materials, in temperature and humidity controlled vaults.

Special problems have affected the video works of independents. Perhaps the most serious has been the threat posed by obsolete formats. Most videotapes made in the 1960s were produced on formats (like Sony CV, Sony AV 5000 color, and Panasonic 12 inch/second) that are no longer in use by manufacturers. Playback equipment for these formats is now difficult to find. By the end of the 1980s none may be operable. By rerecording these tapes onto contemporary formats the video signal can be preserved.

Apart from obsolete formats, video works are also threatened by the decomposition of videotape itself. Like motion picture film, tape can be damaged if it is stored in conditions where the temperature and humidity change, or are too high. The signal-bearing oxides on the videotape can, and do, flake off. The tape base can shrink, curl, and become brittle.

Research into the conditions needed for the preservation of videotape indicates that stable humidity and

temperature conditions, like those for preserving black and white safety film, are the best. Precisely which conditions can be described as archival remains to be determined.

Anthology is conducting this project in consultation with a number of other organizations: the American Film Institute, the Video Data Bank of Chicago, and the Experimental Television Center of Owego, New York. Other advisors include Davidson Gigliotti, Robert Arihood, and John Godfrey. Robert Harris, Anthology's Video Curator, is directing the project. [From *Anthology Film Archives Newsletter*, April 1983.]

**LC Launches Management Plan for Optical Disk Project.** Deputy Librarian of Congress William J. Welsh met with Library of Congress staff managing the Library's experiment in optical disk technology at a luncheon on March 4. This technology will have great impact both on the Library of Congress and on the library and publishing community generally. The Library has mobilized the staff which is planning and executing the experiment under a management matrix structure. The project team leaders in this structure and others guiding the experiment were present at the luncheon.

The Library's exploration of optical digital technology began in the Cataloging Distribution Service (CDS). In that application, the technology has permitted the Library to foresee elimination of the CDS archive of printed catalog cards in lieu of its storage in digital form on optical disks. The system, developed jointly by the Library and Xerox Corp., permits rapid capture of the image of the catalog card and the image's on-demand instant reproduction. In the late 1970s, Mr. Welsh and others perceived the wider applicability of this revolutionary

technology and called for development of a five-year preservation plan. The plan contained a segment on new technology identifying the digital disk technology's five chief virtues: high storage capacity, potentially low storage cost, long life of disks or at least their data, rapid random access, and separability of stored item from user.

Several small preliminary investigations were commissioned to identify the costs of putting on disk various portions of the Library's accessions. When it appeared that the costs were not likely to be prohibitive, the Library formed an Optical Disk Storage Technology Committee. The group's first duty was to compose a Request for Information on the application of the new technology to the preservation and service of library materials. Aimed at securing information from leaders of the industry, the RFI appeared in an August 1981 issue of *Commerce Business Daily*. The manufacturers who replied verified that the technology had progressed sufficiently for the Library to proceed with an experiment. The committee next defined a Library of Congress experiment in sufficient detail to generate a Request for Proposal which appeared in *Commerce Business Daily* on April 15, 1982.

The Library's two existing contracts resulted: one with Teknekron Controls, Inc., to supply the Library with an experimental optical digital disk system and the other with Sony Video Communications Products Co. to supply an experimental analog video disk system.

Two years ago, the Congressional Research Service experimented with digitizing images of documents, mainly articles offered in its Selective Dissemination of Information service for Congress. CRS has kept Mr. Welsh apprised of the results of that project and is a participant in the present digital

experiment which is being conducted by Teknekron, the company that conducted CRS's earlier experiments.

In the spring of 1982, the Library established the Think Tank on Optical Disk Technology, which was chaired by Fred E. Croxton, director of the Automated Systems Office. The think tank has issued a summary report as well as special reports on user needs, bibliographic access, and copyright issues. The reports offer advice on the long-range impact of the new technology and how to cope with it.

The Copyright Office has also been exploring the technology with a view to creation of a paperless Copyright Office. For this reason and because of the necessity for the Library of Congress to adhere scrupulously to the requirements of the copyright law, Copyright Office staff is participating in every aspect of the project. [From *LC Information Bulletin*, 4 April 1983.]

#### **SEEK: A DATABASE MANAGER, Information Retrieval Software.**

Documentation for the SEEK system, developed by the Management Systems Department of General Physics Corporation, 1000 Century Plaza, Columbia, MD 21044, has just crossed my desk. It is designed to provide information retrieval and records management services to industry, business, and government offices. In general, SEEK maintains information in disk-resident files that have variable length records, an unlimited number of fields per record, and an unlimited number of entries within each field. This approach, according to the developer, allows maximum flexibility in maintaining information in a manner that is convenient to the information user rather than in a manner that is convenient to the computer.

Data may be stored in a coded form, in a controlled text format, or in a completely free text format.

As a records management tool, SEEK appears to have some promise. The RM module of the system provides the user with the ability to retrieve documents from files, microfilm, fiche, aperture cards, and other media. Document index data is maintained in the SEEK database. Descriptive elements include: document originator, receiver, date, document number, subject descriptors, keyword descriptors, cost center classifications, and storage locations. Retrieval is achieved through Boolean searches of the database. The software is built with interfaces to work in conjunction with automated microfilm systems, such as those marketed by Kodak, 3M, and Minolta.

While SEEK may prove too costly if employed solely within the confines of an archives program (it has modules for equipment and maintenance databases as well as records management), this product does demonstrate the growing availability of software expressly designed for information management problems. The product obviates the need to process files as an archivist would understand the function. Instead, the records manager would simply load the appropriate descriptors into the on-line data entry system and SEEK would establish numerous access points to the document in question through its database. Thus, the document is accessible without placing it within a more formal physical classification scheme.

Further information about SEEK and related products may be obtained without charge from General Physics Corporation. [RICHARD M. KESNER, *F. W. Faxon Co., Inc.*]

**The Society of Archivists' SRG Methods of Listing Working Party.** In December 1982, Richard B. Light, who serves as Research Development Officer for the Museum Documentation Association (UK), contacted me concerning my work in microcomputer networking and archival description. Shortly thereafter I received a package of information from Mr. Light pertaining to the activities of what appears to be the British equivalent of the SAA's National Information Systems Task Force. The British group, called the "Methods of Listing Working Party," has generated a number of documents that might prove of considerable interest to members of the SAA engaged in the implementation of various standardized description and networking activities. For that reason, I briefly summarize the accomplishments of the Working Party below. For copies of the documents mentioned in this report, contact: Mr. R.B. Light, Research Development Officer, Museum Documentation Association, Duxford Airfield, Duxford, Cambridgeshire CB2 4QR, UK. In return, he would like to know what U.S. and Canadian archivists are up to in this area. He would certainly appreciate an exchange of information.

The Methods of Listing Working Party is currently working toward the design of data standards for archival records. The format of these standards is to conform with those already in place for the Museum Documentation Association. Ultimately, the Working Party seeks to produce a single uniform standard of description, instructions for its application and use, and a series of suggested designs for record formats for the description of various types of archival materials.

The Working Party's provisional timetable calls for the completion, at least in draft form, of the descriptive standard by late 1983. The full schedule is as follows: 17 January 1983: bibliographic description standard; 22 March 1983: document as object description standard; 25 May 1983: reference tools description standard; 7 July 1983: accession/acquisition of documents description standard; 19 September 1983: records management description standard; 22 November 1983: finalization of complete standard. Both archivists and museum curators are participating in the Working Party's deliberations. There is also a liaison between the Working Party, the Computer Applications Committee (CAC) of the Society of Archivists, and archivists currently engaged in field projects involving a considerable amount of description.

One of the problem areas cited by the Working Party, as with the NISTF within the SAA, concerns the meaning, significance, and application of levels of description to archival materials. They found that there was a total lack of uniformity in the employment of descriptors in this area even though all archivists agreed on the importance of level in describing archival materials.

Among the documents that I received with this narrative were a draft of a "Data Standard of the Elements of Archival Description," a listing of "General Requirements for the Computerized Listing of Archives," and subsequent revisions of these documents. It appears from the correspondence in hand that the Working Party is proceeding on schedule and that their accomplishments are considerable, as were those of our own NISTF. As with the NISTF effort, the Working Party avoids the question of implementation. They seek to develop a com-

monly acceptable standard, leaving to the discretion of individual archives programs the choice of whether or not to conform with the standard.

The implications of their work are nevertheless clear. If archives are serious about the exchange of information via some type of automated information/communications network, they must impose a certain level of uniformity on the way they format and transmit data externally. They may rely on any format that they like in-house, but for interagency communication a certain degree of standardization will prove to be necessary. [RICHARD M. KESNER, *F. W. Faxon Co., Inc.*]

**Yale, Cornell, and Stanford Awarded Grant for Development of RLG Automated Bibliographic System for Manuscripts and Archives.** The U.S. Office of Education has awarded a Title II-C grant of \$400,000 to Yale University to undertake a joint project with Cornell and Stanford University libraries, the Hoover Institution, and the Research Libraries Group, Inc. The purpose of this project is to design and implement enhancements to the Research Libraries Information Network (RLIN) that will facilitate the accessioning, cataloging, and management of manuscript and archival materials. The development of a standard bibliographic exchange format will enable Cornell, Stanford, and Yale to integrate their manuscript and archival holdings into RLIN, thereby forming the foundation of a national data base.

Project activities in 1983 will include determining cataloging standards, establishing guidelines for authority control, entering records into the RLIN data base, and producing user documen-



tation for dissemination to other RLG institutions. These activities build upon previous work done with Title II-C funding at Yale, which involved the development of functional specifications for enhancements to the RLIN bibliographic system.

The Research Libraries Group, Inc. (RLG) is a corporation owned by twenty-five major universities and independent research libraries; it also includes fourteen special members in law, art, and architecture. The purpose of RLG is to improve the management of the information resources necessary for the advancement of scholarship. Its goals are: to provide a structure through which research institutions can address common problems; to provide scholars and others with increasingly sophisticated access to bibliographic and other forms of information; to enable libraries to manage their catalogs in an automated mode and in the context of an automated union file of all member collections; and to promote, develop, and operate cooperative programs in collection development, preservation of materials, and shared access to research materials.

RLG is founded on the recognition that neither significant increases in purchasing power nor reductions in demand for services are likely in the foreseeable future; that the volume of information on which modern scholarship depends will continue to grow; and that in the decades ahead individual institutions, regardless of their size and history, will increasingly be forced to move away from comprehensive acquisitions policies. The creation of RLG is an effort by research universities and independent research libraries to manage the transition from locally self-sufficient and independently comprehensive collections to a national capacity for research in all fields of knowledge and

improve our ability to locate and retrieve relevant information.

RLG now operates four principal programs: collection management and development; shared resources; preservation; and technical systems and bibliographic control. Although these programs are all independent, they are interrelated and in conjunction may support more specialized programs and task forces that cut across program boundaries.

RLG's bibliographic system, RLIN, offers a uniquely flexible means of access to a broad range of resources, regardless of format, held by research libraries, including books, serials, maps, film, and music. The integrated data base offers researchers a tremendously powerful bibliographic tool for access to its materials in their own libraries as well as to the resources of member and affiliate institutions.

Prior attempts to integrate manuscripts and archives into library data bases have had serious drawbacks because the systems required that manuscripts and archives be described in a format designed primarily for books and other discrete bibliographic items. Because of its flexibility, RLIN offered the opportunity to design a specific format for manuscripts and archives that would respect the unique descriptive requirements of these materials.

In 1981 Yale's Department of Manuscripts and Archives, using Title II-C funding from the U.S. Department of Education, began to develop the functional specifications for an automated manuscripts and archives bibliographic system, a first step toward designing a specific format. After a systems analysis of Yale's procedures and review of "Standard Elements for the Description of Archives and Manuscript Collections," Elaine D. Engst's report for the Society of

American Archivists' National Information Systems Task Force (NISTF), the department prepared a preliminary document on the functional requirements for the development of an automated system. The Task Force on Special Formats, coordinated by RLG and funded by the National Endowment for the Humanities, reviewed the draft. Representing SAA, OCLC, RLG, and the Library of Congress, members of the task force had a broad range of experience in manuscripts and archives as well as in systems development and public services. Their expertise and guidance helped to insure the broad applicability of the functional requirements and the general usefulness of any system implementing them. Task Force members were Barbara Brown, Research Libraries Group; David Weisbrod and Larry Dowler, Yale University; Max Evans, State Historical Society of Wisconsin; Carolyn Geda, Inter-University Consortium for Political and Social Research; Thomas Hickerson, Cornell University; William Joyce, New York Public Library; Roxanne Nilan, Stanford University; Harriet Ostroff, Library of Congress; Helen Slotkin, Massachusetts Institute of Technology; and Alan Tucker, Research Libraries Group.

The overlapping membership of the RLG Task Force and the NISTF Working Group on Data Elements ensured the compatibility of NISTF's proposed revisions of the MARC manuscript format and the functional requirements report prepared for RLG. Members of RLG then received the report for review by their manuscripts and archives units, public service, technical services, administration, and systems staff. Following the institutional review process a working team at RLG headquarters began the external specifications, the phase of implementation that defines the

overall system from the user's point of view. RLG will continue to progress through the phased implementation program, aiming at having the entire system operating in the second half of 1983.

The main goals of the system are:

1. To serve as the tool for building, maintaining, and exploiting a union data base of bibliographic and related data representing the archival and manuscript material held by repositories, in order to expedite access to the material by researchers, archivists, and librarians.

2. To integrate this data base with the existing RLIN bibliographic data bases, thereby offering integrated access to the full range of resources of member institutions, across all formats (including books, serials, manuscripts and archives, and maps).

3. To facilitate the performance of housekeeping tasks at the repositories in which the materials are held, e.g., keeping track of accessions, restriction information, and processing backlogs.

The union data base will support online query, offering rich and flexible access; the production of standard hard-copy products produced cyclically, such as printed guides, catalog cards, COM catalogs, or other page-form catalogs; and the production of other standard hard-copy products on demand, e.g., accession slips, donor lists, and lists of in-process material.

The system will be suitable for the description and retrieval of the whole range of materials housed by repositories: archival record groups and their subdivisions; manuscript collections and their subdivisions; single items; microforms of archival and manuscript collections; and special materials, such as ephemera, memorabilia, objects, artifacts, maps, photos, drawing, charts, and printed volumes if they are part of an existing manuscript or archive collection. The

system covers the entire process of collection handling, from the point of acquisition to the creation of finding aids and the establishment of complete physical and intellectual control over the material. The ultimate aim of the system is to provide a broad range of access points.

The following areas of activity are not now within the scope of the system: circulation, user services, user statistics, and computer storage of lengthy finding aids, such as registers. The computer records will specify the availability and

types of finding aids, but the system is not intended to store in machine-readable form the finding aids themselves. Registers and inventories will remain separate documents available from member repositories in hard copy or microform.

Principal project staff members are Roxanne Nilan and Charles Palm, Stanford University; Thomas Hickerson and Richard Strassberg, Cornell University; Katharine Morton and Lofton Abrams, Yale University. [LOFTON ABRAMS, *Yale University Library*]

## MANUSCRIPT SOURCES IN THE ROSENBERG LIBRARY A Selective Guide

*Edited by* JANE A. KENAMORE  
and MICHAEL E. WILSON



The Rosenberg Library, in Galveston, is a nationally known repository for manuscripts recording early Texas history. Its initial holdings included maps, books, pamphlets, and newspapers chronicling noteworthy events on the Texas frontier. The library now focuses on the nineteenth- and twentieth-century social and economic history of the Gulf Coast.

This guide, the only published key to the Rosenberg manuscripts, is invaluable in unlocking many of the library's rich primary source materials that heretofore were unavailable to the public. 6x9. 184 pp. *Illus.* \$20.00



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# News Notes

F.L. EATON *and* THOMAS E. WEIR, JR., *Editors*

Send notes for publication to News Notes Editor, the *American Archivist*, National Archives Building, Washington, DC 20408, or to one of the following reporters: **State and Local Archives** to Richard J. Cox, Alabama Department of Archives and History, 624 Washington Ave., Montgomery, AL 36130; **Religious Archives** to John R. Woodard, P.O. Box 7414, Reynolda Station, Winston-Salem, NC 27109; **Business Archives** to Anne Millbrooke, United Technologies, 400 Main Street, MS 124-22, East Hartford, CT 06108; **State and Regional Archival Associations** to Alice Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, OH 45221; and **Manuscript Repositories** to Peter J. Parker, Historical Society of Pennsylvania, Manuscripts Department, 1300 Locust Street, Philadelphia, PA 19107.

The *Art and Architecture Thesaurus* project has been taken over by the J. Paul Getty Center for the History of Art and the Humanities. The AAT is developing a controlled vocabulary for use by libraries and archives throughout the United States. More than half of the architectural terminology has been developed and is under review. Planning for the development of fine arts and decorative arts terminology has begun. The National Endowment for the Arts has provided funding for testing the reference and cataloging effectiveness of the architecture section of the thesaurus. For further information write: AAT Project, Bennington College Library, Bennington, VT 05201.

An *Association of Diocesan Archivists* was formed in March 1983 with the adoption of a constitution and bylaws and the election of officers to two-year terms. The association will meet annually in conjunction with SAA and will plan workshops for the diocesan archivists. For further information write: Archivist, Archdiocese of Boston, 2121 Commonwealth Ave., Boston, MA 02135.

"Missionary Reflections: Interviews on Life and Work Overseas" is the theme of the exhibit in the archives of the *Billy Graham Center*, Wheaton College, Wheaton, Illinois. Interviews with

North American protestants who served as evangelists, doctors, nurses, teachers, and administrators in Latin America, Asia, Africa, and Europe have been used extensively. The extracts from the interviews are illustrated with photographs, posters, maps, and other documents from the archives. The exhibit will run until 25 October 1983. Catalogs are available for a small fee.

The *Bureau of Labor Statistics* of the federal government plans to eliminate the categories of historian and archivist from its list of occupations published in the *Occupational Outlook Handbook*. The bureau reports the decision was based on its staff reductions and on the difficulty of obtaining data.

In January 1983 the *Copyright Office* delivered to Congress a report focused on the copying practices of libraries and archives and their clients. The author of the report examined the effectiveness of the photocopying provisions in the copyright law in creating a balance between the right of creators and the needs of users of copyrighted works. In the report the Copyright Office concludes that the provisions provide a workable framework for obtaining a balance between creators' rights and users' needs, but that in certain instances a balance has not been achieved in practice, either because the intent of Congress has not been carried out fully or because that intent is not clear to those who should be adhering to the law.

According to the author of the report, there appears to be significant confusion among libraries about how the copyright law works and why its enforcement is frequently their responsibility. Recommendations to rectify some of these problems are included in the report. The

recommendations include the encouragement of voluntary guidelines and of collective photocopying licensing agreements, studies of possible surcharges on photocopying equipment and of compensation systems based on sampling techniques, and the encouragement of agreements concerning archival preservation issues. Other recommendations relate to revisions of specific provisions in the copyright law.

Copies of the report may be purchased from: National Technical Information Service, U.S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161; NTIS Sales Desk: (703) 487-4650. For further information or copies of the Executive Summary and the Copyright Office Recommendations, contact Craig D'Ooge (202) 287-5108.

The Pennsylvania Power and Light Company awarded the *Eleutherian Mills Historical Library* a grant to publish and distribute a guide to the company's 1,200 cubic feet of archival records. This project was the final phase of a three-year NEH project which is enabling the library to arrange and describe the records of the Pennsylvania Power and Light Company and prepare an inventory in machine-readable form. This collection, consisting largely of records of the 1,057 predecessor companies, documents the development of electrical power in eastern Pennsylvania during the late nineteenth and early twentieth centuries. The materials should be open for research in December 1983.

The *Library of Congress* has begun using a 105-mm microfiche camera to produce single-image microfiche of maps. Maps are reduced by varying ratios depending on their size. Maps measuring larger than 38 by 61 inches are generally

filmed in two or more microfiche. The large microfiche format originally developed by the National Archives allows most maps to be reproduced as a single image rather than being either photographed in several images or so greatly reduced that details are lost. The film currently used is black and white, and fiche copies of the maps filmed may be purchased in either silver or diazo. Some experiments have been made with color film.

The *National Archives and Records Service* has established a special unit for Archival Research and Evaluation with a broad mandate to analyze the need for refinement of NARS' objectives, identify information techniques used in other disciplines and organizations, and develop plans for the effective use of current technology. In February 1983, eighteen experts from the business and research community were invited by the Archivist of the United States to attend an all-day roundtable discussion on technology assessment at the archives. Some of the organizations represented included MITRE Corporation, Corporation for Public Broadcasting, National Security Agency, Congressional Research Service, and Archives for Advanced Media.

The *New York State Archives* and the *New York State Historical Records Advisory Board* have begun publishing a newsletter titled *For the Record*. The newsletter will contain information "useful to government officials, to researchers interested in the holding of the State Archives, and to a broad community of individuals and programs concerned about the preservation and use of historical records" in the state. All aspects of the archives' and advisory board's functions, including running an archival program for all three branches

of the state government, directing the records disposition for local governments, and advising local governments on the sound administration of their records (including archival records), will be covered in the newsletter.

The *New York State Archives* and the *New York State Library* announced a statewide Conservation Administration Training and Planning project with a goal of improving programs for the preservation of New York's documentary heritage and of other important and endangered research materials in the state. The project, partially funded by an NEH grant, includes four conservation administration workshops to be held in Albany during 1983 and 1984.

Instead of the traditional hands-on conservation training, the planning and development of conservation programs will be emphasized in the workshops. Also to be covered in each 3½-day workshop are methods of determining and analyzing conservation needs, setting priorities, selecting cost-effective options to meet these needs, and incorporating preservation concerns into all institutional procedures for library and historical records holdings. Each workshop will accommodate twenty-five participants from libraries and historical records repositories across the state. Participants' workshop expenses will be paid by project funds. To be eligible, participants' administrative responsibilities must include preservation policy or resource allocation.

In addition to sponsoring the workshops, the project staff will gather data on conservation programs in New York, assess statewide needs, and issue a report recommending long-range conservation objectives and strategies. A conservation advisory council representing the library, archival, conservation, and research communities will establish

guidelines for and oversee all aspects of the project. For additional information contact: Conservation Administration Training and Planning Project, New York State Archives, Room 10A46, Cultural Education Center, Albany, NY 12230; (518) 474-1195.

The *New York State Historical Records Advisory Board* announced the completion of its three-year Local Government Archives project. The project, funded by NHPRC and administered by the state archives, made possible the development of archival programs in a dozen municipalities in the state. The project included five cities, a county, four towns, and two multi-jurisdictional ventures. With small grants provided by the board, the participating governments hired project staff who were then instructed by the state archives in archival and records management procedures. In most cases, project staff surveyed records in local government offices, identified archival records, prepared series descriptions, and produced guides. Building on experience gained during the project, the state archives and project staff conducted a series of records management workshops attended by more than 800 local government officials. Copies of the board report in which the project has been analyzed and substantial suggestions have been made for local records programs are available from the state archives at the address given in the previous entry.

*Nevada* has a new law authorizing the Nevada State Supreme Court to prepare retention schedules for court records throughout the state. One provision of the law allows the Administrative Office of the Courts to use the services of the

Division of Archives for the inventorying, appraising, and scheduling of records.

A committee in Oklahoma is studying the possibility of establishing an *Oklahoma Archives Network*. The committee is composed of representatives from the Oklahoma Historical Society, University of Tulsa, Northeastern Oklahoma State University, Oklahoma Baptist University, Oklahoma Department of Libraries, and Central State University.

The *Salvation Army Archives and Records Center* has developed a new finding aid format. It was selected because it provides the researchers with more information and uses less space than did the old format. Plans have been made to reprocess collections to make them conform to the new format. The librarian has also completed a detailed cataloguing manual to augment and supplement the standard *Anglo-American Cataloguing Rules*. Different applications used in the Salvation Army Archives and Records Center are described in the manual. Additional details may be obtained from: Salvation Army Archives and Records Center, 145 West 15th St., New York, NY 10011.

The *Texas Archival Network* began work in January 1983 to develop plans for a statewide data base of archival holdings. The project grew out of a state records assessment grant funded by NHPRC and may eventually provide access to the holdings of all archival repositories in the state from a central data base accessible to any Texas archival institution. For additional information, contact: David Murrah, Southwest Collection, Texas Tech University, Lubbock, TX 79409.

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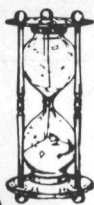


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### Basic Manual Series I

*Archives & Manuscripts: Appraisal & Accessioning*, Maynard J. Brichford  
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